



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

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

FROM: Kelly Mierkowski, Manager, Grants Management Division *KLM*

DATE: March 23, 2012

SUBJECT: HOME CHDO Applications – FY 2012-2013

**AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION
OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING
DEVELOPMENT ORGANIZATION AGREEMENT (Homestead
Corporation of Champaign-Urbana CHDO Operating FY 2012-2013)**

Description

Included on the agenda of the March 27, 2012 meeting of the Community Development Commission is a review of the HOME Investment Partnerships Program funding requests from Community Housing Development Organizations (CHDOs) for FY 2012-2013. In response to the invitation to area organizations for HOME Program funding requests, the City of Urbana and Urbana HOME Consortium received a total of four applications from CHDOs for operating and project funding.

In preparing the proposed budget for the City of Urbana and Urbana HOME Consortium Draft Annual Action Plan for Fiscal Year (FY) 2012-2013, staff based its calculations on the **\$769,083** HOME funding estimate published by HUD. Out of this allocation, **\$115,362** is available to fund CHDO Projects, and **\$38,454** is available to fund CHDO Operating requests, in addition to **\$34,264** in unobligated CHDO Operating carryover from previous years.

Background

Applications for FY 2012-2013 HOME funding for affordable housing projects were made available between December 12, 2011 and March 7, 2012. On December 12, 2011, staff conducted two training workshops to answer any questions about the application, activity eligibility, and the process itself. Staff was also available throughout the application period to answer questions and to assist with applications as requested.

Applications requesting HOME Program CHDO Project and CHDO Operating funds were submitted by three agencies after the deadline was extended: Ecological Construction Laboratory (Eco Lab), Homestead Corporation of Champaign Urbana (Homestead), and Champaign County

Neighborhood Alliance for Habitat (Neighborhood Alliance). The applications are attached for review.

At its March 14, 2012 regular meeting, the Urbana HOME Consortium Technical Committee reviewed the applications for FY 2012-2013 CHDO funding. In accordance with an Intergovernmental Agreement executed in 2003, the Urbana HOME Consortium Technical Committee is comprised of representatives from the City of Urbana, the City of Champaign, and Champaign County, the three entities that make up the Urbana HOME Consortium. The technical committee meets regularly to ensure collaboration, discuss HOME related issues, and to formulate decisions regarding HOME related projects, including funding allocations to CHDOs.

Champaign County Neighborhood Alliance for Habitat (Neighborhood Alliance) applied for CHDO project and operating funds but is currently unable to receive HOME funding due to a conflict of interest issue. Staff submitted an exception request to the Department of Housing and Urban Development (HUD) and hopes to be able to begin carrying out contracts signed in FY 2011-2012 with Neighborhood Alliance for the construction of four single-family homes. Until the exception is granted that will waive the conflict of interest provisions of the HOME Program, these applications will not be reviewed.

I. OVERVIEW OF PROJECTED FY 2012-2013 HOME BUDGET:

1) Administration, CHDO Project & CHDO Operating. HUD regulations outline the parameters for Participating Jurisdictions (PJs) to make suballocations for particular categories of expenses from the overall HOME grant. PJs are limited to using no more than ten percent (10%) of the annual allocation for administrative expenses. In addition, at least 15% of the PJ's total HOME grant must be set aside as project funds for CHDO-administered projects. PJs also have the option to allocate up to 5% of their annual allocation for CHDO Operating Funds.

3) HOME Entitlement (*Shared by Consortium Members*). After deducting the suballocations from the total HOME grant, the remaining amount, referred to as Entitlement (EN) funds, is divided among the Consortium members based on ratio provided by HUD as follows: 54.91% to City of Champaign; 12.61% to Champaign County; and 32.48% to City of Urbana. The amount of this fund is subject to change. The following breakdown of the proposed HOME program budget, which does not account for any possible Consortium-wide Tenant Based Rental Assistance (TBRA) allocation, is provided below:

PROJECTED FY 2012-2013 HOME BUDGET

	<u>HOME</u>	<u>Match</u>
Anticipated HOME PROGRAM Allocation	\$ 769,083	
<i>Administration 10% (No Match Required)</i>	\$ 76,908	
<i>CHDO Reserve 15% (CHDOs provide 25% Match)</i>	\$ 115,362	28,841
<i>CHDO Operating 5% (No Match Required)</i>	\$ 38,454	
<i>Remaining Balance to be distributed among Consortium Members</i>	\$ 538,358	(Below)
Distribution among Consortium Members		
<i>City of Urbana Allocation 32.48% 25 % Local Match Required</i>	\$ 174,859	43,715
<i>City of Champaign Allocation 54.91% 25 % Local Match Required</i>	\$ 295,612	73,903
<i>Champaign County Allocation 12.61% 25 % Local Match Required</i>	\$ 67,887	16,972

II. HOME FUNDING APPLICATIONS

A. CHDO Project Funds

No project applications for FY 2012-2013 funding were received that are eligible for funding at this time. Neighborhood Alliance submitted an application that has been attached for informational purposes only. Eco Lab and Homestead are currently carrying out other contracts that must move forward before additional contracts can be executed. Staff is continuing to work to identify feasible projects in the Consortium area, and a rolling CHDO Project application process is currently underway.

B. CHDO Operating Funds

HUD regulations allow PJs, at their discretion, to set aside 5% of the annual allocation for operating expenses of certified CHDOs. Consortium policies further cap annual CHDO Operating (CO) awards at a maximum of \$35,000 for each CHDO.

Three applications for CHDO Operating Funds were received as part of the FY 2012-2013 funding cycle. The Consortium may allocate up to 5% to CHDOs for operating costs and is anticipating an allocation of \$38,454 for FY 2012-2013. Unobligated CHDO Operating carryover in the amount of \$34,264 is also available from FY 2009-2010, 2010-2011, and 2011-2012. Following is a summary of the CHDO Operating funds requested:

1) Ecological Construction Laboratory (Eco Lab)

Amount Requested: \$23,840

Eco Lab has not received CHDO Operating funds since FY 2010-2011 due to certification concerns. The organization is currently certified until July 15, 2012. Eco Lab currently has a \$19,310 carryover fund from its last allocation of CHDO Operating.

Eco Lab is currently staffed by members of Passive Housing Institute US, as well as by Interim Executive Director Paul Gallagher. The organization is finishing the project at 1302 West Dublin, Urbana, and hopes to have a homebuyer for the project soon.

1) Homestead Corporation

Amount Requested: \$25,000

Homestead has received CHDO Operating funds annually since FY 1998-1999.

The City of Urbana has received all required quarterly reports and pay requests with supporting documentation from Homestead to date. Homestead has a continually strong staff capacity and consistently utilizes operating funds for eligible expenditures on a timely basis.

3) Champaign County Neighborhood Alliance for Habitat (Neighborhood Alliance)

Amount Requested: \$28,250

Neighborhood Alliance is currently ineligible for funding due to a pending conflict of interest issue. Staff hopes to hear from HUD regarding the exception request within the next few weeks. The FY 11-12 contract for operating funding in the amount of \$27,528 has not been reimbursed and is still available. Any funding allocations to Neighborhood Alliance must be considered after the exception is granted or after October 28, 2012, whichever date is sooner.

The HOME Technical Committee reviewed each of the above applications for funding. The Committee took into account the carryover funds available to Eco Lab and Neighborhood Alliance. The Committee voted unanimously to fund Homestead in the amount of \$25,000 for CHDO operating expenses from unobligated carryover available from previous grant years. It was agreed that the Committee would review additional funding allocations for Eco Lab once the certification process has been completed in July/August 2012, and that Neighborhood Alliance could be considered for funding once the conflict of interest issue was resolved.

Traditionally, staff does not bring the ordinances and contracts associated with CHDO Operating allocations before CDC prior to approval of the Annual Action Plan in April each year. However, because the funding allocated to Homestead is from previous years' allocations (FY 2009-2010, FY 2010-2011, and FY 2011-2012), staff is presenting CDC with the attached *Ordinance Approving and Authorizing the Execution of and Urbana HOME Consortium Community Housing Development Organization Agreement* in order to commit these funds as soon as possible.

The Annual Action Plan reflects the HOME Technical Committee's decision to wait to allocate FY 2012-2013 CHDO Operating funds until after the conflict of interest issue is resolved in regard to Neighborhood Alliance, as well as after July 2012 when the certification process for Eco Lab is expected to begin. The \$38,454 in CHDO Operating for FY 2012-2013 is currently unobligated.

C. Urbana Entitlement Funds

The City of Urbana's Entitlement Fund has historically been utilized for its Whole House Rehabilitation Program, which has successfully completed between four and six rehabilitation projects each year. Staff is proposing to use Urbana's entitlement for this effort again this year in the amount of \$174,859.

Options

- 1) Forward the Ordinance Approving and Authorizing the Execution of and Urbana HOME Consortium Community Housing Development Organization Agreement to the Urbana City Council with a recommendation for approval.
- 2) Forward the Ordinance to the Urbana City Council with a recommendation for approval, with suggested changes.
- 3) Do not forward the Ordinance.

Fiscal Impacts

The total projected HOME grant award for FY 2012-2013 is anticipated to be **\$769,083** for the Consortium. HOME funding allocations have decreased in the past two years due to budget cuts, and the Consortium has planned accordingly in determining the budget.

Recommendations

Staff recommends that the Urbana Community Development Commission forward the Ordinance Approving and Authorizing the Execution of and Urbana HOME Consortium Community Housing Development Organization Agreement to the Urbana City Council with a recommendation for approval.

