

ORDINANCE NO. 2008-07-071

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

*(Urban League of Champaign County Development Corporation -  
Lease Purchase Program FY 2008-2009)*

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 \$60,000 in HOME Program funds, for assistance with the purchase of four (4) single family homes and related code improvements for the Urban League of Champaign County Development Corporation's Lease Purchase Program FY 2008-2009, between the City of Urbana and Urban League of Champaign County Development Corporation, 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**  
**DEVELOPER AGREEMENT**

**(Urban League of Champaign County Development Corporation – Lease  
Purchase Program FY 2008-2009)**

THIS Lease/Purchase Program Agreement, hereafter referred to as the “**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 “**GRANTOR**”), and URBAN LEAGUE OF CHAMPAIGN COUNTY DEVELOPMENT CORPORATION, an Illinois Not-For-Profit Organization (hereinafter “**DEVELOPER**”).

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, CFDA 14.239, has received HOME Program funds from HUD for the period beginning **July 1, 2008**, and ending **June 30, 2009**, 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”) which budgets **\$1,010,254** in Urbana HOME Consortium funds for the period beginning **July 1, 2008**, and ending **June 30, 2009**, including the required set aside for use by Community Housing Development Organizations (hereinafter “CHDOs”) in accordance with an Intergovernmental Agreement Concerning Administration of a HOME Investment Partnership known as the Urbana HOME Consortium, executed by Mayor Tod Satterthwaite on behalf of the City on July 16, 2003 (hereinafter the “Intergovernmental Agreement”); and

WHEREAS, DEVELOPER has applied to the GRANTOR for **FY 2008-2009** Urbana HOME Consortium funding to provide down payment assistance to families participating in DEVELOPER’S Lease/Purchase Program, for sale to low-income households (hereinafter the “PROGRAM”); and

WHEREAS, the Consolidated Plan promotes expansion of homeownership opportunities and recommends that the Urbana HOME Consortium expand homeownership opportunities for low-income households; and

WHEREAS, DEVELOPER has fulfilled all HOME Program requirements necessary to be

certified as a CHDO; and

WHEREAS, DEVELOPER desires to serve as a project developer of the PROGRAM within the Cities of Champaign and Urbana and the unincorporated area of Champaign County; and

WHEREAS, the GRANTOR has determined that the PROGRAM is eligible for funding under the HOME Program; and

WHEREAS, the GRANTOR has determined that the DEVELOPER has the ability to provide the required private matching funding to cover the cost of the PROGRAM; and

WHEREAS, the DEVELOPER has been fully informed regarding all requirements or obligations that must be met by DEVELOPER in order to utilize HOME Program funds for the PROGRAM, including but not limited to, the requirement that the title to HOME-assisted dwelling unit(s) under the PROGRAM must be transferred within thirty-six (36) months and said units must remain affordable to low-income households in accordance with 24 CFR Part 92, Sections 203, 251-253, and

WHEREAS, the DEVELOPER, having been fully informed regarding the requirements of the HOME Program, is committed to starting the PROGRAM with the assistance of HOME Program funds on or before **May 31, 2009** and has made necessary arrangements to provide any required matching private contribution towards the cost of said PROGRAM.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

## **ARTICLE I: HOME REQUIREMENTS**

### **Section 1: Use of HOME Funds**

The GRANTOR agrees to provide the DEVELOPER an amount not to exceed **\$60,000** from its Federal Fiscal Year **FY 2008-2009** HOME Community Housing Development Organization (CHDO) set-aside to be used for providing down payment assistance to low- to moderate-income households for the acquisition of lease-purchase homes. The DEVELOPER shall use the Funds in accordance with the HOME program guidelines outlined in 24 CFR Part 92 in carrying out the PROGRAM in the manner as described below:

- (a) The DEVELOPER shall comply with the PROGRAM procedures and schedule, as described in "Attachment 2" attached hereto and by reference made a part hereof.
- (b) The DEVELOPER shall provide the GRANTOR with the budget and financial projection for each home from the initial purchase of the property to the point of transfer to the homebuyer as provided in "Attachment 3" or in a similar document format as approved by the GRANTOR.
- (c) The DEVELOPER shall own or purchase the real property for the PROGRAM in the following locations: **four (4)** units in the City of Champaign, City of Urbana, with the option that the properties be located in the unincorporated area of Champaign County as well.
- (d) The DEVELOPER shall complete the Lease-Purchase program in accordance with the homebuyer contract provisions as described in "Attachment 4" attached hereto and by reference

made a part hereof.

- (e) The DEVELOPER shall incorporate the sample documents for the PROGRAM as described in “Attachment 5” attached hereto and by reference made a part hereof.

## **Section 2: Affordability**

The DEVELOPER shall comply with all income determinations and affordability requirements of the HOME Program as set forth in HUD Regulations 24 CFR 92.203 or 92.254, as applicable. The DEVELOPER shall determine each family’s income eligibility by determining the family’s annual income in accordance with the Part 5 (Section 8) methodology allowed in 24 CFR 92.203. The DEVELOPER is not required to re-examine the family’s income at the time the HOME assistance is provided, unless more than six (6) months has elapsed since the DEVELOPER determined that the family qualified as income eligible.

The maximum purchase price shall not exceed **\$190,152**, which is 95% of the current median purchase price for the metropolitan area as defined by the Single Family Mortgage Limits under Section 203(b) of the National Housing Act. The project shall be single-family housing, which includes one (1) to four (4) family residence or condominium unit.

The HOME-assisted housing must be acquired by the homebuyer under the PROGRAM within thirty-six (36) months from date of initial occupancy and remain the principal residence of the family during the **five (5)** year affordability period. The affordability period commences upon project completion. For purposes of this AGREEMENT, project completion means that all necessary title transfer requirements to the DEVELOPER have been performed; construction has been completed; the project complies with the requirements of 24 CFR Part 92 (including the property standards under 24 CFR 92.251); the final drawdown has been disbursed for the project; the DEVELOPER has submitted all necessary demographic and financial information to the GRANTEE in the form of the Activity Completion Report provided in “Attachment 7”; and the project completion information has been entered in the disbursement and information system established by HUD.

The affordability requirements as listed in Section 24 CFR 92.254(a)(4) apply without regard to the term of any loan or mortgage or the transfer of ownership. The affordability requirements shall be imposed by deed restrictions, covenants running with the land or other mechanism approved by HUD, except that the affordability restrictions may terminate upon foreclosure or transfer in lieu of foreclosure. Said restrictions shall include that The GRANTOR may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure or deed in lieu of foreclosure to preserve affordability.

### Affordability Period

For the **five (5)** years following project completion (hereinafter referred to “the Affordability Period”), the following restrictions shall apply. The DEVELOPER agrees to assist the GRANTOR in restricting the use of the property by recording a Mortgage and Note (hereinafter the “DOCUMENTS”) in form and with the same content as that executed under even date herewith. DOCUMENTS shall be identical in substantial form as the forms in “Attachment 5” attached hereto and by reference made a part hereof.

In the event the housing does not continue to be the principal residence of the family for the duration of the Period of Affordability, the GRANTOR shall recapture a portion of the HOME Program assistance provided to the homebuyers in accordance with the terms and conditions provided in the loan agreement and note. The HOME Program funds provided under this AGREEMENT will be recaptured in accordance with 24 CFR 92.254(a)(5)(ii) and shall be repaid to the GRANTOR, recorded as CONSORTIUM program income in accordance with 24 CFR 92.503, and used in accordance with the requirements of the HOME Program.

Should the DEVELOPER fail to sell and transfer ownership of property assisted with HOME funds within thirty-six (36) months, the DEVELOPER shall maintain the HOME-assisted unit as affordable rental housing in accordance with 24 CFR 92.252 of the HOME Program regulations.

### **Section 3: HOME Project Requirements**

#### Project Requirements:

The GRANTOR shall provide HOME funds not to exceed **\$60,000**, as provided in Section 1 of this AGREEMENT, in accordance with 24 CFR 92.205(b) for eligible costs as described in 24 CFR 92.206 and 92.207. HOME Program funds will be disbursed on behalf of the DEVELOPER under the following terms and conditions;

HOME funds are provided as a **Deferred Payment Loan** at 0% interest.

The GRANTOR and DEVELOPER agree that the DOCUMENTS will be executed between the GRANTOR and the HOMEBUYER at the initial purchase closing for any housing unit receiving funds under the PROGRAM pursuant to this AGREEMENT. The DOCUMENTS shall include language to ensure that the affordability period will be honored through the duration of this AGREEMENT and include provision for recapture of the HOME Program funds invested in the housing unit. GRANTOR staff will prepare these DOCUMENTS and the GRANTOR will pay recording fees for the DOCUMENTS.

This period of affordability shall commence the date that all necessary project information is provided to HUD via HUD's Integrated Disbursement and Information System (IDIS). GRANTOR agrees to enter all information provided into IDIS within 30 days of receipt. Should the PROJECT be modified after initial commencement date of the affordability period, a new affordability period may be re-structured.

The terms of the recapture provision will be such that they reflect the HUD provisions in the HOME Final Rule 24 CFR 92.254. Details of a recapture provision will be provided in the DOCUMENTS. Failure to ensure that the DOCUMENTS are executed at the initial purchase closing will result in withholding HOME Program funds until said item is addressed. DEVELOPER also agrees to reference these required DOCUMENTS in each of their PROGRAM Agreements with the Homebuyers.

