



**CITY OF URBANA
COMMUNITY DEVELOPMENT COMMISSION
REGULAR MEETING**

WHEN: 5:30 P.M., Tuesday, November 19, 2013
WHERE: Urbana City Building, City Council Chambers
400 South Vine Street, Urbana, IL 61801

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of Regular Meeting – August 27, 2013
- IV. Petitions and Communications
- V. Staff Report
- VI. New Business
 - A. FY 2014-2015 Annual Action Plan Schedule
 - B. Update on GMD Grants and Programs
 - i. HOME Investment Partnerships (HOME) Program
 1. Community Housing Development Organizations (CHDOs)
 2. Urbana HOME Consortium Members Projects
 - a. City of Champaign
 - b. Champaign County (CCRPC)
 - c. City of Urbana
 - ii. Community Development Block Grant (CDBG) Program
 1. Housing Rehabilitation
 - a. Emergency Grants/Access Grants
 - b. Senior Repair Service
 2. Property Acquisition
 3. Public Service
 - a. Neighborhood Cleanup
 - b. Consolidated Social Service Funding
 - c. Transitional Housing Program
 4. Public Facilities & City Infrastructure Projects
 - iii. Supportive Housing Program - Homeless Families in Transition
 - iv. Emergency Solutions Grant Program
 - C. Adjournment



**UNAPPROVED
MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
Tuesday, August 27, 2013, City Council Chambers
400 South Vine Street, Urbana, IL 61801**

Call to Order: Commissioner Silvis called the meeting to order at 7:14 p.m.

Roll Call: Kelly Mierkowski called the roll. A quorum was not present until 7:28pm.

Commission Members Present: Fred Cobb, Anne Heinze Silvis, Lisabeth Searing, Jerry Moreland, Chris Diana (arrived at 7:28pm)

Commission Members Excused: George Francis, Janice Bengston

Others Present: Kelly H. Mierkowski, Jennifer Gonzalez, and Jenell Hardy, Community Development Services; Sheila Dodd, Habitat for Humanity

Approval of Minutes: *Chairperson Heinze Silvis asked for approval or corrections to the July 23, 2013 minutes. Commissioner Searing moved to approve the minutes, and Commissioner Diana seconded the motion. The motion carried unanimously.*

Petitions and Communications: Sheila Dodd, Executive Director of Habitat for Humanity of Champaign County, shared with the Commission information about the grant funds from the Attorney General, and was awarded \$2,000,000. The target area for those funds is bound by Bradley Avenue on the North, University Avenue on the South, Lincoln Avenue on the East, and Prospect Avenue on the West. This encompasses both the communities of Champaign and Urbana. The grant does require that prevailing wage is paid so that will increase the cost of construction. There are currently four (4) families approved, and 11 in the process of being qualified. The goal is to have 18 in the queue. A post purchase program has also been established as part of the program. Once completing all five classes for the post-purchase aspect of the program, the family is eligible for a \$100 gift certificate to Lowes or Menards. Ms. Dodd indicated that the grant funds could be used for acquisition and demolition, which will assist in augmenting the efforts that the City undertakes to donate lots on an annual basis for affordable housing builds. She noted that a loan-leverage fund will be set up to assist homeowners with rehabilitating their homes if they are unable to qualify for a standard loan.

The next round of classes for homebuyers are open to the public and will start up at the end of September, 2013. The classes are offered free of charge by Habitat. The classes cover topics ranging from credit counseling to interview skills. The classes are funded by the United Way. All Habitat families are required to take the courses.

Staff Report: Kelly Mierkowski, Grants Management Division Manager, provided a brief overview of the staff report provided to the Commissioners. Staff received a letter from HUD regarding the closeout of the Supportive Housing Grant agreement. A letter from HUD was also received regarding approval of the Annual Action Plan, in addition to the grant

agreements for CDBG and HOME programs. Staff is waiting for the funds to be released. She also reviewed correspondence regarding the closeout of the previous Fiscal Year's CAPER. Major activities and accomplishments are included in the briefing for review.

Ms. Mierkowski invited Commissioners to Habitat dedication at 1411 Beech, on Thursday, August 29, 2013 at 6 p.m., as well as the Lierman Neighborhood Community Garden First Year Anniversary Celebration on Saturday, September 7, 2013 from 1 p.m. to 3 p.m. on the site.

Commission Searing asked about the bids that were due for the Transitional Housing Program Rehabilitation on August 22, 2013, and how many were received. Jenell Hardy stated that three bids were received for each of the two units. These bids were from local contractors who currently participated in our housing rehabilitation programs. Staff is reviewing the bids and will make a final award by Friday, August 30, 2013.

Old Business: None.

New Business:

A Resolution Certifying A Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (September 2013 Habitat)

A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Habitat CHDO Operating September 2013)

A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Habitat CHDO Operating September 2013)

Ms. Gonzalez reported that Habitat requested CHDO operating to build two (2) units in our target area at 1205 W. Beslin and 1208 ½ W. Dublin. The application requests \$35,000 per unit, which Ms. Gonzalez indicated was in line with the standard subsidy awarded to Habitat over the course of the CHDO program. She noted that the proposed contracts will exhaust the CHDO project funds available, and that the Consortium currently has a balance of \$69,004 in available CHDO funds. She requested that the Commission incorporate this updated amount as part of the motion at the end of the presentation. She indicated that this is the first time in her career with the City of Urbana that the Consortium has successfully obligated its entire CHDO award amount available, and that this reflects highly on Habitat's Affordable Homeownership Program in their development efforts in the community.

Commissioner Searing moved that the CD Commission forward the Resolution with a recommendation for approval with the change of CHDO project funds from \$70,000 to \$69,004 the Urbana City Council. The motion was seconded by Commissioner Moreland. The motion carried unanimously.

An Ordinance Authorizing the Sale of Certain Real Estate (1205 West Beslin Street)

An Ordinance Authorizing the Sale of Certain Real Estate (1208 ½ West Dublin Street)

Commissioner Searing asked about the maps provided and inquired as to whether or not there are currently structures on the lots. Ms. Gonzalez indicated that one of the lots does have a structure standing on the site, and she noted that Habitat had agreed to demolish the structure using the Attorney General grant funds. She also noted that these State funds were important at a time when Federal funds are currently being cut and would help to augment the programs offered by the City to assist with affordable housing efforts.

Commissioner Silvis requested the Ms. Gonzalez provide an overview of the transfer process for the Commission. She described the process in detail, noting that the City is always looking for lots that fit the needs of each of the CHDOs participating in the HOME Program. In some cases a homeowner will approach the City with a lot, and at other times the City will identify a lot available through Fannie Mae or another program that makes lots available to municipalities and non-profits before they are available to the public. The City takes into consideration the deterioration of the property and surrounding neighborhood before making a decision to purchase a lot. The Building Safety Division and the Legal Division to undertake the acquisition. The City then maintains the lot prior to transferring it to a CHDO requesting to build on the site. The lots are not transferred without Council approval, which gives time for public input on the process as well.

