



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

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

DATE: April 9, 2015

SUBJECT: **A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (Habitat Spring 2015)**

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Developer FY 2014-2015)

Introduction

Included on the meeting agenda of the Committee of the Whole is a resolution certifying Habitat for Humanity of Champaign County (Habitat) as a Community Housing Development Organization (CHDO) in order to be eligible to receive the contracts proposed using Fiscal Year (FY) 2013-2014 and FY 2014-2015 CHDO project and operating funds as part of the HOME Investment Partnerships Program. Habitat has met all of the Federal HOME Program requirements for certification as a CHDO in the current fiscal year.

The proposed funding will allocate \$150,000 to assist Habitat in constructing five new single-family units.

Certification

Habitat first became certified as a Community Housing Development Organization (CHDO) in 2011. Since it began carrying out HOME-funded activities, Habitat has successfully constructed and sold 12 new single-family units in the Urbana HOME Consortium area.

Certification requirements include: board make-up, nonprofit status, history of serving the community, and a number of other criteria. Habitat has met all of the criteria to qualify as a CHDO.

Proposed Projects

The attached CHDO funding application details the proposed projects. While Habitat's request is for \$150,000 in project funding, the Consortium currently only has \$118,274 available for

development financing. In order to construct all four homes and close the financial gap, Urbana staff proposes to finance the gap using Urbana HOME entitlement funds in the amount of \$31,724.81. The Urbana funds would be split amongst the two units that are to be constructed in Urbana. The funding breakdown for each unit is detailed below:

Project Address	Funding Type	Amount
1508 Paula, Champaign	CHDO Construction Financing	\$30,000
512 W Beardsley, Champaign	CHDO Construction Financing	\$30,000
904 N Hickory, Champaign	CHDO Construction Financing	\$30,000
1405 Eads, Urbana	CHDO Construction Financing, Urbana HOME Entitlement	\$14,137.59 \$15,862.41
807 Romine, Urbana	CHDO Construction Financing, Urbana HOME Entitlement	\$14,137.60 \$15,862.40

According to the application submitted, Habitat intends to begin construction on the units this fall. Four buyers purchasing the homes are at or below 50% of the Median Family Income. One buyer is below the 80% limit.

The remaining construction financing needed for the projects is also detailed in the application and is being provided by local churches, through private donations, and through the recent Attorney General grant award that Habitat received in 2013. These funds also serve as the match requirement stipulated in the HOME program guidelines of a minimum of 25 percent leverage.

On March 24, 2015, the Community Development Commission forwarded the proposed Resolutions to City Council with a unanimous recommendation for approval. Unapproved minutes from the CDC meeting are also attached for review.

Options

1. Approve the Resolutions.
2. Approve the Resolutions with changes.
3. Do not approve the Resolutions.

Fiscal Impacts

There will be no change to the City General Fund as a direct result of executing the proposed contracts. All CHDO projects receive funding that is part of a required set-aside set forth in the HOME Program Final Rule. The proposed CHDO contracts will assist in committing these funds necessary in a timely manner.

The construction of two new, single-family units in Urbana will generate property tax revenue for the City and other taxing bodies once each sale is completed. The HOME entitlement contributed by the City of Urbana will reduce the funds available for the FY 2014-2015 down payment

activities. However, the commitment deadline is a priority due to the July 31, 2015 deadline. Down payment assistance projects will not begin generating applications in a timely manner to meet this commitment deadline. As such, allocating funds towards “shovel-ready” projects is ideal to meet the commitment requirements and meet the needs of the low-income community.

Programmatic Impacts

The proposed projects are all in keeping with the goals and strategies outlined in the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2010-2014. CHDO projects are funded by the 15 percent HOME Set-Aside and cannot be used for any other program or activity.

The \$31,724.81 Urbana HOME entitlement funds will reduce the number of down payment projects that will be completed as part of the FY 2014-2015 Annual Action Plan amendment. However, committing these funds will assist to secure future HOME funding in maintaining the City’s commitment obligations as a member of the Urbana HOME Consortium and improving overall program performance.

Recommendations

Staff and the Community Development Commission recommend that the Urbana City Council approve the proposed Resolutions.

Memorandum Prepared By:

Jenna Gonzalez, Grants Coordinator II
Grants Management Division

Attachments:

Certification:

1. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (Habitat Spring 2015)
2. *Application for CHDO Certification – Habitat for Humanity of Champaign County*

CHDO Agreement:

3. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Developer FY 2014-2015)
4. *An Urbana HOME Consortium Community Housing Development Organization Developer Agreement (Habitat CHDO Developer FY 2014-2015)*
5. Application for Funding
6. *March 24, 2015 Community Development Commission Unapproved Meeting Minutes*

RESOLUTION NO. 2015-04-015R

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
FOR THE URBANA HOME CONSORTIUM
(Habitat Spring 2015)

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of Habitat for Humanity of Champaign County as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2014-2015 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 *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan*.

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

Section 1. That Habitat for Humanity of Champaign County (Habitat) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for FY 2014-2015, and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect until June 30, 2015, or until such time that Council be informed of conditions necessitating a change in the status of Habitat as a CHDO.

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



400 South Vine St.
Urbana, IL 61801
(217) 384-447
imgonzalez@urbanaininois.us

City of Urbana City of Champaign Champaign County

Community Housing Development Organization (CHDO) Certification Application

Legal Name of Organization: Habitat for Humanity of Champaign County

Address: 119 E University Ave., Champaign, IL 61820

Contact Person/Title: Sheila Dodd, Executive Director

Phone: 217-819-5111 Fax: 217-363-3373

E-mail Address: sdodd@cuhabitat.org

Chief Executive Officer: Sheila Dodd

*The following documentation must be submitted with certification form in order for the applying organization to be considered for Community Housing Development Organization (CHDO) designation. **Organizations already certified must complete this application each time funding is awarded.** Please indicate in the spaces provided the section in the application package and the page number containing each of the requirements. CHDO designation must be approved by the Urbana HOME Consortium (UHC) prior to competing for CHDO set-aside funding.*

DO NOT COMPLETE THIS SECTION – FOR UHC USE ONLY

Date Application Received: _____
Date Reviewed by UHC Technical Committee: _____
Approved or Declined: _____
Date Notification Letter Sent to Applicant: _____

Please indicate page number:

1. 1, 7

The organization must provide UHC with each of the following:

- Articles of Incorporation
- Bylaws

2. ✓

A provision "to provide decent and affordable housing to very low- and low-income persons" must be included in the Articles of Incorporation.