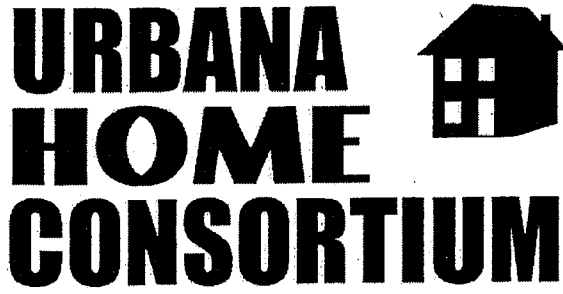
Memorandum Prepared By:



Jen Gonzalez
HOME Coordinator
Grants Management Division

Attachments:

- 1) Applications for Funding and Accompanying Scoring Sheets:
 - a. **CHDO Reserve (for Projects):**
Neighborhood Alliance Application (Informational purposes only)
 - b. **CHDO Operating (for Operating Funds only):**
E-co Lab – *CHDO Operating*
Homestead – *CHDO Operating*
Neighborhood Alliance – *CHDO Operating* (Informational purposes only)
- 2) An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Homestead Corporation of Champaign-Urbana CHDO Operating FY 2012-2013)
- 3) Urbana HOME Consortium Community Housing Development Organization Agreement (Homestead Corporation of Champaign-Urbana Operating Agreement FY 2012-2012)



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 Urbana, IL 61801
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City of Urbana

City of Champaign

Champaign County

**City of Urbana and Urbana HOME Consortium
 FY 2012-2013 HOME Funding Application Packet**

Name of Organization: Champaign County Neighborhood Alliance for Habitat

HOME Funds Requested: \$ 200,000

Points Possible*	Application Components
5	A. Applicant Information
5	B. Executive Summary
20	C. Project Location
5	D. Project Objectives
30	E. Targeted Population
20	F. Project Schedule
20	G. Matching Funds
30	H. Project Management and Capacity
60	I. Program and Procedures
30	J. Affirmative Marketing Plan
20	K. Tenant Selection Plan
5	L. Board Resolution
-	M. Procedural Information
5	N. Applicant Certification and Commitment of Responsibility

*Note: See page 4 for details regarding point allocation

2012-2013 HOME Grant Application Information

HOME Grant Objectives

The National Affordable Housing Act of 1990 created the Home Investment Partnerships (HOME) Program. The federal program is designed to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary and affordable housing for low and very-low income families. The Urbana HOME Consortium receives annual federal entitlement of HOME funds to implement the Act locally.

HOME funds are used to achieve the following objectives:

- To provide decent affordable housing to lower-income households
- To expand the capacity of non-profit housing providers
- To strengthen the ability of state and local governments to provide housing
- To leverage private sector participation

Eligible HOME activities are defined within the following categories:

- Housing Rehabilitation
- Homebuyer Activities
- Rental Housing Activities
- Tenant Based Rental Assistance

Eligible Applicants

Individuals, non-profit organizations, public agencies, and for-profit entities are eligible to apply for HOME funds. A private non-profit organization, when acting as the developer, sponsor, and/or owner of affordable housing, may also apply for designation as a "Community Housing Development Organization" (CHDO), and may apply for a special set-aside percentage of HOME funds for eligible operational costs.

Application Submittal

To be considered for funding, applications must be submitted no later than:

4:00 pm, Friday, January 13, 2012

To: City of Urbana
Grants Management Division
400 S. Vine St.
Urbana, IL 61801



Applications submitted after this deadline **or that are incomplete** may not be considered for funding. Questions regarding the application or application process should be directed to Jen Gonzalez at 217-384-2335 or Kelly H. Mierkowski at 217-384-2447.

Application for Assistance

Application training and assistance will be available in **two sessions on Monday, December 12, 2011**. The first training session will be at 10:00 am in the City of Urbana Council Chambers and the second at 5:30 pm in the Department of Community Development Services Conference Room at the City of Urbana, 400 S. Vine St. Urbana, IL 61801. Please check in at the front desk. The training sessions are free and open to all interested parties. Reservation is not required.

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at www.urbanaininois.us or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and the Urbana HOME Consortium. The following objectives have been set for the 2012-2013 HOME funded activities and are explained in detail in the Consolidated Plan.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

Application Review

All complete applications submitted by the deadline will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.

In its recommendation to the Community Development Commission and City Council, consideration will be given to the past performance of the applicant in undertaking and completing previous HOME funded projects. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards. The rating system follows on the next page.



Application Rating System *(office use only)*

Application Components	Maximum Points	Points Earned
A. Applicant Information <i>Five points will be awarded if completed as required.</i>	5	
B. Executive Summary <i>Five points will be awarded if this section is completed as required.</i>	5	
C. Project Location <i>10 points will be awarded if a site has been identified for the project, and another 10 points will be awarded if the property is secured. Proof of a secure title must be included to earn these extra points.</i>	20	
D. Project Objectives <i>Five points will be awarded if the project meets at least one of the goals listed in Attachment "A"</i>	5	
E. Targeted Population <i>30 points will be awarded if the proposed project will serve families at or below 30% Median Family Income (MFI), 20 points will be awarded if serving families between 31-50% MFI, and 10 points will be awarded for serving families between 51-80% MFI.</i>	30	
F. Project Schedule <i>Points will be awarded based on the level of detail provided (10) and the reasonableness of the project timeline (10).</i>	20	
G. Matching Funds <i>20 points will be awarded for projects leveraging match funds that are already secured or inherent to the project. 10 points will be awarded for projects relying on match credit from previously completed projects.</i>	20	
H. Project Management and Capacity <i>40 points will be awarded to applicants demonstrating significant capacity to manage the project independently and in compliance with all HOME Program regulations, as evidenced by staff experience. 20 points will be awarded to applicants demonstrating access to skilled individuals who have knowledge of HOME Program procedures or who have worked with similar HUD programs.</i>	30	
I. Program and Procedures <i>A maximum of 30 points will be awarded for submission of each of these documents. Points will be allocated based on the detail provided, compliance with HOME Program regulations, and the scope of relevant issues described in each document.</i>	60	



<p>J. Affirmative Marketing Plan <i>A maximum of 30 points will be awarded for this document on the basis of compliance with applicable Federal regulations, measure of outreach to be undertaken, level of detail, as well as any examples submitted of proposed marketing efforts (i.e. copies of flyers, newspaper advertisements, etc).</i></p>	30	
<p>K. Tenant Selection Plan <i>This is a required component of all proposed rental projects, and points are awarded based on the level of detail provided regarding the basis for accepting or rejecting potential tenants. To receive the maximum number of points, samples of the rental application, income verification procedures, and other written materials should be included in the plan.</i></p>	20	
<p>L. Board Resolution <i>A signed resolution must be submitted regarding the Board's approval of the application in its final form. Minutes from the meeting must also be attached.</i></p>	5	
<p>M. Procedural Information <i>This is for information purposes only. Applicants will be expected to present their application at one or more of the meetings listed in this section.</i></p>	-	
<p>N. Applicant Certification and Commitment of Responsibility <i>Signature must be provided by the person granted rights to sign on behalf of the organization, as indicated in the agency's bylaws or articles of incorporation.</i></p>	5	
<p>Total Points</p>	255	



A. Applicant Information

Legal Applicant

Name of Organization	Champaign County Neighborhood Alliance for Habitat
Street Address	119 E University Ave
City, State, Zip	Champaign, IL 61820
Telephone Number	217-819-5111
Fax Number	217-363-3373
Federal ID Number	27-4409838
Executive Director	Paul Zindars
Telephone Number	217-819-5111
E-Mail Address	director@cuhabitat.org

B. Executive Summary

Please provide a summary of your proposed project:

Neighborhood Alliance proposes to construct four homes in FY 12/13 in partnership with Habitat for Humanity of Champaign County. Partner families are currently in various stages of the application and verification process. Once approved, they will select sites within the HOME Consortium service area. CHDO funds will be used to pay for 50% of the construction costs of each home, along with a developer fee.

Neighborhood Alliance has partnered with Habitat for Humanity since 2011. Habitat has completed 62 homes and is currently in various construction phases of an additional three homes due to be complete in October 2012.



C. Project Location

Address:

Neighborhood Alliance allows partner families to select lots within the Cities of Champaign and Urbana or unincorporated Champaign County. New single family homes will be constructed and then sold to the families at a zero interest loan. Specific sites will be selected once families are approved. Habitat for Humanity currently has four lots available for the families to select.

D. Project Objectives

Indicate which HOME Objective this project meets. Please check all that apply.

✓	
✓	Provision of affordable housing
✓	Expansion of capacity of non-profit housing developers
	Strengthening public housing agency housing programs
✓	Leveraging private sector participation

Please indicate below one strategy or activity that this project will address as identified in the "Goals, Strategies, and Activities to Address," excerpted from *City of Urbana and the Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2010-2014 Consolidated Plan* (See Attachment A):

Goal 1: Provide decent affordable housing opportunities for low- and moderate-income households

Strategy: Increase supply of affordable housing available to low and moderate income households.

Activity Support new construction for homeownership sponsored by CHDOs and other nonprofits.

HFHCC builds new homes for families with incomes of 30%-60% of median income for Champaign County.

Strategy: Expand homeownership opportunities for low and moderate income households.

Activity: Support and encourage homeownership education programs.

HFHCC's homeowner program requires partner families to complete courses in home budgeting, home maintenance and credit management.



Activity: Support the Housing Authority of Champaign County's Section 8 Homeownership program.