Commissioner Diana asked if the CHDO had to own a lot before applying for CHDO funds. Ms. Gonzalez indicated that this was not required if the CHDO was asking for a City-owned lot. Otherwise for privately owned property, the CHDO would have to show fee simple title in order to apply.

Commissioner Diana moved that the CD Commission forward the Resolution with a recommendation for approval with the change of CHDO project funds from \$70,000 to \$69,004 the Urbana City Council. The motion was seconded by Commissioner Moreland. The motion carried unanimously.

Adjournment: Chairperson Silvis adjourned the meeting at 7:51 p.m.

Recorded by Jen Gonzalez, Grant Coordinator

UNAPPROVED



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Kelly H. Mierkowski, Manager, Grants Management Division
DATE: November 15, 2013
SUBJECT: Staff Briefing

Updates, activities and accomplishments since August 27, 2013:

Department of Housing and Urban Development (HUD) Activity

- City submitted Consolidated Annual Performance and Evaluation Report (CAPER) to HUD for FY 1213 in September.
- Staff attending HUD-sponsored trainings and conference calls regarding new HOME Rule.

Overview of Major Grants Management Division Activities & Accomplishments

□ CDBG Grants Coordinator:

- **CDBG**
 - ◆ Ongoing work with Subrecipients.
 - ◆ Provided technical assistance to Subrecipients.
- **Transitional Housing Program**
 - ◆ Working with families on goals and making referrals as appropriate.
- **Supportive Housing Program/Homeless Families in Transition**
 - ◆ Ongoing work with Subrecipients.
 - ◆ Beginning preparation for agency monitoring.
 - ◆ Beginning preparation for the 2013 NOFA
- **Continuum of Care/Council of Service Providers to the Homeless**
 - ◆ The next meeting for CoC and CSPH is scheduled for December 3rd.

□ HOME Program - Grant Coordinator

- **HOME**
 - ◆ Drafted mortgage and note for 605 Louisiana - to be completed by Habitat by end of November.
 - ◆ Attended Habitat dedication for 1304 Williamsburg, completed closing documents.
 - ◆ Completed 2 Urbana Dream Down Payment Assistance projects.
 - ◆ Presented CDC recommendations for Habitat contracts for 1205 Beslin and 1208 ½ Dublin, Urbana certification, project funding and operating contracts; approved September 16, 2013. Habitat submitted plans for review to Building Safety Division.

- ◆ Prepared memos for 1205 Beslin and 1208 ½ Dublin re: Habitat CHDO new construction builds.
- ◆ Closed out files for Urbana Dream Down Payment Assistance and 12-13 projects.
- ◆ Completed application intake for 7 Senior Repair, Whole House, and Emergency Grant programs; currently processing third party verification information for income verifications
- ◆ Processed regular payouts for Tenant Based Rental Assistance programs operated by Community Elements, The Center for Women in Transition, and Champaign County Regional Planning Commission.
- ◆ Closed out CHDO new construction activities for Habitat, including purchase orders and closeout on the Integrated Disbursement and Information System (IDIS).
- ◆ Completed the unapproved minutes from August's CDC meeting.
- ◆ Closed out the 1107 N Gregory project completed by Homestead Corporation. Community Elements is now operating the unit as a Transitional Housing unit.
- ◆ Participated in conference call for HOME Program update and changes
- ◆ Received programmatic approval from several national and local banks wanting to participate in the Urbana Dream Program
- ◆ Updated all Urbana Dream procedures and application materials to conform to new regulations
- ◆ Processed an Intergovernmental Agreement with the Housing Authority of Champaign County to jointly pursue the redevelopment of Aspen Court and Urbana Townhomes
- ◆ Facilitated Neighborhood CleanUp at the King School site.

□ **Housing Rehabilitation Coordinator**

• **FY 13-14 Rehab Projects**

- Emergency Grant /Access Grant projects to date: 2 applications have been taken and completed.
- Senior Repair Service Projects to date: 8 applications have been taken and are complete or in progress.
- Whole House Rehabilitation Projects to date: 6 applications have been taken and approved. 4 are under contract and in progress, 2 are out for construction bid.
- Closed out FY 12-12 Projects.

• **Other Activities**

- Urbana Town Homes Pre-Demolition Asbestos removal bids have been received and completed.
- Urbana Town Homes Pre-Demolition Siding & Backer removal bids have been received and completed.
- Coordinating efforts with Building Safety and other City Departments for the Demolition of the Urbana Town Homes.
- 301 Thompson Pre-Demolition Asbestos removal bids have been received and are being reviewed pending funding.
- Neighborhood cleanup took place Oct.19, 2013 and again was a success. Final summary to follow. Spring Neighborhood scheduled for May 17, 2014.

□ **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

Staff attended regular meetings of the Continuum of Care & CoC Executive Committee, Council of Service Providers to the Homeless, Human Services Council, Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, HOME Technical Committee, Community Reinvestment Group (CRG), and Neighborhood Improvement Team.



Tentative Schedule for Adoption of FY 2014-2015 Annual Action Plan (July 1, 2014 through June 30, 2015)

DATE	DAY	ANNUAL ACTION PLAN
*11/19/13 @ 5:30pm	TUES	Regular CDC Meeting (Special day & time): Staff presents schedule for adopting Annual Action Plan (AAP) FY 2014-2015 and update of GMD Programs.
*12/24/13	TUES	Regular CDC meeting cancelled due to holidays.
1/6/14	MON	6 pm - Public Hearing/Neighborhood Meeting at <i>Prairie School Library</i> for CT 56, Block Group 1.
1/7/14	TUES	6 pm - Public Hearing/Neighborhood Meeting at <i>Hamilton on the Park Community Center</i> for CT 53.
1/8/14	WED	6 pm - Public Hearing/Neighborhood Meeting at <i>Crystal View Townhomes Community Center</i> for CT 54.
1/9/14	THURS	<ul style="list-style-type: none"> • 10am - Public Hearing to receive input on housing and community development needs from non-profit social service agencies in <i>City Council Chambers</i>. • 6 pm - Public Hearing/Neighborhood Meeting in <i>City Council Chambers</i> for CT 55.
*1/21/14	TUES	Regular CDC meeting: recommendations for CDBG & HOME funding. (Presentations usually made by agencies for funding of applications).
1/28/14	TUES	Special CDC meeting: follow-up questions for agencies & staff; staff presents preliminary recommendations for HOME & CDBG funds/CDC makes recommendations for funding – cancelled .
1/29/14 –2/19/14	WED – WED	Staff creates Draft AAP FY 14-15.
2/22/14	SAT	Notice Displayed on City Website: 30 Day Public Review Period starting 2/25/14 and announcing Public Hearing on 3/25/14 for Draft AAP FY 14-15.
*2/26/14	TUES	Regular CDC meeting: review Draft AAP FY 14-15.
3/22/14 – 3/31/14	SAT – SUN	U of I spring break.
*3/25/14	TUES	<ul style="list-style-type: none"> • PUBLIC HEARING with CDC at 7 pm, City Council Chambers. • After public hearing, regular CDC meeting; CDC recommends Draft AAP FY 14-15 to City Council. • CDC recommends priorities for CDBG Public Service Funds; City Council determines actual agencies/amount of funding.

