



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor, City of Urbana

FROM: Elizabeth H. Tyler, FAICP, Director, Community Development Services

DATE: October 4, 2012

SUBJECT: AN ORDINANCE APPROVING A FIRST AMENDMENT TO THE CITY OF URBANA AND URBANA HOME CONSORTIUM ANNUAL ACTION PLAN FY 2012-2013

Description

Included on the agenda of the October 8, 2012 meeting of the Urbana City Council is a proposed amendment to the City of Urbana and Urbana HOME Consortium Annual Action Plan for Fiscal Year 2012-2013. The amendment proposes to amend the Community Development Block Grant (CDBG) budget of the FY 2012-2013 Annual Action Plan (AAP) to allocate existing City of Urbana Public Facilities (PF) funding to a new program, Residential Rehab and Preservation (by a Non-Profit). The project involves the installation of upgrades in the bathroom of each unit (vanities and medicine cabinets), vinyl flooring in the bathroom, kitchen, and entryway of each apartment, and exterior painting of the siding at the Elm Street Supported Apartment Program.

The amendment also proposes to amend the Public Service Activities under the Consolidated Social Service Funding (CSSF) Pool to include social service agencies that received CDBG Public Service funding through the Consolidated Social Service Funding (CSSF) pool.

Issue

The issue is whether Council should approve the Ordinance Approving a First Amendment to the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2012-2013.

Background

The City of Urbana FY 2012-2013 Annual Action Plan (FY 12-13 AAP) includes funds budgeted for two projects included in the proposed amendment: (1) The re-allocation of existing funds to the same project but a different program, and (2) the inclusion of social service agencies that received CDBG CSSF funding. Following is an explanation of each of the proposed amendments:

(1) Community Elements Amendment (CDBG): Funding for the Community Elements activity was originally allocated as a Public Facility project, but will now be allocated under a new program entitled Residential Rehab and Preservation (by a Non-Profit.) The amendment proposes to re-allocate the original amount of FY 2012-2013 City of Urbana CDBG funds (\$15,665) from the Public Facility Program to the proposed Residential Rehab and Preservation (by a Non-Profit) Program, as this activity is better suited under the new program, per direction from HUD staff and HUD regulations.

(2) CSSF Public Service Funds (CDBG): Agencies that received CDBG Public Service funding through the Consolidated Social Service Funding pool are also being added to the Public Service Activities under the Consolidated Social Service Funding Pool activity, due to the AAP being submitted to the Department of Housing and Urban Development (HUD) before the funding allocations for the CSSF pool were determined by the Urbana City Council.

At its September 25, 2012 regular meeting, the Urbana Community Development Commission (CDC) voted unanimously to forward the Ordinance approving a first amendment to the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan with a recommendation for approval.

Options

1. Approved the Ordinance approving a First Amendment to the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan.
2. Approve the Ordinance approving the First Amendment to the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan, with suggested changes.
3. Do not approve the Ordinance approving a First Amendment to the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan.

Fiscal Impacts

There will be no fiscal impact to the City budget, as the CDBG funds were previously allocated in the FY 2012-2013 AAP for this project.

Recommendations

Staff and the Community Development Commission recommend approval of the Ordinance Approving the First Amendment to the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan.

Memorandum Prepared By:

Kelly H. Mierkowski, Manager
Grants Management Division

Attachments:

1. AN ORDINANCE APPROVING A FIRST AMENDMENT TO THE CITY OF URBANA AND URBANA HOME CONSORTIUM ANNUAL ACTION PLAN FY 2012-2013 (Fall 2012 CDBG Amendment)
2. A FIRST AMENDMENT TO THE CITY OF URBANA AND URBANA HOME CONSORTIUM ANNUAL ACTION PLAN FY 2012-2013 (Fall 2012 CDBG Amendment).
3. Unapproved minutes from September 25, 2012 Community Development Commission meeting.