#### List of Documents

The following documents are made a part hereof by reference:

- Attachment 1 - Notice (the State of Illinois Prevailing Wage Act)**
- Attachment 2- Procedures and Schedule of Program**
- Attachment 3- Sample Budget/ Financial Projections per Property**

- Attachment 4- Sample Program Documents between DEVELOPER & Homebuyer**
  - a) Lease-Purchase Contract**
  - b) Credit Counseling Tracking Form**
- Attachment 5- Sample Documents between GRANTOR and Homebuyer: Mortgage and Note**
- Attachment 6- Sample Quarterly Report Required by the Urbana HOME Consortium**
- Attachment 7- Sample Activity Completion Report**
- Attachment 8- Sample MBE/WBE Report (HUD Form 2516)**
- Attachment 9- Sample Standard Form –LLL, Disclosure Form to Report Lobbying**

#### **Section 4: Property Standards**

The DEVELOPER agrees that all housing purchased with HOME Funds shall meet the applicable property standards and codes for the Consortium member municipality in which the property is located, as well as all applicable State and local construction codes, rehabilitation standards, and zoning ordinances at the time of project completion.

DEVELOPER will provide homebuyers with a “walk-through” of the house and explain all maintenance concerns that are necessary to ensure the house remains in good repair and provide a bound document that includes information on all aspects of the home, including but not limited to architectural drawings, home warranty, appliance warranty, etc.

#### **Section 5: Other Program Requirements**

##### **A. Affirmative Marketing of Vacant Units**

DEVELOPER must adopt an affirmative marketing policy and procedure acceptable to HUD for homebuyers of newly renovated/constructed houses 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:

1. Methods for informing the public, owners, and potential tenants about Federal fair housing laws and the CONSORTIUM’s affirmative marketing policy
2. Requirements and practices DEVELOPER must adhere to in order to carry out the affirmative marketing procedures and requirements
3. Procedures to be used by DEVELOPER to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach
4. Records that will be kept describing actions taken by DEVELOPER to affirmatively market

units and records to assess the results of these actions

5. A description of how the DEVELOPER will annually assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.

**B. Non-discrimination and Equal Opportunity**

DEVELOPER agrees that there shall be no discrimination against any person who is employed in carrying out the PROGRAM, or against any applicant for such employment, because of race, color, religion, sex, age, or national origin, or any other discrimination prohibited by Federal, State, County or local laws, 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. DEVELOPER further agrees to the following.

1. It shall be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the GRANTOR and HUD.
2. It shall furnish the GRANTOR and HUD with information as they may require for the supervision of such compliance and will otherwise assist the GRANTOR and HUD in the discharge of primary responsibility for securing compliance.
3. 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 GRANTOR, or HUD.
4. It shall abide by the Human Rights Ordinance as set forth in Chapter 12 of the Urbana Code of Ordinances.

**C. Displacement, Relocation and Acquisition**

If applicable, DEVELOPER agrees to assist the GRANTOR to provide relocation assistance to persons temporarily relocated or permanently displaced at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C.4201 to 4655) and 49 CFR, Part 24 and Section 104(d) of the Housing and Community Development Act, as applicable.

**D. Labor and Contracting Requirements**

PROJECT DEVELOPER and its contractors and subcontractors shall comply with the Davis-Bacon Act (40 U.S.C. 276a-276a-5) with regard to all its requirements including wage rates paid pursuant to or as a result of this AGREEMENT. Any contracts executed as a result of this AGREEMENT may also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332).

**E. Disbarment & Suspension**

The DEVELOPER certifies that it is not debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The



DEVELOPER shall establish procedures to ensure they do not make any award to grantees and subgrantees (including contractors) at any tier in violation of the nonprocurement debarment and suspension common. The DEVELOPER 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”). The DEVELOPER may request assistance from the GRANTOR to access the List and document results.

F. Conflict of Interest

The DEVELOPER guarantees that no member of, or Delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit to arise from the same. The DEVELOPER agrees that no members of the governing body of the locality in which the DEVELOPER is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the AGREEMENT during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the services performed under this AGREEMENT. Unless expressly permitted by U.S. Department and Housing and Urban Development (“HUD”), DEVELOPER agrees that no person who is an employee, agent, consultant, officer, or elected or appointed official of the DEVELOPER and who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds, or who is in a position to participate in a decision making process to gain inside information with regard to such HOME-assisted activities, may obtain a financial interest or benefit from the HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter. Unless expressly permitted by the GRANTOR, no DEVELOPER, or officer, employee, agent or consultant of the DEVELOPER, may occupy a HOME-assisted affordable housing unit in a project.

G. Air and Water

The DEVELOPER agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder; Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

## **Section 6: Records and Reports**

A. Records

DEVELOPER authorizes the GRANTOR 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 and applicable HUD regulations. DEVELOPER will ensure that all documents related to this Project shall be kept for a period of five (5) years after project's affordability period has been completed (**estimated at July 2021**). 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. DEVELOPER shall maintain such records and accounts, including program records, project records; financial records; program administration records; equal opportunity and fair housing records; affirmative marketing and MBE/WBE records; records demonstrating compliance with the income determination and requirements of 24 CFR 92.203; record keeping requirements of 24 CFR 92.508; records demonstrating compliance with the labor requirements of 24 CFR 92.354; records demonstrating compliance with the lead-based paint requirements of 24 CFR 92.355; records supporting exceptions to the conflict of interest prohibition pursuant to 24 CFR 92.356; debarment and suspension certifications required by 24 CFR parts 24 and 91; and any other records as are deemed necessary by the GRANTOR to assure a proper accounting and monitoring of all HOME Funds. In the event the GRANTOR determines that such records are not being adequately maintained by DEVELOPER, the GRANTOR may cancel this AGREEMENT in accordance with Article I Section 7 and Article II herein.

With respect to all matters covered by this AGREEMENT, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the GRANTOR, HUD, representatives of the Comptroller General of the United States or other Federal agency may require. DEVELOPER will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this AGREEMENT. The GRANTOR's right of inspection and audit shall obtain likewise with reference to any audits made by any other agency, whether local, State or Federal.

The DEVELOPER shall retain all records and supporting documentation applicable to this AGREEMENT for the most recent five (5) year period, except as provided below:

- (a) For homeownership housing projects, records shall be retained for five (5) years after the project completion date, except for documents imposing recapture provisions, which must be retained for five (5) years after the affordability period terminates.
- (b) Written agreements must be retained for five (5) years after the AGREEMENT terminates.
- (c) If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.

#### **B. Reports**

DEVELOPER agrees to submit to the GRANTOR the reports as described in this section. DEVELOPER will ensure that all documents related to these reports shall be kept for a period of five (5) years after project's affordability period has been completed (estimated at December 2021). Records to be retained include, but are not limited to timesheets; receipts and invoices for

materials, supplies, and services; documentation used to request re-imbursement of expenses, and documentation of household income eligibility.

**MBE/WBE Report:** The DEVELOPER must submit the completed MBE/WBE Report, HUD-2516, as provided in “Attachment 8” no more than ten (10) days after the end of the reporting period. The following table lists the end of the reporting period and the corresponding report due date:

| Period                 | Report Due Date |
|------------------------|-----------------|
| April 1 – September 30 | October 10      |
| October 1 – March 31   | April 10        |

**Quarterly Report:** The Developer must submit quarterly reports no more than ten (10) days after the end of each quarter. The following table lists the end of the quarter and the corresponding quarterly report due date:

| Quarter         | Period                  | Quarterly Report Due Date |
|-----------------|-------------------------|---------------------------|
| 1 <sup>st</sup> | July 1 – September 30   | October 10                |
| 2 <sup>nd</sup> | October 1 – December 31 | January 10                |
| 3 <sup>rd</sup> | January 1 – March 31    | April 10                  |
| 4 <sup>th</sup> | April 1 – June 30       | July 10                   |

The quarterly reports shall be submitted by the DEVELOPER quarterly until the final house has transferred from the DEVELOPER to the homebuyer. A sample is attached as “Attachment 6”.

**Activity Completion Report:** The DEVELOPER must submit the completed Activity Completion Report, as provided in “Attachment 7,” no more than ten (10) days following the DEVELOPER securing title to a property for use in this PROGRAM.

## Section 7: Enforcing of Agreement

A default shall consist of any use of HOME Program funds for a purpose other than as authorized by this AGREEMENT, noncompliance with the HOME Program guidelines as outlined in 24 CFR Part 92, any material breach of the AGREEMENT, failure to timely comply with the audit requirements in Article XIII, failure to expend HOME Program funds in a timely manner, or a misrepresentation in the application submission which, if known by GRANTOR and/or HUD, would have resulted in HOME Program funds not being provided. Upon due notice to the DEVELOPER of the occurrence of any such default and the provision of a reasonable opportunity to respond, the GRANTOR may take one or more of the following actions:

- (a) Direct the DEVELOPER to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities;

- (b) Direct the DEVELOPER to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions;
- (c) Cancel or revise activities likely to be affected by the performance deficiency, before expending HOME Program funds for the activities;
- (d) Reprogram HOME funds that have not yet been expended from affected activities to other eligible activities or withhold HOME Program funds;
- (e) Direct the DEVELOPER to reimburse the GRANTOR's program accounts in any amount not used in accordance with the requirements of 24 CFR Part 92, et al;
- (f) Suspend disbursement of HOME Program funds for affected activities;
- (g) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the AGREEMENT and any other available remedies.

For purposes of this AGREEMENT, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by DEVELOPER of the GRANTOR's written notice of default. No delay or omission by GRANTOR and/or HUD in exercising any right or remedy available to it under the AGREEMENT shall impair any such right or remedy or constitute a waiver or acquiescence in any DEVELOPER default.

Unless the DEVELOPER's default is waived, the GRANTOR may, upon twenty-four (24) hour written notice, terminate this AGREEMENT for said default. Waiver by the GRANTOR of DEVELOPER's default under this AGREEMENT shall not be deemed to be a waiver of any other default nor shall it be termination notice.

Notices required herein, shall be considered received by the DEVELOPER and the GRANTOR if delivered in person, or when deposited in the U.S. Mail, postage prepaid certified mail, return receipt requested and addressed to the Developer at the address indicated in Article V of this AGREEMENT.

