



## 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 Tyler, AICP, City Planner/Director

**DATE:** August 5, 2004

**SUBJECT:** **Report on the Schedule and Framework for the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009.**

---

### **Description**

On the agenda for the August 9, 2004 meeting of the Urbana City Council Committee of the Whole is a Report on the Schedule and Framework for the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009.

### **Issues**

The issue is for the Urbana City Council to review and provide input on proposed Schedule and Framework or the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009.

### **Background**

As a recipient of CDBG and HOME entitlement funding from the U.S. Department of Housing and Urban Development, the City of Urbana and the Urbana HOME Consortium are required to submit a 5-Year Consolidated Plan. HUD provides the following summary statement concerning the Consolidated Plan:

*The Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. It offers local jurisdictions the opportunity to shape the various housing and community development programs into effective, coordinated neighborhood and community development strategies. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the local level.*

A more functional purpose of the Consolidated Plan is to guide the utilization of the City's HOME and CDBG resources. Any project funded with CDBG and/or HOME funds, must be consistent with

the goals, strategies and objectives included in the Consolidated Plan.

Staff has prepared a Framework for the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009. The Framework was developed by editing the HUD guidelines with notations that indicate how the proposed Consolidated Plan will address HUD's submittal requirements. These sections begin with the word "**SUBMITTAL:**" followed by brief comments and information about how each requirement will be met.

The Schedule for the Preparation of the FY 2005-2009 Consolidated Plan and FY 2005-2006 Annual Action Plan provides the critical path for the preparation of these plans and the dates for completing major milestones. As this schedule indicates, the City of Urbana will be developing two (2) separate, but related planning documents in the next 11 months. One being the 5- Year Consolidated Plan for FY 2005-2009 and the other is the Annual Action Plan for FY 2005-2006, which will provide an annual plan and budget for the utilization of CDBG and HOME funds for that year. HUD considers the Annual Action Plan a component part of the Consolidated Plan. For planning purposes, staff will keep the two processes separate as appropriate.

Earlier this year, the Urbana City Council was provided a copy of Champaign County Statistical Abstract 2004, prepared by the Champaign County Regional Planning Commission. This document contains a great amount of information and data that can be referenced in the Consolidated Plan. The Regional Planning Commission has indicated that this data can be hared and referenced in other planning documents.

## **Options**

The Urbana City Council can review and provide input on proposed Schedule and Framework or the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009.

## **Fiscal Impacts**

There are considerable fiscal impacts associated with the preparation of the FY 2005-2009 Consolidated Plan. The Consolidated Plan will guide the annual expenditure of an estimated \$550,000 in CDBG funding and \$1,800,000 in HOME funding.

The main impact of the Consolidated Plan is that it can influence funding availability and utilization of CDBG and HOME funding. Should a proposed project not be consistent with the goals and strategies of the Consolidated Plan, the project could not be funded with CDBG or HOME funding, unless the Consolidated Plan was amended to include the project.

## **Recommendations**

Staff recommends that the Urbana City Council agree with Schedule and Framework for preparation of the FY 2005-2009 Consolidated Plan.

**Memorandum Prepared By:**

---

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

### **Attachments:**

- (1) Schedule for the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009.
- (2) Framework for the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2005-2009.
- (3) Listing of Focus Groups and Data Sources

# Framework for the Preparation of the Urbana HOME Consortium and City of Urbana Consolidated Plan For Program Years 2005-2009.

This Outline is based on the *GUIDELINES FOR PREPARING A CONSOLIDATED PLAN SUBMISSION FOR LOCAL JURISDICTIONS*  
U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

## 1. INTRODUCTION

The Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. It offers local jurisdictions the opportunity to shape the various housing and community development programs into effective, coordinated neighborhood and community development strategies. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the local level.

The strategic plan is a specific course of action for revitalization. It is the means to analyze the full local context and the linkages to the larger region. It builds on local assets and coordinates a response to the needs of the community. It integrates economic, physical, environmental, community, and human development in a comprehensive and coordinated fashion so that families and communities can work together and thrive. A strategic plan also sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. In so doing, it helps local governments and citizens keep track of results and learn what works.

The Consolidated Plan approach is also the means to meet the application requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs. This process replaces prior CPD planning and application requirements with a single document, and satisfies the submission requirements of the four CPD formula programs for local jurisdictions.

The statutes for the formula grant programs set forth three basic goals against which the plan and the jurisdiction's performance under the plan will be evaluated by HUD. Each jurisdiction's plan must state how it will pursue these goals for all community development programs, as well as all housing programs. These statutory program goals are:

### 1. DECENT HOUSING

- Assisting homeless persons obtain affordable housing.
- Assisting persons at risk of becoming homeless.
- Retention of affordable housing stock.
- Increase the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to

members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability

- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence.
- Providing affordable housing that is accessible to job opportunities.

## 2. A SUITABLE LIVING ENVIRONMENT

- Improving the safety and livability of neighborhoods.
- Increasing access to quality public and private facilities and services.
- Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods.
- Restoring and preserving properties of special historic, architectural, or aesthetic value.
- Conservation of energy resources.

## 3. EXPANDED ECONOMIC OPPORTUNITIES

- Job creation and retention.
- Establishment, stabilization and expansion of small businesses (including micro-businesses).
- The provision of public services concerned with employment
- The provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan.
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices.
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community.
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

At each jurisdiction's discretion, the information can be displayed in any clear, concise format and should include an executive summary that communicates the key elements of the plan to citizens. These elements include the needs assessment, priority needs, specific objectives, and how the activities will address identified needs and objectives. All required elements of the plan (including tables and narratives) should be submitted to HUD in an electronic format. Electronic data assists HUD and its program partners to exchange information more easily and better serves the families and communities that HUD programs are designed to serve.

## II. PREPARING A CONSOLIDATED PLAN SUBMISSION

These steps guide the jurisdiction through the process of preparing its consolidated plan submission to HUD.

### 1. Managing the Process

The consolidated plan submission process envisions that housing and community development planning and programming will be accomplished through a unified and comprehensive framework that opens new opportunities for collaboration and collective problem-solving. Partnerships among government agencies and between government and private groups are developed in order to marshal government and private resources to achieve intended public purposes. These steps require jurisdictions to take and/or describe specific actions and initiatives relevant to the preparation of the consolidated plan.

#### **Pre-submission requirements:**

**1.1. Required Consultation** - Jurisdictions must consult and coordinate with appropriate public and private agencies, such as the State and other local jurisdictions; public and private agencies that provide assisted housing, health services, and social services agencies including services to children, elderly persons, homeless persons, persons with disabilities (including persons with HIV/AIDS and their families); and other categories of residents, and among its own departments, to assure that its consolidated plan is a comprehensive document and addresses statutory purposes.

#### **SUBMITTAL:**

This section will be completed by focus groups meeting and related activities that might include surveys, e-mail list serves, etc.

Attached is listing of Focus Groups by topic areas and listing of data sources/information by topic areas.

**1.2. Lead-Based Paint** - The jurisdiction must consult with state and local health and child welfare agencies, and examine data on hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

#### **SUBMITTAL:**

This section will be completed by consulting with the following organizations:  
Champaign County Health Department  
Illinois Department of Public Health  
Family Services

## **Submission Requirements:**

**1.3. Lead Agency** - The jurisdiction must identify the lead agency or entity for overseeing the development of the plan and the major public and private agencies responsible for administering programs covered by the consolidated plan.

### **SUBMITTAL:**

The City of Urbana is the lead entity for this Consolidated Plan submittal.

The City of Urbana, Community Development Services, Grants Management Division is the responsible agency for this Consolidated Plan submittal.

**1.4. Consultation/Coordination** - The jurisdiction must identify the significant aspects of the process by which the plan was developed, the agencies, groups, organizations, and others who participated in the process. It must describe the jurisdiction's consultation with housing, social service agencies, and other entities, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons, as well as activities it will undertake to enhance coordination between public and assisted housing providers, and among private and governmental health, mental health, and service agencies. HOPWA grantees must consult broadly to develop a metropolitan-wide strategy and other jurisdictions must assist in the preparation of the HOPWA submission.

### **SUBMITTAL:**

This section will be completed by meeting with focus groups. Attached is a listing of focus groups.

All consultation efforts, required public hearing and invitations will be documented.

Efforts will be made to utilize other community development planning efforts, including but not limited to the following:

- Homeless Survey and HMIS info
- United Way's Needs Assessment
- Regional Planning Commission's data collection/analysis

**1.5. Institutional Structure** - The jurisdiction must explain the institutional structure through which it will carry out its consolidated plan, including private industry, non-profit organizations, and public institutions. The jurisdiction must also assess the strengths and gaps in the delivery system. For public housing this must include a description of the organizational relationship between the jurisdiction and the public housing agency, including the appointing authority for the commissioners or board of housing agency, relationship regarding hiring, contracting and procurement; provision of

services funded by the jurisdiction; review by the jurisdiction of proposed capital improvements as well as proposed development, demolition or disposition of public housing developments.