4/14/14	MON	Committee of Whole reviews Draft AAP FY 14-15.
4/21/14	MON	City Council approves AAP FY 14-15.
*4/22/14	TUES	Regular CDC Meeting.
4/28/14	MON	Committee of Whole MUST review Draft AAP.
5/5/14	MON	City Council MUST approve AAP.
4/22/14 – 5/13/14	TUES – FRI	Staff finalizes AAP FY 14-15.
5/15/14	THUR	AAP FY14-15 DUE AT HUD TODAY.
5/23/14	FRI	Send legal ad to N-G re Environmental Review Record (ERR) notice. Title of Notice: Finding of No Significant Impact and Notice of Intent to Request Release of Funds (FONSI/NOIRROF).
5/30/14	FRI	Legal ad published in N-G for FONSI/NOIRROF; Notice placed on City website, faxed to Urbana Free Library, etc.
6/2/14 – 6/16/14	MON - MON	Local public comment period (15 days) on ERR.
6/16/14	MON	Submit CDBG & HOME FONSI & Request for Release of Funds (RROF) to HUD via fax.
6/16/14	MON	City Council approves City budget, includes CDBG Public Service funds for Consolidated Social Service Funding.
6/17/14 – 7/1/14	TUES - TUES	HUD reviews ERR (15 day comment period).
7/1/14	TUES	FY 2014-2015 begins.
unknown		HUD Release of Funds.
unknown		City Budget Amendment and/or AAP Amendment

***Regularly scheduled CDC meeting**

HOME INVESTMENT PARTNERSHIPS PROGRAM FACT SHEET

Introduction

The HOME Investment Partnerships (or HOME) Program is a federal entitlement grant program authorized by Title II of the National Affordable Housing Act of 1990, as amended. The program provides annual grants on a formula basis to entitled cities, counties, approved consortia, and states. Local governments receiving HOME funds are called "participating jurisdictions." The amount of HOME funds annually available to participating jurisdictions is determined by Congress through passage of the annual federal budget.

The U.S. Department of Housing and Urban Development (or HUD) is responsible for management and oversight of the HOME Program. Each participating jurisdiction is responsible for deciding how HOME funds will be used in its jurisdiction and for daily administration of HOME funds.

While the Community Development Block Grant Program is intended to develop viable urban communities and neighborhoods, the HOME Program is intended to increase affordable housing opportunities, particularly for low-income persons. Specific purposes of the HOME Program are:

- To expand the supply of decent and affordable housing, particularly rental housing, for low- and very low-income persons
- To strengthen the abilities of state and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing
- To provide both financial and technical assistance to HOME recipients, including the development of model programs for affordable low-income housing
- To expand and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

Nature of Program

HUD awards HOME funds to entitled participating jurisdictions to carry out a wide range of affordable housing activities. The HOME program allows participating jurisdictions flexibility to decide the type of housing assistance most appropriate for local needs. Potential affordable housing activities include:

- Tenant-based rental assistance including payment of security deposits
- Assistance to first-time homebuyers including downpayment grants
- Assistance to existing homeowners through programs such as housing rehabilitation
- Construction and rehabilitation of housing including rental housing, owner-occupied housing, and special needs housing such as housing for the homeless

HOME funds may not be used for:

- Any activity that is unrelated to direct expansion of the locality's affordable housing stock
- Public housing modernization
- Match for other federal programs
- Operating subsidies for rental housing

Because the intent of the HOME Program is to expand housing that is affordable, the income of persons occupying housing assisted with HOME funds is restricted. For rental housing, funds must be invested in units occupied by persons whose incomes do not exceed 60 percent of median family income based on family size (for Champaign County, income not to exceed \$40,800 for a family of four). For owner-occupied housing, all funds must be used to assist homeowners at or below 80 percent of median family income (for Urbana, income not to exceed \$54,400 for a family of four). Rents in units assisted with HOME funds are restricted to levels affordable to households at these income levels for a period of 5-20 years depending on the amount of HOME funds provided to a project.

Unlike the CDBG Program, the HOME Program requires participating jurisdictions to contribute to affordable housing assisted with HOME funds. A minimum match of 25 percent of HOME funds allocated to the project is required. Matching contributions must be made from non-federal sources (CDBG funds may not be used as match). Each participating jurisdiction is required to set aside 15 percent of its HOME allocation for housing to be developed, sponsored, or owned by private (non-governmental), non-profit (non-business) organizations known as Community Housing Development Organizations.

Grantee Eligibility

To receive HOME funds, cities and counties must be eligible to receive at least the threshold amount as designated by HUD; the threshold amount has varied year-by-year from \$335,000 to \$500,000. Cities and counties computed by formula to be eligible for at least the threshold amount receive a direct allocation of funds from HUD. Cities and counties computed by formula to receive less than the threshold amount must request HOME funds from their state governments.

Contiguous units of local government may enter into mutual agreements to form a consortium for purposes of meeting threshold requirements and receiving HOME funds directly from HUD. Such agreements are generally valid for three years. Each consortium must designate one of its members as lead entity for purposes of submitting budgets and reports to HUD and for assuming overall responsibility for compliance with program requirements.

Requirements

To receive its annual HOME entitlement, a participating jurisdiction must submit an application which includes its program objectives, projected use of funds, and program certifications to the HUD field office. The application is part of the participating jurisdiction's Consolidated Plan, which also includes statements of housing and non-housing community development needs as well as the jurisdiction's annual Community Development Block Grant budget. In the case of consortia, the lead entity submits the HOME program and budget on behalf of all consortium members. By signing HOME certifications the participating jurisdiction assures HUD that the jurisdiction will comply with HOME Program housing affordability standards.

If the participating jurisdiction makes a complete submission of all requirements within the established deadline, HUD will make a full grant award unless HUD has made a determination that the jurisdiction has failed to carry out its activities and its Consolidated Plan in a timely manner or has failed to carry out those activities and its certifications in accordance with the requirements and objectives of the HOME Program. HUD may also withhold funds from the jurisdiction if it lacks capacity to carry out its HOME activities in a timely manner.