### **Section 8: Request for Disbursement of Funds**

DEVELOPER shall not request disbursement of HOME Program funds until HOME Program funds are needed to pay eligible costs related to the PROGRAM. The amount of any request for funds shall not exceed the amount needed and shall be supported by appropriate documentation such as a sales contract, invoice, completed property maintenance inspection report, and performance-progress reports, and settlement statements from HOMEBUYER mortgage closings. The GRANTOR shall make payment to DEVELOPER within fourteen (14) calendar days of receipt of a complete and acceptable request by the GRANTOR. The GRANTOR reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All checks shall be made payable to "Urban League of Champaign County Development Corporation." All monies granted to DEVELOPER pursuant to this AGREEMENT shall be expended by **June 30, 2013**.

Further, no payments shall be released to DEVELOPER prior to the GRANTOR receiving environmental clearance from the Illinois Historic Preservation Agency stating no historical significance has been identified at the properties being acquired with HOME Program funds and a flood plain map

has been reviewed to prove the property is not located within a floodplain. GRANTOR will be responsible for obtaining the necessary environmental clearance documentation.

### **Section 9: Duration of Agreement**

This AGREEMENT shall be effective as of the date executed by the Mayor and shall remain in effect until the latest of the following dates or events: **June 30, 2010**; the GRANTOR's complete and full disbursement of HOME Program funds to DEVELOPER as described in "Attachment 3"; or all property titles have transferred to subsequent homeowners for use as affordable housing in accordance with 24 CFR Part 92.

### **Section 10: Conditions for Religious Organizations**

The DEVELOPER ensures that HOME Program funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, HOME Program funds shall not be used to rehabilitate or construct housing owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing. However, HOME Program funds may be used by a secular entity to acquire housing from a primarily religious organization, and a primarily religious entity may transfer title to its property to a wholly secular entity and the entity may participate in the HOME Program in accordance with the requirements of this 24 CFR Part 92.257. The entity may be an existing or newly established entity, which may be an entity established by the religious organization. The completed housing project must be used exclusively by the owner entity for secular purposes, available to all persons regardless of religion. In particular, there must be no religious or membership criteria for tenants of the property.

### **Section 11: Community Housing Development Organization (CHDO Provisions)**

CHDO has been re-certified by the CONSORTIUM and has been found to be in compliance with the composition of a CHDO under the HOME Requirements. The CHDO agrees to maintain their CHDO status during the period of this funding cycle.

If the CHDO generates income, it must be documented and returned to the CONSORTIUM as collected.

## **ARTICLE II: FINANCIAL RESPONSIBILITY**

The allocation of funds by the GRANTOR pursuant to this AGREEMENT shall in no way obligate the GRANTOR for any financial responsibility incurred by the PROGRAM in excess of the funding pledged herein. The GRANTOR reserves the right to withhold pledged funds if the GRANTOR is not satisfied with the DEVELOPER's compliance with the terms and conditions of performance outlined in this AGREEMENT.

## **ARTICLE III: CERTIFICATIONS**

DEVELOPER represents the following with respect to this AGREEMENT.

- A. DEVELOPER possesses legal authority to receive HOME Program funds from the GRANTOR and to execute the PROGRAM as described herein.
- B. The governing body of DEVELOPER 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 DEVELOPER to act in connection with this AGREEMENT and to provide such additional information as may be required.
- C. DEVELOPER, its successors and assigns, agrees to develop and operate the PROJECT in accordance with HOME Program regulations promulgated at 24 CFR Part 92 and with applicable building codes.
- D. DEVELOPER, its successors and assigns, agrees to comply with Section 3 of the Fair Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u), hereinafter referred to as "Section 3", which provides that, to the greatest extent feasible, opportunities for training and employment that arise through the PROGRAM shall be given to low-income residents of the Cities of Champaign, Urbana or Unincorporated Champaign County and that contracts in connection with the PROGRAM be awarded to business concerns located in or owned in substantial part by persons residing in the Cities of Champaign, Urbana or Unincorporated Champaign County. DEVELOPER agrees to comply with provisions of said Section 3 and the regulations as issued pursuant thereto by the Secretary of HUD set forth in 24 CFR Part 135, and all applicable rules and orders of HUD issued there under. DEVELOPER certifies and agrees that it is under no contractual or other disability that would prevent DEVELOPER from complying with these requirements. DEVELOPER's responsibility to comply with Section 3 regulations includes the following:
1. Including in each subcontract in excess of \$100,000 a requirement that the subcontractor comply with Section 3.
  2. Sending each labor organization or representative of workers with which DEVELOPER has a collective bargaining agreement or other understanding a notice of the DEVELOPER commitment under Section 3.
  3. Posting copies of the notice in conspicuous places at work sites where both employees and applicants for employment positions can see the notice.
  4. Refrain from allowing a subcontractor to postpone filling any vacant employment and training positions after the subcontractor is selected but before the contract with the subcontractor is executed for the purpose of circumventing obligations under Section 3.
  5. Refraining from entering into any contract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of Section 3 regulations.
  6. Directing efforts to award covered contracts to Section 3 business concerns in order of priority.
  7. Directing efforts to employ and train Section 3 residents in the order of priority.

8. Documenting actions taken to comply with Section 3 requirements.
  9. Submitting required Section 3 reports.
- E. DEVELOPER agrees to give maximum feasible priority to very low-income persons when administering the PROGRAM described herein.
  - F. DEVELOPER acknowledges it shall match HOME Program funds disbursed by the GRANTOR and pursuant to this AGREEMENT in the amount of **\$15,000** in non-federal funds as defined in 24 CFR Part 92.220.
  - G. DEVELOPER 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 PROGRAM. DEVELOPER 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. DEVELOPER shall separately and accurately identify use of HOME funds pursuant to this AGREEMENT.
  - H. DEVELOPER 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 DEVELOPER receives federal financial assistance.
  - I. DEVELOPER shall comply with Executive Order 11246, and all regulations issued pursuant thereto, 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.
  - J. DEVELOPER 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.
  - K. No Federal appropriated funds have been paid or will be paid, by or on behalf of DEVELOPER, to any person for influencing or attempting to influence an officer or employee of any agency including the GRANTOR, 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 GRANTOR, 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, DEVELOPER will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," as provided in "Attachment 9," in accordance with its instructions.

- L. DEVELOPER 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 PROGRAM.
- M. DEVELOPER 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. DEVELOPER shall be liable to perform all acts to the GRANTOR in the same manner as the GRANTOR performs these functions to the Federal government.
- N. DEVELOPER 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 law suit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, subcontractors, or agents of DEVELOPER, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this PROGRAM, whether such loss, damage, injury, or liability is contributed to by the negligence of the GRANTOR 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 DEVELOPER shall have no liability for damages or the costs incident thereto caused by the sole negligence of the GRANTOR, or its officers, employees, or agents.
- O. DEVELOPER shall have full control of the ways and means of performing the services referred to herein. DEVELOPER acknowledges and agrees that its employees, representatives, subcontractors, and agents may in no respect be considered employees of the GRANTOR.
- P. DEVELOPER agrees that, to the greatest extent feasible, all construction-related expenditures made for the PROGRAM shall be made to City of Champaign, Urbana and Unincorporated Champaign County firms or individuals.

#### **ARTICLE IV: PROHIBITION AGAINST LOBBYING**

PROJECT SPONSOR acknowledges that no funds disbursed pursuant to this Agreement shall be used to finance lobbying activities. Furthermore, PROJECT SPONSOR acknowledges that no PROJECT SPONSOR 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.

- A. 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

- B. Sponsorship of candidate forums
- C. Sponsorship of voter registration drives
- D. Provision of transportation to polling places
- E. Contributing financially to elected or appointed public officials in an attempt to influence legislation
- F. Hiring an individual or individuals to represent an organization and/or its position before elected or appointed public officials.

#### **ARTICLE V: NOTICES**

Notices and communications under this AGREEMENT shall be sent first class, prepaid to the respective parties as follows.

TO THE GRANTOR:            John A. Schneider, Manager  
   Grants Management Division  
   400 South Vine Street  
   Urbana, Illinois 61801

TO THE DEVELOPER:        Jean Algee, President  
   Urban League of Champaign County Development Corp.  
   314 South Neil Street  
   Champaign, IL 61820

#### **ARTICLE VI: CONTINGENCIES**

This AGREEMENT, including the provision of funds by the GRANTOR for the PROJECT as described herein, is contingent upon the DEVELOPER remaining qualified to receive HOME funds as a CHDO in the Urbana HOME Consortium.

#### **ARTICLE VII: ASSIGNMENT**

DEVELOPER shall not assign this AGREEMENT, nor any part thereof, without prior written approval

of the GRANTOR.

### **ARTICLE VIII: MODIFICATION**

No modification of this AGREEMENT, including modification of the PROGRAM budget in “Attachment 3”, shall be effective unless in writing and executed by the parties hereto.

### **ARTICLE IX: EXECUTION OF AGREEMENT**

This AGREEMENT shall be binding upon the GRANTOR and DEVELOPER, their successors and assigns, and shall be effective as of the date executed by the Mayor of Urbana.

### **ARTICLE X: PROJECT PUBLICITY**

Any news release or other type of publicity pertaining to the work performed pursuant to this AGREEMENT must recognize GRANTOR as a DEVELOPER, funded by HUD.

### **ARTICLE XI: MONITORING AND EVALUATING**

The GRANTOR shall be responsible for monitoring and/or evaluating all aspects of the services provided by DEVELOPER under this AGREEMENT. The GRANTOR shall have access to and be able to make copies and transcriptions of such records as may be necessary in the determination of the GRANTOR or HUD to accomplish this monitoring and/or evaluation. In order to properly monitor or evaluate the DEVELOPER’S performance under this AGREEMENT, the GRANTOR shall make on-site inspections annually or as often as it deems necessary. Failure by the DEVELOPER to assist the GRANTOR in this effort, including allowing the GRANTOR to conduct the on-site inspections and have access to the DEVELOPER’S records, shall result in the imposition of sanctions as specified in Article I Section 7 herein.