**SUBMITTAL:**

This section will be completed by providing narrative on the following organizations/issues and their relationship to the institutional structure that carries out the Consolidated Plan

Private Industry

Rental Properties

Economic Development

Not for Profit Organizations

Social Service Delivery

Developing Affordable Housing

Public Institutions

City of Urbana

Urbana HOME Consortium (Urbana/Champaign/County)

Community Housing Development Organizations

Strengths

History of interest and innovation in addressing challenging and opportunities.

Able organizations and staff.

Community support.

Gaps

Organizations to help meet affordable housing and social service needs.

Funding reductions at all levels.

Relationship with Public Housing Agency

Summary information provided by HACC.

Review of Annual Plan

**Guidance:**

**1.6. Collaboration and Partnership** - In organizing to prepare the consolidated plan submission, has the jurisdiction considered establishing new relationships and organizational structures among various agencies and organizations in order to maximize the benefits that should arise from the collective problem solving and coordinated

activities? Does the lead agency that coordinates the consolidated planning and submission process have adequate authority and ability to accomplish the following?

- Develop interagency agreements and coordinating bodies that can facilitate cooperation among the jurisdiction's line agencies?

**SUBMITTAL:**

The City of Urbana has legal authority and ability to develop interagency agreements and coordinating bodies.

- Work with other jurisdictions and organizations that have a regional responsibility for economic development, business, employment, and planning?

**SUBMITTAL:**

The City of Urbana has legal authority and ability to work with other jurisdictions for economic development purposes.

- Provide continuity of management for the process over time and the confidence of citizen organizations that citizens participating in the process have meaningful access to the decision making process?

**SUBMITTAL:**

The City of Urbana will provide continuity of management.

**1.7. Leadership** -- The consolidated plan should have the clear backing and support of the Mayor or Chief Elected Official. Real cooperation and coordination will not occur without leadership by the jurisdiction's elected officials and citizens will not participate in a process that does not have leadership by elected officials. Leadership also aids in the effective implementation of the plan and increases commitment to the plan.

**SUBMITTAL:**

The City of Urbana Mayor, City Council and Community Development Commission will continue to be involved and supportive of the efforts to prepare the consolidated plan.

## **Citizen Participation**

The consolidated plan must result from an effective citizen participation process. Existing, ongoing citizen participation activities may be used when they are strong and vital. Jurisdictions have the flexibility to choose the participation process that best works for the low-income citizens who are the primary clients for HUD programs.

The jurisdiction must develop and follow a detailed citizen participation plan that addresses each of the following elements. Citizens, non-profit organizations and other interested parties must be afforded adequate opportunity to review and comment on the original citizen participation plan, on substantial amendments to the citizen participation plan, and must make the citizen participation plan public.

**1.8. Participation --** The citizen participation plan must provide for and encourage citizens to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the performance report. These requirements are designed especially to encourage participation of low- and moderate- income residents where housing and community development funds may be spent. The jurisdiction is expected to take whatever actions are appropriate to encourage the participation of all its residents, including minorities and non-English speaking persons, as well as persons with disabilities in all stages of the process.

The jurisdiction shall encourage the participation of residents of public and assisted housing developments and recipients of tenant-based assistance in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The jurisdiction shall make an effort to provide information to the housing agency about consolidated plan activities related to its developments and surrounding communities that the housing agency can make available at the annual public hearing required for the Public Housing Agency Plan.

**SUBMITTAL:**

This section will be completed with a narrative of the following outline:

Citizen Participation Efforts

Conduct three (3) low-mod income neighborhood public hearings to identify needs and gather input on the use of CDBG and HOME funds.

Conduct public hearings for social service agencies to identify needs and gather input on the use of CDBG and HOME funds.

Hold Community Development Commission regular meetings

Conduct public hearings (morning and evening) on the DRAFT Consolidated Plan

Conduct public hearing on the Consolidated Annual Performance and Evaluation Review (CAPER)

Provide access to interpreter services, if requested.

Ensure that all meeting locations are accessible  
When possible, staff will attend standing meetings of neighborhood organizations to obtain input and feedback on the Consolidated Plan.

Ensure that all meeting notices indicate that special accommodations can be made, if we know in advance.

Identify opportunities to motivate minority and non-English speaking residents to be involved with the process of preparing the Consolidated Plan.

Identify opportunities to motivate disabled residents to be involved with the process of preparing the Consolidated Plan.

Coordinate with the Housing Authority of Champaign County, to ensure that CON PLAN activities are made available at the annual public hearing required for the Public Housing Agency Plan.

Staff will explore non-traditional means of gaining citizen participation such as creative media sources (billboards) and other measures.

**1.9. Access to Information** -- Citizens, public agencies, and other interested parties, including those most affected, must have the opportunity to receive information, review and submit comments on any proposed submission concerning the proposed activities, including the amount of assistance the jurisdiction expects to receive (including grant funds and program income), and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

**SUBMITTAL:**

Information concerning the Consolidated Plan will be available as follows:

Copies of documents will be available at the following locations:

- City of Urbana, Clerk's Office
- City of Urbana, Grants Management Division
- Urbana Free Public Library
- City of Urbana website ([www.city.urbana.il.us](http://www.city.urbana.il.us))

Notices of meetings will be available as follows:

- Display ad in News-Gazette
- City of Urbana website ([www.city.urbana.il.us](http://www.city.urbana.il.us))
- Urbana Public Television (channel 6)

Information provided in Neighborhood News Newsletter  
Notices will include the following information:

Amount of assistance the jurisdiction expects to receive (including grant funds and program income), and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

**1.10. Anti-displacement** - The citizen participation plan must set forth the jurisdiction's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the jurisdiction will make available (or require others to make available) to persons displaced, even if the jurisdiction expects no displacement to occur.

**SUBMITTAL:**

Whenever possible City has take all steps to minimize impact of displacement.

If applicable, City will address displacement activities in accordance with the Federal Uniform Relocation Act and will monitor compliance.

**1.11. Publishing the Plan** - The jurisdiction must publish its proposed consolidated plan submission so that affected citizens have sufficient opportunity to review it and provide comments. The requirement for publishing may be met by publishing a summary of the proposed consolidated plan in one or more newspapers of general circulation and making copies of the proposed plan available at libraries, government offices, and public places. The summary must describe the contents and purpose of the consolidated plan, and must include a list of the locations where copies of the entire plan may be examined. The jurisdiction must also provide a reasonable number of free copies of the plan to citizens and groups that request it.

**SUBMITTAL:**

Information concerning the Consolidated Plan will be available as follows:

Copies of documents will be available at the following locations:

- City of Urbana, Clerk's Office
- City of Urbana, Grants Management Division
- Urbana Free Public Library
- City of Urbana website ([www.city.urbana.il.us](http://www.city.urbana.il.us))

**1.12. Public Hearings** -- The jurisdiction must provide at least two public hearings per year to obtain citizens' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year. Together, the hearings must address housing and community development needs, development of proposed activities, and review of program performance.

In order to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, the citizen participation plan must provide that at least one of these hearings is held before the proposed consolidated plan is published for comment.

The citizen participation plan must provide that hearings be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. The citizen participation plan must specify how it will meet these requirements. The citizen participation plan must identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

**SUBMITTAL:**

See Citizen Participation Efforts noted earlier.

**1.13. Notice of Hearings** - The citizen participation plan must state how and when adequate advance notice will be given to citizens of each hearing (including residents of assisted and public housing) and sufficient information must be published about the subject of the hearing. (Although HUD is not specifying the length of notice required, two weeks is considered adequate. However, publishing small print notices in the newspaper a few days before the hearings does not constitute adequate notice.)

**SUBMITTAL:**

Published in News-Gazette, in display ad format

Information provided in *Neighborhood News* Newsletter

Notice will be published 14 days prior to the meeting and will include:

Amount of CDBG and HOME funds

Range of activities

Process for drafting AAP, schedule of meeting, hearings, etc.

**1.14. Access to Meetings** -- The citizen participation plan must provide citizens with reasonable and timely access to local meetings.

**SUBMITTAL:**

See earlier comments

**1.15. Comments** - The citizen participation plan must provide a period of not less than 30 days, prior to the submission of the consolidated plan, to receive comments from citizens. The jurisdiction must consider the views of citizens, public agencies and other interested parties in preparing its final consolidated submission.

**SUBMITTAL:**

30-day comment period will be provided prior to preparing the final Consolidated Plan and Annual Action Plan submission.

**1.16. Substantial Amendments** - The citizen participation plan must specify the criteria the jurisdiction will use for determining what changes in the jurisdiction's planned or actual activities constitute a substantial amendment to the consolidated plan. It must include among the criteria for a substantial amendment changes in the use of CDBG funds from one eligible activity to another. The citizen participation plan must provide at least 30 days to receive comments on a substantial amendment before the amendment is implemented. The citizen participation plan shall require the jurisdiction to consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the substantial amendment. A summary of these comments and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment.