3. 13

A copy of the ruling letter from the Internal Revenue Service that indicates the organization has been conditionally designated or has received 501(c) tax-exempt status.

4. 14

Documentation from the Office of the Illinois Secretary of State that the Organization is in good standing. If the organization is newly created and is less than one year old, incorporation documents will suffice.

5. Champaign Co.

Indicate the organization's service area (i.e., city, town, or county). This must be included in the Articles and/or Bylaws.

6. See Audit 15, 16

A certification from a Certified Public Accountant that the organization meets standards of financial management and accountability that conform to Attachment F of OMB Circular A-110 (24 CFR Part 84), A-133 and A-122.

7. 17

A signed resolution from the applicant organization's Board of Directors approving the submittal of this application.

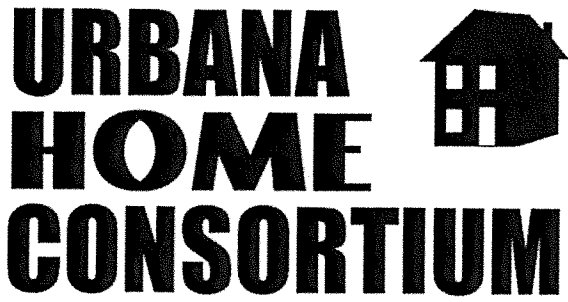
8. 18, 19

A listing of the CHDO Board of Directors. Each director must be identified by name, occupation, employer and which sector (private, public or low-income) he/she will represent. In addition, board members who are to represent low-income residents must supply verification that they are either low-income themselves, a resident of a low-income neighborhood or an elected representative of a low-income neighborhood or organization.

- At a minimum, one-third of the board must be comprised of low-income representatives and a maximum of one-third of the board may be public officials, appointees or employees of the UHC. Furthermore, this board composition requirement and election procedure must be included in the bylaws. *Page 2 of bylaws*
- Each director may only represent a single sector (i.e., low-income or public official, but not both).

9. ✓

A description of the formal process the organization has established for low-income beneficiaries to advise the CHDO on project design, location of sites, development and management of affordable housing. This process must be included in the bylaws.



400 South Vine St.
 Urbana, IL 61801
 (217) 384-2447

jmgonzalez@urbanaininois.us

City of Urbana

City of Champaign

Champaign County

Supplemental Operating Application (CHDOs only)

This supplemental application is intended for Community Housing Development Organizations and should be attached to the Project application for which the CHDO is seeking funding. Historically, the Urbana HOME Consortium has established a "per-unit" operating award policy of \$7,000 per unit, as funds are available. Should you have specific intentions for the use of funds that go above and beyond the overhead associated with carrying out a HOME-assisted activity, please provide a narrative explaining your objective. Eligible operating expenses include: salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies.

A. CHDO Operating Request

CHDO Operating Funds Requested:	\$35,000
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B. Budget and Funding Information

Please provide a budget that provides, at a minimum, the same level of detail as the example provided below. Please indicate the overall budget your organization has earmarked in each category for the current/upcoming fiscal year. You may add categories as needed.

TIP: In general, CHDO operating funds are used to support the salary costs of staff directly carrying out HOME-funded activities.

Activity	Projected Annual Budget	HOME Funding Request
Overhead – i.e. rent & utilities, taxes, etc.		
Wages/Salaries	\$248,300	\$35,000
Employee Education/Training		
Marketing & Publishing		
Consulting or Legal Services		
Office Supplies & Equipment		
TOTALS	\$248,300	\$35,000

Applicant Certification and Commitment of Responsibility

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the Habitat for Humanity of Champaign County (applicant name) assumes the responsibilities specified in the HOME regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;



- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap.
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein.
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.

Sheila Dodd
Authorized Signature

Executive Director
Title

Sheila Dodd
Print Name

2/2/15
Date



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Whereas, ARTICLES OF INCORPORATION OF HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY, INC. INCORPORATED UNDER THE LAWS OF THE STATE OF ILLINOIS HAVE BEEN FILED IN THE OFFICE OF THE SECRETARY OF STATE AS PROVIDED BY THE GENERAL NOT FOR PROFIT CORPORATION ACT OF ILLINOIS, IN FORCE JANUARY 1, A.D. 1987.

Now Therefore, I, George H. Ryan, Secretary of State of the State of Illinois, by virtue of the powers vested in me by law, do hereby issue this certificate and attach hereto a copy of the Application of the aforesaid corporation.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, at the City of Springfield, this 6TH day of MAY A.D. 1991 and of the Independence of the United States the two hundred and 15TH.



George H Ryan
SECRETARY OF STATE

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FORM NP-102.10
(Revised Jan. 1987)

ARTICLES OF INCORPORATION

(Do Not Write in This Space)

Filing Requirements — Present 2 signed and fully executed copies in exact duplicate For Inserts — Use White Paper — Size 8½ x 11

Payment must be made by Certified Check, Cashiers' Check or a Money Order, payable to "Secretary of State."
DO NOT SEND CASH!

Date Paid 5-6-91
Filing Fee \$50
Clerk m

GEORGE H. RYAN
JIM EDGAR

TO: JIM EDGAR Secretary of State

Pursuant to the provisions of "The General Not For Profit Corporation Act of 1986", the undersigned incorporator(s) hereby adopt the following Articles of Incorporation.

Article 1. The name of the corporation is: Habitat for Humanity of Champaign County, Inc.

