

RESOLUTION NO. 9495-R20

A RESOLUTION APPROVING A LETTER OF UNDERSTANDING AMONG THE CITIES OF URBANA AND CHAMPAIGN AND THE HOUSING AUTHORITY OF CHAMPAIGN COUNTY

WHEREAS, the Housing Authority of Champaign County (hereinafter referred to as "HACC") operates low-income housing in the Cities of Champaign and Urbana, and provides vouchers for housing assistance to low-income families and individuals in the Cities of Champaign and Urbana; and

WHEREAS, the Cities of Champaign and Urbana provide municipal services, including police and fire services, to the low-income housing of the Housing Authority of Champaign County and to HACC-assisted housing; and

WHEREAS, the HACC and the Cities of Champaign and Urbana believe that it is in their best interest to improve cooperation among themselves.

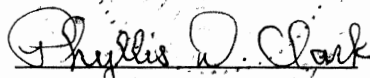
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. The attached Letter of Understanding between the Housing Authority of Champaign County and the Cities of Urbana and Champaign is hereby approved.

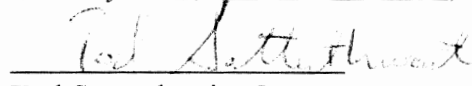
Section 2. That the Mayor of the City of Urbana is hereby authorized and directed to execute said Letter of Understanding.

Section 3. That the City Clerk is directed to send executed copies of this Resolution to Randy Davis, Chair, Housing Authority of Champaign County, 102-15 East University, Champaign, Illinois 61820; Dannel McCollum, Mayor, City of Champaign, 102 North Neil Street, Champaign, Illinois 61820; Tracy Nugent, Meyer, Capel, Hirschfeld, Muncy, Jahn & Aldeen, Post Office Box 6750, Champaign, Illinois 61824-6750; and Fred Stavins, City Attorney, City of Champaign, 102 North Neil Street, Champaign, Illinois 61820.

PASSED by the City Council this 3rd day of April, 1995.


Phyllis D. Clark, City Clerk

APPROVED by the Mayor this 12th day of April, 1995.


Tod Satterthwaite, Mayor

THIS RESOLUTION CONSISTS OF 1 PAGES.

Initials AK

LETTER OF UNDERSTANDING

The Housing Authority of Champaign County and the Cities of Champaign and Urbana agree that increased cooperation as set out in this Letter of Understanding will assist in better understanding of each other's programs and problems, and this understanding will aid each of the parties in providing better service to the residents of Champaign and Urbana.

Staff Housing Technical Committee. A Staff Housing Technical Committee consisting of one (1) employee from the Housing Authority and each City shall be formed and meet within two (2) weeks after a management firm providing management services is appointed and a Project Administrator is on-site. The Committee shall adopt rules of procedures, as it deems necessary.

The Staff Housing Technical Committee shall meet monthly to discuss:

(1) coordination of State and Federal grant proposals and grant program implementation; (2) building inspection standards and results of inspections of Section 8 housing and low-income housing; (3) information concerning security of Housing Authority projects and residents; (4) time lines for the reviews and approvals of each other's plans and grants, when required by Federal law; and (5) any other matter relating to the operation of the Housing Authority or the housing programs of the municipalities as it seems helpful to the committee to discuss.

A secretary, responsible for taking minutes of the meetings of the Technical Committee, shall be provided by each of the Cities on a rotating basis. The secretary shall in a timely way simultaneously provide minutes to the Chair of the Housing Authority, Mayors of the Cities and committee members.

Agency Assessment. Currently, the Housing Authority is requesting proposals for management services and for an assessment of the operations of the Housing Authority. The Housing Authority agrees that the Cities shall be fully involved in a review of those proposals,

both in initial evaluations of all proposals and in the interim process. The Housing Authority Board retains its full authority to select such firm as it deems best suited for the contract. The Housing Authority Board shall use its best efforts to find funding for the agency assessment portion of the contract. The assessment process will be structured so as to provide input by the Cities in areas to be assessed; methods of assessment; and the results shall be shared with the Cities.


Audit. The Housing Authority agrees that it will include in its Request for Proposals for its annual audit for FY 1994-95 a request for an in-depth assessment of current financial conditions and review of known and potential liabilities (due diligence audit), to be performed in addition to the annual audit. The RFP and responses shall be shared with the Cities and the Cities will be allowed input on the contract. The Housing Authority retains its full authority to select such firm as it deems best suited for the contract and the terms under which the audit will be performed. The Cities agree that they shall pay the full cost attributable to the due diligence audit. The Housing Authority will not give a notice to proceed with the due diligence audit until after the Cities have provided a letter agreeing to the specific amount they will reimburse to the Housing Authority for the due diligence audit and the Cities shall also confirm by that letter that such reimbursement shall be made promptly upon notice of payment by the Housing Authority. The final audit results will be promptly shared with the Cities and the Cities may make direct contact with the auditor to discuss the audit results. The audit contract shall be awarded within one hundred twenty (120) days after the end of the Housing Authority's 1994-95 Fiscal Year and shall be completed in a timely manner.

Information Sharing. The Housing Authority shall provide to each City correspondence to and from the United States Department of Housing and Urban Development (HUD) if such correspondence is furnished to the Housing Authority

Commissioners and if such correspondence would be subject to disclosure under the Illinois Freedom of Information Act. The correspondence shall be provided within fourteen (14) days after receipt by the Housing Authority Commissioners. The Cities shall provide to the Housing Authority correspondence to and from HUD if such correspondence is furnished to the City Council members and aldermen, and if such correspondence would be subject to disclosure under the Freedom of Information Act. The correspondence shall be provided within fourteen (14) days after receipt by Council members and aldermen.

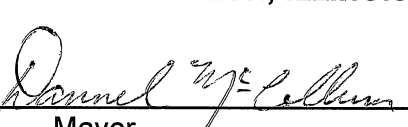
Effective Date. This Letter shall remain in effect until rescinded by resolution of any of the parties.

HOUSING AUTHORITY OF CHAMPAIGN COUNTY

By: 
Chair

Date: 5/2/95

CITY OF CHAMPAIGN, ILLINOIS

By: 
Mayor

Date: 5-2-95

CITY OF URBANA, ILLINOIS

By: 
Mayor

Date: 5/2/95