**SUBMITTAL:**

The City shall hold at least one public hearing on any proposed substantial amendment to the Consolidated Plan/Annual Action Plan. An amendment to the Plan is considered substantial if it meets any one of the following five criteria.

- The amendment proposes to use either CDBG or HOME funds for one or more activities, which were not approved as part of the Consolidated Plan/Annual Action Plan submittal.
- The amendment proposes to alter the purpose, location, or class of beneficiaries of activities included in the Consolidated Plan/Annual Action Plan.
- The amendment proposes to reduce or increase expenditures for any activity included in the approved Annual Action Plan by more than 10 percent of the total amount shown for that activity in the approved Plan.
- The amendment proposes to support applications to the City or another funding agency for grant programs other than those identified in the approved Plan.
- The amendment proposes a strategy not included in the approved Consolidated Plan.

The City shall provide citizens at least 30 days to comment on any proposed substantial amendment prior to taking final action on the proposed amendment. The Grants Management Division shall notify HUD in writing of any substantial amendment adopted by City Council. Any proposed amendments to the Consolidated Plan/Annual Action Plan not meeting the foregoing definition of

"substantial amendment" may be authorized by City Council without special public notice or public hearing.

**1.17. Performance Reports** - The citizen participation plan must provide citizens with reasonable notice and an opportunity to comment on performance reports. The citizen participation plan must state how reasonable notice and an opportunity to comment will be given. The citizen participation plan must provide at least 15 days to receive comments on the performance report that is to be submitted to HUD before its submission. The citizen participation plan shall require the jurisdiction to consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report. A summary of these comments shall be attached to the performance report.

**SUBMITTAL:**

Notice of public hearing 15 days prior to meeting and a 15-day public comment period to receive comments on the Consolidated Annual Performance and Evaluation Review

**1.18. Availability to the Public** - The citizen participation plan must provide that the consolidated plan as adopted, substantial amendments, and the performance report will be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. The citizen participation plan must state how these documents will be available to the public.

**SUBMITTAL:**

Copies of citizen participation will be available at the following locations:

- City of Urbana, Clerk's Office
- City of Urbana, Grants Management Division
- Urbana Free Public Library
- City of Urbana website ([www.city.urbana.il.us](http://www.city.urbana.il.us))

**1.19. Access to Records** -- The citizen participation plan must require the jurisdiction to provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's consolidated plan and the jurisdiction's use of assistance under the programs covered by the plan during the preceding five years.

**SUBMITTAL:**

The City shall provide full and timely disclosure of its program records and information consistent with Federal, State, and Local laws regarding personal privacy and confidentiality. Citizens may review documents relevant to the Community Development Program upon request at the Grants Management Division office during normal working hours (Monday through Friday, 7:30 a.m. to 4:30 p.m.).

**1.20. Technical Assistance** - The citizen participation plan must provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under the consolidated plan.

**SUBMITTAL:**

The City shall provide technical assistance at the level and of the type deemed appropriate by the Grants Management Division Manager. Technical assistance shall be provided to the CDC and to any neighborhood or area-wide organization so such organization may adequately participate in planning, implementing, and assessing the Community Development Program. Technical assistance shall also be provided to groups of low-income persons and to groups of residents of neighborhoods targeted by the CDBG Program to help such groups complete written comments and funding proposals in connection with the Community Development Program. These may include but not limited to the following:

- Workshops on preparing grant applications.
- Providing sample completed applications for review.
- Providing interested parties a comprehensive listing of community development/housing funding sources.
- Planning and technical assistance grants to help organizations prepare to submit applications for funding.
- Publicize the availability of technical assistance resources early the grant application process.

Technical assistance shall be provided either directly or through arrangements with other public or private agencies. All requests for technical assistance should be made in writing to the Grants Management Division Manager, 400 South Vine Street, Urbana, Illinois 61801.

**1.21. Complaints** - The jurisdiction must describe appropriate and practicable procedures to handle complaints from citizens related to the consolidated plan, amendments, and performance report. At a minimum, the citizen participation plan shall require the jurisdiction to provide a timely, substantive written response to every written citizen complaint, within an established period of time (within 15 days, where practicable, if the jurisdiction is a CDBG grant recipient).

**SUBMITTAL:**

Complaints regarding the Community Development Program should be addressed to the Grants Management Division Manager, 400 South Vine Street, 400 S. Vine Street, Urbana, Illinois 61801. The Grants Management Division Manager shall respond to any written complaint within 15 working days of its receipt.

This information concerning complaints will be incorporated into grant applications.

**1.22. Amendments** - Prior to the submission of any substantial change in the proposed use of funds, citizens must have reasonable notice of, and opportunity to comment on, the proposed amendment.

**SUBMITTAL:**

The City shall provide citizens at least 30 days to comment on any proposed substantial amendment prior to taking final action on the proposed amendment.

**Submission Requirements:**

**1.23. Citizen Participation** - The jurisdiction must include a summary of the citizen participation process, a summary of citizen comments or views on the plan, and efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities. The summary of citizen comments must include a written explanation of comments not accepted and the reasons why these comments were not accepted.

**SUBMITTAL:**

Summary of information provided earlier and future comments.

**Guidance:**

The plan should include or provide:

**1.24. Executive Summary** - a clear, concise executive summary that communicates the key elements of the plan to citizens. These elements include the priority needs, specific objectives, annual goals and how the activities will address identified needs and objectives.

**SUBMITTAL:**

Summary of the findings will be provided.

Staff may elect to provide a "Forward" or "Abstract" in order to provide a brief summary of the document. Considering the HUD requirements for the Executive Summary, this can lengthy.

**1.25. Public Notices** - for citizen participation through one or more of the following: publication of notices and information in non-legal sections of major newspapers; in neighborhood, minority, and non-English newspapers; through public service announcements over radio and television; by direct mailings and phone contacts to organizations that have requested it. Notices should be published 14 calendar days prior to a public hearing or a deadline.

**SUBMITTAL:**

Evidence of required public notices will be included.

**1.26. Public Hearings** --hold hearings and meetings at times and places that are convenient and comfortable for people most affected by the proposal. Hearings or informational meetings should be held on weekends or in the evening preferably near neighborhoods that are targeted for assistance.

**1.27. Technical Assistance** -- consider providing technical assistance for proposals that strengthen and expand the role of community based development organizations in planning retail, commercial, affordable housing and other public improvements.

**SUBMITTAL:**

Information noted earlier.

## 2. The Strategic Plan

The jurisdiction must produce a strategic plan for a period designated by the jurisdiction (5-years) that brings needs, priority needs, priorities, specific objectives, and strategies together in a coherent strategic plan. In identifying and describing its needs, the jurisdiction is encouraged to draw relevant information from previous submissions and other reports and studies, as appropriate. The strategic plan must be developed to achieve the following statutory goals, principally for extremely low-, low- and moderate-income residents:

- Provide decent housing
- Provide a suitable living environment
- Expand economic opportunities.

### Submission Requirements:

**2.1. Time Period** -- The jurisdiction must state the period of time covered by the plan.

**SUBMITTAL:**

July 2005 through June 30, 2009

FY 2005-2009

**2.2. Priority Needs Analysis and Strategies** -- The jurisdiction must indicate the priority needs in accordance with the priority needs tables prescribed by HUD, describe the basis for assigning the priority given to each category of priority needs, and identify any obstacles to meeting underserved needs.

**SUBMITTAL:**

Table 1A will indicate "relative priority" for homeless and special needs population.

Table 1B will indicate the "priority need levels" of high, medium, low or no such need for special needs subpopulations.

Table 2A will indicate priority need level of high, medium or low for priority housing needs for renter, owner and special needs.

Table 2B will indicate priority need level of high, medium or low priority community development needs.

Table 4 will indicate priority public housing need level of high, medium, low or no such need.

Copies of these tables are attached.

In addition, the jurisdiction must describe the general priorities for allocating investment geographically within the jurisdiction (or within the EMSA for the HOPWA program) and among priority needs. The rationale for establishing relative priority needs should flow logically from this analysis.

#### **SUBMITTAL:**

Information will be providing regarding the City's Community Development Target Area. In the course of developing the Consolidated Plan, the Target Area could be modified. A copy of the current Target Area is attached.

**2.3. Specific Objectives --** The jurisdiction's strategic plan must summarize priorities and specific objectives it intends to initiate and/or complete in accordance with the priority needs tables prescribed by HUD. Specific objectives should describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

The jurisdiction must address the following concerns, preferably through a coordinated strategy:

#### **Submission Requirements:**

### **2.4 HOMELESS**

**2.4.(a) Homeless Needs -** The jurisdiction must describe the nature and extent of homelessness, (including rural homelessness where applicable), addressing separately the need for facilities and services for homeless persons and homeless families with children, both sheltered and unsheltered, and homeless subpopulations, in accordance with Table 1A. The description must include the characteristics and needs of low-income individuals and children, (especially extremely low-income) who are currently housed but threatened with homelessness.

The jurisdiction shall also describe existing facilities and services (including a brief inventory) that assist homeless persons and families with children and subpopulations identified in Table 1A which include outreach and assessment, emergency shelters and services, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income) from becoming homeless. The plan must also include a narrative description of the nature and extent of homelessness by racial and ethnic group, to the extent information is available.