Article 2. The name and address of the initial registered agent and registered office are:

Registered Agent J. Michael O'Byrne
First Name Middle Name Last Name

Registered Office 501 West Church Street
Number Street (Do Not Use P.O. Box)

Champaign IL 61820 Champaign
City Zip Code County

Article 3. The first Board of Directors shall be five (5) in number, their names and addresses being as follows:
(Not less than three)

Directors' Names	Number	Street	Address City	State
<u>Glenn Kalkbrenner,</u>	<u>905 S. Russell,</u>	<u>Champaign,</u>	<u>Illinois</u>	<u>61821</u>
<u>Craig Chamberlain,</u>	<u>1200 S. Vine; #23,</u>	<u>Urbana,</u>	<u>Illinois</u>	<u>61801</u>
<u>John Kenny,</u>	<u>2036 Byrnbruk Road,</u>	<u>Champaign,</u>	<u>Illinois</u>	<u>61821</u>
<u>Michael Swinford,</u>	<u>411 W. University Avenue,</u>	<u>Champaign,</u>	<u>Illinois</u>	<u>61820</u>
<u>Frieda Wascher,</u>	<u>803 W. Fairview,</u>	<u>Urbana,</u>	<u>Illinois</u>	<u>61801</u>

Article 4. The purposes for which the corporation is organized are:
See attached sheet.

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Is this corporation a Condominium Association as established under the Condominium Property Act? Yes No (Check one)

Is this corporation a Cooperative Housing Corporation as defined in Section 216 of the Internal Revenue Code of 1954? Yes No (Check one)

Is this a Homeowner's Association which administers a common-interest community as defined in subsection (c) of Section 9-102 of the Code of Civil Procedure? Yes No

Article 5. Other provisions (please use separate page):

NAMES & ADDRESSES OF INCORPORATORS

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The undersigned incorporator(s) hereby declare(s), under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.
 Dated March 26, 19 91.

Signatures and Names	Post Office Address
1. <u><i>Glenn Kalkbrenner</i></u> Signature <u>Glenn Kalkbrenner</u> * Name (please print)	1. <u>905 S. Russell</u> Street <u>Champaign, IL 61821</u> City/Town State Zip
2. <u><i>Craig Chamberlain</i></u> Signature <u>Craig Chamberlain</u> Name (please print)	2. <u>1200 S. Vine, #23</u> Street <u>Urbana, IL 61801</u> City/Town State Zip
3. <u><i>John Kenny</i></u> Signature <u>John Kenny</u> Name (please print)	3. <u>2036 Byrnebruk Road</u> Street <u>Champaign, IL 61821</u> City/Town State Zip
4. <u><i>Michael Swinford</i></u> Signature <u>Michael Swinford</u> Name (please print)	4. <u>411 W. University Ave.</u> Street <u>Champaign, IL 61820</u> City/Town State Zip
5. <u><i>Frieda Wascher</i></u> Signature <u>Frieda Wascher</u> Name (please print)	5. <u>803 W. Fairview</u> Street <u>Urbana, IL 61801</u> City/Town State Zip

(Signatures must be in ink on original document. Carbon copy, xerox or rubber stamp signatures may only be used on conformed copies.)
 NOTE: If a corporation acts as incorporator, the name of the corporation and the state of incorporation shall be shown and the execution shall be by its President or Vice-President and verified by him, and attested by its Secretary or an Assistant Secretary.

The registered agent cannot be the corporation itself.

The registered agent may be an individual, resident in this State, or a domestic or foreign corporation, authorized to act as a registered agent.

The registered office may be, but need not be, the same as its principal office.

A corporation which is to function as a club, as defined in Section 1-3.24 of the "Liquor Control Act" of 1934, must insert in its purpose clause a statement that it will comply with the State and local laws and ordinances relating to alcoholic liquors.

File # _____
 Form NP-102.10
 ARTICLES OF INCORPORATION
 under the
 GENERAL NOT FOR PROFIT
 CORPORATION ACT
 of
Habitat for Humanity of
 Champaign County, Inc.

FILED

MAY - 6 1991

GEORGE H. RYAN
 SECRETARY OF STATE

SECRETARY OF STATE
 CORPORATION DEPARTMENT
 SPRINGFIELD, ILLINOIS 62756
 TELEPHONE (217) 782-6961

(These Articles Must Be Executed and Filed in Duplicate)

Filing Fee \$50

ARTICLE 4. The purposes for which the corporation is organized are:

(a) To witness to and implement the Gospel of Jesus Christ in Illinois and throughout the United States and the world by working with economically disadvantaged people to help them to create a better human habitat in which to live and work;

(b) To cooperate with other charitable organizations, through grants and otherwise, which are working to develop a better human habitat for economically disadvantaged people;

(c) To communicate the Gospel of Jesus Christ by means of the spoken and written word;

(d) To receive, maintain, and accept as assets of the Corporation, any property, whether real, personal, or mixed, by way of gift, bequest, devise, or purchase from any person, firm, trust, or corporation, to be held, administered and disposed of exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and in accordance with the pursuant to the provisions of these Articles of Incorporation; but no gift, bequest, devise, or purchase of any such property shall be received or made and accepted if it is conditioned or limited in such manner as shall require the disposition of income or principal to any organization other than a "charitable organization" or for any purposes other than "charitable purposes" which would jeopardize the status of the Corporation as an entity exempt from federal income tax pursuant to the relevant provisions of the Internal Revenue Code, as amended; and

(e) To exclusively promote and carry on any other religious, charitable, or educational purposes and activities for which corporations may be organized and operated under the relevant provisions of the Internal Revenue Code, as amended, and under the Illinois Nonprofit Corporation Code.

ARTICLE 5. The powers of the Corporation shall include the following:

(a) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislations, and the Corporation shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

(b) Anything contained in these Articles of Incorporation to the contrary notwithstanding, the Corporation shall not carry on or otherwise engage in any activities not permitted to be carried on or engaged in by (i) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; (ii) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended, or any corresponding section of any future tax code; or (iii) a corporation organized and existing under the Illinois Nonprofit Corporation Code.


