



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor, City of Urbana

FROM: Elizabeth H. Tyler, FAICP, Community Development Director

DATE: June 3, 2010

SUBJECT: **A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2010-2011 (HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA)**

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2010-2011 (ECOLOGICAL CONSTRUCTION LABORATORY)

Description

Included on the agenda of the June 7, 2010 meeting of the Urbana City Council are resolutions to recertify Ecological Construction Laboratory (e-co lab) and Homestead Corporation of Champaign-Urbana (Homestead) as Community Housing Development Organizations (CHDOs) for the Urbana HOME Consortium for Fiscal Year (FY) 2010-2011. Homestead and e-co lab have met all of the Federal HOME Program requirements for recertification as CHDOs for FY 2010-2011.

Issues

The issue is whether the Urbana City Council should approve the resolutions.

Background

In order to receive allocated HOME Program funds identified in the proposed FY 2010-2011 Annual Action Plan (AAP), CHDOs must maintain eligibility status according to HOME Program regulations. Grants Management staff has conducted annual on-site monitoring and recertification reviews of the agencies to ensure CHDO compliance and eligibility in February and March, 2010. During those reviews, staff verified that the two current CHDOs in the Urbana HOME Consortium, Ecological Construction Laboratory and Homestead Corporation of Champaign-Urbana, have met the requirements to be recertified as CHDOs for FY 2010-2011. Those qualifications pertain to maintaining non-profit status, adequate capacity for affordable

housing development, board member makeup, and outreach to the low income community, among other requirements.

At its May 25, 2010 regular meeting, the Urbana Community Development Commission (CDC) voted unanimously to forward the resolutions certifying e-co lab and Homestead as CHDOs to the Urbana City Council, with a recommendation for approval.

Options

1. Approve the resolutions recertifying Ecological Construction Laboratory and Homestead Corporation of Champaign-Urbana as Community Housing Development Organizations as written.
2. Approve the resolutions with changes.
3. Do not approve the resolutions.

Fiscal Impacts

There will be no new fiscal impact to the city budget. HOME Program funding for CHDO Operating Funds is allocated in the City of Urbana and Urbana HOME Consortium Annual Action Plan for Fiscal Year 2010-2011 and is included in the FY 2010-2011 City of Urbana budget.

Recommendations

Staff and the CDC recommend that the Urbana City Council approve the resolutions as written.

Memorandum Prepared By:

Jen Gonzalez
HOME Grant Coordinator
Grants Management Division

Attachments:

1. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2010-2011 (HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA)

2. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2010-2011 (ECOLOGICAL CONSTRUCTION LABORATORY)
3. Community Development Commission unapproved meeting minutes 5-25-10

RESOLUTION NO. 2010-06-017R

**A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
FOR THE URBANA HOME CONSORTIUM FOR FY 2010-2011**

(Homestead Corporation of Champaign-Urbana)

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of the Homestead Corporation of Champaign-Urbana as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan*,

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

Section 1. That the Homestead Corporation of Champaign-Urbana (Homestead) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for FY 2010-2011, and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect until June 30, 2011, or until such time that Council be informed of conditions necessitating a change in the status of Homestead Corporation as a CHDO.

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

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

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

Laurel Lunt Prussing, Mayor

RESOLUTION NO. 2010-06-018R

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
FOR THE URBANA HOME CONSORTIUM FOR FY 2010-2011

(Ecological Construction Laboratory)

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of the Ecological Construction Laboratory as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan*,

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

Section 1. That Ecological Construction Laboratory (e-co lab) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for FY 2010-2011, and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect until June 30, 2011, or until such time that Council be informed of conditions necessitating a change in the status of Ecological Construction Laboratory as a CHDO.

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

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

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

Laurel Lunt Prussing, Mayor



UNAPPROVED - INCOMPLETE
MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
Tuesday, May 25, 2010, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Call to Order: Chairperson Cobb called the meeting to order at 7:00 p.m.

Roll Call: Connie Eldridge called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Theresa Michelson, Jerry Moreland, Brad Roof, Anne Heinze Silvis, Dennis Vidoni

Commission Members Absent: None.

Others Present: John Schneider, Kelly Hartford, Jennifer Gonzalez, and Connie Eldridge, Community Development Services; Sheila Ferguson and Lisa Benson, Mental Health Center; DeWayne Doskin, The Salvation Army; Beverly Hoffman, Habitat for Humanity; Natasha Elliott, Ecological Construction Laboratory (e-co lab); Aaron P. Smith, Homestead Corporation; Karla Peterson, A woman's Fund; Janice McAteer, Developmental Services Center; John Sullivan, Center for Women in Transition (CWT).

Approval of Minutes: *Chairperson Cobb asked for approval or corrections to the March 23, 2010 minutes. Commissioner Roof moved to approve the minutes, and Commissioner Diana seconded the motion. In response to Chairperson Cobb, Mr. Schneider clarified page 2, sixth paragraph, second line should read, "...1.5 times the amount of their grant..." The motion carried unanimously.*

Petitions and Communications: None.

Staff Report: Mr. Schneider distributed and reviewed a staff briefing memorandum dated May 25, 2010.

Old Business: None.

New Business: **HOME PROGRAM**

An Ordinance Approving an Amendment to a Subrecipient Agreement Between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilder Blitz Program FY 2006-2007) – Mr. Schneider stated the amount for each grant agreement reflects what is in the City of Urbana's Annual Action Plan (AAP). Jennifer Gonzalez provided a brief history of Habitat's Homebuilder Blitz Program with the City of Urbana, which was approved by Council on August 6, 2007. Habitat planned to build five homes in two years; however, this was not met due to staff turnover. The City of Urbana has been amending this agreement as each individual home was built.