Section 8 Homeownership funds can be used to purchase HfHCC homes. Neighborhood Alliance staff has met with the Housing Authority to foster this relationship. There are currently two applicants in the verification process who are candidates for the Section 8 program.

Activity: Directly encourage homeownership through downpayment assistance programs such as programs funded with Private activity bond funds.

HfHCC's homeowner program introduces partner families to and encourages them to use downpayment programs such as the DPP (DownPayment Plus Advantage) & PACE grants. HfHCC consistently assists partner families in finding additional downpayment assistance.

Goal 2: Address barriers to obtaining affordable housing

Strategy: Support efforts to increase accessible and visitable housing units for persons with disabilities.

Activity: Encourage housing developers to include visitability/accessibility measures in new construction efforts.

All HFHCC homes are built to "visitability" standards.

Goal 3: Preserve and improve supply of affordable housing as a community resource.

Strategy: Support and encourage home maintenance programs.

Activity: Encourage counseling and educational opportunities and resources, which teach homeownership maintenance skills.

HfHCC's homeowner program requires partner families to complete courses in home budgeting, home maintenance and credit management.

Goal 6: Provide Support for existing agencies delivering services to homeless individuals and families and encourage the expansion of local services to meet community homeless needs.

Strategy: Take steps to stabilize households at risk of homelessness.

Activity: Support programs offering permanent housing solutions for low and extremely low income households (see Goal 1)

HfHCC builds new homes for families with incomes of 30%-60% of median income for Champaign County.

Activity: Support educational services including financial literacy, homeowner education and debt management.

HfHCC's homeowner program requires partner families to complete courses in home budgeting, home maintenance and credit management.



Goal 9: Preserve and support Urbana’s neighborhoods as vibrant places to live.

Strategy: Acquire and clear deteriorated housing and vacant lots for donation to non-profit home construction programs. Acquisition and clearance efforts may be implemented in the CD Target areas and will be focused on the King Park Neighborhood in accordance with the King Park Neighborhood Plan.

Activity: Using HOME and/or CDBG funds to acquire vacant properties and deteriorated and/or substandard structures that will be cleared as necessary, for donation to a non-profit housing developer for the purpose of new construction of affordable housing. The City will properly maintain such properties until transfer of ownership occurs.

HfHCC homes are built primarily on lots obtained by local government due to abandonment or their need of demolition and replacement.

E. Targeted Population

Indicate the number of households that will be assisted by income range of Median Family Income. (Refer to Chart below)

#	Income Level
	0-30%
2	31-50%
2	51-80%

Median Family Income (MFI) Limits 2011

Median Income: \$67,100

Family Size	30% MFI (extremely low income)	50% MFI (very low income)	80% MFI (low income)
1 person	14,150	23,500	37,600
2 persons	16,150	26,850	43,000
3 persons	18,150	30,200	48,350
4 persons	20,150	33,550	53,700
5 persons	21,800	36,250	58,000
6 persons	23,400	38,950	62,300
7 persons	25,000	41,650	66,600
8 persons	26,600	44,300	70,900

Will your project assist residents of Champaign, Urbana, Champaign County or a combination thereof? Please check all that apply.



<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Champaign residents
<input checked="" type="checkbox"/>	Urbana residents
<input checked="" type="checkbox"/>	Champaign County residents

Will your project *target* special needs populations? Please circle:

YES

NO

If yes, which special needs populations will be *targeted*? Please check all that apply:

<input checked="" type="checkbox"/>	<i>Please check all that apply</i>	
<input type="checkbox"/>	Homeless	Developmentally Disabled
<input type="checkbox"/>	Chronically Homeless	Elderly
<input type="checkbox"/>	Seriously Mentally Ill	Frail Elderly
<input type="checkbox"/>	Chronic Substance Abuse	Veterans
<input type="checkbox"/>	Physically Disabled	Persons with HIV/AIDS
<input type="checkbox"/>	Victims of Domestic Violence	Other

Please list 'Other' Special Needs Populations if applicable:

F. Project Schedule

Please attach a separate project schedule to this section, describing the steps or phases necessary to complete the project. Note: you must be able to begin the project within 12 months of contract execution.

Each home takes approximately 4 months to complete. This request is for funding of four homes to be built in the 2012 and 2013 build season.

G. Matching Funds

Applicants are required to provide at least 25% of the total project cost. Match is defined as any funds or resources, **other than federal funds**, dedicated by the applicant toward the



successful completion of the proposed project. Please list all sources of matching funds. Use a separate sheet if necessary and attach it to this section of the application.

Source	Amount	Secured or Requested
Habitat for Humanity Fund for Humanity	\$160,000	Secured
Gifts in Kind	\$100,000	Secured
Lowe's Grant	\$5,000	Secured
Home Depot Framing Hope	Variable	Secured

H. Project Management & Capacity

Please indicate the person(s) responsible for the on-going management of the project to ensure compliance with the HOME regulations throughout the affordability period? Please also note any prior experience your staff has with HUD requirements and regulations in a narrative below. Be sure to include the names of each specific grant and/or HUD program.

Sheila Dodd, Executive Director of Habitat for Humanity, will oversee the management of the grant along with Paul Zindars, Executive Director of Champaign County Neighborhood Alliance for Habitat. Sheila Dodd has twenty years experience working with the HOME program. Paul Zindars has experience working with the HOME program for seven years and the Neighborhood Stabilization Program (NSP) for two years. NSP has funded three homes where Paul Zindars has acted as the construction manager.

Please provide contact information for the staff above (if other than applicant):

Name	Phone	Email Address

I. Program and Procedures

Include a copy of a *Program Manual* and a *Policies & Procedures Manual* that will be followed in carrying out this program. (Note: this section is optional; however, if you choose not to submit this portion of the application, you will not receive any points for this section.)



J. Affirmative Marketing Plan

AFFIRMATIVE FAIR HOUSING MARKETING PLAN

Direction of Marketing Activities

This plan is designed to attract applications for occupancy from all potentially eligible groups of people in the housing market regardless of race, color, religion, sex, age, familial status, national origin or disability. All radio, TV or newspaper advertisement, pamphlets, brochures, etc. will identify the equal housing opportunity slogan.

The office should be wheelchair accessible and there should be ample parking available outside the office. Accessible parking spaces shall be designated as reserved for the disabled by a sign showing the international symbol of accessibility. The sign should be mounted on a post at a height readily visible from an occupied vehicle. In snow, the sign needs to be visible above piled snow.

Staff Training

All staff persons responsible for home ownership program will have training on Federal, State, and local fair housing laws and regulations and in the requirements of fair housing marketing and in those actions necessary to carry out the marketing plan.

Service/Therapy Animals

Service or therapy animals should always be allowed at the request of a potential partner family. A service animal will have a certificate of training from the school that trained it. A therapy animal will have a doctor's statement allowing the use of the animal. The doctor's statement should be provided to management as a matter of record.

Reasonable Accommodation

Reasonable accommodation is a request made by the partner family or potential partner family that may affect policy or procedure. Staff will always attempt to reasonably accommodate the request of someone with a disability.

K. Tenant Selection Plan

Include a copy of the Tenant Selection Plan that will be followed in carrying out this program. (Note: This only applies to rental projects.)

L. Board Resolution



All not-for-profit organizations must include a copy of a Board Resolution indicating the Board's approval of this application in its final form. A copy of the minutes from the meeting must also be attached.

The Board is scheduled to meet the end of March and a copy of the minutes and resolution will be provided at that time.

M. Procedural Information

**Note: Please see the City of Urbana website for changes to scheduled meetings:*

www.urbanaininois.us

- The Community Development Commission (CDC) is scheduled to review the HOME and CDBG Applications on January 24, 2012 during its regular monthly meeting at 7 p.m. in the Urbana City Council chambers. It is strongly recommended that organization representatives present their proposed projects at this meeting.
- A Public Hearing is scheduled for March 27, 2012 at the regular meeting of the CDC. Staff will formally present all project funding recommendations as part of the FY 2012-2013 Annual Action Plan (AAP) draft.
- The Urbana City Council will review the FY 2012-2013 AAP (and subsequent recommendations of the CDC) at one of the regularly scheduled Urbana City Council Committee of the Whole meetings held in April 2012.
- Once the Urbana City Council has approved the Annual Action Plan (with any changes) at its regular meeting in April, the following week the City Council will vote on the Final AAP.

N. Applicant Certification and Commitment of Responsibility

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the ___Champaign County Neighborhood Alliance for Habitat (applicant name) assumes the responsibilities specified in the HOME regulations at 24 CFR Part 92 and certifies that:



- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;
- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap;
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein;



- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.

Paul Zindars
Authorized Signature

Construction Manager
Title

Paul Zindars
Print Name

March 7, 2012
Date



Attachment A

Consolidated Plan 2010-2014 Goals, Strategies and Activities to Address Local Funding Priorities and Community Need

Goal 1: Provide decent affordable housing opportunities for low- and moderate-income households

Strategy: Increase supply of affordable housing available to low and moderate income households.

Activity: Provide Tenant Based Rental Assistance to households with incomes at or below 60% of the area median, targeting those at or below 125% of the poverty level.

Activity: Support new construction for homeownership sponsored by CHDOs and other nonprofits.

Activity: Support new construction of affordable rental units sponsored by CHDOs and other nonprofits.

Activity: Support and provide guidance for for-profit developers building new affordable renter and owner units.

Activity: Support construction of new affordable rental units through LIHTC, in compatible areas.

Activity: Encourage the development of non-profit housing development organizations eligible for CHDO status.

Strategy: Expand homeownership opportunities for low and moderate income households.

Activity: Support and encourage homeownership education programs.