ORDINANCE NO. 2012-10-094

**AN ORDINANCE APPROVING A FIRST AMENDMENT
TO THE CITY OF URBANA AND URBANA HOME CONSORTIUM
ANNUAL ACTION PLAN FY 2012-2013**

(Fall 2012 CDBG Amendment)

WHEREAS, the City of Urbana has been designated an entitlement city under the Federal Housing and Community Development act of 1974, as amended, and as such is eligible for Community Development Block (hereinafter "CDBG") and Home Investment Partnerships Program (hereinafter "HOME") funds upon proper submittal being made to the United States Department of Housing and Urban Development (hereinafter "HUD"); and

WHEREAS, the Urbana City Council did on the 16th day of April, 2012 pass Ordinance No. 2012-04-038, approving the City of Urbana and Urbana HOME Consortium Annual Action Plan for FY 2012-2013; and

WHEREAS, on August 24, 2012 the City of Urbana published on the City website a notice of a 30-day public review period regarding said proposed budgetary amendment to the Annual Action Plan for FY 2012-2013; and

WHEREAS, on September 25, 2012 the City of Urbana, the Grants Management Division of the Community Development Services Department held a public hearing on the proposed amendment; and

WHEREAS, the City Council now finds it necessary and appropriate to amend the City of Urbana and Urbana HOME Consortium Annual Action Plan for FY 2012-2013.

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

Section 1. A First Amendment to the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2012-2013, in substantially the form of the copy of said Amendment 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 is hereby designated as the authorized representative of the City of Urbana to take any action necessary in conjunction with said attached amendment to the Annual Action Plan FY 2012-2013.

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

City of Urbana and Urbana HOME Consortium



Proposed Amendments to FY 2012-2013 Annual Action Plan

(Fall 2012 CDBG Amendment)

Prepared by:
City of Urbana
Community Development Services
Grants Management Division
400 South Vine Street
Urbana, IL 61801
217.384.2447

Approved by Urbana City Council Ordinance No. _____

PROPOSED AMENDMENT TO CITY OF URBANA and URBANA HOME CONSORTIUM FY 2012-2013 ANNUAL ACTION PLAN

The City of Urbana proposes to amend the Community Development Block Grant (CDBG) budget of the FY 2012-2013 Annual Action Plan (AAP) to allocate existing City of Urbana Public Facilities funding to a new program as outlined below, and to amend the Public Service Activities under the Consolidated Social Service Funding (CSSF) Pool to include social service agencies that received CDBG PS funding through the CSSF pool.

Funding for the Community Elements activity was originally allocated as a Public Facility project, but will now be allocated under a new program entitled Residential Rehab & Preservation (by a Non-Profit.) The amendment proposes to allocate the same amount of FY 2012-2013 City of Urbana CDBG funds (\$15,665) as was originally allocated, from the Public Facility Program to the proposed Residential Rehab & Preservation (by a Non-Profit) Program, as this activity is better suited under the new program, per HUD regulations.

Agencies that received CDBG Public Service funding through the Consolidated Social Service Funding pool are also being added to the Public Service Activities under the Consolidated Social Service Funding Pool activity, due to the AAP being submitted to the Dept. of Housing and Urban Development (HUD) before the funding allocations for the CSSF pool were determined by the Urbana City Council.

Following are the proposed City of Urbana CDBG Program budget changes for existing projects and programs to be added or removed in the FY 2012-2013 Annual Action Plans:

REMOVE PROGRAM:

b. Public Facilities and Improvements

1. ~~Community Elements (FY 12-13)~~

~~Funds will be used to install upgrades in the bathroom of each unit (vanities and medicine cabinets), vinyl flooring in bathroom/kitchen/entryway of each apartment, and exterior painting of the siding at the Elm Street Supported Apartment Program, an 8 unit affordable housing complex for persons with psychiatric disabilities, located in Urbana.~~

~~**\$15,665**~~

~~Goal 2, Strategy 3; Goal 2, Strategy 4; Goal 6, Strategy 3; Goal 6, Strategy 4~~

~~Citation — [24 CFR 570.201(c)]~~

~~Environmental — CATEGORICALLY EXCLUDED~~

~~**Objective:** Create Suitable Living Environment by providing access to services and housing for persons with developmental or psychiatric disabilities.~~

~~**Outcomes:** Accessibility for the purpose of providing suitable living environment.~~

~~**Outcome Indicators:** Number of persons who will benefit from this project, with increased access to this housing facility (estimated: 8).~~

ADD NEW PROGRAM:

2. NEW FUNDING ACTIVITIES

d. Residential Rehab and Preservation (by a Non-Profit)

1. Community Elements (FY 12-13)

Funds will be used to install upgrades in the bathroom of each unit (vanities and medicine cabinets), vinyl flooring in bathroom/kitchen/entryway of each apartment, and exterior painting of the siding at the Elm Street Supported Apartment Program, an 8-unit affordable housing complex for persons with psychiatric disabilities, located in Urbana.

