



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Bruce Walden, Chief Administrative Officer

FROM: Elizabeth Tyler, AICP, City Planner/Director

DATE: November 3, 2005

SUBJECT: AMENDMENTS TO CDBG and HOME AGREEMENTS (Amendments and Ordinances for Fourteen Projects Previously Approved By Council)

Description

Included on the agenda for the November 7, 2005 meeting of the Urbana City Council are fourteen ordinances involving minor amendments to subrecipient agreements between the City and various agencies. The amendments proposed are for ten Community Development Block Grant (CDBG) subrecipient agreements (nine of which are for FY05/06 and one of which is from FY03/04) and for four HOME funded agreements (three of which are from FY04/05 and one of which is from FY03/04). Staff requests that the Urbana City Council adopt the amended agreements and ordinances for the following agencies:

CDBG Program:

1. Champaign County Regional Planning Commission – Homeless Management Information System (HMIS) (Project No. 0506-AAP-01)
2. Community Health Improvement Center – Frances Nelson Satellite (Project No. 0506-AAP-02)
3. PAID - Partnership Accounts for Individual Development (Project No. 0506-AAP-03)
4. Champaign County Regional Planning Commission – Court Diversion Services (Project No. 0506-CSSP- 01)
5. Champaign County Regional Planning Commission – Senior Services (Project No. 0506-CSSP-02)
6. Community Health Improvement Center – Frances Nelson Satellite (Project No. 0506-CSSP-03)
7. Crisis Nursery of Champaign County (Project No. 0506-CSSP-04)
8. Mental Health Center of Champaign County (Project No. 0506-CSSP-05)
9. The Neighborhood Organization Grant - United Citizens And Neighbors (UCAN) (Project No. 0506-NOG-01).
10. Disabled Citizens Foundation (Project No. 0304-06).

HOME Program:

1. Homestead Corporation of Champaign-Urbana Affordable Homeownership Program FY 2003-2004)
2. (Center for Women in Transition Transitional Housing Facility Construction Capital Project No. 0405-09)
3. (Ecological Construction Laboratory Affordable Homeownership Program 2004-2005 Passive Solar House Ownership Program) *
4. (Urban League Of Champaign County Development Corporation Affordable Rental Housing Development Program FY 2004-2005)

**Note: This amendment also includes a revision to the reporting provisions. Although, the original agreement required a progress report to be submitted quarterly, this amendment requires submission of a progress report monthly. The same progress report was approved by Council on August 15, 2005 as part of the amendment to an agreement with Homestead Corporation. This type of reporting is a proactive measure that will identify, earlier in the process, if there is a need for staff to provide additional technical assistance to the subgrantee, and ensure timely project completion.*

Issues

The amendments are requested in response to direction received from the City's internal auditor. After reviewing the agreements, the auditor indicated that in order to fully comply with the regulations of the Department of Housing & Urban Development (HUD), it is recommended that additional language be included in the agreements which further clarifies responsibilities of the sub-recipients in the undertaking of grant activities. The added language requires adherence to certain federal regulations relating to environmental concerns as well as other project monitoring and reporting regulations. The added language is the underlined text on each of the attached Agreement Amendments.

Background

The accounting firm of Martin, Hood, Friese, & Associates, LLC began their annual A-133 Single Audit on-site review of the City of Urbana's budget and programs in August 2005. During the internal audit, Helen Benner - CPA, noted that a number of the City's CDBG and HOME subrecipient agreements lacked some federally required programmatic language and regulatory references. Ms. Benner indicated that in order to be in full compliance with Federal regulations, the agreements should include the required language.

At the time of the audit, the City Council had already approved the grant agreements for FY05/06. In addition, four active HOME subrecipient agreements from FY03/04 and 04/05, and ten CDBG subrecipient agreement that were approved by the City for FY 05/06 need to be amended in order to be in full compliance with the auditors' recommendation.

In response to this recommendation, staff has drafted amendments that include the necessary language, and has identified the current agreements that would be subject to these amendments. In addition, the appropriate modifications have been made to the City's standard subrecipient agreement template, ensuring that agreements executed from this point forward will contain all required provisions.