The HOME Program in Urbana/Champaign/Champaign County

The City of Urbana is the lead entity for the Consortium. Consequently, the City of Urbana is responsible for submitting the HOME program and budget on behalf of all three Consortium members and for general administration of Consortium funds. By intergovernmental agreement, HOME funds allocated to the Consortium are divided among the three members according to the amount of HOME funds for which each member would have qualified if it were participating in the HOME Program on its own.

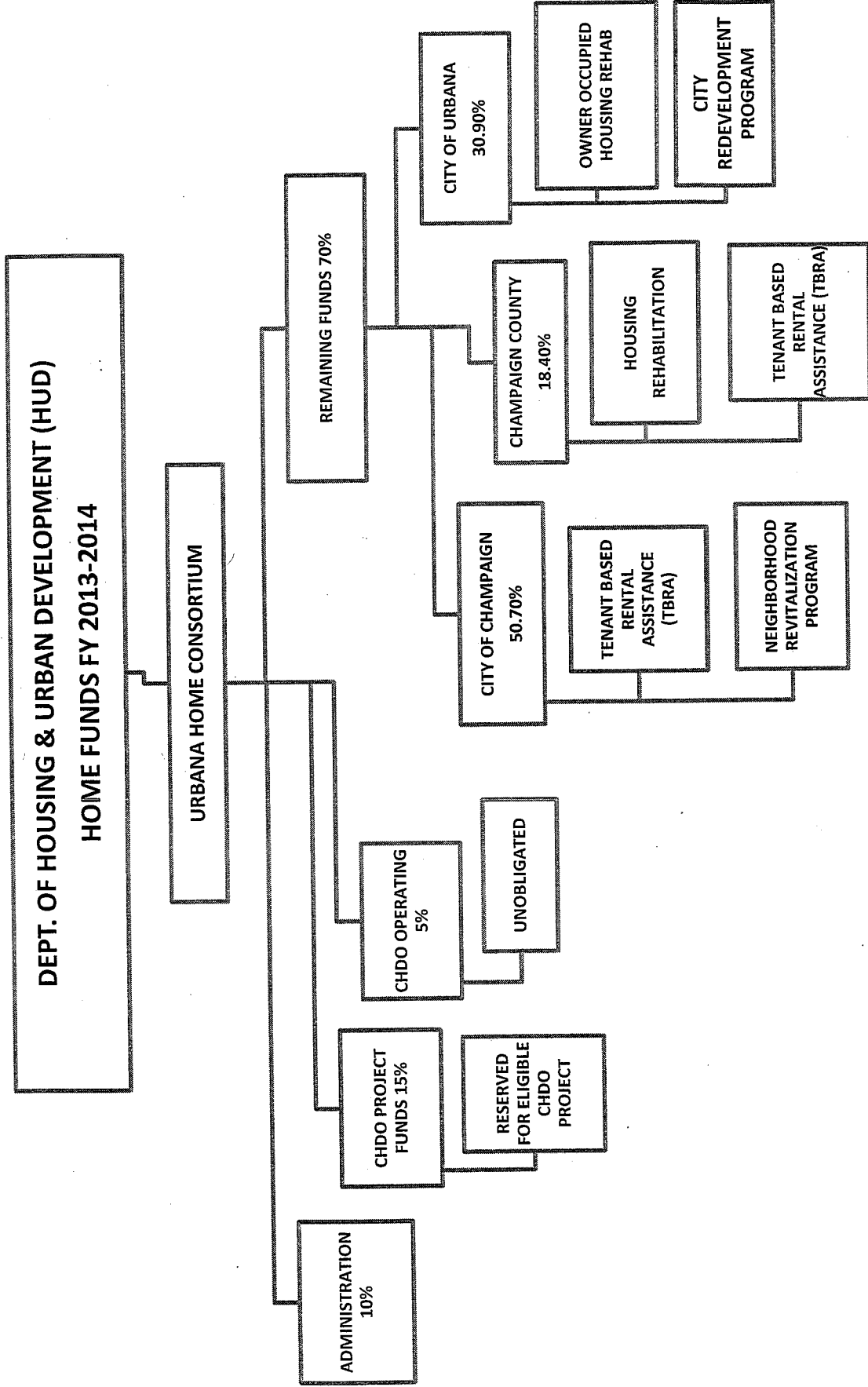
Administering Offices

City of Urbana (*lead entity*)
Department of Community Development Services
Grants Management Division
400 South Vine Street, Urbana, IL 61801
Phone: 217-384-2447

City of Champaign
Neighborhood Services Division
102 North Neil Street
Champaign, IL 61820
Phone: 217-403-7070

Champaign County
Champaign County Regional Planning Commission
1776 East Washington Street
Urbana, IL 61802
Phone: 217-328-3313

URBANA HOME CONSORTIUM HOME PROGRAM FY 2013-2014



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FACT SHEET

Introduction

The Community Development Block Grant Program is a federal entitlement grant program authorized by the Housing and Community Development Act of 1974, as amended. The program provides annual grants on a formula basis to entitled cities and counties. The amount of Community Development Block Grant (or CDBG) funds annually available to entitled cities and counties is determined by Congress through passage of the annual federal budget.

The U.S. Department of Housing and Urban Development (HUD) is responsible for management and oversight of the CDBG Program. Each city or county receiving CDBG funds is responsible for deciding how CDBG funds will be used in its jurisdiction and for daily administration of CDBG-funded activities.

The purpose of the CDBG Program is to develop viable urban communities and neighborhoods by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Nature of Program

HUD awards CDBG funds to entitled cities and counties to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved communities facilities and services.

Entitlement communities develop their own programs and funding priorities. However, communities must give maximum feasible priority to activities which either benefit low- and moderate-income persons, or which aid in the prevention or elimination of slums and blight. In rare instances, communities may carry out activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. Such activities are usually related to relief in the event of natural disaster such as flood or tornado. Activities which do not meet one of these three broad national objectives may not be undertaken with CDBG funds.

The definition of low- and moderate-income is based on the median family income of the metropolitan area in which the recipient community is located. Generally, CDBG funds must benefit households at or below 80 percent of area median family income based on size. In Urbana, the maximum income to qualify for CDBG funds is 54,400 for a family of four in 2012 (80% MFI.) An entitlement community may choose to establish lower income limits for its CDBG-funded programs. In Urbana, for example, most CDBG-funded activities are restricted to households earning at or below 50 percent of median family income (or no more than \$34,000 for a family of four).

Activities that can be carried out with CDBG funds include, but are not limited to: acquisition of property; clearance of deteriorated structures; renovation of housing; construction of streets, sewers, sidewalks, and neighborhood centers; provision of public services and social services targeted to low-income persons (CSSF); assistance to businesses that provide jobs for low-income persons; and assistance to low-income households in purchasing homes.

The types of activities that are generally ineligible include: buildings for the general conduct of government such as construction of a city building, political activities, direct income payments such as housing stipends or public aid, and construction of new housing.