Said evaluation may be accomplished by the GRANTOR through a management evaluation of the services provided under this AGREEMENT during the term of this AGREEMENT.

During the period of affordability, the GRANTOR shall perform on-site inspections to ensure units are the principal residence of the homebuyers and they are maintained to minimum property standards as determined by the code requirements as adopted by the local jurisdiction the Project is located in.

### **ARTICLE XII: INDEMNIFICATION**

DEVELOPER shall to the fullest extent allowed by law defend, hold harmless and indemnify the GRANTOR from and against any and all liability, injury, loss, claims, damages, costs, attorneys' fees and expenses of whatever kind or nature which the GRANTOR may sustain, suffer or incur or be required to pay by reason of:

- A. The loss of any monies paid to DEVELOPER;
- B. Fraud, defalcation or dishonesty on the part of any person representing, employed by, contracted or subcontracted by DEVELOPER;
- C. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence or default on the part of DEVELOPER or any of its contractors, subcontractors, sub-subcontractors, materialmen, suppliers and laborers in the execution or performance of this AGREEMENT; or

The indemnity hereunder shall survive termination of the AGREEMENT. In the event that any action, suit or proceeding is brought against the GRANTOR upon any liability arising out of the AGREEMENT, or any other matter indemnified against, the GRANTOR at once shall give notice in writing thereof to DEVELOPER by registered or certified mail addressed to DEVELOPER. Upon receipt of such notice, DEVELOPER, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the GRANTOR.

**GRANTOR:**

**DEVELOPER:**

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Attest

**Attachment 1  
Notice**

The Illinois State Prevailing Wage Act (820 ILCS 130/0.01 et seq.) provides in part as follows: "Not less than the general prevailing rate of hourly wages for work of a similar character on public works in the locality in which the work is performed, and not less than the general prevailing rate of hourly wages for a legal, holiday and overtime work, shall be paid to all laborers, workers and mechanics employed by or on behalf of any public body engaged in the construction of public works." (820 ILCS 130/3, quoted in part).

The Act defines a public body as follows: "'Public body' means the state or any officer, board or commissioner of the state or any political subdivision or department thereof, or any institution supported in whole or part by public funds, authorized by law to construct public works . . ." (820 ILCS 130/2, quoted in part).

The Department of Labor has recently applied this provision to a not-for-profit corporation, indicating that it was the opinion of the Department that the not-for-profit, because of its State funding, was considered a public body for the purposes of the Prevailing Wage Act. You are encouraged to contact the Department of Labor for its guidance with respect to whether or not it considers your organization a "public body" under the Act for the purposes of the Prevailing Wage Act. If the Prevailing Wage Act applies, you are required to compensate all workers on the project, including volunteers, for work done on the project.

Since, by the terms of this agreement you are required to follow all local, State and Federal laws, if the State Prevailing Wage Act is applicable to your organization, then you are required to comply with the Act by the terms of this contract."

**DEVELOPER:           Urban League of Champaign County Development Corp.  
                              314 South Neil Street, Champaign, Illinois 61820**

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 2  
Procedures and Schedule of PROGRAM**

| <b>Lease Purchase- Project Schedule</b>  | <b>Exhibit A</b> |
|--|------------------|
| <p>Customer signs lease-purchase application with UL</p> <p>Customer is income-qualified (VOE) by City</p> <p>Customer is referred to bank</p> <p>Customer is pre-qualified for a mortgage amount and referred back to UL</p> <p>Customer begins credit counseling/ lease purchase program</p>   |                  |
| <p>Customer searches for home to purchase</p> <p>UL makes offer to purchase</p> <p>City performs inspection and environmental requirements</p> <p>UL/Customer sign Lease-Purchase contract on property</p> <p>UL requests down payment from City with documentation (pay request, sales contract, copy of Lease-Purchase contract)</p> <p>City sends land use, mortgage, and note to UL to be signed at closing with Customer</p> <p>UL closes on initial purchase mortgage</p> <p>UL sends closing package to City (settlement sheet showing HOME funds, original land use, mortgage, and note signed by Customer)</p> <p>UL sends quarterly reports on all properties that are still under UL ownership (i.e.... have not transferred)</p> <p>UL notifies City when property is ready to transfer</p> <p>City records original land use, mortgage, and note immediately following UL/customer transaction</p> <p>UL is released from liability</p> |                  |

**Attachment 3**  
**Sample Budget/ Financial Projections per Property**  
 (Excel document)

| Lease-Purchase Customer | Property | Case #  | Initial Purchase Price | Transfer Sales Price | P & I | Taxes | Insurance | Admin Fee | Maint. Fee | Savings Acct. | Total Monthly Pay Without Savings |
|-------------------------|----------|---------|------------------------|----------------------|-------|-------|-----------|-----------|------------|---------------|-----------------------------------|
|                         |          | LP08-01 |                        |                      |       |       |           |           |            |               | \$ -                              |
|                         |          | LP08-02 |                        |                      |       |       |           |           |            |               | \$ -                              |
|                         |          | LP08-03 |                        |                      |       |       |           |           |            |               | \$ -                              |
|                         |          | LP08-04 |                        |                      |       |       |           |           |            |               | \$ -                              |
|                         |          |         |                        |                      |       |       |           |           |            |               | \$ -                              |
| Monthly                 |          |         |                        |                      | \$ -  | \$ -  | \$ -      | \$ -      | \$ -       |               | \$ -                              |

**Attachment 4a**  
**Urban League Lease-Purchase Program**

**REAL ESTATE INSTALLMENT CONTRACT**  
**FOR LEASE-PURCHASE PROGRAM**

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THIS CONTRACT, made and entered into by and between the Urban League of Champaign County Development Corporation, An Illinois Not-For -Profit Corporation, referred to as "Seller", and \_\_\_\_\_ Referred to as "Buyer"

WITNESSETH:

- 1. Sale.** Seller agrees to sell and Buyer agrees to buy, upon the terms and conditions contained in this Contract, the following described real estate located in the City of Champaign, County of Champaign, State of Illinois:

Legal Description: *<Insert Legal Description here>*

Which is commonly referred to as *<Address of property>* , *<City>* , Illinois 618\_\_ and improved with a residence. Title will be conveyed through a Corporate Special Warranty Deed, subject to (I) covenants, conditions and restrictions apparent or of record; (ii) private, public and utility easements and roads and highways, if any; (iii) party wall rights and agreements, if any; (iv) special taxes, assessments or improvements not yet completed; (v) any unconfirmed special tax or assessment; (vi) installments not due at the date hereof of any special tax of assessment or improvements heretofore completed; and (vii) general taxes for the year 200\_ and subsequent years, including taxes which my accrue by reasons of new or additional improvements during the year(s) 200\_ .

- 2. Personal Property.** Personal property located on the described real estate is as follows:

*<Insert Description of any personal property here>*

Such property shall remain the property of Seller during the period of this Contract and will be conveyed to Buyer at closing of this purchase.

- 3. Seller's Original Purchase Price.** The purchase price of the described real estate is \_\_\_\_\_ **and No/100 (\$00.00)** (the "Purchase Price"). - Purchase price to Client is \_\_\_\_\_. This sale is specifically contingent upon the performance of the covenants and agreements on the part of Buyer hereinafter stated. No broker of other agent is a party to this sale and no commission or fee obligations have been incurred by Buyer relative to this Contract. Buyer hereby agrees to indemnify, defend and hold Seller harmless against any claims for commissions or fees made by brokers or agents.

4. **Lease-Purchase Loan.** Concurrent with the execution of this Contract, Seller shall close on a loan of \_\_\_\_\_ Dollars and no/100\_(\$XX, XXX.00) from Bank (the “Lease-Purchase Loan”) or designated lender and receive up to \_\_\_\_\_ Thousand Dollars and no/100 (\$XX, 000.00) from the City of Champaign/Urbana through the HOME program for the purposes of maintaining affordable housing.

5. **Buyer’s Purchase Price.** The purchase price of the property shall be \_\_\_\_\_ Dollars and No/100. (\$XX, XXX.00).

6. **Forgivable Grant.** Upon the successful completion of this contract and immediately following the Buyer’s closing for a first mortgage on the Property, the Buyer shall sign a ten-year forgivable note and mortgage or land use restriction agreement (see copies attached) for **\$XX, 000.00** with the Seller for the purpose of maintaining this property as their primary residence for a period not to exceed ten years upon the terms listed on attached documents.

7. **Financing of Lease-Purchase Loan.** Upon successful completion of the terms of this Contract and reverification of Buyer’s relevant financial qualifications by lender of buyer’s choice or its assigns (“Lender”) and approval by Lender, Buyer shall obtain financing through the lender of his/her choice. This transaction shall take place no later than \_\_\_\_\_.

8. **Conveyance of Property.** At the Lease-Purchase Loan closing, Seller shall convey the subject property. Via Corporate Special Warranty Deed, to Buyer, subject to title insurance requirements cited below.

9. **Composition of Monthly Payments.** During the period of this Contract, Buyer shall make monthly payments of the following to Seller:

- (a) *Principal and Interest.* Buyer shall pay the amount of \_\_\_\_\_ Dollars and XX/100 (\$XXX.XX), which is equivalent to the principal and interest required by the Lease-Purchase Loan. The principal and interest portion of this payment is based on amortization of the Lease-Purchase Loan at 6.5% annual rate for < Insert written number of years not to exceed three > (< insert number >) years.
- (b) Tax/Insurance Escrow. The tax/insurance escrow portion will be based on annual escrow analysis by Busey, as communicated to Seller. The initial monthly tax/insurance escrow amount at the execution of this Contract shall be, (\$XXX.XX). Taxes (\$XXX.XX) & Ins. (\$XX.XX).
- (c) Savings Escrow Payment. Buyer shall open a savings account and make monthly payments of \_\_\_\_\_ Dollars and XX/100 (\$XX.XX) to be deposited in a Savings Escrow Account held by Buyer. These saving escrow deposits shall remain on account with Buyer for the duration of this Contract and be handled in accordance with this Contract, as described hereinafter.
- (d) Maintenance Fee Payment. Buyer shall pay monthly to Seller the amount of Fifty Dollars (\$50.00).