(c) In the event of the dissolution and liquidation of this Corporation, to the extent allowed or permitted under applicable laws, the property and assets of the Corporation shall be as determined by the Board of Directors, distributed to or sold and the proceeds of such sales distributed to (i) Habitat for Humanity International, Inc., a Georgia Nonprofit Corporation and a corporation exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, as amended, or (ii) any other organization(s) organized and operating for the same purposes for which the Corporation is organized and operating or any organization(s), foundation(s), fund(s), or corporation(s) organized and operating exclusively for religious, charitable, scientific, or educational, or other purposes permitted by Section 501(c)(3) of the Internal Revenue Code, as amended, all of which such organizations, foundations, funds, or corporations shall be exempt under Section 501(c)(3) of the Internal Revenue Code, as amended. In the event that any assets are not disposed of in accordance with the provisions of these Articles of Incorporation or that the Corporation shall fail to act within a reasonable time in the manner provided in these Articles of Incorporation, the Court of Champaign County shall, upon application of one or more persons having a real interest in the Corporation or its assets, make such distribution(s) as provided in these Articles of Incorporation.

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ARTICLE 6.

The Corporation is organized pursuant to the Illinois Nonprofit Corporation Code and is a non-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code, as amended.



By-Laws of
Champaign County Habitat for Humanity & ReStore
(Adopted June 2013)
(Reviewed August 2014)

PREAMBLE

Habitat for Humanity of Champaign County shall seek to sponsor specific projects in habitat development in Champaign County, Illinois, starting with the construction of modest but adequate housing, and to associate with other groups functioning with purposes consistent with those listed below, namely to:

- a) Work with economically disadvantaged people to help them create a better human habitat in which to live and work.
- b) Cooperate with other charitable organizations, through grants and otherwise, which are working to develop a better habitat for economically disadvantaged people.
- c) Communicate our faith in God by means of our words and actions as we work in partnership with God and people building homes and community.
- d) Enable an expanding number of persons from all walks of life to participate in this ministry.

ARTICLE I - BOARD OF DIRECTORS

- A. The affairs of the organization shall be controlled and administered by a Board of Directors, which shall be composed of not less than 6 and not more than 11 members, each of whom shall serve for a two year term except that the term of the University of Illinois Habitat for Humanity Chapter representative shall coincide with the term of office for the Chapter representative or their designate with full voting privileges to the Board. Board terms will coincide with the calendar year.
- B. Directors shall be elected by a majority vote of the existing board members of the organization no later than the last regularly scheduled board meeting of the calendar year before the term is to begin. A Director may be reelected for a maximum of four consecutive terms. A Director must reside in Champaign County, Illinois. A Director may resign at any time or may be removed, with or without cause, by a two-thirds vote of the entire Board of Directors. Upon the death, removal, resignation or incapacity of any member of the Board of Directors, a majority of the remaining directors may fill the vacancy for the term of the vacancy.
- C. The Board of Directors shall hold a minimum of 12 meetings per year unless otherwise directed by the officers. Such meetings shall occur at a location, time, and date that shall be fixed by the officers. Additional meetings may be held as determined by the President. The President shall convene such additional meetings by giving notice to all Directors at least one week prior to the meeting. Such notice to the Directors shall include the purpose, location, time, and date of the meeting. The executive committee shall meet one week prior to the regularly scheduled meeting of the Board of Directors. The last regularly scheduled meeting of the Board of Directors of any calendar year shall be considered the Annual Meeting. New Directors, whose terms begin in January of the next calendar year, are eligible to vote for officers or to be elected to office at the Annual Meeting.

The Board of Directors may meet in closed session for the purpose of discussing personnel and family selection matters.

A majority of the Board of Directors shall constitute a quorum. If less than a majority of the Directors are present at any regular or special meeting, a majority of the Directors present

may adjourn the meeting to another night with no further notice. A motion may be voted on via email or telephone. Votes for any motion may be submitted via e-mail or telephone. Such motions must be made by a Director and seconded by a different Director. The e-mailed motion must be submitted to all Directors and all Directors must respond to such motion. Once the vote is taken, it will be reaffirmed at the next Board Meeting. Any Director may participate in a meeting through the use of other communications equipment, by means of which all persons participating in the meeting can simultaneously hear each other.

- D. The Directors shall serve without compensation.
- E. In addition to the officers provided hereafter, the Board of Directors may create other offices and employ such personnel as, in its discretion, it deems necessary to accomplish the purposes for which the Organization was created and to authorize the payment of such salaries and expenses as it deems necessary to the personnel and agents effectuating said organization purposes.
- F. It is expected that each of the Directors will serve on one of the standing committees. The President may appoint such other committees as he or she may deem advisable to assist in the discharge of the Board's duties.
- G. Directors are expected to attend regularly scheduled meetings. Missing three consecutive meetings without being excused or a total of four meetings within the calendar year will be considered a resignation that may be declined by the Board, depending on the circumstances.
- H. All Directors shall be generous contributors to Habitat for Humanity of Champaign County in accordance with their means.
- I. To meet the Community Housing Development Organization ("CHDO") requirements, the board composition shall be:
 - i. **At least** 1/3 of the Directors must be: 1) low income; 2) residents of low-income neighborhood; or 3) elected representatives of a low-income neighborhood organization.
 - ii. **No more than** 1/3 of the Directors may be representatives of the public sector, including any employees of the Participating Jurisdiction.

ARTICLE II – OFFICERS

- A. The officers of the organization shall consist of a President, a Vice President, a Secretary, a Treasurer, and other such officers as may be elected by the Directors.
- B. The President shall preside at all meetings of the Directors, and shall have general supervision over the affairs of the organization and over the other officers.
- C. In the absence of the President, the Vice President shall perform the duties of that office. The Vice President should seek to share responsibilities with the President in the coordination of organization affairs.
- D. The Secretary shall be the custodian of the minutes of the organization and the registered agent of the corporation. The Secretary shall be responsible for the accurate keeping and timely reporting of the meeting minutes of the Board of Directors.