\$15,665

Goal 2, Strategy 3; Goal 2, Strategy 4; Goal 6, Strategy 3; Goal 6, Strategy 4
Citation – [24 CFR 570.201(c)]
Environmental – CATEGORICALLY EXCLUDED

Objective: Create Suitable Living Environment by providing access to services and housing for persons with developmental or psychiatric disabilities.

Outcomes: Accessibility for the purpose of providing suitable living environment.

Outcome Indicators: Number of persons who will benefit from this project, with increased access to this housing facility (estimated: 8).

c. Public Service Activities

2. Public Service Activities under Consolidated Social Service Funding Program (FY 12-13)

The balance of available funding at 15% of the current entitlement will be allocated for program activities ~~yet to be determined~~ by the following agencies, which ~~would~~ will benefit low-income residents of the CD Target Area. The Community Development Commission has designated the priorities of *Seniors/Youth, Homelessness, and Special (Needs) Population* to be considered by the Urbana City Council for public service funding under the CDBG Program:

1. Champaign County Regional Planning Commission-Senior Services;
Priority 1) Seniors/Youth; \$3,000
2. Community Elements-Roundhouse Youth Shelter;
Priority 1) Seniors/Youth and Priority 2) Homelessness; \$4,000
3. Greater Community AIDS Project (GCAP);
Priority 3) Special Needs Population; \$2,000

\$9,000

Goal 5, Strategy 1-9; Goal 6, Strategy 1-4

Citation - [24 CFR 570.201(e)]

Environmental - EXEMPT

Objective: Create Suitable Living Environment by providing better access to social services in the community for low-income residents.

Outcome: Accessibility for the purpose of providing suitable living environment.

Outcome Indicators: Number of persons assisted with new or improved access to a public service (estimated 100).



**NOTICE OF AVAILABILITY OF AMENDMENT TO
CITY OF URBANA & URBANA HOME CONSORTIUM
ANNUAL ACTION PLAN FY 2012-2013
& NOTICE OF PUBLIC HEARING**



On **Tuesday, September 25, 2012 @ 7:00 p.m.**, the City of Urbana will hold a public hearing in the Urbana City Council Chambers at 400 S. Vine St. Urbana, IL, to accept comments on the proposed amendment to the *FY 2012-2013 Annual Action Plan* as outlined below. The City of Urbana receives CDBG funding allocations from the Dept. of Housing and Urban Development (HUD) to benefit low- and moderate-income citizens.

CITY OF URBANA PROPOSED FY 2012-2013 CDBG AMENDMENT:

The City of Urbana proposes to amend the Community Development Block Grant (CDBG) budget of the FY 2012-2013 Annual Action Plan (AAP) to allocate existing City of Urbana Public Facilities funding to a new program as outlined below, and to amend the Public Service (PS) Activities under the Consolidated Social Service Funding (CSSF) Pool to include social service agencies that received CDBG PS funding through the CSSF pool.

Funding for the Community Elements activity was originally allocated as a Public Facility project, but will now be allocated under a new program entitled Residential Rehab & Preservation (by a Non-Profit.) The amendment proposes to allocate the same amount of FY 2012-2013 City of Urbana CDBG funds (\$15,665) as was originally allocated, from the Public Facility Program to the proposed Residential Rehab & Preservation (by a Non-Profit) Program, as this activity is better suited under the new program, per HUD regulations.

b. Public Facilities and Improvements d. Residential Rehab and Preservation (by a Non-Profit)

1. Community Elements (FY 12-13) - \$15,665

Funds will be used to install upgrades in the bathroom of each unit (vanities and medicine cabinets), vinyl flooring in bathroom/kitchen/entryway of each apartment, and exterior painting of the siding at the Elm Street Supported Apartment Program, an 8-unit affordable housing complex for persons with psychiatric disabilities, located in Urbana.

