



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

### **m e m o r a n d u m**

**TO:** Bruce K. Walden, Chief Administrative Office

**FROM:** Elizabeth Tyler, AICP, City Planner/Director

**DATE:** July 5, 2006

**SUBJECT:** **Community Housing Development Organization Operating Agreements:**  
**Ecological Construction Laboratory**  
**Homestead Corporation of Champaign-Urbana**  
**Urban League of Champaign County Development Corporation**

**Community Housing Development Organization Annual Recertification:**  
**Homestead Corporation of Champaign-Urbana**  
**Urban League of Champaign County Development Corporation**

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### **Description**

On the agenda for the July 10, 2006 meeting of the Committee of the Whole are annual Community Housing Development Organization (CHDO) Operating Agreements with three CHDO's allocating HOME program funds for administration and operating costs associated with the operation and new development of affordable housing projects. The three agencies and their respective CHDO operating funding amounts are: Ecological Construction Laboratory (*e-co lab*), \$20,000; Homestead Corporation of Champaign-Urbana (Homestead), \$16,237; and Urban League of Champaign County Development Corporation (ULCCDC), \$16,237.

Resolutions for annual CHDO status recertification for Homestead and ULCCDC are also included on the agenda.

### **Issues**

The issue is whether the Committee of the Whole should forward the Agreements, Ordinances, and Resolutions to the Urbana City Council for approval.

### **Background**

The HOME Investment Partnerships Program (HOME Program) allows up to 5% of a grantee's funding to be used for the administration/operating costs of Community Housing Development Organizations (CHDOs). In FY2006-2007, the Urbana HOME Consortium was awarded \$1,049,488, of which \$52,474 can be used in this manner.

At their November 30, 2005 meeting, the Urbana City Council renewed CHDO eligibility status for ULCCDC through June 30, 2006. Similarly, Council approved the FY2005-2006 recertification for Homestead at their January 12, 2006 meeting. Staff has found that both ULCCDC and Homestead remain eligible, and has included the appropriate annual recertification resolutions.

At its June 19, 2006 meeting, the Urbana City Council approved the certification of *e-co lab* as a new CHDO.

The Urbana City Council approved the FY2006-2007 Annual Action Plan (AAP) on April 17, 2006. The AAP identifies activities to be funded under the HOME Program including funds to be used for eligible CHDO Operating activities. The plan allocates CHDO operating funds of \$20,000 for *e-co lab*, \$16,237 to Homestead and \$16,237 to ULCCDC.

## **Options**

1. Approve the Agreements, Ordinances and Resolutions as written.
2. Approve the Agreements, Ordinances and Resolutions with amendments.
3. Do not approve the Agreements, Ordinances and Resolutions.

## **Fiscal Impacts**

As the CHDO Operating Funds for these agencies have been included in the approved AAP and budget for Fiscal Year 2006-2007, there would be no fiscal impact to the City.

## **Recommendations**

At its June 27, 2006 meeting, the Community Development Commission voted unanimously to forward a favorable recommendation to City Council for these documents.

Staff also recommends that City Council approve these agreements, ordinances and resolutions.

## **Memorandum Prepared By:**

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Erin J. Bullok  
HOME Grants Coordinator  
Grants Management Division

## **Attachments:**

- (1) Urbana HOME Consortium Community Housing Development Organization Agreement – Ecological Construction Laboratory – CHDO Operating – FY2006-2007
- (2) An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Ecological Construction Laboratory – CHDO Operating – FY2006-2007)
- (3) Urbana HOME Consortium Community Housing Development Organization Agreement – Homestead Corporation of Champaign-Urbana – CHDO Operating – FY2006-2007
- (4) An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Homestead Corporation of Champaign-Urbana CHDO Operating – FY2006-2007)
- (5) A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY2006-2007 (Homestead Corporation of Champaign-Urbana)
- (6) Urbana HOME Consortium Community Housing Development Organization Agreement – Urban League of Champaign County Development Corporation – CHDO Operating – FY2006-2007
- (7) An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Urban League of Champaign County Development Corporation – CHDO Operating – FY2006-2007)
- (8) A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY2006-2007 (Urban League of Champaign County Development Corporation)

**URBANA HOME CONSORTIUM**  
**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT**  
**ECOLOGICAL CONSTRUCTION LABORATORY**

(CHDO Operating FY 2006-2007)

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 **Ecological Construction Laboratory**, a not-for-profit corporation incorporated under the laws of the State of Illinois (hereinafter “**e-co lab**”).