The CDBG program is intended primarily for physical improvements that benefit low- or moderate-income persons or that are located in neighborhoods in which a majority of persons are low- or moderate-income. For this reason many communities restrict use of their CDBG funds to neighborhoods defined by the U.S. Census Bureau as low- or moderate-income. The City of Urbana generally targets its CDBG funds to persons residing

in Census Tracts (CT) 53, 54, 55 and Block Group 1 of CT 56 in northwest, northeast, and east central Urbana respectively. No more than 15% of any year's CDBG allocation may be used to fund social service programs.

Grantee Eligibility

Central cities of Metropolitan Statistical Areas, other metropolitan cities with populations of at least 50,000, and qualified urban counties with populations of at least 200,000 (excluding the population of entitled cities) are entitled to receive annual grants. The amount of each entitlement grant is determined by statutory formula which uses several objective measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and growth lag in relationship to other metropolitan areas.

Requirements

To receive its annual entitlement grant, a city or county must submit an application, which includes its program objectives, projected use of funds, and program certifications to the HUD field office. The application is part of the city or county Consolidated Plan, which includes both housing and non-housing community development strategies as well as CDBG and HOME Program applications. By signing CDBG certifications, the city assures HUD that not less than 70% of its CDBG funds will be used for activities that benefit low- and moderate-income persons.

If the city makes a complete submission of all requirements within the established deadlines, HUD will make a full grant award unless HUD has made a determination that the city has failed to carry out its activities and its Consolidated Plan in a timely manner or has failed to carry out those activities and its certifications in accordance with the requirements and objectives of the CDBG program. HUD may also withhold funds from the city if HUD determines that the city lacks capacity to carry out its CDBG activities in a timely manner.

Citizen Participation

A city or county participating in the CDBG program is required to develop and follow a detailed citizen participation plan, which provides for and encourages citizen participation with particular emphasis on low- and moderate-income persons. The plan must provide citizens with reasonable and timely access to local meetings, information, and records relating to the city's proposed and actual use of funds. The plan must provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals. The plan must provide for at least two public hearings during the program year to provide citizens the opportunity to comment on proposed and actual use of funds. The plan must also provide for accommodations for non-English speaking residents and for persons with disabilities.

Legal Authority

Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.

Administering Offices

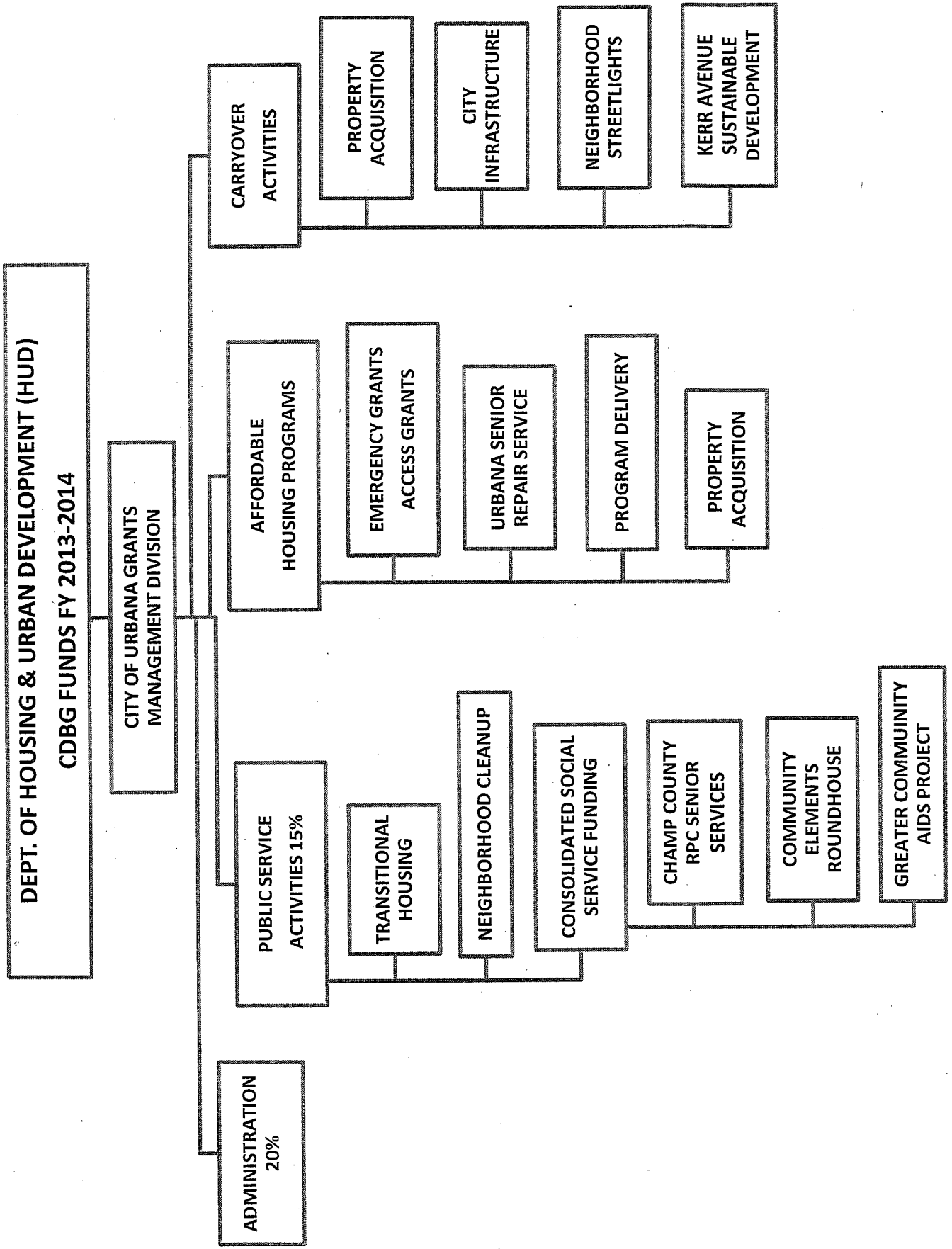
A. Federal offices who administer the CDBG Program:

- Assistant Secretary for Community Planning and Development
U.S. Department of Housing and Urban Development
Washington, D.C. 20410
- Department of Housing and Urban Development
Community Planning & Development
Chicago Field Office
77 West Jackson Boulevard, 24th Floor
Chicago, IL 60604

B. The Urbana CDBG Program is administered by:

- Department of Community Development Services
Grants Management Division
400 South Vine Street, Urbana, IL 61801
Phone: 217-384-2447

CITY OF URBANA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FY 2013-2014





DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Kelly Mierkowski, Grants Management Division Manager
FROM: Randy Burgett
DATE: November 15, 2013
SUBJECT: City Owned Properties as of November 15, 2013

Description

The following list of City owned properties that includes the approximate date of purchase, estimated monthly maintenance cost, approximate size, and possible options for the properties.