Agencies that received CDBG Public Service funding through the Consolidated Social Service Funding pool are also being added to the Public Service Activities under the Consolidated Social Service Funding Pool activity, due to the AAP being submitted to the Dept. of Housing and Urban Development (HUD) before the funding allocations for the CSSF pool were determined by the Urbana City Council.

c. Public Service Activities

2. Public Service Activities under Consolidated Social Service Funding Program (FY 12-13) - \$9,000

The balance of available funding at 15% of the current entitlement will be allocated for program activities ~~yet to be determined~~ by the following agencies, which ~~would~~ will benefit low-income residents of the CD Target Area. The Community Development Commission has designated the priorities of *Seniors/Youth, Homelessness, and Special (Needs) Population* to be considered by the Urbana City Council for public service funding under the CDBG Program:

1. Champaign County Regional Planning Commission - Senior Services; *Priority 1) Seniors/Youth; \$3,000*
2. Community Elements - Roundhouse Youth Shelter; *Priority 1) Seniors/Youth; Priority 2) Homelessness; \$4,000*
3. Greater Community AIDS Project (GCAP); *Priority 3) Special Needs Population; \$2,000*

Copies of the City of Urbana and Urbana HOME Consortium FY 2012-2013 Annual Action Plan, as well as the proposed amendment are available from Monday, August 27, 2012 for public review and comment until 7:00 p.m. Tuesday, September 25, 2012 at the following locations:

- Urbana Free Library, 210 W. Green St , Urbana, IL, *and*
- Urbana City Building, 400 S. Vine St, Urbana, IL 61801 *in the following offices:*
 - (1) Department of Community Development Services Office
 - (2) City Clerk's Office

Questions and comments should be directed in writing, beginning August 27, 2012 and ending before the close of business on Tuesday, September 25, 2012 to Kelly H. Mierkowski, Manager, Grants Management Division, City of Urbana, 400 S. Vine St., Urbana, IL 61801 or khmierkowski@urbanaillinois.us.



**CITY OF URBANA & URBANA HOME CONSORTIUM
PROPOSED AMENDMENTS
TO FY 2011-2012 ANNUAL ACTION PLAN
(Fall 2012 CDBG Amendment) -- PUBLIC HEARING MINUTES**

**Tuesday, September 25, 2012, 7:02 p.m.
City Council Chambers, 400 S. Vine Street, Urbana, IL**

Present:

- Community Development Commission: Chairperson Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Gregory Hayes, Jerry Moreland, Anne Silvis
- City of Urbana Grants Management Division: Kelly H. Mierkowski, Connie Eldridge, Jenell Hardy
- Lisa Benson, Community Elements

The Community Development Commission and Grants Management Division staff were prepared to receive interested citizens at 7:00 p.m.

Chairperson Cobb called the public hearing to order at 7:02 p.m. The purpose of this public hearing was to provide an opportunity for the public to provide input and comments regarding: Proposed Amendments to the FY 2012-2013 Annual Action Plan. The City of Urbana proposed to amend the Community Development Block Grant (CDBG) budget of the FY 2012-2013 Annual Action Plan (AAP) to re-allocate the original amount of CDBG funds (\$15,665 for Community Elements) from the City of Urbana Public Facility Program to the proposed Residential Rehab and Preservation (by a Non-Profit) Program. Also, the Public Service (PS) Activities under the Consolidated Social Service Funding (CSSF) Pool will be amended to include social service agencies that received CDBG PS funding through the CSSF pool.

Notice of this public hearing was placed on the City of Urbana's website on Friday, August 24, 2012, and was mailed and e-mailed to various social service agencies and interested citizens on Monday, August 27, 2012.

No one spoke.

Chairperson Cobb adjourned the public hearing at 7:04 p.m.

Respectfully Submitted

Connie Eldridge, Recording Secretary



- *UNAPPROVED* -
MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
Tuesday, September 25, 2012, City Council Chambers
400 South Vine Street, Urbana, IL 61801

Public Hearing on Proposed Amendments to City of Urbana & Urbana HOME Consortium Annual Action Plan (AAP) for Fiscal Year (FY) 2012-2013 (Fall 2012 CDBG Amendment):

Chairperson Cobb called the public hearing to order and declared it open at 7:02 p.m. The purpose of this public hearing was to receive input on the City of Urbana's proposed amendments to the Community Development Block Grant (CDBG) FY 2012-2013 budget. The amendment will re-allocate the original amount of CDBG funds (\$15,665 for Community Elements) from the City of Urbana Public Facility Program to the proposed Residential Rehab & Preservation (by a Non-Profit) Program. Also, the Public Service (PS) Activities under the Consolidated Social Service Funding (CSSF) Pool will be amended to include social service agencies that received CDBG PS funding through the CSSF pool.

Notice of this public hearing was placed on the City of Urbana's website on Friday, August 24, 2012 and was mailed and e-mailed to various social service agencies and interested citizens on Monday, August 27, 2012.

