



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Lorrie Pearson, AICP, Director, Community Development Services Department
Sheila E. Dodd, Manager, Grants Management Division

DATE: July 30, 2020

SUBJECT: **A RESOLUTION APPROVING AN AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (COURAGE CONNECTION TBRA FY 17/18)**

Description

Included on the agenda of the August 3, 2020, regular meeting of the City of Urbana Council Committee of the Whole is a proposed Resolution approving a subrecipient agreement amendment with Courage Connection to continue the provision of tenant-based rental assistance (TBRA) services.

Issue

The issue is whether the Urbana City Council shall approve the Resolution.

Background & Discussion

The Urbana HOME Consortium, consisting of the City of Urbana, City of Champaign, and Champaign County Unincorporated, receives an annual allocation of Federal HOME Program funding that is to be allocated for eligible affordable housing activities. As lead entity of the Urbana HOME Consortium, the City of Urbana is responsible to administer allocation of HOME funding on behalf of the Consortium.

The Urbana HOME Consortium has executed Tenant Based Rental Assistance (TBRA) contracts with Courage Connection since 2012 to assist income-qualified clients with rental payments. Courage Connection's current subrecipient agreement to provide \$150,000 in TBRA assistance began in August 2017. With the projected rate of expenditure of those HOME funds, the Courage Connection TBRA program will need an additional eighteen months to complete the term of the agreement. Courage Connection has requested additional time to be able to meet the needs of their clients. If approved, the subrecipient agreement be revised to reflect this addition.

Courage Connection recently submitted a request to extend the term of the agreement and the Grants Management Division reviewed the request that would provide Courage Connection with needed time for the program while remaining in compliance with HOME program regulations and expenditure requirements. No additional HOME funds will be required to complete the agreement.

This proposed agreement would provide the additional term necessary to maintain the Courage Connection TBRA program and continue their ability to provide clients of other Courage

Connection programs with financial support while they begin their return to self-sufficiency.

Options

- 1. Forward the Resolution Approving and Authorizing an Amendment to an Urbana HOME Consortium Subrecipient Agreement to the Urbana City Council with a recommendation for approval.
- 2. Forward the Resolution to the Urbana City Council with a recommendation for approval with changes.
- 3. Do not recommend that the Urbana City Council approve the resolution.

Fiscal Impacts

The Urbana HOME Consortium funding will not be impacted.

Programmatic Impacts

The proposed agreement will allow Courage Connection to continue its TBRA program of assisting ten (10) households with rental assistance. Continuing this program will further Goal #1 in the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020-2024, which relates to the provision of affordable housing in general, but in particular to special populations including persons with mental disabilities.

Recommendation

The Grants Management Division staff recommends the Urbana City Council approve an amendment to an Urbana HOME Consortium Agreement Courage Connection TBRA FY 17/18.

Attachment:

A RESOLUTION APPROVING AMENDMENT NO. 1 TO A SUBGRANTEE AGREEMENT FOR A TENANT BASED RENTAL ASSISTANCE PROGRAM (COURAGE CONNECTION TBRA FY 2017-2018, No. 1718-CC01)

RESOLUTION NO. 2020-08-036R

A RESOLUTION APPROVING AMENDMENT NO. 1 TO A SUBGRANTEE AGREEMENT FOR A TENANT BASED RENTAL ASSISTANCE PROGRAM

(Courage Connection TBRA FY 2017-2018 No. 1718-CC01)

WHEREAS, on August 21, 2017, the City Council passed Resolution No. 2017-08-051R, approving a Subgrantee Agreement for a Tenant Based Rental Assistance Program, FY 2017-2018 (No. 1718-CC01), between Courage Connection, an Illinois not-for-profit corporation (“Courage Connection”), and the City of Urbana (“City”); and

WHEREAS, both parties desire to amend the agreement; and

WHEREAS, the City Council, after due consideration, finds that amending the agreement as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1.

Amendment No. 1 to a subgrantee agreement between Courage Connection and the City of Urbana, in substantially the form of the copy of the Subgrantee Agreement for a Tenant Based Rental Assistance Program, FY 2017-2018 (No. 1718-CC01), attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said amendment as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor

AMENDMENT NO. 1 TO SUBGRANTEE AGREEMENT

(Courage Connection TBRA FY 2017-2018
No. 1718-CC01)

Courage Connection, an Illinois not-for-profit corporation ("Company"), and the City of Urbana, an Illinois municipal corporation ("City"), mutually agree to the following amendments to the Subgrantee Agreement for a Tenant Based Rental Assistance Program, FY 2017-2018 (No. 1718-CC01), authorized by Resolution No. 2017-08-051R, and entered into on August 30, 2017:

1. Article I, Section 8, "Request for Disbursement of Funds," is hereby amended with the underlined text indicating new language and the strikethrough text indicating deletions as follows:

Section 8: Request for Disbursement of Funds.

COURAGE CONNECTION shall not request disbursement of HOME Program funds until HOME Program funds are needed to pay eligible costs related to the TBRA PROGRAM. The amount of any request for funds shall not exceed the amount needed and shall be supported by appropriate documentation such as an invoice or performance-progress reports. The GRANTOR shall make payment to COURAGE CONNECTION within fourteen (14) calendar days of receipt of a complete and acceptable request by the GRANTOR. The GRANTOR reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All checks shall be made payable to "Courage Connection". All monies granted to COURAGE CONNECTION pursuant to this AGREEMENT shall be expended by December 31, 2021, ~~July 31, 2020~~. In the event that all funds are not disbursed, the remaining balance shall be retained by the City of Urbana to be reprogrammed for other eligible HOME Program activities.

2. The parties may sign this amendment in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Signatures delivered by email in Adobe Portable Document Format (PDF) will be deemed original signatures for all purposes.
3. All other terms and conditions of the agreement remain in full force and effect.
4. This amendment will take effect upon execution by the Company and the City.