Activity: Support the Housing Authority of Champaign County's Section 8 Homeownership program.

Activity: Support the development of local Lease Purchase Programs.

Activity: Directly encourage homeownership through downpayment assistance programs such as programs funded with Private activity bond funds.

Activity: Develop new downpayment assistance programs for low-income buyers.

Goal 2: Address barriers to obtaining affordable housing

Strategy: Address issues faced by certain special populations, such as seniors and individuals in need of supportive service/ substance abuse treatment.

Strategy: Partner with other municipalities and agencies in the Consortium area to complete a housing needs study that will identify gaps in the housing stock, including an analysis of current housing availability and a projection of future housing needs.

Strategy: Provide assistance for affordable permanent housing for persons with targeted disabilities.

Strategy: Support efforts to increase accessible and visitable housing units for persons with disabilities.

Activity: Encourage housing developers to include visitability/accessibility measures in new construction efforts.

Activity: Access Grants: Provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visitable housing.



Strategy: The Urbana Human Relations Division will promote community awareness of the Urbana Human Rights Ordinance and will provide fair housing training for landlords and tenants.

Activity: Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged.

Activity: Encourage the Urbana Human Relations Division, the Building Safety Division, and Persons Assuming Control of their Environment, Inc. (PACE) to join forces in an effort to acquaint developers with local codes and fair housing laws to insure that handicapped units are produced when new housing is constructed.

Activity: Support tenant advocacy and educational efforts by agencies such the C-U Tenant Union.

Activity: Encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers.

Activity: The City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary.

Goal 3: Preserve and improve supply of affordable housing as a community resource.

Strategy: Continue and expand city's repair and rehabilitation programs.

Activity: Senior Repair: Provide home repair service for approximately 175 very low-income elderly households over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care. In addition to home repair, the service would provide referrals to other home-care programs such as Meals on Wheels.

Activity: Emergency Grants: Provide emergency repair service for approximately 55 low-income residents over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care.

Activity: Whole House Rehabilitation: Provide loans and grants for major home improvements for low-income homeowners to approximately 25 households over the next five years.

Activity: GLO (if funding is available): Provide lead hazard reduction for approximately 22 single family residences over the next five years, in coordination with the Champaign-Urbana Public Health District and the Illinois Department of Public Health.

Activity: Purchase Rehabilitation Resale: Purchase housing that is structurally sound but in need of major code-related renovation, and rehabilitate property for sale as affordable housing to income-qualified households.

Activity: Acquisition-Rehabilitation: Provide funds for downpayment and rehabilitation to low-income homebuyers to purchase and rehabilitate properties that may be in need of repair.

Activity: Rental Rehabilitation: Provide HOME funds for rehabilitation of rental housing units to rent to households with incomes at or below 60% of the area median.

Strategy: Support and encourage home maintenance programs.

Activity: Encourage counseling and educational opportunities and resources, which teach homeownership maintenance skills.

Goal 4: Work with Housing Authority of Champaign County (HACC) to improve conditions for residents of public housing.

Strategy: Promote substantial upgrading of the living environment for residents of Urbana public housing, particularly family units.



Activity: Assist in developing a plan, which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to redevelop units and to replace demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies.

Strategy: Encourage the Housing Authority of Champaign County to increase the number of affordable housing units available to extremely low-income households. Seek additional means of subsidizing very low-income households with rental assistance.

Strategy: Encourage the Housing Authority of Champaign County to increase the earning potential of extremely low-income households.

Strategy: Strongly encourage the Housing Authority of Champaign County to rehabilitate existing units and develop new units, which would be accessible to families, which include persons with disabilities.

Strategy: Encourage the Housing Authority of Champaign County to follow a similar process and design as the Burch Village and Lakeside Terrace redevelopment projects for the demolition or redevelopment of any other Public Housing units.

Goal 5: Support community efforts to provide services and training for low- and moderate-income residents.

Strategy: Encourage and support appropriate area social service agencies to provide additional economic assistance for persons who pay out-of-pocket expenses for medical and psychological services, perhaps by developing a centralized process to contact pharmaceutical companies with requests for donations of medicines.

Strategy: Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults

Strategy: Support expansion of job-training programs for low-income individuals by area social service agencies, and encourage them to conduct a review of all available programs to determine if they meet current need.

Strategy: Support area providers such as the Senior Services Division of Champaign County Regional Planning Commission and Family Service of Champaign County in their efforts to provide supportive services to low-income elderly persons residing in Urbana.

Strategy: Support efforts by local service providers to area youth to increase supportive services available to at-risk youth.

Strategy: Encourage existing childcare facilities to expand services to late night/overnight and weekend hours.

Strategy: Support development of a program(s) by area agencies to provide transitional housing services and/or foster care to teen parents of young children.

Strategy: Encourage current and newly created companies to hire low-income persons by providing public incentives linked directly to hiring local residents.

Strategy: Support agencies that provide services to victims of domestic violence

Goal 6: Provide Support for existing agencies delivering services to homeless individuals and families and encourage the expansion of local services to meet community homeless needs.

Strategy: Support the existing network of local homeless services.

Activity: Continue to provide leadership and support of Continuum of Care.

Activity: Provide support to emergency and transitional shelters through Consolidated Social Service Pool fund allocations.

Strategy: Improve and expand the existing network of local homeless services.



Activity: Support and encourage local efforts to acquire additional grant funding.

Activity: Support accurate and comprehensive data management through the Homeless Management Information System (HMIS) and annual surveys.

Activity: Encourage and support the expansion of transitional housing for women and children.

Activity: Encourage development of emergency shelter services or transitional housing for homeless two-parent households with children.

Activity: Encourage development of transitional living facilities for adults and youth with substance abuse issues.

Activity: Encourage the development of a shelter facility to provide emergency services for elderly persons who are victims of domestic violence.

Strategy: Regularly review and evaluate the needs of the community for homeless and homeless prevention service, and encourage local agencies to match service provided to community needs.

Activity: Encourage and support area agencies to develop services such as Supportive Housing and Safe Havens for targeted populations such as homeless teens, teen parents, families, persons with disabilities, etc.

Activity: Participate in the Urbana-Champaign Continuum of Care, Council of Service Providers to the Homeless, Supportive Housing Program.

Strategy: Take steps to stabilize households at risk of homelessness.

Activity: Develop and support rental assistance programs (such as Tenant Based Rental Assistance, the No Limits Program, and Shelter Plus Care) with and without supportive services for extremely low and very low income persons.

Activity: Work with regional group to provide information and a support network in the case of a need for emergency relocation of residents of multifamily apartments when utilities are disconnected.

Activity: Support programs offering permanent housing solutions for low and extremely low income households (see Goal 1)

Activity: Support educational services including financial literacy, homeowner education and debt management.

Goal 7: Support efforts to reduce the exposure of young children to lead-based paint hazards in their homes

Strategy: Coordinate public and private efforts to reduce lead poisoning hazards and protect young children

Activity: Encourage Private Funding

Activity: Expand Childhood Testing

Activity: Prevention Education

Strategy: Reduce lead-based paint hazards in residential housing, particularly homes occupied by young children

Activity: Lead Assessment in Housing Assistance Programs

Activity: Preserve and Expand Funding for Lead Hazard Reduction Activities

Activity: Temporary Relocation of Occupants during Lead Hazard Work

Activity: Lead Contractor Incentives

Activity: Distribution of Lead Contractor List

Goal 8: Support infrastructure improvements in Urbana's Community Development Target Area



Activity: Access Grants: Provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visitable housing.

Strategy: The Urbana Human Relations Division will promote community awareness of the Urbana Human Rights Ordinance and will provide fair housing training for landlords and tenants.

Activity: Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged.

Activity: Encourage the Urbana Human Relations Division, the Building Safety Division, and Persons Assuming Control of their Environment, Inc. (PACE) to join forces in an effort to acquaint developers with local codes and fair housing laws to insure that handicapped units are produced when new housing is constructed.

Activity: Support tenant advocacy and educational efforts by agencies such as the C-U Tenant Union.

Activity: Encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers.

Activity: The City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary.

Goal 3: Preserve and improve supply of affordable housing as a community resource.

Strategy: Continue and expand city's repair and rehabilitation programs.

Activity: Senior Repair: Provide home repair service for approximately 175 very low-income elderly households over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care. In addition to home repair, the service would provide referrals to other home-care programs such as Meals on Wheels.

Activity: Emergency Grants: Provide emergency repair service for approximately 55 low-income residents over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care.

Activity: Whole House Rehabilitation: Provide loans and grants for major home improvements for low-income homeowners to approximately 25 households over the next five years.

Activity: GLO (if funding is available): Provide lead hazard reduction for approximately 22 single family residences over the next five years, in coordination with the Champaign-Urbana Public Health District and the Illinois Department of Public Health.

Activity: Purchase Rehabilitation Resale: Purchase housing that is structurally sound but in need of major code-related renovation, and rehabilitate property for sale as affordable housing to income-qualified households.

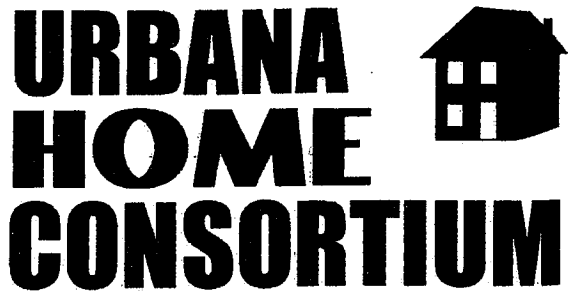
Activity: Acquisition-Rehabilitation: Provide funds for downpayment and rehabilitation to low-income homebuyers to purchase and rehabilitate properties that may be in need of repair.