BUILDABLE LOTS

<i>ADDRESS</i>	<i>Date Acquired</i>	<i>Lot Size</i>	<i>Status</i>	<i>Monthly Cost</i>
401, 401 ½, 403 E. Kerr	April, 2004	3.2 Acre	Vacant site	\$165.00
OPTIONS: 1. Kerr Avenue Development Project. 2. Sell property to developer, Housing Authority, etc Maintain the property until such time a CHDO, non-profit, or development firm has a shovel-ready project with funding in place.				

<i>ADDRESS</i>	<i>Date Acquired</i>	<i>Lot Size</i>	<i>Status</i>	<i>Monthly Cost</i>
1603 W. Washington	February 2012	1 Acre +/-	Vacant Site	100.00
OPTIONS: Washington & Lierman Future Development Project. The Comprehensive Plan Future Land Use Designation is Residential Currently zoned B-3 General Business. The property is located at the Southeast corner of Washington and Lierman in Census Tract 56. Maintain the property until such time a CHDO, non-profit, or development firm has a shovel-ready project with funding in place.				

<i>ADDRESS</i>	<i>Date Acquired</i>	<i>Lot Size</i>	<i>Status</i>	<i>Monthly Cost</i>
909 N. Harvey	October 2010	50' X 100'	Vacant Lot	30.00
OPTIONS: This lot is ready for housing development. Recommend to make available to CHDO and non-profits. Transfer when they have a shovel-ready project with funding in place.				

<i>ADDRESS</i>	<i>Date Acquired</i>	<i>Lot Size</i>	<i>Status</i>	<i>Monthly Cost</i>
908 Oregon	April 2013	51 X 117'	Vacant Lot	\$30.00
OPTIONS: This lot is ready for housing development. Recommend to make available to CHDO and non-profits. Transfer when they have a shovel-ready project with funding in place.				

<i>ADDRESS</i>	<i>Date Acquired</i>	<i>Lot Size</i>	<i>Status</i>	<i>Monthly Cost</i>
301 Thompson	September 2012	123' X 100'	Dilapidated Structure	\$40.00
OPTIONS: After the demolition of the church the property should be ready for housing development. Recommend to make available to CHDO and non-profits. Transfer when they have a shovel-ready project with funding in place.				

NON BUILDABLE LOTS

<i>ADDRESS</i>	<i>Date Acquired</i>	<i>Lot Size</i>	<i>Status</i>	<i>Monthly Cost</i>
1201 W. Beslin	December 1972	49.5' x 67"	Vacant Lot	Maintained by P W
OPTIONS: Small corner lot at Goodwin and Beslin. Not feasible for new home construction because of the size and location of the property. The corner lot is just west of King School at an unconventional 4 way stop intersection. The property could probably be built upon with the proper Zoning Variances.				
1106 N. Wright	October 1993	40' x 65'	Vacant Lot	\$30.00
OPTIONS: This is approx. 1/3 of a lot. However it is adjacent to 1411 West Eads that is a vacant property with numerous liens and encumbrances. Best approach is to purchase 1411 Eads and combine properties into one buildable lot. This has been an ongoing effort for GMD for several years. If possible, turn case files over to Legal or hire outside legal services to see if they can clear title and purchase 1411 Eads. Then the property could be built upon.				

Fiscal Impacts

Provision of these lots to a CHDO, non-profit, etc. with a shovel ready project would eliminate maintenance costs estimated at \$4,740.00 annually. The costs to maintain the lots are currently incurred by the Community Development Block Grant Program, Property Acquisition.

Recommendations

Staff recommends that these properties be held in the land portfolio until such time a CHDO, non-profit, or development firm has a shovel-ready project with funding in place. Properties that are not sufficient in size or would require zoning variances to construct new affordable housing in the near future should be disposed of through sale or donation to eliminate the ongoing maintenance cost associated with the property. The funds not required for maintenance could then again be used in the possible acquisition of additional dilapidated or deteriorating properties.

Memorandum Prepared By:



Randy Burgett
Rehabilitation Coordinator
Grants Management Division



DEPT. OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

MEMORANDUM

TO: SPRING 2013 (May 4, 2013) Neighborhood Cleanup Project File
FROM: Randy Burgett
DATE: June 12, 2013
SUBJECT: Final Summary

Payments

Midwest Pottyhouse	\$130.00	delivery & pickup Donation Discount from Midwest (\$60.00)
Area Disposal	\$6,832.01	30.785 Ton @ \$157.00 per ton = \$4,833.31
		Senior pickup 33 residents
		8.47 Ton @ \$210.00 per ton = \$1,778.70
		2-(25Yd dumpsters @ 110.00ea.)= \$220.00
TOTAL	\$6,962.01	

Refreshments out of Line Item 090-1-0017-0000 non CDBG funds
Refreshments for Volunteers \$24.99
Little Caesar's Pizza \$60.00

PROPERTIES PER CENSUS TRACT

CT 53----- 793 Properties
 CT 54----- 236 Properties
 CT 55----- 1022 Properties
 CT 56----- 478 Properties

TOTAL 2,492 Properties

Totals

	Total Properties *	Properties in CT 53	Properties in CT 54	Properties in CT 55	Properties in CT 56	30YD metal Recycle container	Tons of Junk
King School	78	73	4	1	0	1 Metal	9.33 Ton
Solo Cup	137	6	9	89	33	1 Metal	21.46 Ton
Totals	215	79	13	90	33	2 Metal	30.79 Ton

* Does not include elderly/disabled pick-ups.

Elderly/Disabled Pick-Up

	Number of Pick-Ups
CT53	21
CT54	3
CT55	5
CT56	4
TOTALS	33
	8.47Ton



DEPT. OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

MEMORANDUM

TO: FALL 2013 (October 19, 2013) Neighborhood Cleanup Project File
FROM: Randy Burgett
DATE: November 15, 2013
SUBJECT: Final Summary

Payments

Midwest Pottyhouse	\$140.00	delivery & pickup Donation Discount from Midwest (\$60.00)
Area Disposal	\$5,601.60	28.28 Ton @ \$160.00 per ton = \$4,524.80 (Metals) 2 (25Yd dumpsters @ 110.00ea.)= \$220.00 Senior pickup 38 residents 4.08 Ton @ \$210.00 per ton = \$856.80
TOTAL	\$5,741.60	

Refreshments out of non CDBG funds
Refreshments for Volunteers \$105.00

PROPERTIES PER CENSUS TRACT

CT 53----- 793 Properties
 CT 54----- 236 Properties
 CT 55----- 1022 Properties
 CT 56----- 478 Properties

TOTAL 2,492 Properties

Totals

	Total Properties *	Properties in CT 53	Properties in CT 54	Properties in CT 55	Properties in CT 56	30YD metal Recycle Container	Tons of Junk
King School	71	68	3	0	0	1 Metal	11.27 Ton
Solo Cup	123	9	9	81	24	1 Metal	17.01 Ton
Totals	194	77	12	81	24	2 Metal	28.28 Ton

* Does not include elderly/disabled pick-ups.