- (e) Administrative Fee Payment. Buyer shall pay an initial one time administrative fee of \$115.00 and pay monthly to seller 1% of the principal, interest, taxes and insurance payment to the seller in the amount of Fifty Dollars and no/100 (\$50.00).

**10. Total Monthly Payment Due.** The complete payment [the total of the amounts specified in Sections 9(a), 9(b) and 9 (d) and 9 (e) ] total \_\_\_\_\_ Dollars and XX/100 (\$XXX.XX).

**11. Time and Place of Monthly Payment.** The first payment of the amount described in Section 10 above shall be made on \_\_\_\_\_, and on the first day of each month thereafter for twenty-four, (24) months. This payment shall be made to Seller or picked up at <Insert Address>., between 9 AM and 1 PM, or at Seller's office located at 314 South Neil Street, Champaign, Illinois, or Seller may designate other such place as in writing.

**12. Disposition of Payment by Seller.** Seller shall disburse the monthly payments received from Buyer as follows:

- (a) Principal and Interest. Principal and interest shall be paid to Busey Bank or its assigns in a timely manner according to the Lease-Purchase Loan.
- (b) Tax/Insurance Escrow. The tax/insurance escrow shall be paid to Busey Bank or its assigns to be held by that institution in accordance with its standard tax/insurance escrow practice.
- (c) Savings Escrow. The savings escrow shall be held by Buyer in an interest bearing account.
- (d) Maintenance Fee. A maintenance fee of \$50.00 shall be paid to seller on a monthly basis.
- (e) Administrative Fees. An administrative fee of \$115.00 shall be paid to the seller by the buyer at or before the closing date of the property. 1% of the monthly principal and interest, taxes & insurance amount shall be paid to the seller on a monthly basis as an administrative fee. (Amount of Principal and Interest, taxes & insurance x 1% = Monthly administrative fee)\$50.00.

**13. Closing Fee.** Upon execution of this Contract, Buyer shall have saved the minimum sum of One Thousand Eight Hundred Sixty Dollars and no/100, three percent (3%) of the Purchase Price less the forgivable grant, or more to be deposited in said Savings Escrow Account to be established by the Buyer.

When mutually agreed upon in writing by Seller and Buyer, funds held in the Savings Escrow Account during the period of this Contract may be withdrawn on Buyer's behalf for payment of fees or other expenses related to this Contract. If Buyer fails to complete any of the

terms or conditions of this Contract, the balance in the Savings Escrow Account shall be returned to Buyer less any damages to the property.

**14. Real Estate Taxes.** Urban League shall be responsible for payment from the tax and insurance escrow account listed in paragraph 9 beginning at the date of execution of this contract and shall have access to the tax and insurance escrow referenced in Section 7 of this contract for such payment. Real estate tax payments made by Seller during the period of this contract shall reflect prorated payments received at closing of Seller's original purchase of subject property.

**15. Possession and occupancy.** Possession of the real estate shall be delivered to Buyer upon execution of this Contract. Buyer agrees to inhabit and live in the residence as a single-family owner-occupied residence as soon as repairs specified herein as sufficiently completed to make the residence habitable.

**16. Assignment.** Buyer shall not assign his or her interest in this Contract and shall not assign any interest whatsoever in the premises described hereinabove, including a contract sale or a lease, to any party prior to Buyer's satisfaction in full of all of the terms of this Contract.

**17. Evidence of Title.** Within a reasonable time, Seller shall deliver to Buyer as evidence of Seller's title a Commitment for Title Insurance issued by a title insurance company doing business in the county where the premises are located, committing the company to issue a policy in the usual form insuring title to the real estate in Buyer's name for the amount of the Purchase Price. Seller shall be responsible for payment of the owner's premium and Seller's search charges. The balance of the cost of providing title insurance for Buyer and for Buyer's lender, if any, shall be borne by Buyer.

Permissible exceptions to title shall include only the lien of general taxes and special assessments; zoning laws and building ordinances; easements, apparent or of record, which do not underlie the improvements; covenants and restrictions of record which are not violated by the existing improvements or the present use of the premises and which do not restrict reasonable use of the premises; existing mortgages to be paid by Seller or assumed by Buyer at closing; and limitations and conditions imposed by the Illinois Condominium Property Act.

If title evidence discloses exceptions other than those permitted, Buyer shall give written notice of such exceptions to Seller within a reasonable time. Seller shall have a reasonable time to have such title exceptions removed, or any such exception which may be removed by the payment of money may be cured by deduction from the Purchase Price at closing. If Seller is unable to cure such exception, then Buyer shall have the option to terminate this Contract in which case Buyers shall be entitle to refund of the earnest money.

**18. Repair, Maintenance and Rehabilitation.** Buyer shall take all actions as described in Exhibit A, which is hereby made a part of this Contract by reference, and the Urban League shall complete in a timely and workmanlike manner the repairs, maintenance and any work as it pertains to electrical, plumbing and HVAC on the subject property listed in said Exhibit A. When mutually agree in writing by Seller and Buyer, Seller may act on Buyer's behalf to secure bids and quotes from qualified contractors to complete the specified repair, maintenance or work as it pertains to the electrical, plumbing and/or HVAC. Costs for materials and contractor labor for the completion of the specified work will be paid by Urban League.

Buyer shall also be responsible for taking action to repair at his or her own expense unforeseen defects, which become apparent during the period to this Contract. Buyer shall consult with Seller concerning action to be taken to deal with these defects.

**19. Conditions of the Premises.** The parties agree that Buyer shall keep and maintain the property, both inside and outside of the residence, in an orderly condition and in good repair.

**20. Insurance.** Prior to the execution of this Contract, Seller shall obtain and keep in full force and effect fire and extended casualty insurance on the improvements on the property in the amount of the Purchase Price of the residence. Buyer shall also provide general liability insurance for the subject premises, with the minimum limits of One Hundred Thousand Dollars (\$100,000) per person and Three Hundred Thousand Dollars (\$300,000) per accident. The policy of insurance shall be made payable to Buyer, Seller and Busey Bank/Mortgage Company, as their respective interests appear at the time of the loss, and all three shall be named insureds under this policy. In the event of total loss by fire or other covered casualty, Seller shall be entitled to possession of the premises. It is specifically understood that the Buyer shall obtain insurance on the contents of the property to cover loss of any personal property.

A certificate evidencing such insurance coverage and proof of Premium payment shall be furnished to Seller upon execution of this Contract. A copy of the policy of insurance shall be furnished by Buyer to Seller.

Notwithstanding the responsibility of Buyer to provide the insurance policies as hereinabove described, said insurance policies shall state that in the event that they are cancelled for any reason, both Buyer and Seller shall be entitled to thirty (30) days written notice. This provision does not relieve Buyer of the responsibility to provide said insurance policies.

**21. Liens.** Buyer shall not suffer any mechanics' liens or other liens, other than the forgivable mortgage or land use restriction agreement listed in paragraph 6, to attach to the property described hereinabove.

**22. Default.** If Buyer fails to make any of the required payments or to perform any of the other things required of him or her by this Contract and such default continues for a period of Two (2) months after notice of default is given the Buyer, this Contract shall, at the option of Seller, be forfeited and determined and declared null and void, and Buyer shall forfeit all payments made by him or her in relation to the property and any damages described hereinabove. Such forfeited payments shall be retained by Seller as damages sustained by it, and in such event Seller shall have the right to re-enter and take possession of the premises. This remedy of forfeiture provided to Seller in this Contract shall not be exclusive of any other remedy, which may be available to it in case of default. Any and all expenses, including reasonable legal fees, incurred by Seller in enforcing the terms of this Contract shall be paid by Buyer. The parties agree that, notwithstanding the fact that this contract may continue for more than one year, the notice provided in this Section may be combined with the notice provided for at 735 ILCS 5/9-207 in connection with a Notice to terminate tenancy, and upon Seller's compliance with that notice, it shall be entitled to maintain our action against Buyer for Forcible Entry and Detainer, or Ejectment.

Buyer may remain in possession of the premises for thirty (30) additional days upon payment of rent to Seller in the same amount that is cited in Section 9 hereinabove. If Buyer remains on the premises for a period greater than thirty (30) days after the Section 5 date, Buyer shall be considered a holdover and shall be subject to removal by way of forcible entry and detainer, with no additional notices prior thereto except for the obtaining of jurisdiction of the appropriate court.

**23. Homebuyers Club Participation.** Buyer hereby agrees to regularly, at least monthly, attend and participate in workshops of Seller’s repurchase education and counseling program, known as the Homebuyers Club.

**24. Notices.** All notices given pursuant to this Contract shall be in writing and given either by actual delivery of the notice into the hands of the party entitled to receive it, or by ordinary United States mail, postage fully prepaid, to the following addresses:

Seller

Buyer

**Urban League of Champaign Co.  
Development Corporation  
314 South Neil Street  
Champaign, Illinois 61820**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**25. General Provisions.** Titles to the paragraphs of this Contract are for informational purposed only and do not define, limit or construe the contents of the paragraphs. Time is of the essence on this Contract. This Contract shall bind the parties hereto and their respective legal representatives, heirs, successors and assigns.

**26. Strict Construction.** The language used in this Contract shall be deemed to be the language approved by all parties to this Contract to express their mutual intent, and no rule of strict construction shall be applied against any party.