Activity: Rental Rehabilitation: Provide HOME funds for rehabilitation of rental housing units to rent to households with incomes at or below 60% of the area median.

Strategy: Support and encourage home maintenance programs.

Activity: Encourage counseling and educational opportunities and resources, which teach homeownership maintenance skills.





400 South Vine St.
 Urbana, IL 61801
 (217) 384-2335
 jmgonzalez@urbanaininois.us

City of Urbana City of Champaign Champaign County

**City of Urbana and Urbana HOME Consortium
 FY 2012-2013 CHDO Operating Application**

Name of Organization: <u> Ecolab </u>			
Operating Funds Requested: \$ <u> 23,840 </u>			
<input checked="" type="checkbox"/>	Application Component Checklist		
	A. Applicant Submittal		
	B. Application Rating System		
	C. Applicant Information		
	D. Reporting		
	E. Operating Objectives		
	F. Budget and Funding Information		
	G. Procedural Information		
	H. Applicant Certification and Commitment of Responsibility		
<input checked="" type="checkbox"/>	Additional Required Documentation to Include		
	Board Resolution Approving Application		
	Strategic Business Plan		
	Most Recent Audit Report & Auditor Letters	Date of Audit:	

A. Application Submittal

To be considered for funding, applications must be submitted no later than:

4:00 pm, Wednesday, February 07, 2012

To: The City of Urbana
Grants Management Division
400 S. Vine St.
Urbana, IL 61801

Applications submitted after this deadline or that are incomplete may not be considered for funding. Questions regarding the application or application process should be directed to Jen Gonzalez at 217-384-2335 or Kelly Mierkowski at 217-384-2447.

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at www.urbanaininois.us or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and of the Urbana HOME Consortium. The following priorities have been set for the 2011-2012 HOME funded activities and are explained in detail in the Consolidated Plan.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

Application Review

All complete applications submitted by the deadline will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.



B. Application Rating System *(office use only)*

In its recommendation to the Community Development Commission and City Council, consideration will be given to the past performance of the applicant in undertaking and completing previous HOME funded projects. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards. The rating system below is a component of this decision process.

Category	Max. Points	
Funding Description	50	
Compliance with Con. Plan goals & strategies.	25	25
Proposed accomplishments	25	25
Past Performance	50	
Adherence to project schedules, timeliness of expenditures	20	0
Submission of Quarterly Reports	10	0
If Operating Funds previously received, evidence of increased program delivery since last FY (marketing, bricks and mortar, staff accessibility, timeliness of responses, etc)	20	0
Financial Feasibility	50	
Eligibility of proposed expenditures	25	25
Operating Budget: level of detail, reasonableness of requested costs	25	0
Current Capacity Needs	50	
Gap identified in current staff capacity?	10	10
Need for marketing opportunities	10	10
Proposed use of funds will address identified gap in capacity	30	20
Total Points Possible	200	115



C. Applicant Information

Legal Applicant

Name of Organization	Ecolab		
Street Address	110 S. Race, Suite #202		
City, State, Zip	Urbana, IL 61801		
Telephone Number	(217) 255-0757 c (217) 344-1294		
Fax Number			
Federal ID Number	27-0916638		
Executive Director	Paul Gallagher-Interim Executive Director		
Telephone Number	(217) 255-0757		
E-Mail Address	Pfg12@hotmail.com		
Type of Applicant (Check one)		Public Non-Profit	<input type="checkbox"/>
Unit of Government		Private Non-Profit	<input type="checkbox"/>
Public Agency		CHDO	<input checked="" type="checkbox"/>

If application preparer and/or project contact person is not the Executive Director:

Application Preparer Name	
Title	
Telephone & Fax Numbers	
E-Mail Address	
Project Contact Person	
Title	
Telephone & Fax Numbers	
E-Mail Address	



D. Reporting

In order to be considered for future CHDO operating funds, all outstanding quarterly reports must be completed and submitted with this application. To this section of the application, please attach any reports for the first and second quarters of Fiscal Year 2011-2012.



E. Operating Objectives

CHDO Operating Funds Requested:		\$ ___\$23,840___	
Type of Projects currently underway (<i>indicate number of units for each activity</i>)			
Homebuyer New Construction	1	Rental New Construction	
Acquisition Rehabilitation		Rental Rehabilitation	

Please list the current projects underway by project name and address below.

____Dublin Street Project- _1302 W. Dublin Street, Champaign, IL 61820_____



F. Budget and Funding Information

Agency General Budget

Does the organization receive operating funds from other sources? Yes No

How much annually and from what other sources? Attach documentation if necessary.

Funding Source	Amount
<u>PHIUS</u>	<u>\$35,000</u>

- Please describe the effect on the staffing capacity if operating funding is not awarded during this fiscal period:

____-Ecolab was without operating or project funds for 2011 and consequently unable to retain any paid staff. PHIUS loaned Ecolab approximately \$35,000 in 2011 to sustain the current Dublin street project while Ecolab's CDHO status was being examined by HUD and the City of Urbana. Paul Gallagher agreed in December of 2011 to serve unpaid as the interim Executive Director of Ecolab for the limited purpose of compiling documentation to re-certify Ecolab as a CDHO with the City of Urbana for 2012-13. Ecolab will not be able to maintain sufficient staffing to continue to operate as a viable CDHO serving Champaign County without the additional funding support of the City of Urbana.

Please provide a budget that provides, at a minimum, the same level of detail as the example provided below. HUD defines the following activities below as eligible operating costs under the HOME Program. Please indicate which of these activities would be funded using operating funds, as well as how much is requested for each activity:

Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies.



Sample Budget:

Activity	HOME Funds Requested
Rent	
Utilities	
Wages/Salaries	
Employee Education/Training	
Marketing materials	
Office Supplies	
Office Equipment, etc...	
TOTAL OPERATING FUNDS REQUESTED	

Incomplete.
2.4.



G. Procedural Information

**Note: Please see the City of Urbana website for changes to scheduled meetings:
www.urbanaininois.us*

- The Community Development Commission (CDC) is scheduled to review the HOME and CDBG Applications on March 27, 2012. It is strongly recommended that Organizations present their Applications at this meeting, as there will not be another opportunity to do so before the CDC makes its recommendations to the Urbana City Council. A Public Hearing is tentatively scheduled this date. Staff will formally present all project funding recommendations as part of the FY 2012-2013 Annual Action Plan (AAP) draft.
- The Urbana City Council will review the FY 2012-2013 AAP and subsequent recommendations of the CDC at one of the regularly scheduled Committee of the Whole meetings held in April 2012.
- Once the Committee of the Whole has approved the Annual Action Plan (with any changes) at its regular meeting in April, the following week the City Council will vote on the Final AAP.



H. Applicant Certification and Commitment of Responsibility

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the Ecolab, LLC (applicant name) assumes the responsibilities specified in the HOME regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;



- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap.
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein.
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.

Paul Cunningham
Authorized Signature

Executive Director - Testesim
Title

Paul Gallagher
Print Name

March 7th, 2012
Date



URBANA HOME CONSORTIUM



400 South Vine St.
 Urbana, IL 61801
 (217) 384-2335
 jmgonzalez@urbanaininois.us

City of Urbana City of Champaign Champaign County

City of Urbana and Urbana HOME Consortium FY 2012-2013 CHDO Operating Application

Name of Organization: <u>Homestead Corporation of Champaign-Urbana</u>		
Operating Funds Requested: \$ <u>25,000.00</u>		
Application Component Checklist		
✓	A. Applicant Submittal	
✓	B. Application Rating System	
✓	C. Applicant Information	
✓	D. Reporting	
✓	E. Operating Objectives	
✓	F. Budget and Funding Information	
✓	G. Procedural Information	
✓	H. Applicant Certification and Commitment of Responsibility	
Additional Required Documentation to Include		
✓	Board Resolution Approving Application	
✓	Strategic Business Plan	
✓	Most Recent Audit Report & Auditor Letters	Date of Audit: <u>12/31/2010</u>



A. Application Submittal

To be considered for funding, applications must be submitted no later than:

4:00 pm, Wednesday, March 07, 2012

To: The City of Urbana
Grants Management Division
400 S. Vine St.
Urbana, IL 61801

Applications submitted after this deadline or that are incomplete may not be considered for funding. Questions regarding the application or application process should be directed to Jen Gonzalez at 217-384-2335 or Kelly Mierkowski at 217-384-2447.

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at www.urbanaininois.us or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and of the Urbana HOME Consortium. The following priorities have been set for the 2011-2012 HOME funded activities and are explained in detail in the Consolidated Plan.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

Application Review

All complete applications submitted by the deadline will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.



B. Application Rating System *(office use only)*

In its recommendation to the Community Development Commission and City Council, consideration will be given to the past performance of the applicant in undertaking and completing previous HOME funded projects. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards. The rating system below is a component of this decision process.

Category	Max. Points	
Funding Description	50	
Compliance with Con Plan goals & strategies	25	25
Proposed accomplishments	25	25
Past Performance	50	
Adherence to project schedules, timeliness of expenditures	20	15
Submission of Quarterly Reports	10	10
If Operating Funds previously received, evidence of increased program delivery since last FY (marketing, bricks and mortar, staff accessibility, timeliness of responses, etc)	20	20
Financial Feasibility	50	
Eligibility of proposed expenditures	25	25
Operating Budget: level of detail, reasonableness of requested costs	25	25
Current Capacity Needs	50	
Gap identified in current staff capacity?	10	10
Need for marketing opportunities	10	10
Proposed use of funds will address identified gap in capacity	30	20
Total Points Possible	200	185

The City Council will review the application and the rating system used to determine if the applicant is eligible for funding. The City Council will also review the applicant's proposed program and budget. The City Council will make the final determination of grant awards.