**2.4.(b) Priority Homeless Needs** - Using the results of the comprehensive homeless planning process, identify the jurisdiction's priority homeless needs specified in Table 1A. The description of the jurisdiction's choice of priority needs and allocation priorities must be based on reliable data meeting HUD standards and should reflect the required consultation with homeless assistance providers, homeless persons, and other concerned citizens regarding the needs of homeless families with children and individuals. The jurisdiction must provide an analysis of how the needs of each category of residents provided the basis for determining the relative priority of each priority homeless need category.

**2.4.(c) Homeless Strategy** - Describe the jurisdiction's strategy for developing a system to address homelessness and the priority needs of homeless persons and families (including the subpopulations identified in the needs section). The jurisdiction's strategy must consider the housing and supportive services needed in each stage of the process which includes outreach/assessment, emergency shelters and services, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income individuals and families) from becoming homeless.

**2.4.(d) Specific Objectives** - Identify specific objectives developed in accordance with the statutory goals described in section 24 CFR 91.1 that the jurisdiction intends to initiate and/or complete in accordance with the priority needs tables prescribed by HUD. Specific objectives should describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

**SUBMITTAL:**

This section will be drawn from the following data and information sources:

- 10-Year Plan to End Chronic Homeless
- Homeless Management Information System (HMIS)
- Recent Notice of Availability of Funding (NOFA) submittal for homeless assistance.

Table 1C will provide a summary of specific objectives to address the needs of homeless populations.

## 2.5 SPECIAL NEEDS POPULATIONS

**2.5.(a) Special Needs Populations** - The jurisdiction must estimate, to the extent practicable, the number of persons in various subpopulations that are not homeless but may require housing or supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, and any other categories the jurisdiction may specify and describe their supportive housing needs. In addition, HOPWA recipients must identify the size and characteristics of the population with HIV/AIDS and their families that will be served in the metropolitan area.

The jurisdiction can use Table 1B of their Consolidated Plan to help identify these needs. The plan must also describe, to the extent information is available, facilities and services that assist persons who are not homeless but require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing. If the jurisdiction plans to use HOME or other tenant based rental assistance to assist one or more of these subpopulations, it must justify the need for such assistance in the plan.

**2.5.(b) Priority Needs of Special Needs Populations** - Identify the priority housing and supportive service needs of persons who are not homeless but require supportive housing, i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction by using Table 1B.

**2.5.(c) Specific Objectives** - Identify specific objectives developed in accordance with the statutory goals described in section 24 CFR 91.1 that the jurisdiction intends to initiate and/or complete in accordance with the priority needs tables prescribed by HUD. Specific objectives should describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

### **SUBMITTAL:**

This section will be drawn from data and information provided by special needs service providers and through focus group activities.

Table 1C will provide a summary of specific objectives to address the needs of special needs populations.

## 2.6 HOUSING

**2.6.(a) Housing Needs** - The jurisdiction must provide an estimate of housing needs projected for the next five-year period. This includes an estimate of the number and type of families in need of housing assistance for extremely low-income, low-income, moderate-income, and middle-income families, for renters and owners; and the specification of such needs for different categories of persons, including elderly persons, single persons, large families, public housing residents, families on the public housing and section 8 tenant-based waiting list, persons with HIV/AIDS and their families, and persons with disabilities; and a discussion of specific housing problems, including cost-burden, severe cost-burden, substandard housing, and overcrowding (especially large families) compared to the jurisdiction as a whole.

Housing data included in this portion of the plan shall be based on U.S. Census data as provided by HUD and updated by any properly conducted local study, or any other reliable source that the jurisdiction clearly identifies. Jurisdictions may wish to refer to Table 1C from the FY94 CHAS in preparing their narrative. To the extent that any racial or ethnic group has a disproportionately greater need for any income category in comparison to the needs of that category as a whole, the jurisdiction must complete an assessment of that specific need. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

### **SUBMITTAL:**

This section will be completed using Census Data and Community Housing Affordability Strategy (CHAS) data for 2000, census data and readily available housing market studies.

**2.6.(b) Priority Housing Needs** -- The jurisdiction must identify the priority housing needs in accordance with the categories specified in Table 2A. These categories correspond with special tabulations of U.S. census data provided by HUD for the preparation of the Consolidated Plan. The jurisdiction must provide an analysis of how the characteristics of the housing market and the severity of housing problems and needs of each category of residents provided the basis for determining the relative priority of each priority housing need category. Family and income types may be grouped in the case of closely related categories of residents where the analysis would apply to more than one family or income type.

### **SUBMITTAL:**

Table 2A, Priority Housing Needs, will be completed using data referenced above.

**2.6.(c) Market Analysis** - Based on information available to the jurisdiction the consolidated plan must describe the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families. The jurisdiction shall include a description of its number and targeting (income level and type of household served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, (i.e. expiration of Section 8 contracts).

**SUBMITTAL:**

This section will be completed using housing data noted above, focus group activities and assessment of assisted housing inventory.

**2.6.(d) Specific Housing Objectives** -- Each specific housing objective must be identified by number, contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction. Specific housing objectives must describe how funds that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan and separately indicate the number of extremely low-income, low-income, and moderate-income families assisted for whom it will provide affordable rental and homeownership housing with Federal funds over a specific time period according to the standards in section 215 of Title II of the National Affordable Housing Act of 1990, as amended.

The housing strategy must indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units. Please note, the goal of affordable housing is not met by beds in nursing homes.

**SUBMITTAL:**

Table 2C, Summary of Specific Housing/Community Development Objectives will be completed to summarize housing objectives.

**2.6.(e) Needs of Public Housing** – In cooperation with the public housing agency or agencies located within its boundaries, the plan must describe the needs of public housing, including the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs of public housing projects within the jurisdiction, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 needs assessment of public housing projects located within its boundaries (i. e. assessment of needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25). The public housing agency and jurisdiction can use optional Table 4 of the Consolidated Plan to identify priority public housing needs to assist in this process.

**Public Housing Strategy--** Describe the public housing agency's strategy to serve the needs of extremely low-income, low-income, and moderate-income families residing in the jurisdiction served by the public housing agency (including families on the public housing and section 8 tenant-based waiting list), the public housing agency's strategy for addressing the revitalization and restoration needs of public housing projects within the jurisdiction and improving the management and operation of such public housing, and the public housing agency's strategy for improving the living environment of extremely low-income, low-income, and moderate families residing in public housing. The jurisdiction must also describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake to encourage public housing residents to become more involved in management and participate in homeownership. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation.

**SUBMITTAL:**

This section will be completed by referencing the Housing Authority of Champaign County recent Annual Agency Plan and consultation with the Housing Authority staff.

**2.6.(f) Lead-Based Paint Needs --** The jurisdiction must estimate the number of housing units that contain lead-based paint hazards, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and are occupied by extremely low-income, low-income, and moderate-income families.

**SUBMITTAL:**

This section will be completed using Census data to identify pre-1978 housing occupied by lower income households. Analysis by the Illinois Department of Public Health estimates that 20-30% of houses built before 1978 have lead base paint hazards.

**2.6.(g) Barriers to Affordable Housing --** This section requires the jurisdiction to explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.

Describe the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing, except that, if a State requires a unit of general local government to submit a regulatory barrier assessment that is substantially equivalent to the information required under this part, as determined by HUD, the unit of general local government may submit that assessment to HUD and it shall be considered to have complied with this requirement.

**SUBMITTAL:**

The City of Urbana has not approved public policies that create barriers to affordable housing.

**2.6.(h) Fair Housing** - The jurisdictions were required to complete an analysis of impediments to fair housing choice within one year of the effective date of the consolidated plan rule (February 6, 1995). The analysis was not required to be submitted as part of the consolidated plan, but the jurisdiction must certify that it completed the analysis, is taking appropriate actions to overcome the effects of any impediments identified through that analysis, and maintains records reflecting the analysis and actions in this regard.

**SUBMITTAL:**

City of Urbana completed Analysis of Impediments to Fair Housing November 2003 and reports on the actions taken to address impediments in the year CAPER.

The Fair Housing focus group will be asked to review and update the Analysis of Impediments

**2.6.(i) Anti-Poverty Strategy** -- describe the jurisdiction's goals, programs, and policies for reducing the number of poverty level families (as defined by the Office of Management and Budget and revised annually). In consultation with other appropriate public and private agencies, (i.e. TANF agency) state how the jurisdiction's goals, programs, and policies for producing and preserving affordable housing set forth in the housing component of the consolidated plan will be coordinated with other programs and services for which the jurisdiction is responsible. In addition, the jurisdiction must identify the extent to which this strategy will reduce (or assist in reducing) the number of poverty level families, taking into consideration factors over which the jurisdiction has control.

**SUBMITTAL:**

This section will be addressed by focus group activities and analysis of census data.