SELLER:

BUYER:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment 4b  
Urban League Lease-Purchase Program  
Sample Credit Counseling Tracking Form**

| Credit Counseling Tracking Form |             |                  | Date of Appointment: |   |   |             |   |   |             |   |   |             |    |    |             |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|---------------------------------|-------------|------------------|----------------------|---|---|-------------|---|---|-------------|---|---|-------------|----|----|-------------|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| Case #                          | Client Name | Property Address | 1                    | 2 | 3 | 4           | 5 | 6 | 7           | 8 | 9 | 10          | 11 | 12 | 13          | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  |  |  |
| LP08-01                         |             |                  |                      |   |   |             |   |   |             |   |   |             |    |    |             |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| LP08-02                         |             |                  |                      |   |   |             |   |   |             |   |   |             |    |    |             |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| LP08-03                         |             |                  |                      |   |   |             |   |   |             |   |   |             |    |    |             |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| LP08-04                         |             |                  |                      |   |   |             |   |   |             |   |   |             |    |    |             |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                 |             |                  |                      |   |   |             |   |   |             |   |   |             |    |    |             |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                 |             |                  | 1st quarter          |   |   | 2nd quarter |   |   | 3rd quarter |   |   | 4th quarter |    |    | 1st quarter |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|                                 |             |                  | FY 08-09             |   |   |             |   |   |             |   |   |             |    |    | FY 09-10    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |

**Attachment 5**  
**Mortgage and Note**  
**URBANA HOME CONSORTIUM**  
**INDIRECT HOMEBUYER ASSISTANCE**  
**Urban League Lease-Purchase Program**

**MORTGAGE**

THIS MORTGAGE (“Mortgage”) is given on < Date, \_\_\_\_\_, by <Borrower Name> (the “Borrower”) to the City of Urbana, Illinois, a unit of local government having its principal offices at 400 South Vine Street, Urbana, Illinois 61801, acting as the lead entity for the Urbana HOME Consortium (the “Grantor”). Borrower conditionally owes the Grantor a maximum amount of **Twenty thousand and no /100 [\$ 20,000]**. This debt is evidenced by Borrower’s promissory note (the “Note”) dated the same date as this Mortgage, a copy of which is attached hereto as Exhibit “A”, which provides for a ten-year (10) term, hereinafter referred to as the “Affordability Period,” commencing on the date of the sales contract for purchase of the property as a part of the Urban League of Champaign County Development Corporation Lease Purchase Program between Buyer and Urban League of Champaign County which is **< Date of ULCCDC Purchase>**.

This Mortgage secures to the Grantor: (a) all repayment of the debt evidenced by the Note, and all renewals, extensions and modifications of the Note; (b) the payment of all other sums advanced by the Grantor pursuant to paragraph 7 of this Mortgage to protect the security of this Mortgage; and (c) the performance of Borrower’s covenants and agreements under this Mortgage and the Note.

For these purposes, Borrower hereby mortgages, grants and conveys to the Grantor, its successors and assigns, the real property described as:

**Legal Description:** <INSERT FULL LEGAL DESCRIPTION>;  
**Common address:** < INSERT FULL ADDRESS HERE > ;  
**PIN:** < PARCEL IDENTIFICATION NUMBER >;

located in the County of Champaign, State of Illinois, together with (a) all the improvements now or hereafter erected on the property and all easements, rights and appurtenances thereto; (b) all leases and licenses with respect to the property; (c) all rents, royalties and profits thereof; and (d) all fixtures and equipment now or hereafter in or on the property. All replacements and additions shall also be covered by this Mortgage. The real property referenced above and all of the other property subject to this mortgage is hereinafter referred to collectively in this Mortgage as the “Property”.

Borrower covenants that Borrower is the lawful owner of the Property conveyed

by this Mortgage and has the full right and power to mortgage, grant and convey the Property and that the Property is unencumbered, except for the encumbrances of record described in Exhibit "B" hereto acceptable to the Grantor (the "Permitted Encumbrances"). Borrower warrants and will defend generally the title to the Property against all claims and demands, subject to any Permitted Encumbrances.

Borrower covenants to the Grantor as follows:

1. **Payment Under the Note.** Borrower agrees to promptly pay when due any amounts required to be paid by the Note.
2. **Application of Payments.** Unless applicable law provides otherwise, all payments received by the Grantor under paragraph 1 will be applied to principal due under the Note.
3. **Charges and Liens.** Borrower will pay all taxes, assessments, charges and fines attributable to the Property which may attain priority over this Mortgage. Borrower will pay these obligations on time directly to the person to whom payment is owed.

Borrower will promptly discharge any lien which may attain priority over this Mortgage unless Borrower: (a) agrees in writing to pay the obligation secured by the lien in a manner acceptable to the Grantor; (b) contests in good faith the lien by, or defends against enforcement of the lien in, legal proceedings which, in the Grantor's opinion, operate to prevent the enforcement of the lien or forfeiture of any part of the Property; or (c) secures from the holder of the lien an agreement satisfactory to the Grantor subordinating the lien to this Mortgage. If the Grantor determines that any part of the Property is subject to a lien which may attain priority over this Mortgage, the Grantor may give Borrower a notice identifying the lien. Borrower will satisfy the lien or take one or more of the actions set forth above within ten (10) days of the Grantor's giving of such notice.

4. **Hazard Insurance.** Borrower will keep the improvements now existing or hereafter erected on the Property insured against loss by fire, hazards included within the term "extended coverage", and any other hazards for which the Grantor requires insurance. All policies of insurance hereunder will be from such companies and in such form and amounts as may be satisfactory to the Grantor, will name the Grantor as a loss payee and will include a provision requiring 30 days advance written notice to the Grantor prior to the termination or modification of such policy.

All insurance policies and renewals must be acceptable to the Grantor and must include a standard mortgage clause. The Grantor may hold the policies and renewals and, if the Grantor requires, Borrower will promptly give to the Grantor all receipts of paid premiums and renewal notices. Upon the occurrence of a loss covered by insurance, Borrower will give prompt notice to the insurance carrier and the Grantor. The Grantor may make proof of loss if not made promptly by Borrower.

Insurance proceeds will be applied to restoration or repair of the Property damaged if the Grantor determines that the restoration or repair is economically feasible and the Grantor's security is not lessened by such restoration or repair. In such event, the Grantor has the right to collect and hold the insurance proceeds and make the proceeds available to Borrower from time to time for the payment of the cost and expense of repair and restoration upon receipt of satisfactory evidence that such cost or expense has been incurred. If the Grantor determines that the restoration or repair is not economically



feasible or the Grantor's security would be lessened, the insurance proceeds shall be applied to the sums secured by this Mortgage, whether or not then due, with any excess paid to Borrower. If Borrower abandons the Property or does not answer within 30 days a notice from the Grantor that the insurance carrier has offered to settle a claim, then the Grantor may settle the claim with the insurance carrier and collect the insurance proceeds from the insurance carrier and may use the proceeds to repair or restore the Property or to pay sums secured by this Mortgage, whether or not then due.

If under paragraph 19 the Property is acquired by the Grantor, Borrower's right to any insurance policies and all insurance proceeds resulting from damage to the Property prior to the Grantor's acquisition shall pass to the Grantor to the extent of the sums secured by this Mortgage immediately prior to such acquisition.

5. **Preservation and Maintenance of Property.** Borrower shall not destroy, damage or substantially change the Property, allow the Property to deteriorate, or commit waste. Borrower shall cause the Property to comply with all local codes, ordinances, zoning ordinances, the Model Energy Code and the United States Department of Housing and Urban Development's ("HUD") Section 8 Housing Quality Standards, as set forth in Section 370.601 of the Rules.

6. **Occupancy and Resale Restrictions.** Borrower covenants that during the Affordability Period, the property shall be occupied and maintained as the principal residence of the Borrower.

Any sale or use of the Property for a purpose other than the principal residence of the Borrower within the Affordability Period, shall be considered a default of this agreement, and shall initiate repayment of the loan as required by the Note.

In the event of a foreclosure or deed in lieu of foreclosure relating to any other loan encumbering the Property, the Grantor shall have the right, but not the obligation, to acquire the Property prior to such foreclosure or deed in lieu of foreclosure to preserve the foregoing affordability provisions as provided in 24 CFR Part 92.254 (a)(4) of the Regulations.

7. **Protection of the Grantor's Rights in the Property: Mortgage Insurance.** If Borrower fails to perform the covenants and agreements contained in this Mortgage or there is a legal proceeding that might significantly affect the Grantor's rights in the Property (such as a proceeding in bankruptcy, probate, for condemnation or to enforce laws or regulations), then the Grantor may do and pay for whatever is necessary to protect the value of the Property and the Grantor's rights in the Property. The Grantor's actions may include paying any sums secured by a lien which has priority over this Mortgage, appearing in court, paying reasonable attorneys' fees and entering on the Property to make repairs. Although the Grantor may take action under this paragraph 7, the Grantor does not have to do so. Any amount disbursed by the Grantor under this paragraph 7 shall become additional debt of Borrower secured by this Mortgage.

8. **Inspection.** The Grantor or its agents may make reasonable entries upon and inspections of the Property. The Grantor shall give Borrower notice prior to the time of an inspection specifying reasonable cause for the inspection.

9. **Condemnation.** The proceeds of any award or claim for damages, direct or consequential, in connection with any condemnation or other taking of any part of the Property or for conveyance in lieu

of condemnation are hereby assigned and shall be paid to the Grantor and shall be applied to the sums secured by this Mortgage as if the Note had been prepaid on the date the condemnation award is approved, whether or not then due, with any excess paid to Borrower. If the Property is abandoned by Borrower or if, after notice by the Grantor to Borrower that the condemnor offers to make an award or settle a claim for damages, Borrower fails to respond to the Grantor within 30 days after the date the notice is given, the Grantor is authorized to accept such award or settlement and to collect and apply the proceeds, at its option, either to restoration or repair of the Property or to the sums secured by this Mortgage, whether or not then due.

