



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Elizabeth Tyler, AICP, City Planner/Director

FROM: Erin J. Bullok, Interim Manager, Grants Management Division

DATE: June 24, 2005

SUBJECT: A RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF THE CITY OF URBANA EXTENSION OF THE HOUSING REHABILITATION MANUAL PROGRAM YEARS 2005-2006

Description

On the agenda for the June 28, 2005 meeting of the Community Development Commission is a version of the Housing Rehabilitation Manual with minor revisions, presented for approval for use in the 2005-2006 Program Year.

Issues

The issue is whether the Community Development Commission should recommend approval of the manual to the Urbana City Council.

Background

The Grants Management Division of the City of Urbana engages in a number of housing repair and rehabilitation programs. The guidelines for each of these programs are detailed in the Housing Rehabilitation Manual. The last version of this manual was designed for implementation concurrent with the 2000-2004 Consolidated Plan. As a new Consolidated Plan has been developed for 2005-2009, the time has come for this manual to be updated.

At the April 26, 2005 meeting of the Community Development Commission, Randy Burgett, the Housing Rehab Specialist, presented an overview of the five programs described in the manual. He went on to outline some of the program changes that have been considered by GM staff. A discussion between staff and commissioners followed.

A number of the changes discussed at the April meeting are new programs, or significant enough changes to existing programs, that they require further investigation in order for staff to produce program descriptions, policies and procedures that will ensure success. However, the current manual is only set to be in place through June 30, 2005. As such, staff has elected to present the Commission with a moderately revised version of the manual to allow for the programs to continue

without interruption. In the coming months, a more extensively revised manual will be presented that, once approved, can replace the version currently under consideration.

Options

1. Recommend the manual as written to City Council
2. Recommend the manual with amendments to City Council.
3. Do not recommend the manual to City Council.

Fiscal Impacts

There would be no fiscal impact to the city budget. The Housing Rehabilitation Manual is simply a programmatic guide. Funding allocations for each program have been established by the 2005-2006 Annual Action Plan.

Recommendations

Staff recommends that the Community Development Commission forward a favorable recommendation to City Council for this document.

Memorandum Prepared By:

Erin J. Bullok
Interim Manager
Grants Management Division

Attachments:

- (1) City of Urbana Housing Rehabilitation Manual Program Years 2005-2006
- (2) Summary of Manual revisions
- (3) A Resolution Approving and Authorizing the Adoption of the City of Urbana Housing Rehabilitation Manual Program Years 2005-2006



DEPT. OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

**Summary of Revisions:
Housing Rehabilitation Manual:
Program Years 2005-2006
(Rehab Manual)**

For ease of reference, the changes made to the Rehab Manual have been outlined below. In addition, the changed text appears shaded in the printed copy accompanying this summary.

Page	Change	Description
Second page of Table of Contents	Section 9 added	New program: Purchase-Rehab-Resale
4	Purchase-Rehab-Resale Program added	Sixth program added to list; program description provided on subsequent pages
4-5	Sources of funding	Language added to allow GM staff to pursue grant funds to further rehab activities as opportunities arise.
7 (also pages 16, 49, 50)	Senior Repair	Max Amount raised to \$850
7	Purchase-Rehab-Resale Program	Program summary added
8	Median Family Income Table	Figures updated as per HUD
9	Target Area Map	Updated as per approved expansion
51	Section 9 – Purchase-Rehab-Resale Program	Program parameters described

RESOLUTION NO. _____

A RESOLUTION APPROVING AND AUTHORIZING THE ADOPTION OF THE HOUSING REHABILITATION MANUAL FOR PROGRAM YEARS 2005-2006

WHEREAS, on APRIL 18, 2005, the Urbana City Council passed Resolution No. 2005-04-007R approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for Program Year 2005-2006 authorizing certain activities under the Housing Rehabilitation Program.

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

Section 1. That the Housing Rehabilitation Manual for Program Year 2005-2006, which provides guidelines, policies and procedures for the repair and rehabilitation programs administered by the Community Development Services - Grants Management staff, be adopted and put into place.

Section 2. That said Manual and the parameters set therein be in effect until June 30, 2006, or until such time that a subsequent Manual be presented for Council approval.

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