Below are 2004 poverty guidelines:

2004 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Size of family unit	Poverty guidelines
1.....	\$9,310
2.....	12,490
3.....	15,670
4.....	18,850

5.....	22,030
6.....	25,210
7.....	28,390
8.....	31,570

**2.6. (k)Monitoring** – describe the standards and procedures it will use to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

**SUBMITTAL:**

This section will be addressed by referencing HOME and CDBG monitoring checklists and future systems to track investments and affordability period.

**2.9 COMMUNITY DEVELOPMENT**

**2.9(a) Priority Non-housing Community Development Needs** - Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in Table 2B, (i.e., public facilities, public improvements, public services and economic development).

**SUBMITTAL:**

This section will be addressed by focus group meeting and activities to identify the community development needs that are necessary to complete Table 2B.

**2.9.(b)Community Development Objectives** - Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

**SUBMITTAL:**

This section will be addressed by completing Table 2C, Summary of Specific Housing/Community Development Objectives

**Guidance:**

**2.9.(c) Strategic Vision for Change** - If the jurisdiction is developing a long-term program for significant change in its community, has it engaged in a process that will develop a comprehensive vision of its desired future? How does the vision make the community and its target neighborhoods more livable, better functioning, and more attractive? Does it integrate economic, physical, environmental, community, and human development in a comprehensive and coordinated fashion so that families and communities can work together and thrive?

**SUBMITTAL:**

This section may reference findings from the City of Urbana's efforts to update its Comprehensive Plan.

**2.9.(d) Neighborhood Revitalization Strategy Areas** - A jurisdiction that elects to develop a neighborhood revitalization strategy that includes the economic empowerment of low- and moderate-income persons may, upon HUD approval of the strategy, obtain greater flexibility in the use of CDBG funds in the revitalization area(s). For details see Attachment.

**SUBMITTAL:**

It is unlikely that the Consolidated Plan will identify Neighborhood Revitalization Strategy Area.

**2.9.(e) Public Housing** - Has the jurisdiction provided examples of supportive efforts to revitalize neighborhoods surrounding public housing projects (either current or proposed); cooperation in the provision of resident programs and services; coordination of local drug elimination or anti-crime strategies; upgrading of police, fire, schools, and other services; and economic development projects in or near public housing projects that expand economic opportunity or tie in with self-sufficiency efforts for residents.

**SUBMITTAL:**

This section will note the efforts outlined in the Lakeside Terrace Redevelopment Plan and other efforts that are identified.

**2.9.(f) Mapping Data** - Has the jurisdiction mapped the data to identify the geographic areas in which concentrations of various housing needs, community development needs and homeless needs and facilities overlap? Similarly, has the jurisdiction mapped the location of essential human services, recreational activities and other amenities to help illustrate whether existing services and facilities are convenient and accessible to various populations?

**SUBMITTAL:**

To the extent possible, efforts will be made to map data and information contained in the Consolidated Plan. The City of Urbana has mapping software. The limitation would staff time and availability.

**2.9.(g) Metropolitan/Regional Connections** - Clear connections should be established between communities, neighborhoods, and the larger metropolitan region. Does the jurisdiction's strategic plan connect its actions to the larger economic strategies for the metropolitan region? Does the plan make connections with agencies that have responsibilities for metropolitan economic development, transportation, and workforce investment?

**SUBMITTAL:**

Beyond being a part of the Champaign-Urbana Metropolitan Area, Urbana does not have connections with other larger metropolitan regions. Urbana does participate in the countywide economic development efforts of the Champaign County Economic Development Corporation.

**2.9.(h) Needs of Special Populations** - Does the strategy include efforts to provide housing or supportive services for persons with special needs, such as the elderly, frail elderly, persons with severe mental illness, the developmentally disabled, physically disabled, persons with alcohol or other drug addiction, or persons with AIDS and their families?

**SUBMITTAL:**

See earlier section on identify needs and developing objectives to meet the needs of special needs populations.

**2.9.(i) Identifying Benchmarks** -- Benchmarks establish specific targets on the road to achieving goals and carrying out strategies. They are essential for purposes of accountability and measuring success. A benchmark charts the progress from the baseline of the present condition to the achievement of the goal. For example, benchmarks should include timetables and numerical targets for supporting economic development and developing housing, infrastructure, social services, and other necessary improvements.

**SUBMITTAL:**

Initially benchmarks could be identified in existing documents like the Annual Action Plan. Table 1A, Table 1B, Table 1C, Table 2A, Table 2B and Table 2C all have baseline information and calculation of un-met need. These tables could be updated annually to serve as benchmarks for purposes of accountability and measuring success

**NOTE:**

**THE FOLLOWING INSTRUCTIONS ARE FOR INFORMATION ONLY.**

**STAFF HAS NOT PROVIDED ANY SUBMITTAL COMMENTS RELATED TO COMPLETING THE SUMMARY TABLES REQUIREMENT.**

**COMPLETING THE TABLES WILL BE A FUNCTION OF COMPILING CENSUS DATA AND LOCAL INFORMATION COLLECTION EFFORTS NOTED EARLIER IN THIS FRAMEWORK.**

**INSTRUCTIONS FOR COMPLETING PRIORITY NEEDS SUMMARY TABLES**

**General Information:**

These tables are to be used to designate the relative priority to be given to each category of needs for the period of time designated in the strategic plan portion of this document.

**Table 1A  
Homeless Population Instructions**

Jurisdictions must enter the number of homeless persons in Table 1A with the most reliable data it has meeting the standards described in 1. and 2.

1. The data entered about homeless populations in the first two sections of Table 1A (Homeless Individuals and Homeless Persons in Families with Children) must be reliable and based upon a point-in-time (one-day) measure of homelessness.

All data entered must be calculated in a manner that eliminates duplication.

A jurisdiction must provide a complete description of the sources and methods used to generate the data addressing, where appropriate, the following: (a) when the study was conducted; (b) who did the study; (c) the study's purpose(s); (d) geographical area(s) covered; (e) time period of data collection (e.g., one night, over a week's time); (f) locations included (shelter-type facilities,

service facilities, non-facility locations, such as streets, parks); and (g) corrections made for possible duplicate counting.

If the jurisdiction is unsure about whether its counting methods meet HUD's standards, it may contact the local Office of Community Planning and Development.

2. Decennial Census data may not be used as follows:

Street or unsheltered data may not be used.

The jurisdiction may use the "shelter" counts. If the counts are not reliable, the jurisdiction must adjust the data.

**First column "Estimated Need":**

**Beds/units:** Enter the estimated number of beds that the community would need to accommodate at one point in time (that is, on a given night) all homeless individuals (upper portion of chart) and homeless persons in families with children (lower portion of chart). When added together, these represent the estimated number of homeless persons in the community at one point in time. Be sure not to double count since a homeless person would occupy only one type of housing on a given night.

**Supportive Services Slots:** Enter the number of slots that the community would need to provide supportive services, at one point in time, to all homeless individuals and homeless persons in families with children. You may double count since homeless persons may need multiple services. You may revise the chart to show additional supportive services to reflect the needs in your community.

**Subpopulations:** Enter the estimated number of homeless persons, at one point in time, who are part of the subpopulations listed. You may double count since a homeless person may have multiple characteristics. You may revise the chart to show additional subpopulations to reflect the characteristics of homeless persons in your community.

**Second Column "Current Inventory":** Enter the number of existing beds, existing supportive services slots, and homeless persons by subpopulation who are currently being served in the community. This inventory includes resources that are currently available and are currently under development.

**Third Column "Unmet Need/Gap":** Enter the number produced by subtracting the "Current Inventory" from the "Estimated Need."

**Forth Column "Relative Priority":** To show your community's relative priorities for beds and supportive services slots, enter one of the following letters: H (for High), M (for Medium), L (for Low), or N (for No Such Need) to signify the relative priority to be given to each category of residents during the period of time designated in the strategic plan component of this document..

Realizing that all your needs may be high priority (in an absolute sense), for planning please ensure that your chart has a combination of relatively low, medium, and high priorities.

**Table 1B**  
**Special Needs (Non-Homeless) Populations**

**General Instructions:**

To the degree practicable, give your best estimate of the unmet needs of special need populations for each sub-populations of the non-homeless persons during the time designated in the strategic plan. In addition to the listed sub-populations you can add other groups in need.

**Priority Need Column:** Show the community’s priority need level for each sub-population by entering the letter H (for High), M (for Medium), L (for Low) or N (for No Such Need) to signify the relative priority to be given to each sub-population during the period of time designated in the strategic plan.

**Unmet Priority Need:** To the degree practicable, jurisdictions should enter the best estimate of the unmet need for supportive housing or services. Data may be calculated from administrative record keeping, enumerations, statistically reliable samples, or other sources.

**Estimated \$ Column:** To the degree practicable, jurisdictions should enter the estimated dollar amount required to properly address the need.

**Goals:** Enter the 3-5 year and annual housing goals identifying the non-homeless number of people with special needs the jurisdiction expects to serve during the period of time designated in the strategic plan component of this document.