- E. The Treasurer shall have the authority and responsibility for the monitoring and safekeeping of the funds and securities of the organization and shall chair the monthly Finance Committee meeting.
- F. The officers of the Board shall be elected at the Annual Meeting by the Board of Directors. The President and Vice-President shall serve one-year terms. The Treasurer and Secretary shall serve two-year terms. Each officer can be elected to one additional term.
- G. If a vacancy occurs on the Board of Directors, the vacancy may be filled by an affirmative vote of a majority of all remaining Directors. The Director elected to fill a vacancy shall hold office until the next annual meeting of the Board of Directors or until the end of the term of the position the Director is filling. The partial term will not count towards the maximum allowable time limit.
- H. The President and Vice-President shall be ex-officio members on all committees.

ARTICLE III - COMMITTEES

- A. As each Director is expected to serve on a committee, their committee choice must be approved by the President in conjunction with the needs of that committee and that committee's current makeup. If a Director does not choose a committee the President may appoint the Director to serve on one or more of the Board's standing committees. The President may also appoint Directors as needed on other ad-hoc committees as he/she deems advisable to assist in the discharge of the Board's duties and operations of the organization.
 - o Standing committees shall each be comprised of at least one Director and one member of the affiliate staff on the Committee.
 - o Each committee shall seek to include one representative of the University of Illinois Student Chapter and one member of the faith community
 - o The committee chair shall be either a Director or a designee of the Board.
 - o Committee Chairs are responsible for timely reports to the Board and/or to the executive committee, included but not limited to the bi-monthly report, either in person or through the board member(s) on the committee.
- B. Each Committee will be accountable to the Board and specifically to the Board President and Executive Director for:
 - o Reporting of committee member status
 - o Regular Bi-monthly updates on committee actions and achievements
 - o Fulfilling the goals and standards of the committee as outlined in the affiliate by-laws and other committee documents
 - o Committee member recruitment, education and mentoring
- C. Each Committee will consist of members with a commitment to the organization and the specific role of that committee.
- D. Each Committee shall design and implement a committee profile which outlines specific skills and experience which are needed on the committee and assure the make up of the committee members reflects those needs.
- E. Each Committee will have an overview document and/or manual which clearly state the responsibilities of the committee, their goals, and a profile of the desired committee

membership. The goals and responsibilities shall be reviewed and approved annually by the board to assure they meet the current needs of the affiliate.

- F. Standing committees shall each have at least one Director on the Committee. The committee chair shall be either a Director or a designee of the board. Committee chairs who are not Directors are responsible for timely monthly reports to the Board or to the executive committee, either in person or through the Director(s) on the committee. Directors on committees with non-Board chairs have a special responsibility to see that the Board of Directors is fully informed of committee activities.

- G. The Standing Committees shall be as follows

Development Committee

Responsible for community outreach that results in awareness of the affiliate's goals, accomplishments, and needs.

Family Selection/Support Committee

Responsible for developing and implementing a Family Selection and Support process which assures that the affiliate serves the members of the community as defined by the affiliate's service profile to include application, interview, and selection process.

Building Committee

Responsible for seeking out property for development into organization housing. This property may be donated or purchased and must be in Champaign County. The Committee shall be responsible for overseeing the construction of the homes in conjunction with the Construction Manager.

Volunteer Committee

- Shall be the primary source of volunteer engagement for the ReStore, build sites and other events.

Finance Committee

- Shall have the general oversight of all financial matters, including budget, financial policies and insurance. Fiscal policies shall be reviewed annually by the Board.

Board Recruitment Committee

- Shall recruit Board and committee members who will be active and are dedicated to the goals of the affiliate and their role in the organization
- Shall be responsible for recruiting new Directors and submitting the names of qualified persons nominated as potential officers and Directors for the next calendar year.
- Develops, maintains and implements:
 - Board membership screening and interviewing process
 - New Director training and orientation
 - Director and officer transition program

- H. An Ad Hoc Committee may be created by a majority vote of the Board of Directors as necessary to address the needs or concerns of the Board. Such an Ad Hoc Committee may exist for no longer than the remainder of the current calendar year unless extended by a majority vote of the members of the Directors at the last scheduled meeting of the Board for that calendar year. The Chair of an Ad Hoc Committee shall be elected by a majority vote of

the Directors and may be removed, with or without cause, by a majority vote of the Directors.

ARTICLE IV - FISCAL POLICIES

CONTRACTS. The Board of Directors may authorize any officers, or agents of the corporation, in addition to the Executive Director, President, Vice President, and Treasurer so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authorization should be limited to specific instances whereby the officer or agent is designated and the type of contract described by the Board of Directors.

All fiscal policies shall be reviewed and approved annually by the Board of Directors.

ARTICLE V - CHANGING THE BYLAWS

- A. The Board of Directors shall have the power to alter, amend or appeal these By-laws or adopt new By-laws, provided that the By-laws at no time shall incorporate any provision inconsistent with the law, with the articles of incorporation, or with the purposes and goals of the organization.
- B. Amending the By-laws requires advance notice at the prior regular meeting. Such advance notice shall be in written format that shows written language and proposed language, and requires a 2/3 vote of the Board of Directors.
- C. The Bylaws will be reviewed annually by the Board of Directors at the first meeting of the calendar year.

ARTICLE VI – INDEMNIFICATION AND INSURANCE

- A. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, other than an action by or in the right of the corporation, by reason of the fact that he or she is or was a Director, officer, employee or agent of the corporation, or who is or was serving at the written request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, or with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.
- B. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the written request of the corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), actually and reasonably incurred by such person in connection with the defense

or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconducting the performance of his or her duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

- C. To the extent that a Director, officer, employee or agent of the corporation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections (A) and (B) in this Article VI, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by such person in connection therewith.
- D. Any indemnification under Sections (A) and (B) of this Article VI (Unless ordered by a court) shall be made by the corporation only as authorized in the specific case, upon a determination that indemnification of the Director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (A) and (B) of this Article VI. Such determination shall be made (1) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding, (2) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, or (3) by the members entitled to vote, if any.
- E. Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of any undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in this Article VI.
- F. The indemnification provided by this Article VI shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested Directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, officer, employee or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person. The Corporation is irrevocably dedicated to and operated exclusively for, nonprofit purposes; and no part of the income or assets of the Corporation shall be distributed to, nor inure to the benefit of, any individual.
- G. The corporation may purchase and maintain insurance of behalf of any person who is or was a Director, officer, employee or agent of the corporation, or who is or was serving at the request of the corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person, in any such capacity, or arising out of his or her status as such, whether or not the corporation would have the power to indemnify such person against such liability under the provisions of this Article VI.
- H. If the corporation has paid indemnity or has advanced expenses under this Article VI to a Director, officer, employee or agent, the corporation shall report the indemnification or advance in writing to the members entitled to vote with or before the notice of the next meeting of such members.