10. **Borrower Not Released; Forbearance Not a Waiver.** Extension of the time for payment or modification of payment of the sums secured by this Mortgage granted by the Grantor to any successor in interest of Borrower shall not operate to release the liability of the original Borrower or Borrower' successors in interest. The Grantor shall not be required to commence proceedings against any successor in interest and may refuse to extend time for payment or otherwise modify payment of the sums secured by this Mortgage by reason of any demand made by the original Borrower or Borrower' successors in interest. Any forbearance by the Grantor in exercising any right or remedy shall not be a waiver of or preclude the exercise of any right or remedy.

11. **Successors and Assigns Bound.** The covenants and agreements of this Mortgage shall bind and benefit the successors and assigns of the Grantor and Borrower and shall be covenants running with, binding and burdening the Property, subject to the provisions of paragraphs 17 and 21.

12. **Loan Charges.** If the loan secured by this Mortgage is subject to a law which sets maximum loan charges, and that law is finally interpreted so that the loan charges collected or to be collected in connection with the loan exceed the permitted limits, then: (a) any such loan charge shall be reduced by the amount necessary to reduce the charge to the permitted limit; and (b) any sums already collected from Borrower which exceeded permitted limits will be refunded to Borrower. The Grantor may choose to make this refund by reducing the principal owed under the Note or by making a direct payment to Borrower. If a refund reduces principal, the reduction will be treated as a partial prepayment without any prepayment charge under the Note. Notwithstanding anything to the contrary set forth in this paragraph 12, no interest or prepayment charge is payable under the Note.

13. **Legislation Affecting the Grantor's Rights.** If enactment or expiration of applicable laws has the effect of rendering any provision of the Note or this Mortgage unenforceable according to its terms, the Grantor, at its option, may require immediate payment in full of all sums secured by this Mortgage and may invoke any remedies permitted by paragraph 19. If the Grantor exercises this option, the Grantor shall take the steps specified in paragraph 19.

14. **Notices.** Any notices, demand, request or other communication that any party may desire or may be required to give to any other party hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) overnight courier; or (b) registered or certified United States mail, postage prepaid, return receipt requested.

**The Borrower:**

<Borrower name>  
<Address >

**The Grantor:**

Urbana HOME Consortium  
C/O City of Urbana – Administrative Agent  
ATTN: Grants Management Division Manager

<Contact Number>

400 S. Vine Street  
Urbana, IL 61801  
217-384-2447

Such addresses may be changed by notice to the other party given in the same manner as herein provided. Any notice, demand, request or other communication sent pursuant to subsection (a) shall be served and effective one (1) business day after deposit with the overnight courier. Any notice, demand, request or other communication sent pursuant to subsection (b) shall be served and effective three (3) business days after proper deposit with the United States Postal Service.

15. **Governing Law; Severability.** This Mortgage shall be governed by the laws of the State of Illinois (without giving effect to Illinois choice of law principles). In the event that any provision or clause of this Mortgage or the Note conflicts with applicable law, such conflict shall not affect other provisions of this Mortgage or Note, as the case may be, which can be given effect without the conflicting provision. To this end, the provisions of this Mortgage and the Note are declared to be severable.

16. **Borrower's Copy.** Borrower shall be given one conformed copy of the Note and this Mortgage.

17. **Transfer of the Property or a Beneficial Interest in Borrower.** In the event of (a) a default by Borrower, beyond any applicable cure period, of its obligations under the Note or this Mortgage, or (b) a sale, conveyance or other transfer of the Property for consideration, excluding, however, if Borrower are individuals, any sale, conveyance or transfer to a spouse upon a dissolution of marriage, or to a surviving spouse upon the death of a Borrower, then Borrower shall repay to the Grantor the Loan, or such portion of the Loan as may be due and payable under the terms of the Note.

Upon the occurrence of either of the foregoing events, the Grantor shall give Borrower notice of acceleration. This notice shall provide a period of not less than 30 days from the date the notice is given within which Borrower must pay all sums required by this paragraph 17. If Borrower fails to pay these sums prior to the expiration of this period, the Grantor may invoke any remedies permitted by this Mortgage without further notice or demand on Borrower.

18. **Borrower's Right to Reinstate.** If Borrower meets certain conditions, Borrower will have the right to have enforcement of this Mortgage discontinued at any time prior to the earlier of: (a) five (5) days (or such other period as applicable law may specify for reinstatement) before sale of the Property pursuant to any power of sale contained in this Mortgage; or (b) entry of a judgment enforcing this Mortgage. Those conditions are that Borrower: (w) pays the Grantor all sums which then would be due under this Mortgage and the Note had no acceleration occurred; (x) cures any default of any other covenants or agreements; (y) pays all expenses incurred in enforcing this Mortgage, including, but not limited to, reasonable attorneys' fees; and (z) takes such action as the Grantor may reasonably require to assure that the lien of this Mortgage, the Grantor's rights in the Property and Borrower's obligations to pay the sums secured by this Mortgage shall continue unchanged. Upon reinstatement by Borrower, this Mortgage and the obligations secured hereby shall remain fully effective as if no acceleration had occurred. However, this right to reinstate shall not apply in the case of acceleration under paragraphs 13 or 17.

19. **Acceleration; Remedies.** Prior to any acceleration of the amounts owed to the Grantor under the Note or this Mortgage (other than an acceleration under paragraphs 13 and 17 unless applicable law provides otherwise) the Grantor shall give notice to Borrower following Borrower's breach of any covenant or agreement in this Mortgage (the "Default"). The notice shall specify: (a) the Default; (b) the action required to cure the Default; (c) a date, not less than 30 days from the date the notice is given to Borrower, by which the Default must be cured; and (d) that failure to cure the Default on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage, foreclosure by judicial proceeding and sale of the Property. The notice shall further inform Borrower of the right to reinstate after acceleration and the right to assert, in the foreclosure proceeding, the non-existence of a default or any other defense of Borrower to acceleration and foreclosure. If the Default is not cured on or before the date specified in the notice, the Grantor at its option may require immediate payment in full of all sums secured by this Mortgage without further demand and may foreclose this Mortgage by judicial proceeding. The Grantor shall be entitled to collect all expenses incurred in pursuing the remedies provided in this paragraph 19, including, but not limited to, reasonable attorneys' fees and costs of title evidence, and such sums shall be immediately due and payable and shall be secured by this Mortgage. Upon any sale of the Property made by virtue of judicial proceedings or a decree of foreclosure and sale, the Grantor may bid for and acquire the Property and in lieu of paying cash therefore may make settlement for the purchase price by crediting upon Borrower' indebtedness secured by this Mortgage, the sale price, after first deducting from the sale price the expenses of the sale and the cost of the foreclosure. The proceeds of any foreclosure sale of the Property shall be distributed and applied in the following order of priority: first, on account of all costs and expenses of the foreclosure proceedings; second, to repayment of the indebtedness of Borrower secured by this Mortgage; and third, any excess to Borrower, its successors and assigns.

20. **Possession.** Upon acceleration under paragraph 19 or abandonment of the Property and at any time prior to the expiration of any period of redemption following judicial sale, the Grantor (in person, by agent or by judicially appointed receiver) shall be entitled to enter upon, take possession of and manage the Property and to collect the rents of the Property including those past due. Any rents collected by the Grantor or the receiver shall be applied first to payment of the costs of management of the Property and collection of rents, including, but not limited to, receiver's fees, premiums on receiver's bonds and reasonable attorneys' fees, and then to the sums secured by this Mortgage.

21. **Release.** Upon the expiration of the Affordability Period, the Grantor shall release this Mortgage without charge to Borrower. Borrower shall pay any recordation costs.

22. **Waiver of Homestead.** Borrower waives all right of Homestead Exemption in the Property, as described in 735 ILCS 5/12-901. The Borrower reserves the right, however, to seek a reduced assessment based on Homestead under 30 ILCS 200/16-80.

23. **Filing and Recording Fees.** Borrower shall pay all title insurance premiums, escrow charges, filing, registration or recording fees, and all expenses incident to the execution and acknowledgement of this Mortgage and all federal, state, county and municipal taxes and other taxes, duties, imposts, assessments and charges arising out of or in connection with the execution, delivery and performance of this Mortgage.



EXHIBIT "A" (to mortgage)

**PROMISSORY NOTE**

U.S. \$ 14,999

FOR VALUE RECEIVED, the undersigned, <Borrower Name >, ("Borrower") covenants and promise(s) to pay to the order of the City of Urbana (the "Payee"), a unit of local government, the principal sum of Fourteen Thousand Nice Hundred Ninety Nine and 00/100 Dollars (\$ 14,999.00), with interest in the amount of zero percent (0%) ("HOME Investment").

If, during the Affordability Period, as defined in the Mortgage, the subject property is sold, the amount due and payable under the Note shall be a proportional share of the net proceeds of the sale determined as set forth below. For the purposes of this Note, the net proceeds are defined as the sale price minus:

- (a) (Sale in other than foreclosure proceeding) the amount of the loan repayment, other than the HOME Investment, the verified cost of any capital improvements made by the Borrower since purchase and reasonable closing costs, or
- (b) (Sale in foreclosure proceeding) the amount stated to be "surplus funds" as indicated in the "Report of Sale" filed with the Court.

The net proceeds shall be divided proportionately as set forth in the following mathematical formulas:

$$\frac{\text{HOME Investment}}{\text{HOME investment} + \text{Homeowner investment}} \times \text{Net Proceeds} = \text{Recaptured HOME Investment}$$

$$\frac{\text{Homeowner Investment}}{\text{HOME investment} + \text{Homeowner investment}} \times \text{Net Proceeds} = \text{Amount to Homeowner}$$

The amount due shall not exceed the total amount of the original HOME investment. The period from the date of this Promissory Note to the date that is ten (10) years after the date of the execution of the sales contract for the property between Buyer and Urban League of Champaign County which is referred to herein as the "Affordability Period". This note will be forgiven in its full amount upon expiration of the Affordability Period.