C. Applicant Information

Legal Applicant

Name of Organization	Homestead Corporation of Champaign-Urbana		
Street Address	306 W. Griggs St.		
City, State, Zip	Urbana, IL 61801		
Telephone Number	(217) 328-9373		
Fax Number	(217) 344-3327		
Federal ID Number	37-1314292		
Executive Director	Aaron P. Smith		
Telephone Number	(217) 328-9373		
E-Mail Address	homesteadcorp@gmail.com		
Type of Applicant (Check one)		Public Non-Profit	<input type="checkbox"/>
Unit of Government		Private Non-Profit	<input type="checkbox"/>
Public Agency		CHDO	<input checked="" type="checkbox"/>

If application preparer and/or project contact person is not the Executive Director:

Application Preparer Name	
Title	
Telephone & Fax Numbers	
E-Mail Address	
Project Contact Person	
Title	
Telephone & Fax Numbers	
E-Mail Address	

D. Reporting

In order to be considered for future CHDO operating funds, all outstanding quarterly reports must be completed and submitted with this application. To this section of the application, please attach any reports for the first and second quarters of Fiscal Year 2011-2012.



E. **Operating Objectives**

CHDO Operating Funds Requested:	\$ <u>25,000.00</u>		
Type of Projects currently underway (indicate number of units for each activity)			
Homebuyer New Construction	2	Rental New Construction	1
Acquisition Rehabilitation		Rental Rehabilitation	

Please list the current projects underway by project name and address below:

- 1107 N. Gregory St., Urbana, IL (Homebuyer New Construction)
- 1304 Williamsburg, Champaign, IL (Homebuyer New Construction)
- 510 E. Beardsley Ave, Champaign, IL (Rental New Construction)



F. Budget and Funding Information

Agency General Budget

Does the organization receive operating funds from other sources? Yes No

How much annually and from what other sources? Attach documentation if necessary.

Funding Source	Amount
<u>Developer's Fees</u>	<u>\$24,000.00</u>
<u>Donations</u>	<u>\$3,700.00</u>

- Please describe the effect on the staffing capacity if operating funding is not awarded during this fiscal period:

At current staffing levels, if CHDO Operating funds are not awarded, current staff would have to spend more time on finding additional funding for operations from other sources rather than focusing that staff time on development activities.

Please provide a budget that provides, at a minimum, the same level of detail as the example provided below. HUD defines the following activities below as eligible operating costs under the HOME Program. Please indicate which of these activities would be funded using operating funds, as well as how much is requested for each activity:

Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies.



Sample Budget:

Activity	HOME Funds Requested
Rent	\$0
Utilities	\$0
Wages/Salaries	\$25,000.00
Employee Education/Training	\$0
Marketing materials	\$0
Office Supplies	\$0
TOTAL OPERATING FUNDS REQUESTED:	\$25,000.00



G. Procedural Information

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- Once the Committee of the Whole has approved the Annual Action Plan (with any changes) at its regular meeting in April, the following week the City Council will vote on the Final AAP.



H. **Applicant Certification and Commitment of Responsibility**

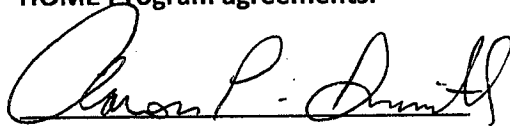
As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the Homestead Corporation of Champaign-Urbana assumes the responsibilities specified in the HOME regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;



- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap.
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein.
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.



Authorized Signature

Executive Director

Title

Aaron P. Smith

Print Name

03-07-2012

Date



RESOLUTION

The Homestead Corporation of Champaign-Urbana by this Resolution of its Directors, adopted pursuant to a motion duly made, seconded and carried by the necessary majority of the quorum present, does hereby approve the submission of an Urbana HOME Consortium Community Housing Development Organization Funding Application for Operating Funds for FY 2012-2013 in the amount of \$25,000.

Adopted at the meeting of the Board of Directors of Homestead Corporation at Champaign, Illinois on the 22nd day of February, 2012.

Torianna Exum-Johnson

Torianna U. Exum Johnson

Secretary of **HOMESTEAD CORPORATION**
OF CHAMPAIGN-URBANA

HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA

Five-Year Strategic Business Plan

FY 2012:

- Goal #1: Complete Construction and Sale of 1109 N. Gregory Street, Urbana.
(nearing completion)
Source of Funds: HOME Grant FY09-10
No. Residents Served: 3
- Goal #2: Complete Construction and Sale of 1107 N. Gregory Street, Urbana.
(in progress)
Source of Funds: HOME Grant FY08-09
No. Residents Served: 3-4
- Goal #3: Complete Construction of Affordable Rental Unit at 510 E. Beardsley, Champaign.
(in progress – demolition of existing property set for **March 2012**)
Source of Funds: HOME Grant FY11-12
No. Residents Served: 4-6
- Goal #4: Begin Construction of Homeownership Unit at 1304 Williamsburg, Champaign.
(awaiting grant of property)
Source of Funds: HOME Grant FY09-10
No. of Residents Served: 3-4

FY2013:

- Goal #1: Complete Construction and Sale of 1304 Williamsburg, Champaign.
(carried over from 2012)
Source of Funds: HOME Grant 09-10
No. Residents Served: 3-4
- Goal #2: Begin Construction of Homeownership Unit in Champaign or Urbana
Source of Funds: HOME funds, will apply for in FY13-14
No. Residents Served: 3-4

FY2014:

- Goal #1: Complete Construction of two homeownership units in Champaign or Urbana
Source of Funds: HOME
No. of Residents Served: 3-4

FY2015:

- Goal #1: Complete Construction of two homeownership units in Champaign or Urbana
Source of Funds: HOME
No. of Residents Served: 3-4

FY2016:

- Goal #1: Complete Construction of two homeownership units in Champaign or Urbana
Source of Funds: HOME
No. of Residents Served: 3-4

Long Range Goals:

The long range goals of the Homestead Corporation over the next five years include the development of another multi-family affordable rental development, which would include units for very low and extremely low-income households, and possibly some opportunities for homeownership through a lease-purchase structure. We would accomplish this through partnering with other non-profit or for-profit developers and with the use of some input from consultants with whom we would contract for services. Funding for these projects would come from a variety of sources including the Department of Housing and Urban Development, the Illinois Housing Development Authority, including tax credits, the Federal Home Loan Bank of Chicago, the Corporation for Supportive Housing, and the cities of Urbana and Champaign. This development would also require the use of rental subsidies through the local Housing Authority or another source of rental subsidies. We anticipate this development assisting between 30 and 50 residents.



400 South Vine St.
 Urbana, IL 61801
 (217) 384-2335

jmgonzalez@urbanaininois.us

City of Urbana

City of Champaign

Champaign County

**City of Urbana and Urbana HOME Consortium
 FY 2012-2013 CHDO Operating Application**

Name of Organization: Champaign County Neighborhood Alliance for Habitat

Operating Funds Requested: \$ 28,250

✓	Application Component Checklist
	A. Applicant Submittal
	B. Application Rating System
	C. Applicant Information
	D. Reporting
	E. Operating Objectives
	F. Budget and Funding Information
	G. Procedural Information
	H. Applicant Certification and Commitment of Responsibility
✓	Additional Required Documentation to Include
	Board Resolution Approving Application
	Strategic Business Plan
	Most Recent Audit Report & Auditor Letters
	Date of Audit:

A. Application Submittal

To be considered for funding, applications must be submitted no later than:

4:00 pm, Wednesday, February 07, 2012

To: The City of Urbana
Grants Management Division
400 S. Vine St.
Urbana, IL 61801

Applications submitted after this deadline or that are incomplete may not be considered for funding. Questions regarding the application or application process should be directed to Jen Gonzalez at 217-384-2335 or Kelly Mierkowski at 217-384-2447.

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at www.urbanaininois.us or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and of the Urbana HOME Consortium. The following priorities have been set for the 2011-2012 HOME funded activities and are explained in detail in the Consolidated Plan.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

Application Review

All complete applications submitted by the deadline will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.



B. Application Rating System *(office use only)*

In its recommendation to the Community Development Commission and City Council, consideration will be given to the past performance of the applicant in undertaking and completing previous HOME funded projects. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards. The rating system below is a component of this decision process.