Elderly/Disabled Pick-Up

	Number of Pick-Ups
CT53	22
CT54	5
CT55	8
CT56	5
TOTALS	38
	4.08 Ton

Supportive Housing Program Homeless Families in Transition Program Fact Sheet

The Supportive Housing Program is designed to promote the development of supportive housing and supportive services and to promote the provision of supportive housing to homeless persons to enable them to live as independently as possible. Funds are used for transitional housing to facilitate the movement of homeless individuals and families to permanent housing;

As grant administrator, the City of Urbana is responsible for the environmental review process, oversight of any rehabilitation and/or new construction projects, establishing program guidelines in keeping with Supportive Housing Program regulations, ongoing oversight of program management, review and approval of billing with reimbursement of expenses to project sponsors, and submission of annual performance reports within 90 days from the end of each operating year, which varies with each grant. Additionally, city staff periodically monitors agency sponsors' record keeping and files to determine that such is in compliance with SHP regulations.

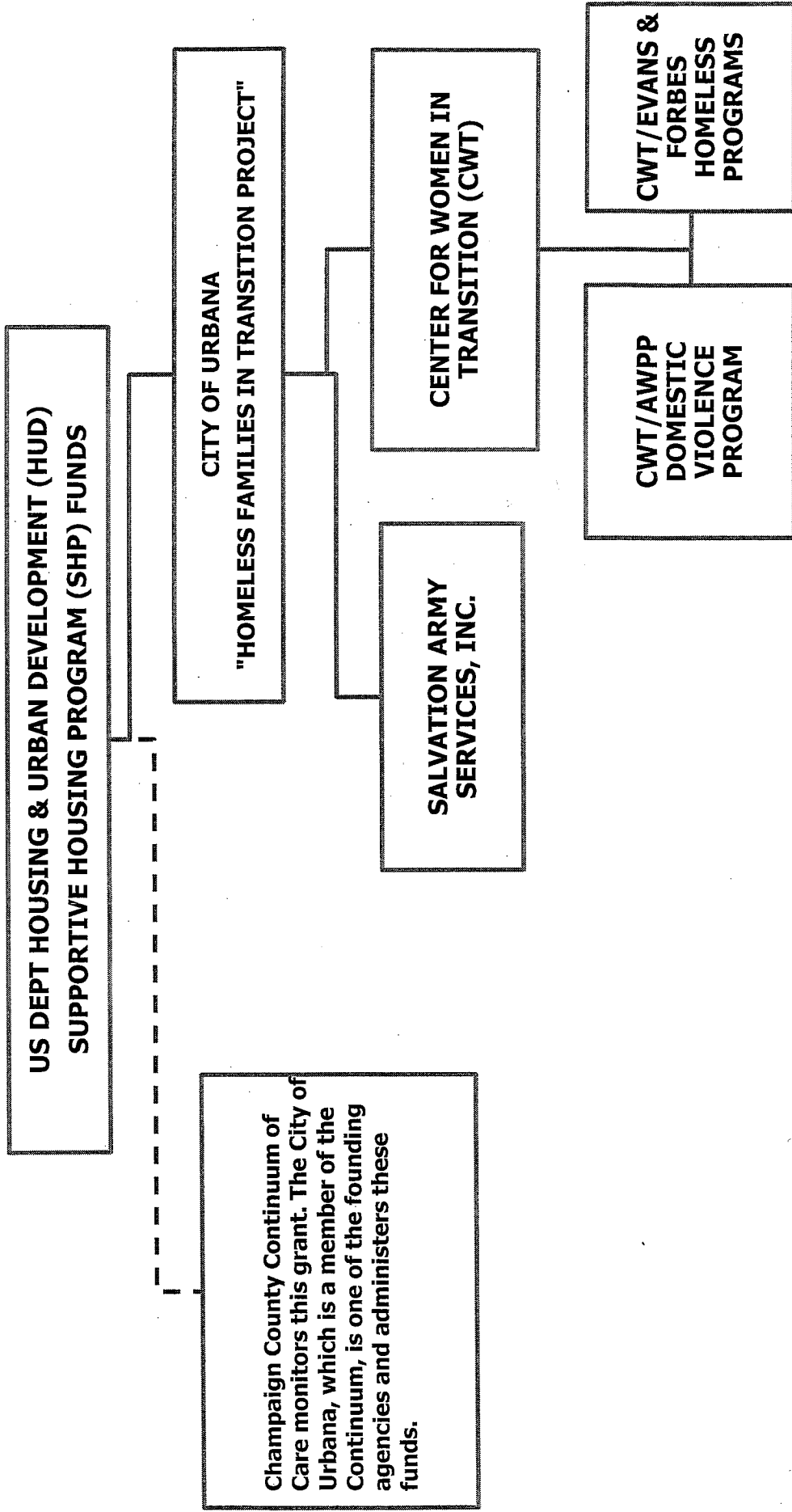
The Homeless Families in Transition grant was received in 1994 to fund the ongoing supportive services and operations of three agency sponsors, renovation efforts of two apartments, three single-family units and a group home, and property acquisition with new construction of a group home; all facilities are to be used for transitional housing programs to assist homeless women with children. The City of Urbana serves as grant administrator, while The Center for Women in Transition (CWT), and The Salvation Army act as program sponsors. Start date for this project was established as July 1, 1996.

The two sponsoring agencies (three became two when The Center for Women in Transition and A Woman's Place merged on July 1, 2010) are responsible for operation of their individual transitional housing programs as long as the programming is within the guidelines as defined by the Supportive Housing Program Rule (24 CFR Part 583). CWT/A Woman's Place allocates five (18 beds) of its ten bedrooms (36 beds) for use by the transitional housing program, CWT/Evans & Forbes relegates 7 of its 9 bedrooms for the transitional housing program, and The Salvation Army has 3 single-family houses in its transitional housing program.

Each of the sponsor agencies must provide matching funds for operational expenses and for supportive service expenses reimbursed by HUD funds, while the City and the agency sponsors share the administrative funds awarded by HUD. The City is responsible for review of the quarterly reports submitted by each of the agency sponsors, accumulation of data obtained from such reports, and composition and submission of an annual performance report (APR) to HUD within 90 days of the program year-end. City staff oversees progress towards program goals/performance measurements established under the grant and serves as liaison to the agencies to see that these standards are met.