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 HOME Consortium will receive HOME Program funds from HUD for the period beginning July 1, 2006, and ending June 30, 2007, to increase affordable housing opportunities for low-income residents of Urbana, Champaign, and unincorporated Champaign County; and

WHEREAS, the Urbana City Council has adopted a Consolidated Plan for Program Years 2005-2009 (hereinafter the “Consolidated Plan”), and the Annual Action Plan for Program Year 2006 (hereinafter the “AAP”) which budgets \$1,049,488 in Urbana HOME Consortium funds for the period beginning July 1, 2006, and ending June 30, 2007, including \$113,016 set aside for use by Community Housing Development Organizations (hereinafter “CHDOs”) and \$52,474 for administrative costs incurred by Community Housing Development Organizations 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 Plan encourages 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

Agreement No. 0607-ECL01

WHEREAS, *e-co lab* has fulfilled all HOME Program requirements necessary to be certified as a CHDO; and

WHEREAS, *e-co lab* has been designated as an eligible recipient of CHDO funds for the Urbana HOME Consortium for FY2006-2007; and

WHEREAS, *e-co lab* has applied to the City for FY2006-2007 Urbana HOME Consortium funding for administration and operating costs related to its efforts to provide and expand affordable housing opportunities to low-and moderate-income households in the community (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 *e-co lab* 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 FY2006-2007 Urbana HOME Consortium funds to provide *e-co lab* with administrative and operating activities to complete the Operating Activities.
3. *Pledge of HOME and Match Funds* The City pledges to *e-co lab* \$20,000 in Urbana HOME Consortium funds for the Operating Activities.

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.

*e-co lab* 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 *e-co lab* 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 "**Ecological Construction Laboratory.**" All monies granted to *e-co lab* pursuant to this Agreement shall be expended by *e-co lab* by August 31, 2006.

4. **Eligible Uses of Funds.** **e-co lab** 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 e-co lab** 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. **e-co lab** 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** **e-co lab** represents the following with respect to this Agreement.
- A. **e-co lab** 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 **e-co lab** 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 **e-co lab** to act in connection with this Agreement and to provide such additional information as may be required.
- C. **e-co lab**, its successors and assigns, agrees to fulfill the Operating Activities in accordance with HOME Program regulations promulgated at 24 CFR Part 92.
- D. **e-co lab** acknowledges there is no match requirement for these HOME CHDO funds disbursed by the City in the amount of \$20,000.
- E. **e-co lab** 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. **e-co lab** 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. **e-co lab** shall separately and accurately identify use of HOME funds pursuant to this Agreement.
- F. **e-co lab** 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 **e-co lab** receives federal financial assistance.
- G. **e-co lab** 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. **e-co lab** 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 **e-co lab**, 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, **e-co lab** 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. **e-co lab** 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. **e-co lab** 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. **e-co lab** will ensure that all documents related to this Operating Activities shall be kept for a period of five years after project completion (September 2012). 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. **e-co lab** 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. **e-co lab** 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. **e-co lab** 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 **e-co lab**, 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 **e-co lab** 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. **e-co lab** shall have full control of the ways and means of performing the services referred to herein. **e-co lab** acknowledges and agrees that its employees, representatives, subcontractors, and agents may in no respect be considered employees of the City.
8. **Affirmative Marketing.** **e-co lab** 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 **e-co lab** must adhere to in order to carry out the affirmative marketing procedures and requirements
  - Procedures to be used by **e-co lab** 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 **e-co lab** to affirmatively market units and records to assess the results of these actions
  - A description of how the **e-co lab** 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** **e-co lab** acknowledges that no funds disbursed pursuant to this Agreement shall be used to finance lobbying activities. Furthermore, **e-co lab** acknowledges that no **e-co lab** 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** *e-co lab* 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:

<u>Expenses Incurred During:</u>	<u>Pay Request Submitted:</u>
July-September	by October 15 <sup>th</sup>
October-December	by January 15 <sup>th</sup>
January-March	by April 15 <sup>th</sup>
April-June	by June 21 <sup>st</sup>

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 *e-co lab* 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, *e-co lab* 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 *e-co lab* understands and abides by all applicable local state and federal regulations involved in the use of HOME funds, the City requires that *e-co lab* completes a minimum of four (4) approved workshops, conferences or training opportunities annually. The City may



**CITY OF URBANA**

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Laurel Lunt Prussing, Mayor

Date

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Phyllis D. Clark, City Clerk

Date

**ECOLOGICAL CONSTRUCTION LABORATORY**

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Printed Name

Signature

Date

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Printed Name

Signature

Date

*Exhibit 1: Ecological Construction Laboratory Operating Budget – FY 2006-2007*

*Exhibit 1*

**Ecological Construction Laboratory  
Operating Budget  
FY 2006-2007**

<b><u>EXPENSE</u></b>	<b><u>AMOUNT</u></b>	<b><u>HOME FUNDED</u></b>
<b>Personnel Services</b>		
Staff Salaries & Benefits	\$ 86,000	\$20,000
<b>Non-Personnel Expenses</b>		
Rent & Utilities	\$ 12,480	
Supplies & Equipment	\$ 2,000	
Travel, Training, Outreach, etc.	<u>\$ 3,000</u>	
<b>TOTAL EXPENSES</b>	<b>\$103,480</b>	<b>\$20,000</b>

**ORDINANCE NO. 2006-07-082**

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

**(Ecological Construction Laboratory – CHDO Operating FY 2006-2007)**

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 *Urbana HOME Consortium and the City of Urbana Consolidated Plan for Program Years 2005-2009*.

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

Section 1. That an Agreement providing \$20,000 in HOME funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and Ecological Construction Laboratory, in 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:

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Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Laurel Lunt Prussing, Mayor