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
KANSAS CITY MO 64999

DATE OF THIS NOTICE: 04-04-91
NUMBER OF THIS NOTICE: CP 575 L
EMPLOYER IDENTIFICATION NUMBER: 37-1277094
FORM: TELE-TIN TAX PERIOD: N/A
0916506042 0

FOR ASSISTANCE PLEASE
WRITE TO US AT:

INTERNAL REVENUE SERVICE
KANSAS CITY MO 64999

BE SURE TO ATTACH THE
BOTTOM PART OF NOTICE

OR YOU MAY CALL US AT:

1-800-829-1040

HABITAT FOR HUMANITY OF CHAMPAIGN
% GLENN KALKBRENNER PRES
905 S RUSSELL ST
CHAMPAIGN IL 61821

NOTICE OF NEW EMPLOYER IDENTIFICATION NUMBER ASSIGNED

Thank you for your Tele-TIN phone call. The Employer Identification Number (EIN) assigned to you is shown above. It will be used to identify your business account, tax returns and documents, even if you don't have employees.

1. Keep a copy of the number in your permanent records.
2. Use your name and the number exactly as shown above on all Federal tax forms.
3. Use the number on all tax payments and tax-related correspondence or documents.

It is important to use the IRS prepared label when filing tax documents or the FTD coupons when making FTD payments. However, if this is not possible, you must use your EIN and the complete information as shown below to identify your account and avoid processing delays.

If for any reason the information below is not correct, please make the necessary changes.

HABITAT FOR HUMANITY OF CHAMPAIGN
COUNTY INC
% GLENN KALKBRENNER PRES
905 S RUSSELL ST
CHAMPAIGN IL 61821

DO NOT send documents or payments using your address as listed at the top of this letter. That address is for IRS use only.

We have established the filing requirements and tax period shown above for your account based upon the information provided. If you need help to determine your required tax year, get publication 538, Accounting Periods and Methods, which is available at most IRS offices.

Assigning an Employer Identification Number does not grant tax-exempt status to nonprofit organizations. Any organization, other than a private foundation, having annual gross receipts normally of \$5,000 or less is exempt by statute if it meets Internal Revenue Code requirements. Such organizations are not required to file Form 1023, Application for Recognition of Exemption, or Form 990, Return of Organization Exempt from Income Tax.

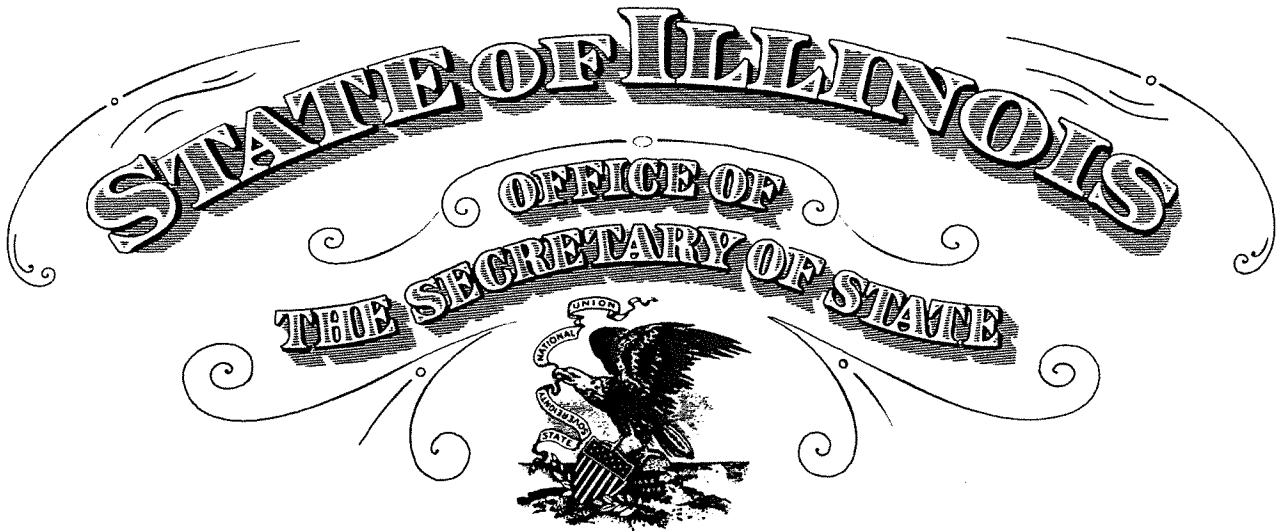
However, if your organization wants to establish its exemption and receive a ruling or determination letter recognizing its exempt status, file Form 1023 with the Key District Director. For details on how to apply for the exemption, see Publication 557, Tax-Exempt Status for Your Organization.

If you haven't done so, please send your completed Form SS-4, Application for Employer Identification Number, to the service center address shown above. Be sure it's properly signed and dated. Also be sure your EIN shown at the top of this notice is written in the upper right-hand corner of the form.

Thank you for your cooperation.

Keep this part for your records.

CP 575 L (Rev. 8-90)



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that

HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON MAY 06, 1991, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 12TH day of FEBRUARY A.D. 2015 .

Jesse White

SECRETARY OF STATE

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Habitat for Humanity of Champaign County and Affiliate
Champaign, Illinois

We have audited the accompanying consolidated financial statements of Habitat for Humanity of Champaign County and Affiliate (a nonprofit organization), which comprise the consolidated statement of financial position as of June 30, 2014, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are

appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Habitat for Humanity of Champaign County and Affiliate as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle Inseparable from a Change in Accounting Estimate

As discussed in Note 4 to the consolidated financial statements, the Organization changed its method of calculating and tracking the amortization of the discounts on mortgages receivable. Our opinion is not modified with respect to this matter.