Category	Max. Points	
Funding Description	50	
Compliance with Con Plan goals & strategies	25	
Proposed accomplishments	25	
Past Performance	50	
Adherence to project schedules, timeliness of expenditures	20	
Submission of Quarterly Reports	10	
If Operating Funds previously received, evidence of increased program delivery since last FY (marketing, bricks and mortar, staff accessibility, timeliness of responses, etc)	20	
Financial Feasibility	50	
Eligibility of proposed expenditures	25	
Operating Budget: level of detail, reasonableness of requested costs	25	
Current Capacity Needs	50	
Gap identified in current staff capacity?	10	
Need for marketing opportunities	10	
Proposed use of funds will address identified gap in capacity	30	
Total Points Possible	200	



C. Applicant Information

Legal Applicant

Name of Organization	Champaign County Neighborhood Alliance for Habitat		
Street Address	119 E University Ave		
City, State, Zip	Champaign, IL 61820		
Telephone Number	217-819-5111		
Fax Number	217-363-3373		
Federal ID Number	27-4409838		
Executive Director	Paul Zindars		
Telephone Number	217-819-5111		
E-Mail Address	director@cuhabitat.org		
Type of Applicant (Check one)		Public Non-Profit	<input type="checkbox"/>
Unit of Government	<input type="checkbox"/>	Private Non-Profit	<input type="checkbox"/>
Public Agency	<input type="checkbox"/>	CHDO	<input checked="" type="checkbox"/>

If application preparer and/or project contact person is not the Executive Director:

Application Preparer Name	Sheila Dodd
Title	Executive Director, Habitat for Humanity
Telephone & Fax Numbers	217-819-5111
E-Mail Address	director@cuhabitat.org
Project Contact Person	
Title	
Telephone & Fax Numbers	
E-Mail Address	



D. Reporting

In order to be considered for future CHDO operating funds, all outstanding quarterly reports must be completed and submitted with this application. To this section of the application, please attach any reports for the first and second quarters of Fiscal Year 2011-2012.



E. Operating Objectives

CHDO Operating Funds Requested:	\$ <u>28,250</u>		
Type of Projects currently underway (indicate number of units for each activity)			
Homebuyer New Construction	4	Rental New Construction	
Acquisition Rehabilitation		Rental Rehabilitation	

Please list the current projects underway by project name and address below.

901 N Division, Urbana, IL

Families have selected lots on Beslin and Dublin in Urbana and construction is planned to begin in April 2012.

An additional ten families are in various stages of the application process. The fourth homeowner will be identified by April 30, 2012. At that time, the family will select a lot within the HOME Consortium service area.



Budget and Funding Information

Agency General Budget

Does the organization receive operating funds from other sources? Yes No

How much annually and from what other sources? Attach documentation if necessary.

Funding Source	Amount
Habitat for Humanity of Champaign County – fund for development, United Way grant, donations.	\$25,000 per house

- Please describe the effect on the staffing capacity if operating funding is not awarded during this fiscal period:

Neighborhood Alliance currently has no operational funding and is utilizing funds from Habitat to operate the CHDO. If the operating funds are not received, it will have an impact on the available unrestricted donations and funds provided to Habitat for Humanity of Champaign County.

A Family Support person will be hired to work with the families through the application and homeownership process. Operating funds will help support this person whose primary function is to ensure the families are successful in homeownership. Funds will be used to provide pre and post purchase support for financial education, budgeting, and access to resources as needed by the families.

Please provide a budget that provides, at a minimum, the same level of detail as the example provided below. HUD defines the following activities below as eligible operating costs under the HOME Program. Please indicate which of these activities would be funded using operating funds, as well as how much is requested for each activity:

Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies.



Sample Budget:

Activity	HOME Funds Requested
Rent	
Utilities	
Wages/Salaries	\$25,500
Employee Education/Training	\$2,750
Marketing materials	
Office Supplies	
Office Equipment, etc...	
TOTAL OPERATING FUNDS REQUESTED	\$28,250

Salary and training line items will cover the Family Support and Director positions. Currently the CHDO Director is Paul Zindars who also oversees the construction projects.



Procedural Information

**Note: Please see the City of Urbana website for changes to scheduled meetings:
www.urbanaininois.us*

- The Community Development Commission (CDC) is scheduled to review the HOME and CDBG Applications on March 27, 2012. It is strongly recommended that Organizations present their Applications at this meeting, as there will not be another opportunity to do so before the CDC makes its recommendations to the Urbana City Council. A Public Hearing is tentatively scheduled this date. Staff will formally present all project funding recommendations as part of the FY 2012-2013 Annual Action Plan (AAP) draft.
- The Urbana City Council will review the FY 2012-2013 AAP and subsequent recommendations of the CDC at one of the regularly scheduled Committee of the Whole meetings held in April 2012.
- Once the Committee of the Whole has approved the Annual Action Plan (with any changes) at its regular meeting in April, the following week the City Council will vote on the Final AAP.



F. Applicant Certification and Commitment of Responsibility

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the __Champaign County Neighborhood Alliance for Habitat (applicant name) assumes the responsibilities specified in the HOME regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;



- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap.
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein.
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.

Paul Zindars
 Authorized Signature

Paul Zindars
 Print Name

Construction Manager
 Title

3/7/2012
 Date



ORDINANCE NO. _____

AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME
CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT

(Homestead Corporation of Champaign-Urbana
CHDO Operating FY 2012-2013)

WHEREAS, The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement 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 ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That an Agreement providing \$25,000 in HOME Program funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and Homestead Corporation of Champaign-Urbana, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That 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 authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

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

URBANA HOME CONSORTIUM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
AGREEMENT

(Homestead Corporation of Champaign-Urbana CHDO Operating FY 2012-2013)

THIS AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, acting as lead entity for the Urbana HOME Consortium (hereinafter the "City"), and **Homestead Corporation of Champaign-Urbana**, a not-for-profit corporation incorporated under the laws of the State of Illinois (hereinafter "**Homestead**").

WITNESSETH:

WHEREAS, the City of Urbana, the City of Champaign, and Champaign County have been jointly designated as a Participating Jurisdiction by the U.S. Department of Housing and Urban Development (hereinafter "HUD") for purposes of receiving HOME Investment Partnership (hereinafter "HOME") Program funds in the name of the Urbana HOME Consortium under provisions of Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 *et seq.*) (hereinafter the "National Affordable Housing Act"); and

WHEREAS, the Urbana City Council has adopted Consolidated Plans for Program Years **2005-2009** and **2010-2014**, and the Annual Action Plans for Program Years **2009-2010**, **2010-2011** and **2011-2012** which include funding for administrative costs incurred by Community Housing Development Organizations (hereinafter "CHDOs") in accordance with an Intergovernmental Agreement Concerning Administration of a Champaign/Urbana/Champaign County HOME Investment Partnerships Consortium executed by Mayor Tod Satterthwaite on behalf of the City on July 16, 2003 (hereinafter the "Intergovernmental Agreement"); and

WHEREAS, the Consolidated Plans encourage the development of non-profit housing development organizations eligible for CHDO status and promotes increasing the capacity for affordable housing production at the neighborhood level; and

WHEREAS, **Homestead** has fulfilled all HOME Program requirements necessary to be certified as a CHDO; and

WHEREAS, **Homestead** has been designated as an eligible recipient of CHDO funds for the Urbana HOME Consortium for **FY 2012-2013**; and

WHEREAS, **Homestead** has applied to the City for Urbana HOME Consortium funding for administration and operating costs related to the continued operation of HOME funded rental housing properties and new homebuyer assistance programs, and for the building of agency capacity (hereinafter the "Operating Activities"); and

WHEREAS, the City has the right and authority, pursuant to both the HOME Program and the Intergovernmental Agreement to allocate Urbana HOME Consortium funds to **Homestead** for the Operating Activities.

NOW, THEREFORE, the parties hereby agree as follows.

1. **Preamble** The preamble set forth above is hereby incorporated and made part of this Community Housing Development Organization Agreement (hereinafter the "Agreement").
2. **Purpose** The purpose of this Agreement is to pledge **FY 2009-2010, FY 2010-2011 and FY 2011-2012** Urbana HOME Consortium carryover CHDO operating funds to **Homestead** to reimburse eligible HOME CHDO Program administrative and operating activities incurred during **FY 2012-2013**.
3. **Pledge of HOME and Match Funds** The City pledges to **Homestead** **\$25,000** in Urbana HOME Consortium funds for the Operating Activities (**\$4,334.95** in FY 2009-2010 HOME funds, **\$18,391.75** in FY 2010-2011 HOME funds, and **\$2,273.30** in FY 2011-2012 HOME funds).

Specific uses of said funds are for administration and operating activities related to the continued operation and capacity building of the organization as shown in Exhibit 1.

Homestead shall not request disbursement of HOME funds until HOME funds are needed to pay eligible costs related to the Operating Activities. The amount of any request for funds shall not exceed the amount needed and shall be supported by appropriate documentation (i.e. payroll documentation, receipts, invoices). The City shall make payment to **Homestead** within fourteen (14) calendar days of receipt of a complete and acceptable request by the City. The City reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All checks shall be made payable to "**Homestead Corporation of Champaign-Urbana.**" All monies granted to **Homestead** pursuant to this Agreement shall be expended by **Homestead** by **August 31, 2013**.

4. **Eligible Uses of Funds.** **Homestead** may expend funds per 24 CFR 92.208(a) and 24 CFR 92.300(f).

24 CFR 92.208(a): Up to 5 percent of a participating jurisdiction's fiscal year HOME allocation may be used for the operating expenses of community housing development organizations (CHDOs). These funds may not be used to pay operating expenses incurred by a CHDO acting as a subrecipient or contractor under the HOME Program. Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies. The requirements and limitations on the receipt of these funds by CHDOs are set forth in 92.300(f).

24 CFR 92.300(f): Limitation on community housing development organization operating funds. A community housing development organization may not receive HOME funding for any fiscal year in an amount that provides more than 50 percent or \$50,000, whichever is greater, of the community housing development organization's total operating expenses in that fiscal year. This also includes organizational support and housing education provided under section 233(b)(1), (2), and (6) of the Act, as well as funds for operating expenses provided under 92.208.

5. **Financial Responsibility** The allocation of funds by the City pursuant to this Agreement shall in no way obligate the City for any financial responsibility incurred by the Operating Activities in excess of the funding pledged herein.