Options

1. The Urbana City Council can approve the amendments to the CDBG and HOME Agreements, as requested.
2. The Urbana City Council can approve the amendments to the CDBG and HOME Agreements, with specific requested changes.
3. The Urbana City Council can deny the amendments to the CDBG and HOME Agreements.

Fiscal Impacts

Funding for the CDBG agreements has already been programmed and budgeted as a part of the Annual Action Plans for 05/06 and the 05/06 City of Urbana Budget. Funding for the HOME agreements was approved during the Annual Action Plan process and included in the City budgets for each year (03/04 and 04/05). The Agreement Amendments will allow for improved monitoring and compliance with HUD regulations.

Recommendations

The proposed amendments were reviewed by the Community Development Commission at its October 25th meeting and recommended for approval by the City Council. Both the Community Development Commission and staff recommend that City Council approve the amendments and ordinances, as presented herein.

Memorandum Prepared By:

Kelly Hartford
Grants Coordinator II
Grants Management Division

Attachments:

CDBG Amendments & Ordinances:

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Champaign County Regional Planning Commission – Homeless Management Information System (HMIS) Project No. 0506-AAP-01)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Champaign County Regional Planning Commission– Homeless Management Information System (HMIS) Project No. 0506-AAP-01)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Community Health Improvement Center – Frances Nelson Satellite Project No. 0506-AAP-02)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Community Health Improvement Center – Frances Nelson Satellite Project No. 0506-AAP-02)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Partnership Accounts for Individual Development (PAID) Project No. 0506-AAP-03)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Partnership Accounts for Individual Development (PAID) Project No. 0506-AAP-03)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Champaign County Regional Planning Commission – Court Diversion Services Project No. 0506-CSSP-01)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Champaign County Regional Planning Commission – Court Diversion Services Project No. 0506-CSSP-01)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Champaign County Regional Planning Commission – Senior Services Project No. 0506-CSSP-02)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Champaign County Regional Planning Commission – Senior Services Project No. 0506-CSSP-02)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Community Health Improvement Center – Frances Nelson Satellite Project No. 0506-CSSP-03)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Community Health Improvement Center – Frances Nelson Satellite Project No. 0506-CSSP-03)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Crisis Nursery of Champaign County Project No. 0506-CSSP-04)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Crisis Nursery of Champaign County Project No. 0506-CSSP-04)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Mental Health Center of Champaign County Project No. 0506-CSSP-05)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Mental Health Center of Champaign County Project No. 0506-CSSP-05)

AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (United Citizens And Neighbors (UCAN) Project No. 0506-NOG-01)

AN ORDINANCE APPROVING AN AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (United Citizens And Neighbors (UCAN) Project No. 0506-NOG-01)

A FOURTH AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Disabled Citizens Foundation Project 0304-06)

AN ORDINANCE APPROVING A FOURTH AMENDMENT TO A CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AGREEMENT (Disabled Citizens Foundation Project 0304-06)

HOME Amendments & Ordinances:

SECOND AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Homestead Corporation of Champaign-Urbana Affordable Homeownership Program FY 2003-2004)

AN ORDINANCE APPROVING A SECOND AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Homestead Corporation of Champaign-Urbana Affordable Homeownership Program FY 2003-2004)

AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Center for Women in Transition Transitional Housing Facility Construction Capital Project No. 0405-09)

AN ORDINANCE APPROVING AN AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Center for Women in Transition Transitional Housing Facility Construction Capital Project No. 0405-09)

AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Ecological Construction Laboratory Affordable Homeownership Program 2004-2005 Passive Solar House Ownership Program)

AN ORDINANCE APPROVING AN AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Ecological Construction Laboratory Affordable Homeownership Program 2004-2005 Passive Solar House Ownership Program)

AMENDMENT TO AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Urban League Of Champaign County Development Corporation Affordable Rental Housing Development Program FY 2004-2005)

AN ORDINANCE APPROVING AN AMENDMENT TO AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Urban League Of Champaign County Development Corporation Affordable Rental Housing Development Program FY 2004-2005)

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