This request is to extend the agreement deadline from June 15, 2009 to September 30, 2010. Habitat will build two homes at 1405 and 1405 ½ West Beslin Street, Urbana.

Commissioner Michelson moved to recommend to City Council approval of an Ordinance Approving an Amendment to a Subrecipient Agreement Between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilder Blitz Program FY 2006-2007). Commissioner Roof seconded the motion. Commissioner Diana inquired if the City's legal department had been consulted regarding extending an expired contract. Mr. Schneider responded the contract has technically not expired because it includes the statement. "that the contract is effective until the latest of: June 15, 2009 or the disbursement of all HOME funds associated with the contract." The extension is more of a housekeeping item to reflect what is actually happening with the contract. Beverly Huffman, Habitat's Executive Director, stated volunteers will begin construction June 3. The September 30 deadline will allow time for construction, inspections and closing on the properties. The motion carried unanimously.

A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 (Homestead Corporation of Champaign-Urbana) -

A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 (Ecological Construction Laboratory) -

Both resolutions were presented together to the CD Commission. Ms. Gonzalez explained that Community Housing Development Organizations (CHDOs) must be certified to receive the 15% setaside CHDO funds. City staff monitored each CHDO in February and March 2010 and both CHDOs met the requirements to be recertified. The CHDO funds are included in the FY 2010-2011 AAP.

In response to Commissioner Roof, Ms. Gonzalez discussed the only monitoring concern, which was with e-co lab. Since e-co lab has a new executive director, Ms. Gonzalez recommended that e-co lab create a program manual to help their staff understand how the HOME Program fits into their development. Mr. Schneider clarified the Department of Housing and Urban Development (HUD) two levels of concern. A finding means a rule was broken; a concern means the subrecipient needs to change direction. There was only one concern and no findings for the two CHDOs.

Commissioner Roof moved to recommend to City Council approval of a Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 for (1) Homestead Corporation of Champaign-Urbana, and (2) Ecological Construction Laboratory. Commissioner Francis seconded the motion, and the motion carried unanimously.

CDBG PROGRAM

An Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (A Woman's Fund – A Woman's Place, Project. No. 0910-

AAP-01) – Mr. Schneider explained the impending merger of Center for Women in Transition (CWT) and A Woman’s Fund (AWF) that is expected to take place on July 1, 2010. CWT will assume AWF’s contracts and will continue to operate A Woman’s Place (AWP) Shelter. Because AWF’s initial bidding process for this project was not correct, city staff has been working with them to provide technical assistance. The changes to the bid process has caused a delay, thus requiring an extension of the contract until September 30, 2010.

The City Special Counsel will advise staff as to the best way for CWT to assume AWF’s contractual obligations and responsibilities with the City of Urbana. This will also include AWF’s Supportive Housing Program contract. These are both for grants that were approved for this current funding year. It may be necessary to amend the Annual Action Plan to reflect this change.

In response to Commissioner Michelson, Kelly Hartford explained that A Woman’s Fund was the umbrella organization over the shelter A Woman’s Place (AWP). After the merger, CWT will be the umbrella organization over AWP. John Sullivan, Executive Director of CWT, clarified this merger would reduce administrative costs, result in a management change, and provide economies of scale in administration. In response to Commissioner Diana, Mr. Schneider stated this agreement is with A Woman’s Fund – A Woman’s Place. Next year the contract will be with Center for Women in Transition – A Woman’s Place. The description will be specific to FY 2010-2011 Annual Action Plan.

There was discussion on the wording of the memorandum and the ordinance.

Commissioner Diana moved to recommend to City Council approval of an Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (A Woman’s Fund – A Woman’s Place, Project. No. 0910-AAP-01). Commissioner Moreland seconded the motion, and the motion carried unanimously.

SUPPORTIVE HOUSING PROGRAM

An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and A Woman’s Fund –

An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Center for Women in Transition –

An Ordinance Approving a Supportive Housing Program Subrecipient agreement between the City of Urbana and Salvation Army Services, Inc. -

Kelly Hartford reviewed the Supportive Housing Program (SHP). The City of Urbana receives SHP funds from HUD and then allocates the funds to A Woman’s Fund, Center for Women in Transition, and Salvation Army Services, Inc. These renewal agreements include eligible costs, the amount of funds allocated, and the SHP regulations for the participating agencies. The grant year began March 1, 2010 and ends February 28, 2011.

In response to Commissioner Michelson, Ms. Hartford explained that SHP funds are different from CDBG and HOME funds. Mr. Schneider added the funds are allocated to the Urbana/Champaign Continuum of Care to deal with homelessness. The Continuum is comprised of the Champaign County Regional Planning Commission, Village of Rantoul, Cities of Urbana and Champaign, and social service agencies. Ms. Hartford noted the Continuum receives a variety of grants; however, this particular grant is administered by the City of Urbana.

In response to Commissioner Roof, Ms. Hartford noted the three agencies provide supportive services. DeWayne Doskin, The Salvation Army, reviewed their Transitional Housing Program, which provides housing, case management and counseling for three families. Families may stay in the program up to two years. Commissioner Roof asked about their waiting list. Mr. Doskin replied they could place other families but three homes is their limit. The Salvation Army has received HUD funding for these three TH houses since 1994.

Commissioner Michelson moved to recommend to City Council approval of Ordinances Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and (1) A Woman's Fund, (2) Center for Women in Transition and (3) The Salvation Army Services, Inc. Commissioner Moreland seconded the motion. Ms. Hartford clarified the amount of funding for the agencies was the same as last year and the program included administrative funds for the City of Urbana. The motion carried unanimously.

Adjournment: Chairperson Cobb adjourned the meeting at 8:29 p.m.

Recorded by Connie Eldridge

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