No one spoke. Chairperson Cobb adjourned the public hearing at 7:04 p.m.

Call to Order: Chairperson Cobb called the regular meeting of the Community Development Commission to order at 7:05 p.m.

Roll Call: Connie Eldridge called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Gregory Hayes, Jerry Moreland, and Anne Silvis

Commission Members Absent: Brad Roof

Others Present: Kelly H. Mierkowski, Jenell Hardy, and Connie Eldridge, Community Development Services; Lisa Benson, Community Elements.

Approval of the Minutes: *Chairperson Cobb asked for approval or corrections to the July 24, 2012 Community Development (CD) Commission meeting minutes. Commissioner Diana moved to approve the minutes, and Commissioner Francis seconded the motion. The motion carried unanimously.*

Chairperson Cobb introduced Gregory Hayes, Jr., who is a new member of the CD Commission.

Petitions and Communications: None.

Staff Report: Ms. Mierkowski distributed an updated list of CD Commissioners and reviewed a staff memorandum dated September 25, 2012. The Department of Housing and Urban Development (HUD) has recently monitored the Urbana HOME Consortium's HOME Program, of which the City of Urbana is the lead entity. There were no findings or concerns. HUD representatives Kimberly Danna and Ray Canchola visited the Cities of Urbana and Champaign today. Staff is working on the Consolidated Annual Performance and Evaluation Report (CAPER), which is due in HUD on September 28, 2012.

Neighborhood Cleanup is scheduled for Saturday, October 20, 2012.

Ms. Mierkowski reviewed the Ecological Construction Laboratory (Eco lab) project at 1302 West Dublin Street, Urbana. The City has issued a Certificate of Occupancy (C of O). The unit passed the Housing Authority of Champaign County's (HACC) Housing Quality Standards (HQS) inspection, and Eco lab has completed forms to become an eligible landlord for the HACC Housing Choice Voucher Program. The lease is scheduled to be signed on September 26, with the tenant's move-in date on October 1, 2012.

Old Business: None.

New Business: **An Ordinance Approving a First Amendment to the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2012-2013 (Fall 2012 CDBG Amendment)** – Jenell Hardy explained the amendment has two parts. The first part recategorizes the CDBG grant awarded to Community Elements for its Elm Street Supported Apartments. During HUD's recent monitoring, staff learned this project was best categorized as Residential Rehab & Preservation (by a Non-Profit) rather than as a Public Facility. There is no impact to the CDBG budget, as funds were already allocated. The project will proceed as any Public Facility Project. In response to Commissioner Diana, Ms. Hardy said the City does not plan to offer this category again.

The second part concerns the distribution of CDBG Public Service (PS) funding through the CSSF pool. The amendment officially adds the following: Champaign County Regional Planning Commission \$3,000; Community Elements Roundhouse \$4,000; Greater Community AIDS Project (GCAP) \$2,000. In response to Chairperson Cobb and Commissioner Diana, Ms. Hardy explained the CDBG budget is within the City of Urbana's budget. CSSF is a mixture of City General Funds, CDBG and Cunningham Township funds. The three agencies that are receiving CDBG funds are also receiving either City or Township funds.

Commissioner Silvis moved to recommend to City Council approval of an Ordinance Approving a First Amendment to the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2012-2013 (Fall 2012 CDBG Amendment). Commissioner Francis seconded the motion, and the motion carried unanimously.

A Resolution Approving a City of Urbana Community Development Block Grant Program Agreement (Community Elements, Project No. 1213-AAP-01) – Ms. Hardy stated this agreement is for the same dollar amount and is identical to that for Public Facilities projects, but it was just recategorized. Chairperson Cobb asked about the difference between a Public Facility

Project versus a Residential Rehab & Preservation (by a Non-Profit). Ms. Hardy explained that a public facility would be a group home rather than the single bedroom style unit at Elm Street. While the activity is still eligible, the layout of Community Element's Elm Street Apartments means it cannot be called a Public Facility Project.

Commissioner Moreland moved to recommend to City Council approval of a Resolution Approving a City of Urbana Community Development Block Grant Agreement (Community Elements, Project No. 1213-AAP-01). Commissioner Francis seconded the motion, and the motion carried unanimously.

Adjournment: Chairperson Cobb adjourned the meeting at 7:28 pm.

Recorded by Connie Eldridge

C:\word\minutes.cdc.Sept25,2012.min

- UNAPPROVED -