6. **Equal Employment Homestead** agrees that there shall be no discrimination against any person who is employed in carrying out the Operating Activities, or against any applicant for such employment, because of race, color, religion, sex, age, or national origin, or any other discrimination prohibited by Urbana law, including but not limited to employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. **Homestead** further agrees to the following.
 - A. It shall be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD.
 - B. It shall furnish the City and HUD with information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance.
 - C. It shall carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City, or HUD.
 - D. It shall abide by the Urbana Human Rights Ordinance regarding equal employment.

7. **Certifications Homestead** represents the following with respect to this Agreement.
 - A. **Homestead** possesses legal authority to receive HOME Program funds from the City and to execute the Operating Activities as described herein.
 - B. The governing body of **Homestead** has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement including all understandings and assurances contained herein, and directing and designating the authorized representative of **Homestead** to act in connection with this Agreement and to provide such additional information as may be required.
 - C. **Homestead**, its successors and assigns, agrees to fulfill the Operating Activities in accordance with HOME Program regulations promulgated at 24 CFR Part 92.

- D. **Homestead** acknowledges there is no match requirement for these HOME CHDO funds disbursed by the City in the amount of **\$25,000**.
- E. **Homestead** shall comply with the regulations, policies, guidelines, and requirements of federal management circulars as they relate to the acceptance and use of federal funds for the Operating Activities. **Homestead** agrees to maintain financial records in accordance with applicable Federal guidelines; OMB circulars A-110, A-122, and A-133; the following requirements of 24 CFR Part 84: 84.2, 84.5, 84.13, 84.16, 84.21, 84.22, 84.26 - 84.28, 84.30, 84.31, 84.34 - 84.37, 84.40 - 84.48, 84.51, 84.60 - 84.62, 84.72, and 84.73. **Homestead** shall separately and accurately identify use of HOME funds pursuant to this Agreement.
- F. **Homestead** shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which **Homestead** receives federal financial assistance.
- G. **Homestead** shall comply with Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted contracts. Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- H. **Homestead** shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties in accordance with 24CFR92.356, and enforce such safeguards. Further, it will immediately report to the City any suspected or actual conflict situation.
- I. No Federal appropriated funds have been paid or will be paid, by or on behalf of **Homestead**, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of

any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, **Homestead** will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form must be completed and submitted to the City prior to the execution of this agreement and prior to any disbursement of funds.

- J. **Homestead** shall give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the Operating Activities.
 - K. **Homestead** authorizes the City and HUD to conduct on-site reviews, examine personnel records, and to conduct any other procedure or practice necessary to assure compliance with this Agreement. **Homestead** will ensure that all documents related to this Operating Activities shall be kept for a period of five years after project completion (**September 2018**). Records to be retained include, but are not limited to timesheets; receipts and invoices for materials, supplies, and services; and documentation used to request re-imbursement of expenses.
 - L. **Homestead** shall at all times observe and comply with all laws, ordinances, or regulations of Federal, State, and local governments which may in any manner affect the performance of this Agreement. **Homestead** shall be liable to perform all acts to the City in the same manner as the City performs these functions to the Federal government.
 - M. **Homestead** shall be responsible for any and all claims, costs, causes, actions, and expenses, including, but not limited to, attorneys' fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, subcontractors, or agents of **Homestead**, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this Operating Activities, whether such loss, damage, injury, or liability is contributed to by the negligence of the City or its officers, employees, or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that **Homestead** shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees, or agents.
 - N. **Homestead** shall have full control of the ways and means of performing the services referred to herein. **Homestead** acknowledges and agrees that its employees, representatives, subcontractors, and agents may in no respect be considered employees of the City.
8. **Affirmative Marketing.** **Homestead** must adopt an affirmative marketing policy and procedure acceptable to HUD to attract beneficiaries for their HOME-funded projects per

24 CFR 92.351. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability. The affirmative marketing requirements and procedures adopted must include:

- Methods for informing the public, owners, and potential beneficiaries about Federal fair housing laws and the City's affirmative marketing policy
- Requirements and practices **Homestead** must adhere to in order to carry out the affirmative marketing procedures and requirements
- Procedures to be used by **Homestead** to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach
- Records that will be kept describing actions taken by **Homestead** to affirmatively market units and records to assess the results of these actions
- A description of how the **Homestead** will annually assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.

9. **Prohibition Against Lobbying** **Homestead** acknowledges that no funds disbursed pursuant to this Agreement shall be used to finance lobbying activities. Furthermore, **Homestead** acknowledges that no **Homestead** employee funded in whole or part pursuant to this Agreement shall engage in lobbying activities at any time during the term of this Agreement. For purposes of this Agreement the term "lobbying activities" shall include the following.

- any activity related to the election or appointment of an individual to public office, including, but not limited to, contributions to campaign funds, solicitation in an attempt to influence the outcome of an election for public office, and preparation and dissemination of campaign materials
- sponsorship of candidate forums
- sponsorship of voter registration drives
- provision of transportation to polling places
- contributing financially to elected or appointed public officials in an attempt to influence legislation
- hiring an individual or individuals to represent an organization and/or its position before elected or appointed public officials .

10. **Request for Disbursement of Funds** **Homestead** may request disbursement of HOME funds on a calendar quarter basis for reimbursement of eligible CHDO Operating expenses incurred during the previous quarter. An exception to this will be made for the fourth quarter in order to facilitate financial close-out procedures associated with the end of the fiscal year. The schedule for disbursement requests is as follows:

Expenses Incurred During:
July-September
October-December
January-March

Pay Request Submitted:
by October 15th
by January 15th
by April 15th

April-June

by June 21st

Each request for payment shall be accompanied by documentation supporting the amount requested including, but not limited to, payroll documentation, receipts, and invoices. The City shall make payment to **Homestead** within fourteen (14) calendar days of submission of a complete and acceptable payment request to the City. The City reserves the right to withhold disbursement of funds until appropriate documentation is submitted.

HUD regulations mandate that CHDOs utilizing CHDO Operating HOME funds must also be working on or toward an eligible housing project utilizing CHDO Project HOME funds. Such a project must be underway and to the point of drawing HOME Project funds within 24 months of the effective date of the CHDO Operating Agreement. If this requirement is not fulfilled, **Homestead** shall repay to the City all HOME funds disbursed pursuant to this agreement. Although the disbursement of CHDO Operating funds is not tied directly to the draw down of CHDO Project funds, the City reserves the right to delay disbursement of Operating Funds if it is evident that the CHDO project is experiencing excessive delays.

11. **Agency Training** In order to ensure that the specific housing needs of the community continue to be addressed in ways that include current best practices, and that **Homestead** understands and abides by all applicable local state and federal regulations involved in the use of HOME funds, the City requires that **Homestead** completes a minimum of four (4) approved workshops, conferences or training opportunities annually. The City may directly administer such training, or may recommend opportunities conducted by other agencies.
12. **Compliance Homestead** agrees that if the City determines that **Homestead** has not complied with or is not complying with the provisions of this Agreement and so notifies **Homestead** by written notice of said violations and **Homestead** fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Agreement by written notice and may take any other action as may be permitted pursuant to this Agreement.
13. **Notices** Notices and communications under this Agreement shall be sent first class, prepaid to the respective parties as follows:

TO THE CITY:

Kelly Mierkowski, Manager
Grants Management Division
400 South Vine Street
Urbana, Illinois 61801

TO CHDO:

Aaron Smith, Executive Director
Homestead Corporation of Champaign-Urbana
306 W. Griggs St.
Urbana IL 61801

14. **Contingencies** This Agreement, including the provision of funds by the Urbana HOME Consortium for the Operating Activities as described herein, is contingent upon the following:
 - Receipt of FY 2012-2013 HOME Program funds by the City of Urbana on behalf of the Urbana HOME Consortium in an amount not less than **\$769,083**.
15. **Assignment Homestead** shall not assign this Agreement, nor any part thereof, without prior written approval of the City.
16. **Modification** No modification of this Agreement, including modification of the budget in *Exhibit 1*, shall be effective unless in writing and executed by the parties hereto.
17. **Disbarment & Suspension** The undersigned, Homestead Corporation, certifies that it is not debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

Homestead shall establish procedures to ensure they do not make any award to grantees and subgrantees (including contractors) at any tier in violation of the non procurement, debarment, and suspension common. No award of the contracts covered under the subject Agreement shall be made to any contractor who is at the time ineligible under the provisions of any applicable regulations of the City of Urbana, Illinois or the Federal Government to receive an award of such contract.

Homestead shall verify and document that none of its grantees, subgrantees or contractors are debarred, suspended or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Nonprocurement programs ("List"). Homestead may request assistance from the City of Urbana, to access the List and document results to the file.

18. **Termination** Unless otherwise extended through a modification, this Agreement shall terminate on **August 31, 2013**.
19. **Execution of Agreement**. This Agreement shall be binding upon the City and **Homestead**, their successors and assigns, and shall be effective as of the date executed by the Mayor and attested by the City Clerk.

CITY OF URBANA

Laurel Lunt Prussing, Mayor

Date

Attest: Phyllis D. Clark, City Clerk

HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA

Printed Name

Signature

Date

Printed Name

Signature

Date

Exhibit 1

**Homestead Corporation of Champaign-Urbana
HOME Program Operating Budget
FY 2012-2013**

<u>EXPENSE</u>	<u>AMOUNT</u>
Personnel Services	
Staff Salaries & Benefits	\$ 25,000
 Non-Personnel Expenses	
Utilities	\$ 0
Supplies & Equipment	\$ 0
Travel & Training Costs	\$ 0
Audit Fee	<u>\$ 0</u>
 TOTAL EXPENSES	 \$25,000