**Line item instructions:**

**“Elderly”:** Enter the best estimate of unmet need and the estimated dollar amount required to address the needs of elderly persons that are not homeless but need supportive housing or services.

**“Frail Elderly”:** Enter the best estimate of unmet need and the estimated dollar amount required to address the needs of frail elderly persons that are not homeless but need supportive housing or services.

**“Severe mental illness only”:** Enter the best estimate of unmet need and the estimated dollar amount required to address the needs of severe mentally ill persons that are not homeless but need supportive housing or services.

**“Developmentally disabled”**: Enter the best estimate of unmet need and estimated dollar amount required to address the needs of developmentally disabled persons that are not homeless but need supportive housing or services.

**“Physically disabled”**: Enter the best estimate of unmet need and estimated dollar amount of required to address the needs of physically disabled persons that are not homeless but need supportive housing or services.

**“Alcohol/other drug addiction only”**: Enter the best estimate of unmet need and estimated dollar amount required to address the needs of persons with alcohol/other drug addiction that are not homeless but need supportive housing or services.

**“HIV/AIDS”**: Enter the best estimate of unmet need and estimated dollar amount required to address the needs of persons with HIV/AIDS that are not homeless but need supportive housing or services. (This is required for HOPWA recipients.)

**“Other”**: Specify by entering the description, priority need level and estimated dollar amount.

### **Table 1C** **Summary of Specific Homeless/Special Needs Objectives**

**Priority Need Category**: Enter the priority need category that most nearly describes what you will do with the funds available for the following priority need categories: Homeless/HIV/AIDS, and Non-Homeless Special Needs.

**Specific Objectives**: The grantee should identify specific, measurable objectives for each priority need category. Each specific objective developed to address a priority need must be identified by number and contain proposed accomplishments, the time period (i.e. one, two, three or more years), and annual program year numeric goals the jurisdiction hopes to achieve during the program year, or in other measurable terms as identified by the jurisdiction.

**Performance Measure**: Enter the performance indicator that most closely describes the type of accomplishment and the most appropriate measure of that accomplishment. The performance should be a reasonable projection of what will be accomplished during the period of time designated for the strategy.

**Expected Units**: Enter the total number of the item you have indicated under Performance Measure that you expect will be accomplished during the time period of time designated for the objective.

**Actual Units**: Enter the total number of the item you have indicated under Performance Measure that you actually accomplished at the end of the period of time period designated for the objective. (This is for performance reporting purposes.)

## **Table 2A**

### **Priority Housing Needs**

The priority housing needs assessment shall be based on data available from the U.S. Census, as updated by a properly conducted local study or any other reliable source that the jurisdiction must clearly identify, and should reflect the required consultation with social service and public housing agencies regarding the housing needs of children, elderly persons, persons with disabilities, homeless persons, and other persons served by such agencies, and the citizen participation process.

#### **Definitions**

**Assisted Household** - For the purpose of identification of priority needs, goals, and specific objectives, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds. (The program funds providing the benefit(s) may be from any funding year or combined funding years.) A renter is benefited if the household or person takes occupancy of affordable housing that is newly acquired (standard housing), newly rehabilitated, or newly constructed, and/or receives rental assistance through new budget authority. An existing homeowner is benefited if the home's rehabilitation is completed. A homebuyer is benefited if a home is purchased during the year. Households that will benefit from more than one program (e.g. a renter who receives rental assistance while occupying newly rehabilitated housing) must be counted only once. To be included, the household's housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see, e.g. 24 CFR 882.109).

#### **Section 215 Affordable Housing**

1. **Rental Housing:** A rental housing unit is considered to be an affordable housing unit if it is occupied by a extremely low-income, low-income, or moderate-income family or individual and bears a rent that is the lesser of (1) the Existing Section 8 Fair Market Rent for comparable units in the area or, (2) 30 percent of the adjusted income of a family whose income equals 65 percent of the median income for the area, except that HUD may establish income ceilings higher or lower than 65 percent of the median income because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.
2. **Homeownership:**
  - (a) Housing that is for purchase (with or without rehabilitation) qualifies as affordable housing if it (1) is purchased by a extremely low-income, low-income, or moderate-income first-time homebuyer who will make the housing his or her principal residence; and (2) has a sale price that does not exceed the mortgage limit for the type of single family housing for the area under HUD's single family insuring authority under the National Housing Act.
  - (b) Housing that is to be rehabilitated, but is already owned by a family when assistance is provided, qualifies as affordable housing if the housing (1) is occupied by a extremely

low-income, low-income, or moderate-income family which uses the house as its principal residence, and (2) has a value, after rehabilitation, that does not exceed the mortgage limit for the type of single family housing for the area, as described in (a) above.

### **Specific Instructions – Table 2A**

Enter the letter H (for High), M (for Medium), L (for Low), to signify the relative priority to be given to each category of residents during the period of time designated in the strategic plan component of this document.

**Small Related:** A household of 2 to 4 persons that includes at least one person related to the householder by blood, marriage, or adoption.

**Large Related:** A household of 5 or more persons that includes at least one person related to the householder by blood, marriage, or adoption.

**Elderly:** A one or two person household in which the head of the household or spouse is at least 62 years of age.

**Special Needs Populations:** A household of one or more persons that includes persons that have mobility impairments or disabilities, (i.e., mental, physical, developmental, persons with HIV/AIDS and their families) or persons with alcohol or other drug addiction that may require housing with supportive services.

**Other:** A household of one or more persons that does not meet the definition of a small related, large related, elderly, or special populations household. This category includes all households with only unrelated individuals present except those qualifying as elderly or special populations households.

### **(MFI) Median Family Income:**

**0-30%:** Subgroup with incomes of 0 to 30% of HUD-adjusted MFI for the area.

**31-50%:** Subgroup with income of 31 to 50% of HUD-adjusted MFI for the area.

**51-80%:** Subgroup with income of 51 to 80% of HUD-adjusted MFI for the area.

**“Need Level” Column:** Choose the relative priority of the housing need.

**High Priority:** Activities to address this unmet need will be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds during the period of time designated in the strategy portion of this document.

**Medium Priority:** If funds are available, activities to address this unmet need may be funded by the locality with federal funds, either alone or in conjunction with the investment of other public or private funds during the period of time designated in the strategy portion of this document. Also, the locality will take other actions to help this group locate other sources of funds.

**Low Priority:** The locality will not fund activities to address this unmet need during the period of time designated in the strategy portion of this document. The locality will consider certifications of consistency for other entities' applications for Federal assistance.

**Unmet Need:** Enter the estimated number of eligible households in need of assistance for the ensuing five-year period that are not currently receiving assistance. This number is the unmet need.

**Goal:** For each of the categories of residents and tenure type indicated, enter the 3-5 year and annual housing goals identifying the number of households to be assisted with housing with funding from all sources during the period of time designated in the strategy portion of this document. Note, the goal of affordable housing is not met by beds in nursing homes.

**Total Goals:** Enter the total number of households to be assisted with housing during the period of time designated in the strategy portion of this document.

**Total Section 215 Goals:** Enter the total number of households to whom the jurisdiction will provide affordable housing meeting the Section 215 criteria during the period of time designated in the strategy portion of this document using funds made available.

**Total Section 215 Renter Goals:** Enter the total number of renter households the jurisdiction will provide affordable rental housing meeting the Section 215 criteria during the period designated in the strategy portion of this document using funds made available.

**Total Section 215 Owner Goals:** Enter the total number of owner households the jurisdiction will provide affordable homeownership housing meeting the Section 215 criteria during the period of time designated in the strategy portion of this document using funds made available.

## **Table 2B Priority Community Development Needs**

### **General Information**

The needs listed in this section are non-housing community development needs. You should identify all priority unmet public facility, infrastructure, public service, anti-crime, youth, senior program, economic development, planning, and other non-housing community development needs that your community either currently has or will have over the period of time designated in the strategic plan component of this document. This should reflect the results of the citizen participation process and the required consultation with adjacent units of local government.

**Priority Need Level:** You are not required to indicate the level of the priority need. Should you choose to do so enter letter H (for High), M (for Medium), L (for Low) or N(for No Such Need) to signify the relative priority to be given to each item listed during the period of time designated in the strategy portion of this document.

**High Priority:** The jurisdiction plans to use funds made available for activities that address this unmet need during the period of time designated in the strategic plan.

**Medium Priority:** If funds are available, activities to address this unmet need may be funded by the locality during the period of time designated in the strategic plan. Also, the locality will take other actions to help this group locate other sources of funds.

**Low Priority:** The jurisdiction does not plan to use funds made available for activities to address this unmet need during the period of time designated in the strategic plan. The jurisdiction will consider certifications of consistency for other entities' applications for Federal assistance.

**No Such Need:** The jurisdiction finds there is no need or the jurisdiction shows that this need is already substantially addressed.