Borrower agrees to repay to the Payee, and the Payee shall have the right to accelerate payment of, the outstanding principal balance upon the earliest to occur, within the Affordability Period, of the following:

- (i) a default by the Borrower, beyond any applicable cure period, under the Mortgage or any other document evidencing or securing the Loan; or
- (ii) the sale, conveyance or transfer of ownership of the Property, provided, however, that if the Borrower is an individual, that no transfer to a spouse upon a dissolution of a



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**EXHIBIT "B" (to mortgage)**

**PERMITTED ENCUMBRANCES:**

First mortgage in the amount of \$ <Amount of First Mortgage> with < Insert Name of First Mortgage Holder>.

**Prepared by and Return to:**

City of Urbana -Grants Management Division  
Attn: Manager  
400 South Vine Street  
Urbana, Illinois 61801  
(217) 384-2447



**Attachment 6**  
**Sample Quarterly Report Required By the Urbana HOME Consortium**  
**Quarterly Report Required By the Urbana HOME Consortium**  

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**Urban League of Champaign County Development Corporation**  
**Quarterly Progress Report**

Month: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date \_\_\_\_\_

**I. Property & Planning**

Site Preparation Status:

IN PROGRESS      Date: \_\_\_\_\_

COMPLETE      Date: \_\_\_\_\_

If not complete, explain how this goal is being accomplished: \_\_\_\_\_

\_\_\_\_\_

**II. Design Documents:**

Development      Completion Date \_\_\_\_\_

Review      Completion Date \_\_\_\_\_

Approved By Building Safety      Date: \_\_\_\_\_

Permit Issued      Date: \_\_\_\_\_

Have there been changes to the design documents? \_\_\_\_\_

\_\_\_\_\_

**III. Homebuyer Outreach**

List the agencies and/or activities which you have undertaken toward the goal of identifying homebuyers this quarter: \_\_\_\_\_

\_\_\_\_\_

Potential Homebuyers Identified: \_\_\_\_\_

**Income Verification Process for Potential Homebuyer:**

In Progress \_\_\_\_\_

Approved \_\_\_\_\_ % MFI: \_\_\_\_\_ Not Approved: \_\_\_\_\_

**Approval by Financial Institution Lender:**

In Progress \_\_\_\_\_

Approved: \_\_\_\_\_ Lender: \_\_\_\_\_

Notes/Discussion about homebuyer search: \_\_\_\_\_

**IV. Contractor/Construction**

**Bidding Process:**

| Trade | BID ANNOUNCED | # BIDS RECEIVED | BIDS OPENED/ REVIEWED | BID ACCEPTED | CONTRACT SIGNED |
|-------|---------------|-----------------|-----------------------|--------------|-----------------|
|       |               |                 |                       |              |                 |
|       |               |                 |                       |              |                 |
|       |               |                 |                       |              |                 |
|       |               |                 |                       |              |                 |
|       |               |                 |                       |              |                 |

| CONTRACTOR              | Name<br>Address<br>Phone # | Permit Issued | Start Date | Schedule<br># days to complete | Status<br>In Progress / Delayed, etc | Final Inspection | Complete |
|-------------------------|----------------------------|---------------|------------|--------------------------------|--------------------------------------|------------------|----------|
| General                 |                            |               |            |                                |                                      |                  |          |
| Foundation/<br>Concrete |                            |               |            |                                |                                      |                  |          |
| Structural              |                            |               |            |                                |                                      |                  |          |

|            |  |  |  |  |  |  |  |
|------------|--|--|--|--|--|--|--|
| Plumbing   |  |  |  |  |  |  |  |
| Electrical |  |  |  |  |  |  |  |
| Mechanical |  |  |  |  |  |  |  |
| Insulation |  |  |  |  |  |  |  |
| Drywall    |  |  |  |  |  |  |  |
|            |  |  |  |  |  |  |  |
|            |  |  |  |  |  |  |  |

**V. Overall Project Progress**

Is the project proceeding according to the Projected Schedule of Activities submitted?

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If not, please explain. \_\_\_\_\_

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Is the project staying within the budget established? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

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**VI. NOTES MISC**

**Attachment 7**  
**Sample Activity Completion Report**  
**Required By the Urbana HOME Consortium**

**Property Information:**

Unit Address: \_\_\_\_\_

Name of Participant(s): \_\_\_\_\_

Date of Unit purchase by ULCCDC: \_\_\_\_\_

Date of Lease-Purchase Contract: \_\_\_\_\_

**Household Information:**

Ethnicity(optional): Race: \_\_\_\_\_ Hispanic (y/n): \_\_\_\_\_

% MFI: \_\_\_\_\_ Household Size: \_\_\_\_\_

Type:     \_\_\_ Single, non-elderly     \_\_\_ Elderly  
          \_\_\_ Single parent           \_\_\_ Two parent     \_\_\_ Other

**Homebuyer counseling received:**

\_\_\_ Pre-purchase     \_\_\_ Post-purchase     \_\_\_ Both     \_\_\_ None

**Unit and Financial Information:**

No. Bedrooms \_\_\_\_\_ Monthly Lease payment \_\_\_\_\_

Amount of Funds contributed to purchase:

\_\_\_\_\_ HOME Funds

(\_\_\_ amortized loan   \_\_\_ grant   \_\_\_ deferred payment loan   \_\_\_ other)

\_\_\_\_\_ Match Funds

(indicate source of Match: \_\_\_\_\_)

\_\_\_\_\_ Other Federal Funds

\_\_\_\_\_ State/Local Funds

\_\_\_\_\_ Tax Exempt bond proceeds

\_\_\_\_\_ Private Loans

\_\_\_\_\_ Owner cash contributions

\_\_\_\_\_ Private Grants

# Attachment 8 Sample MBE/WBE Report

Contract and Subcontract Activity

U.S. Department of Housing and Urban Development

OMB Approval No.: 2577-0088 (exp. 06/30/04)  
2502-0355 (exp.10/31/04)

Public reporting burden for this collection of information is estimated to average .50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

**Privacy Act Notice** – The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq. and regulations promulgated thereunder at Title 12, Code of Federal Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

| 1. Grantee/Project Owner/Developer/Sponsor/Builder/Agency<br>City of Urbana and<br>Champaign/Urbana/Champaign County HOME Consortium |  |  |  |   | Check if:<br>PHA [ ]<br>PHA [ ]<br>IHA [ ]   |                   |  | Location (City, State, ZIP Code)   |  |  |      |                                   |     |  |
|--|--|--|--|---|--|-------------------|--|--|--|--|------|-----------------------------------|-----|--|
| 3a. Name of Contact Person   |  |  |  | 3b. Phone Number (Including Area Code)      |  |                   | 4. Reporting Period<br>Oct. 1, 05 – March. 31, 06<br><input type="checkbox"/> (Bi-Annual-FY) |  |  | 5. Program Code (Not applicable for CPD programs.)<br>See explanation of codes at bottom of page. <input type="text"/> |      | 6. Date Submitted to Field Office |     |  |
| Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc.<br><br>7a.             | Amount of Contract or Subcontract<br><br>7b. | Type of Trade Code (See Below)<br><br>7c.  | Contractor or Subcontractor Business Racial/Ethnic Code (See Below)<br><br>7d. | Women Owned Business (Yes or No)<br><br>7e. | Prime Contractor Identification (ID) Number<br><br>7f.   | Sec. 3<br><br>7g. | Subcontractor Identification (ID) Number<br><br>7h.  | Sec. 3<br><br>7i.  | Contractor/Subcontractor Name and Address<br>7j. |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  | Name   | Street Code  | City | State                             | Zip |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
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|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
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|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
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|  |  |  |  |   |  |                   |  |  |  |  |      |                                   |     |  |
| <b>CPD:</b><br>1=New Construction<br>2=Education/Training<br>3=Other   |  | <b>7c: Type of Trade Codes: Housing/Public Housing:</b><br>1 = New Construction<br>2 = Substantial Rehab.<br>3 = Repair<br>4 = Service<br>5 = Project Management<br>6 = Professional<br>7 = Tenant Services<br>8 = Education/Training<br>9 = Arch./Engrg. Appraisal<br>0 = Other |  |   | <b>7d: Racial/Ethnic Codes:</b><br>1 = White Americans<br>2 = Black Americans<br>3 = Native Americans<br>4 = Hispanic Americans<br>5 = Asian/Pacific Americans<br>6 = Hasidic Jews |                   |  | <b>5: Program Codes</b> (Complete for Housing and Public and Indian Housing programs only):<br>1 = All insured, including Section 8<br>2 = Flexible Subsidy<br>3 = Section 8 Noninsured, Non-HFDA<br>4 = Insured (Management)<br>5 = Section 202<br>6 = HUD-Held (Management)<br>7 = Public/Indian Housing |  |  |      |                                   |     |  |

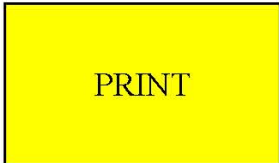
Previous editions are obsolete.

form HUD-2516 (8/98)

**Attachment 9  
Sample Standard Form –LLL, Disclosure Form to Report Lobbying**

**DISCLOSURE OF LOBBYING ACTIVITIES** Approved by OMB Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 0348-0046 (See reverse for public burden disclosure.)

|  |   |  |
|--|---|--|
| <b>1. Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance  | <b>2. Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. Report Type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For Material Change Only:</b><br>year _____ quarter _____<br>date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee<br>Tier _____, if known:<br><br><b>Congressional District, if known:</b> 4c  |   | <b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b><br><br><b>Congressional District, if known:</b>   |
| <b>6. Federal Department/Agency:</b>   | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: _____  |  |
| <b>8. Federal Action Number, if known:</b>   | <b>9. Award Amount, if known:</b><br>\$ _____   |  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i>  | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>   |  |
| <b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____<br>Print Name: _____<br>Title: _____<br>Telephone No.: _____ Date: _____   |  |
| <b>Federal Use Only:</b>   |   | Authorized for Local Reproduction<br>Standard Form LLL (Rev. 7-97)   |



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zipcode of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.