Martin, Hood, Friese & Associates, LLC

Champaign, Illinois
December 05, 2014



Resolution of the Board of Directors

Pursuant to Article IV, of the By-Laws of Habitat for Humanity of Champaign County, Inc., the Board of directors of Habitat for Humanity of Champaign County, Inc., does hereby authorize the Officers of the Board of Directors of Habitat for Humanity of Champaign County, Inc. as Officers, and Sheila Dodd, as Executive Director, to enter into any contract with the Urbana Home Consortium for the following properties:

1508 Paula, Champaign, IL
512 W Beardsley, Champaign, IL
904 N Hickory, Champaign, IL
807 Romine, Urbana, IL
1405 Eads, Urbana, IL

Including but not limited to the signing of the contracts. In addition, any such actions taken by Sheila Dodd Executive Director for such purpose prior to the date of this Resolution are hereby ratified and affirmed.

This authorization is given this 12th day of February, 2015.

Signature – Alexander Dowd, Board Secretary

Signature – Ron Lyman, Board President

2014 Board members (updated 8/7/14)

Name	Street	Phone, email	Came on	Term begins	Original term ends	May renew through
Roger Webber	302 Calvin St. Savoy, IL 61874	356-8353 (h) 377-2650 (c) rogerbyfordwebber@gmail.com	January 2014	January 2014	December 2015	December 2021
Kate Metz	2006 Sunview Drive Champaign, IL 61821	home: 217-355-0388 cell: 217-898-1827 katem1827@att.net	January 2015	January 2015	December 2016	December 2022
Ronald Lyman President	3307 S. Barker Road Champaign, IL 61822	rlyman@quixnet.net cell: 217-841-0442	January 2010	January 2010	December 2011	December 2017
Craig Kiddoo Treasurer	609 W. Church St. Savoy, IL 61874 Cozad Asset Management, Inc. 2501 Galen Dr. Champaign, IL 61821	craig@cozadassetmgmt.com (primary) skiddoo@att.net (secondary) work: 217-356-8363 cell: 217-778-4580	November 2010	January 2011	December 2012	December 2018
Myrtle Ali Represents Low Income	408 E Beardsley Champaign, IL 61820	myrtleali@att.net home: 217-356-0625 cell: 217-369-4517	January 2015	January 2015	December 2016	December 2022
Danis Pelmore Represents Low Income	405 E Hill St., Champaign, IL 61820	DanisPelmore@gmail.com Danis.Pelmore@mutualofomaha.com Cell – 202-1077	January 2015	January 2015	December 2016	December 2022
Alex Dowd Represents Low Income	705 S First St., Apt 202 Champaign, IL 61820	adowd2@illinois.edu 774-364-2664	May 2014	May 2014	April 2015	Coincides with the term of the student chapter presidency
Tim Gilles	1408 Cobblefield Road Champaign, IL 61822	tgilles@uillinois.edu cell – 722-3222	January 2014	January 2014	December 2015	December 2021

2014 Board members (updated 8/7/14)

David Gillon	902 Switchgrass Lane, Champaign, IL 61822	David.gillon@busey.com 352-9018 (h) 326-5241 (w) 530-2960 (c)	January 2015	January 2015	December 2016	December 2022
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Capacity Building 2012

Part 10 Complete? YES

Part 10: Three-Year Summary Plan Oct 2012 - Sept 2015

Directions: Fill In ALL yellow boxes. When applicable choose from the choices in drop down lists. To fully view a box's contents or to display the cursor within a box in order to edit the contents of the box, double-click on that box.

Functional Area	3-Year Objective	Oct 2012-Sept 2013	Oct 2013-Sept 2014	October 2014-Sept 2015
HOUSE BUILDING Current Capacity HOME	Build 16 houses in 3 years. Capacity Level in 3 yrs. BLOCK	Complete 4 House(s)	Complete 6 House(s)	Complete 6 House(s)
FUNDING	Raise sufficient funds to support goals.	Oct 2012-Sept 2013 Proposed Income: \$1,652,070.00	Oct 2013-Sept 2014 Proposed Income: \$1,493,200.00	Oct 2013-Sept 2014 Proposed Income: \$1,661,300.00
LEADERSHIP & MANAGEMENT: Board Current Capacity HOME	Capacity Level in 3 years: BLOCK	Board transitions management decisions to paid staff. Board will review current strategic plan and set vision for next five years. Board will look to move the affiliate towards being NRI	Board continues to review operational and staff decisions. The Board will approve the development policy and assist with soliciting donors.	Board will look to other housing providers to complete its mission.
LEADERSHIP & MANAGEMENT: Staff Current Capacity BLOCK	Capacity Level in 3 years: NEIGHBORHOOD	Staff will work to improve and strengthen the existing committees. ED will look at the feasibility of hiring a Finance Director or continuing to outsource bookkeeping and accounting functions.	As builds increase, will look to have trained volunteer site supervisors in place. Asst. ED will be hired.	ED develops partnerships and collaborations in the community. ED will research joint grant and funding opportunities with other non profit housing developers
OPERATIONS Current Capacity BLOCK	Capacity Level in 3 years: NEIGHBORHOOD	Website and computer hardware and software will be upgraded.	ED will research the feasibility of hiring a Finance Director or continuing to outsource bookkeeping and accounting functions.	Staff will evaluate Project Management software for implementation on the construction projects.
RESOURCE DEVELOPMENT Current Capacity BLOCK	Capacity Level in 3 years: NEIGHBORHOOD	Volunteer Coordinator will do outreach to faith based community to establish partnerships. A Planned Giving program will be in place.	Staff will increase outreach to corporations for donations and house sponsorships.	Affiliate will research properties to purchase for ReStore. Currently lease expires in 2016.
Programs: Family Services Current Capacity BLOCK	Capacity Level in 3 years: NEIGHBORHOOD	Applicants will be accepted on a bi-monthly basis. Applicants will be pre-screened at orientation and referred to HUD certified housing counseling if necessary.	Families will work on Sweat Equity. Goal is to have 20 families in the process. Financial Education classes will be offered bi-annually by Habitat staff.	Families work with mentors. Mentors will attend final walk through and punch list items with construction staff.
Programs: Land Acquisition Current Capacity HOME	Capacity Level in 3 years: NEIGHBORHOOD	Development land acquisition strategies. Work with lenders and community to build relationships for land acquisition opportunities.	Increase staff capacity to manage SHOP grant. Continue work with City on neighborhood redevelopment project where SHOP grant will be utilized.	Look to build mixed income neighborhood/subdivision with City.
Programs: Construction Current Capacity BLOCK	Capacity Level in 3 years: NEIGHBORHOOD	Utilize national service program. Evaluate programs other NRI affiliates are providing	Expand Energy Star construction and institute reasonable green standards in to construction.	Safety policies in place. Research green standards for homes. Works with ReStore to procure, acknowledge, store and distribute large scale in-kind donations.