**Unmet Priority Need:** This is an optional field. Should you desire to use it, enter the estimated number of units of measure for each unmet priority non-housing community development need identified in the community for the ensuing five-year period designated in the strategic plan, regardless of whether adequate funds (public and private) are available to address the identified priority need. For public facilities and improvements indicate the number of projects needing assistance that the community considers a priority. For public services, indicate the estimated number of people needing assistance that the community considers a priority. For economic development needs, indicate the number of businesses or projects that community considers a priority.

**Dollars to Address Unmet Priority Need:** Enter the estimated expenditure needed (in current dollars) to address the priority non-housing community development needs the jurisdiction either currently has or will have over the period of time designated in the strategic plan component of this document. Include all funds (public and private) that would be needed to address the priority needs.

**Goals:** This is an optional field. Should you desire to use it, enter the 3-5 year and annual non-housing community development goals the jurisdiction expects to achieve during the period of time designated in the strategic plan component of this document using funds made available. For public facilities and improvements, indicate the number of projects. For public services, indicate the number of people to be served. For economic development needs, indicate the number of projects or businesses to be assisted or the number of jobs that will be created/retained.

**Table 2C**  
**Summary of Specific Housing and Community Development Objectives**

**Priority Need Category:** Enter the priority need category that most nearly describes what you will do with the funds available for the following priority need categories: Rental Housing, Owner-Occupied Housing, Public Facilities, Infrastructure, Economic Development, Public Services, Planning/Administration, and Other.

**Specific Objectives:** The grantee should identify specific, measurable objectives for each priority need category. Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e. one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve during the program year, or in other measurable terms as identified by the jurisdiction. Note, the goal of affordable housing is not met by beds in nursing homes.

**Performance Measure:** Enter the performance indicator that most closely describes the type of accomplishment and the most appropriate measure of that accomplishment. The performance should be a reasonable projection of what will be accomplished during the period of time designated for the strategy.

**Expected Units:** Enter the total number of the item you have indicated under Performance Measure that you expect will be accomplished during the time period of time designated for the objective.

**Actual Units:** Enter the total number of the item you have indicated under Performance Measure that you actually accomplished at the end of the period of time period designated for the objective. (This is for performance reporting purposes.)

**Table 3**  
**Action Plan Projects Table**

**General Instructions:**

This portion of the table is to be used to enter information on projects that will be carried out during the program year with grant funds made available for program year XXXX and, if applicable, funds made available from prior year funds.

**Project Title:** Enter the name of the project.

**Priority Need Category:** Enter the priority need category that most nearly describes what you will do with available funds. The grantees selects its identified need from a list of priority need categories. The priority need categories are: Homeless/HIV/AIDS, Non-homeless Special Needs, Rental Housing, Owner Occupied Housing, Public Facilities, Infrastructure, Economic Development, Public Services, Planning/Administration, and Other.

**Objective Number:** The grantee should identify the number of the specific objective identified in Table 1C or 2C.

**Descriptions:** Enter information is necessary to describe the proposed project pursuant to 24 CFR 91.220 (c), including the priority need that will be addressed and the number and type of families that will benefit from the proposed project. For CDBG activities, the description should include sufficient detail, including location, to permit a clear understanding of the nature and eligibility of the activity and to allow citizens to determine the degree to which they may be affected. For example, housing activities should the number and type families that will benefit from the proposed project and whether the assistance is for owner-occupied, rental, or publicly owned units.

**Project ID:** The value of this variable uniquely identifies each and every project you enter.

**Local ID:** This is an optional alpha-numeric field. You may use it to enter a project code of up to 18 characters that has some local significance. No two projects may share the exact same code.

**HUD Matrix Code:** Enter the code that most nearly describes what you will do with the funds. Only one matrix code may be used for a project.

**Funding:** This section describes the amount of Federal and non-Federal resources that will be used to address needs identified in the plan.

**Community Development (CDBG):** Enter the amount of CDBG funds that will be used for projects that will take place during the program year. Include any program income and Sec. 108 loan funds in the amount.

**Homeless (ESG):** Enter the amount of Emergency Shelter Grant funds that will be used for projects that will take place during the program year.

**Housing (HOME):** Enter the amount of HOME funds that will be used for projects that will take place during the program year.

**HIV/AIDS (HOPWA):** Enter the amount of Housing Opportunities for Persons with AIDS program funds will be used for projects that will take place during the program year within the eligible metropolitan statistical area.

**Total CPD Formula Funds:** This is the total amount of CPD formula funds that will be used to address needs identified in the plan.

**Prior Year Formula Funds:** Identify amount of prior year CPD formula funds that will be used during the program year to address needs identified in the plan.

**Assisted Housing:** Identify the amount of Assisted Housing program funds that will be used during the program year to address needs identified in the plan.

**PHA (Public Housing Agency):** Identify the amount of public housing agency program funds that will be used during the program year to address needs identified in the plan.

**Other Funding:** Identify amount of funding from other HUD or non-HUD sources that will be used during the program year to address needs identified in the plan.

**Total:** This is the total amount of funds that will be used to address needs identified in the plan.

**Project Details:**

**CDBG Citation:** Enter the CDBG regulatory citation based upon the matrix code that you selected.

**CDBG National Objective:** Use this field only if you enter an amount greater than zero for CDBG \$. You should indicate the National Objective for the CDBG program that this project will meet.

**Type of Recipient:** Indicate the type of recipient that will be administering the project.

**Performance Indicator:** Enter the performance indicator that most closely describes the type of accomplishment and the most appropriate measure of that accomplishment. The performance should be a reasonable projection of what will be accomplished within the program year.

**Annual Units:** Enter the total number of the item you have indicated under Performance Indicator that you expect will be accomplished during the program year.

**Units Upon Completion:** Enter the total number of the item you have indicated under Performance Indicator that you expect will be accomplished after all funds have been spent.

**Starting Date:** Enter the projected starting date for the project.

**End Date:** Enter the projected completion date for the project.

**Project's Primary Purpose:** Indicate whether the project's primary purpose to help the homeless; help persons with HIV/AIDS; help persons with disabilities; address needs of public housing.

**Type of Location:** There are five possible formats for this section (Address, Community Wide, CT & BG, N/A, Suppressed). This information indicates where a project will occur.

#### **Table 4 Priority Public Housing Needs**

##### **General Information**

This section contains an optional table for describing priority needs of public housing. You should identify all priority public housing restoration and revitalization needs that your community either currently has or will have over the period of time designated in the strategic plan component of this document. This should reflect the results of the citizen participation process and the required consultation with public housing agencies that are located in your jurisdiction.

**Priority Need Level:** You are not required to indicate the level of the priority need. Should you choose to do so enter letter H (for High), M (for Medium), L (for Low) or N (for No Such Need) to signify the relative priority to be given to each item listed during the period of time designated in the strategy portion of this document.

**High Priority:** The public housing agency or the jurisdiction plan to address this need with Federal funds, either alone or in conjunction with the investment of other public or private funds during the period designated in the strategy portion of this document.

**Medium Priority:** If funds are available, the public housing agency or jurisdiction may address this need with Federal funds, either alone or in conjunction with the investment of other public or private sector funds during the period of time designated in the strategy portion of this document. Also, the locality will take other actions to help this group locate other sources of funds.

**Low Priority:** The public housing agency or jurisdiction do not plan to use Federal funds, either alone or in conjunction with the investment of other public or private resources for activities that address this need during the period of time designated in the strategy portion of this document. The jurisdiction will consider certifications of consistency for other entities' applications for Federal assistance.

**No Such Need:** The public housing agency or jurisdiction finds this is not a priority need or this need is already substantially addressed.

**Estimated Dollars to Address:** Enter the estimated expenditure needed (in current dollars) to address the priority public housing needs the locality either currently has or will have over the period of time designated in the strategic plan component of this document. Include all funds (Federal and non-Federal) that would be needed to address the priority needs.

### **Attachment Neighborhood Revitalization Strategy Areas**

A jurisdiction that elects to develop a neighborhood revitalization strategy that includes the economic empowerment of low- and moderate-income persons may, upon HUD approval of the strategy, obtain greater flexibility in the use of CDBG funds in the revitalization area(s). These incentives are as follows:

- (1) **Job Creation/Retention as Low/Mod Area Benefit:** Job creation/retention activities undertaken pursuant to the strategy may be qualified as meeting area benefit requirements, thus eliminating the need for a business to track the income of persons that take, or are considered for, such jobs (24 CFR 570.208(a)(1)(vii) and (d)(5)(i));
- (2) **Aggregation of Housing Units:** Housing units assisted pursuant to the strategy may be considered to be part of a single structure for purposes of applying the low- and moderate-income national objective criteria, thus providing greater flexibility to carry out housing programs that revitalize a neighborhood (24 CFR 570.208(a)(3) and (d)(5)(ii));
- (3) **Aggregate Public Benefit Standard Exemption:** Economic development activities carried out under the strategy may, at the grantee's option, be exempt from the aggregate public benefit standards, thus increasing a grantee's flexibility for program design as well as reducing its record-keeping requirements (24 CFR 570.209(b)(2)(v)(L) and (M)); and,
- (4) **Public Service Cap Exemption:** Public services carried out pursuant to the strategy by a Community-Based Development Organization will be exempt from the public service cap (24 CFR 570.204(b)(2)(ii)).