SUPPORTIVE HOUSING PROGRAM

HOMELESS FAMILIES IN TRANSITION AGREEMENT IL0037B5T031104
PROGRAM YEAR 18, March 1, 2013—February 28, 2014



Emergency Solutions Grant Program (ESGP) Program Fact Sheet

The Emergency Solutions Grant Program (ESG) provides federally funded grants to not-for-profit agencies and units of local government to assist in rapidly re-housing homeless individuals and families; preventing families and individual from becoming homeless; rehabilitating or converting emergency shelters and funding operational and essential service expenditures for the homeless.

Program Description

The Emergency Solutions Grants Program (ESG) is a federal grant program designed to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis of homelessness. It provides essential street outreach and emergency shelter services as well as emphasizes homelessness prevention and rapid re-housing assistance.

The program requirements facilitate coordination at the state and local levels to utilize all available services, consult closely with the jurisdiction's Continuums of Care, and evaluate progress in accordance with a comprehensive homeless strategy and annual action plan.

Eligible Applicants

Under this program, the U.S. Department of Housing and Urban Development (HUD) has been authorized by Congress to provide these funds. As a result, the Department of Commerce and Economic Opportunity (DCEO) anticipates a funding allocation which will be made available to units of general local government on behalf of not-for-profit organizations providing homeless assistance, and/or directly to not-for-profit organizations located outside the corporate limits of the City of Chicago and Cook County. A not-for-profit organization is defined as a secular or religious organization described in Section 501(c) of the Internal Revenue Code of 1954, making it exempt from taxation, assuring it has an accounting system and voluntary governing board, and practices non-discrimination in the provision of services

Program Components

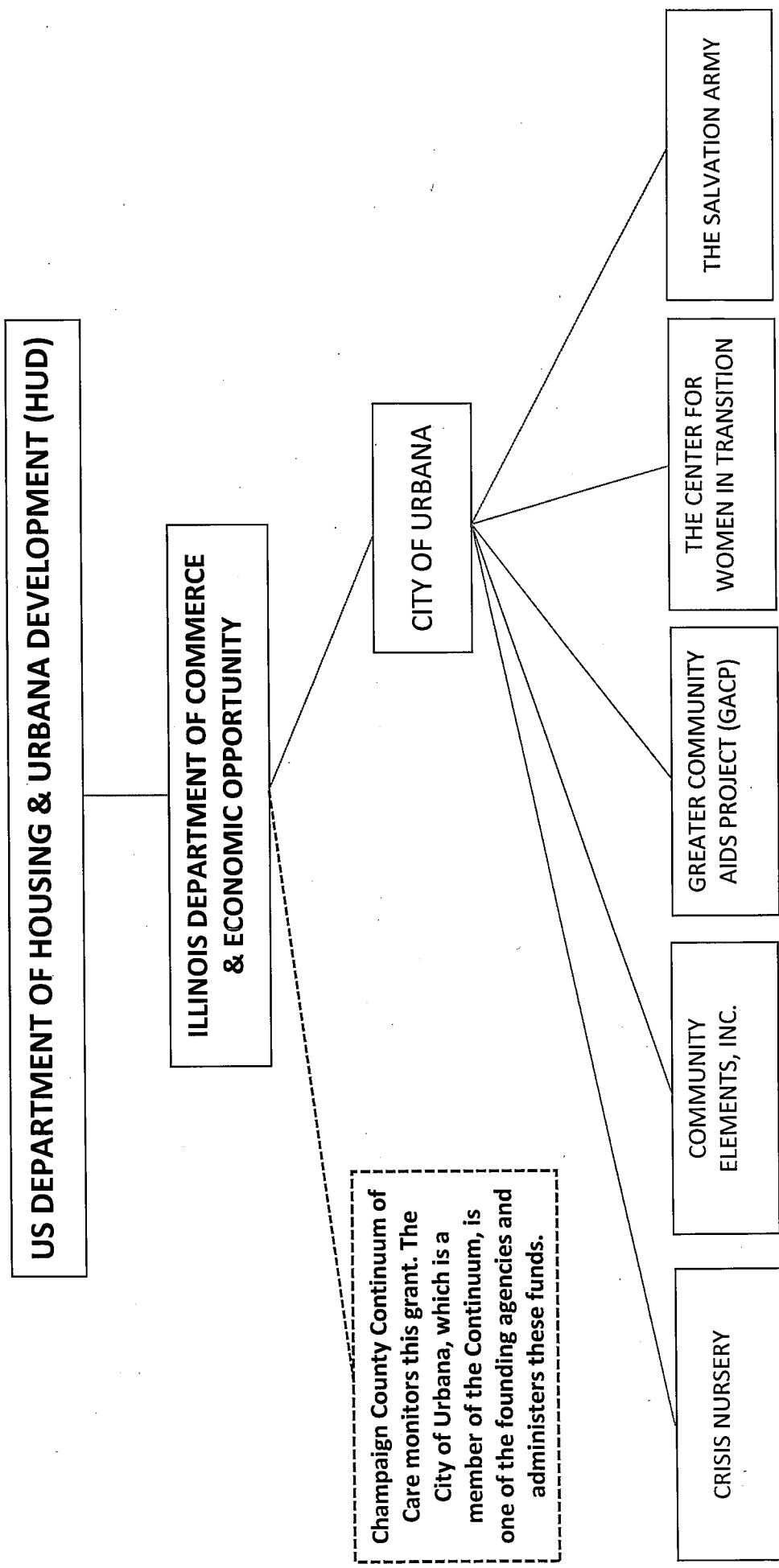
ESG funds are available for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System or HMIS.

Below is a summary of the components and related eligible costs:

- **Street Outreach:** funds may cover costs related to essential services for unsheltered persons (including emergency health or mental health care, engagement, case management, and services for special populations).
- **Emergency Shelter:** funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as services for the residents (including case management, child care, education, employment assistance and job training, legal, mental health, substance abuse treatment, transportation, and services for special populations)
- **Homelessness Prevention and Rapid Re-Housing:** both components fund housing relocation and stabilization services (including rental application fees, security deposits, utility deposits or payments, last month's rent and housing search and placement activities). Funds may also be used for short- or medium-term rental assistance for those who are at-risk of becoming homeless or transitioning to stable housing.
- **HMIS:** funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible activities include (computer hardware/software/equipment, technical support, office space, salaries of operators, staff training costs, and participation fees).

EMERGENCY SOLUTIONS GRANT PROGRAM

October 1, 2013—December 31, 2014



US DEPARTMENT OF HOUSING & URBANA DEVELOPMENT (HUD)

ILLINOIS DEPARTMENT OF COMMERCE
& ECONOMIC OPPORTUNITY

CITY OF URBANA

Champaign County Continuum of Care monitors this grant. The City of Urbana, which is a member of the Continuum, is one of the founding agencies and administers these funds.

CRISIS NURSERY

COMMUNITY ELEMENTS, INC.

GREATER COMMUNITY AIDS PROJECT (GACP)

THE CENTER FOR WOMEN IN TRANSITION

THE SALVATION ARMY