In developing a neighborhood revitalization strategy, localities should consider that HUD will approve the strategy for this purpose only if it meets the following criteria:

(1) **Boundaries:** The grantee has identified the neighborhood's boundaries for which the strategy applies. All areas within those boundaries must be contiguous.

(2) **Demographic Criteria:** The designated area must be primarily residential and contain a percentage of low- and moderate-income residents that is equal to the "upper quartile percentage" (as computed by HUD pursuant to 24 CFR 570.208(a)(1)(ii)) or 70 percent, whichever is less, but not less than 51 percent)

(3) **Consultation:** The strategy must be developed in consultation with the area's stakeholders, including residents, owners/operators of businesses and financial institutions, non-profit organizations, and community groups that are in or serve the neighborhood;

(4) **Assessment:** The strategy must include an assessment of the economic situation in the area and an examination of economic development improvement opportunities and the problems likely to be encountered;

(5) **Economic Empowerment:** There must be a realistic development strategy and implementation plan to promote the area's economic progress focusing on activities to create meaningful jobs for the unemployed and low- and moderate-income residents of the area (including jobs created by HUD-assisted efforts) as well as activities to promote the substantial revitalization of the neighborhood; and

(6) **Performance Measurement:** The strategy must identify the results (e.g. physical improvements, social initiatives and economic empowerment) expected to be achieved, expressing them in terms that are readily measurable. This will be in the form of "benchmarks."

Since the grantee's HUD CPD Field Office representative will review the neighborhood strategy submission, the grantee should consult with its HUD representative to discuss what existing documents and information the grantee will be relying on for its submission and what information HUD will need to make this approval. Approval of the jurisdiction's Consolidated Plan does not imply approval of a neighborhood revitalization strategy proposal. HUD approval of any such strategy will be issued separately.

# DATA SOURCES/INFORMATION

## FY 2005-2009 Consolidated Plan and FY 2005-2006 Annual Action Plan

### HOUSING - COMMUNITY DEVELOPMENT ACTIVITIES

#### Homeless

10-Year Plan to End Homelessness  
2004 Notice of Funding Availability (NOFA) grant submittal  
Continuum of Care organization  
Homeless Management Information System (HMIS)

#### Affordable Housing

HUD Housing Market Study 2003  
HUD Comprehensive Housing Affordability Strategy (CHAS) Data  
2000 Census Data  
Local Housing Data

#### Fair Housing

Analysis of Impediments to Fair Housing Choice November 2003

#### Lead Based Paint

Census data for age of housing stock (pre-1978)  
Local data from the Public Health District

#### Historic Preservation

Planning staff data

#### Public Housing

Housing Authority's Annual Agency Plan  
HUD Performance Reports

#### Anti-Poverty

Census Data  
Needs Assessments

#### Public Facilities

Survey/questionnaire to providers

#### Infrastructure

Urbana Capital Improvement Plan

#### Seniors

Survey/questionnaire/focus group

#### Youth

Survey/questionnaire/focus group

#### Anti-Crime

Urbana crime statistics

**Public Services**

Survey/questionnaire/focus group

**Economic Development**

Census data  
Champaign County Statistical Abstract

**Planning and Administration**

City of Urbana and HOME Consortium

**HIV / AIDS**

Health District data  
Note: HIPPA restrictions

**Mental Health and Developmental  
Disabilities**

Survey/questionnaire/focus group  
Note: HIPPA restrictions

**Physical Disabilities**

Survey/questionnaire/focus group  
Note: HIPPA restrictions

**Alcohol/Addictions**

Survey/questionnaire/focus group  
Note: HIPPA restrictions

# FOCUS GROUPS

## FY 2005-2009 Consolidated Plan and FY 2005-2006 Annual Action Plan

### HOUSING - COMMUNITY DEVELOPMENT ACTIVITIES

#### Homeless

Continuum of Care  
Center for Women in Transition  
Salvation Army Stepping Stone Shelter and TH Program  
A Women's Fund  
TIMES Center  
Catholic Worker House

#### Affordable Housing

HOME Consortium staff  
City of Urbana  
City of Champaign  
Champaign County

Not for Profit Housing Developers  
Homestead  
Urban League  
Habitat for Humanity  
Metanoia  
Housing Authority of Champaign County  
Community Reinvestment Group (area lenders)  
Champaign-Urbana Tenant Union

#### Fair Housing

Human Relations Division, Urbana  
Champaign-Urbana Tenant Union  
UPDATE: Analysis of Impediments to Fair Housing

#### Lead Based Paint

Illinois Department of Public Health  
Champaign-Urbana Public Health District  
HOME Consortium

#### Historic Preservation

Urbana Planning Staff  
State Historic Preservation Office  
Preservation and Conservation Association (PACA)

#### Public Housing

Housing Authority of Champaign County  
U.S. Department of Housing and Urban Development

## **NON-HOUSING: COMMUNITY DEVELOPMENT ACTIVITIES**

### **Anti-Poverty**

Urbana Grants Management Division  
Champaign Neighborhood Services Division  
Champaign County Regional Planning Commission  
Department of Children and Family Services  
Eastern Illinois Foodbank  
Department of Human Services  
Family Service of Champaign County  
United Way of Champaign County

### **Public Facilities**

Urbana Public Works Department  
Providers of Public Services (daycare, youth, elderly, etc)

### **Infrastructure**

Urbana Public Works Department

### **Seniors**

Senior Services of Champaign County  
Housing Authority of Champaign County  
East Central Illinois Area Agency on Aging  
Assisted Living Facilities (ie Carle Arbours)  
Council for Seniors at Risk  
Family Service of Champaign County

### **Youth**

Youth Leadership Institute  
Don Moyer Boys and Girls Club  
Public Schools  
Best Interest of Children  
Big Brothers and Big Sisters of Champaign County  
Champaign County Mentoring Network  
Cunningham's Children Home  
Family Resource Center  
Girl Scouts-Green Meadows Council  
Matthew House  
Boy Scouts-Prairie Lands Council  
Head Start  
YMCA

### **Anti-Crime**

Urbana Police Department  
A Women's Place

### **Public Services**

Providers of Public Services

**Economic Development**

Urbana Economic Development Division  
Urbana Business Alliance  
Champaign County Economic Development Corp.  
Illinois Employment and Training Center

**Planning and Administration**

City of Urbana  
Urbana HOME Consortium

**HIV / AIDS**

Greater Community Aids Project  
American Red Cross  
Champaign House  
McKinley Health Center  
Champaign-Urbana Public Health District

**Mental Health and Developmental Disabilities**

Champaign Community Schools  
Division of Specialized Care for Children (U of I)  
Muscular Dystrophy Association  
Mental Health Center of Champaign County  
Provena Behavioral Health  
Developmental Services Center

**Physical Disabilities**

Persons Assuming Control of Their Environment (PACE)  
Developmental Services Center  
C-U Special Recreation

**Alcohol/Addictions**

Prairie Center  
Men's SAFE House  
The Pavillion  
Provena Behavioral Health  
Alcoholics Anonymous  
Assertive Community Treatment (ACT)

## Schedule for Preparation of FY 2005-2009 Consolidated Plan and FY 2005-2006 Annual Action Plan

Steps	PLANNING TASKS	2004	2004	2004	2004	2004	2004	2005	2005	2005	2005	2005
		July	August	September	October	November	December	January	February	March	April	May
1	CDC review of CON PLAN & AAP timeline (July 27-04)											
2	Council review of CON PLAN & AAP timeline (Aug.9 -04)											
3	Focus Group Meetings											
4	Survey/Outreach/Data Collection											
5	Newsletter and N-G notice of hearings (Sept. 26-04)											
6	Application for Funding Available (Oct. 11-Nov. 12 - 04)											
7	Required Neighborhood Public Hearings (Oct. 12,13,14 - 04)											
8	Required Social Service Agency Public Hearings (Oct. 19 AM/PM - 04)											
9	Workshop for Completing Applications (Oct. 20 AM/PM - 04)											
10	Special CDC meeting for applicant presentations (Nov.30 - 04)											
11	Prepare DRAFT Con Plan (Nov.-Dec. -04)											
12	Special Meeting CDC provides staff direction for CON PLAN and AAP (Dec7. - 04)											
13	Newsletter and N-G notice of public hearing (Dec. 27 - 04)											
14	Public Hearings on DRAFT Con Plan & AAP (January 13 AM/PM - 05)											
15	HOME Consortium review of Draft CON PLAN & AAP (Jan. 19-05)											
16	CDC comments on Draft CON PLAN & AAP (Jan. 25 - 05)											
17	City of Urbana Council review Draft CON PLAN & AAP (Feb. 14 -05)											
18	City of Champaign review Draft CON PLAN											
19	Champaign County review Draft CON PLAN											
20	Final editing of CON PLAN											
21	Cities of Urbana and Champaign and Champaign County approval of Final CON PLAN & AAP											
22	Submit CON PLAN & AAP to HUD Chicago											