Habitat for Humanity of Champaign County Strategic Plan

Purpose:

The strategic plan is intended to outline a 3 year plan for Habitat for Humanity of Champaign County, concluding on June 30, 2017. Our intent is to align our overall strategies with Habitat for Humanity International while focusing on our local approaches and metrics. After this plan is adopted, the next step is to develop a comprehensive operating plan to help guide staff and the board in the implementation process.

Mission:

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, community, and hope.

Vision:

A world where everyone has a decent place to live.

Habitat for Humanity of Champaign County Strategic Vision:

Sustainable growth to serve more families, support staff development and raise awareness for the mission, while providing continued support for families and ReStore expansion while taking care of the Earth.

Habitat for Humanity Goals and Global Objectives

Seeking to put God's love into action by addressing urgent housing needs in our communities, nations and world, Habitat for Humanity will be a partner and catalyst to:

Build Community Impact
IMPROVE HOUSING CONDITIONS

- Serve families through sustainable construction and housing support services
- Leverage shelter as a catalyst for community transformation
- Grow capacity to serve the most vulnerable, the disaster-affected and the urbanizing world

Build Sector Impact
PARTNER TO INCREASE SHELTER ACCESS

- Support market approaches that increase products, services and financing for affordable housing
- Promote policies and systems that advance access to adequate, affordable housing

Build Societal Impact
INSPIRE ACTION TO END POVERTY HOUSING

- Serve as a leading voice in growing awareness of housing as a critical foundation for breaking the cycle of poverty
- Mobilize volunteers as hearts, hands and voices for the cause of adequate, affordable housing

Build A Sustainable Organization

- Fund the mission
- Grow skills and leadership capabilities
- Operate with excellence

MOBILIZE RESOURCES AND STEWARD THEM FAITHFULLY

Build a Sustainable Organization

Habitat for Humanity of Champaign County



Strategic Objective

Approach

Metrics and Targets

Fund the Mission

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Seek funding for staff development and training. 2. Secure funding for an additional ReStore truck. 3. Open a second ReStore location. 4. Raise adequate funds to carry out the mission. | <ol style="list-style-type: none"> 1. Track staff development and training funding secured annually. 2. Secure funding for a ReStore truck by FYXX. 3. Conduct a market study for a second ReStore location by XXXX; establish ReStore expansion timeline based on market study; increased ReStore profits fund the mission. 4. Annually establish a resource development plan and provide quarterly updates on plan progress to the board of directors. |
|--|--|

Grow Skills and Leadership Capabilities

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Implement an internship program. 2. Develop individual professional development plans for each staff member. 3. Strengthen the organization's committee structure to support the strategic goals. | <ol style="list-style-type: none"> 1. Develop an internship framework, job description and recruitment strategy by July 2015. 2. Each staff member has a professional development plan established by July 2015 and reviewed/updated annually. 3. Create committee descriptions and recruit committees to oversee implementation and monitor progress of strategic goals. |
|--|--|

Operate with Excellence

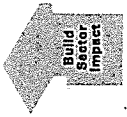
- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Effective staff meetings. 2. Encourage dialogue among staff and board members. 3. Utilize mini-work teams to tackle organizational issues. 4. Utilize job descriptions for each staff position. | <ol style="list-style-type: none"> 1. Roll out a restructured staff meeting format by XXXX. 2. Bring the staff and board together annually for dialogue. 3. Monitor the number of mini-work teams and the effectiveness of the mini-work teams. 4. Annually review staff job descriptions. |
|---|--|



Build Community Impact

Habitat for Humanity of Champaign County

Strategic Objective	Approach	Metrics and Targets
<p><i>Serve families through sustainable construction and housing support services</i></p>	<ol style="list-style-type: none"> 1. Strategically approach construction work throughout the entire county. 2. Grow construction services for mixed income areas. 3. Build multigenerational housing. 4. Utilize energy efficient building practices. 5. Utilize best practices for waste management. 6. Utilize recycled products in construction projects. 7. Establish an ongoing support relationship with Habitat partner families and continuing education about homeownership responsibilities. 	<ol style="list-style-type: none"> 1. Create a strategic construction plan, outlining the number of families served annually through construction services, by June 30, 2015. (Ensure construction plan aligns with completion of CB plan.) 2. Create a mixed income construction strategy by June 30, 2015. 3. Make decision on how and if it is appropriate to proceed on multigenerational housing by June 30, 2016. 4. Annually review energy efficient building practices. 5. Annually review waste management practices. 6. Annually research available recycled products for construction projects 7. Track ongoing support to partner families and provide quarterly reports to the board.
<p><i>Leverage shelter as a catalyst for community transformation</i></p>	<ol style="list-style-type: none"> 1. Balance construction of new homes, rehabs and a focus neighborhood. 2. Initiate a repair program for residents in a targeted neighborhood. 3. Develop partnerships with community organizations to leverage shelter as a catalyst for community transformation. 	<ol style="list-style-type: none"> 1. Determine product mix of new homes, rehabs and a focus neighborhood by June 30, 2015. (Ensure product mix aligns with completion of CB plan.) 2. Develop and execute a repair program for residents in a targeted neighborhood by XXXX. 3. Annually track the number of formal partnerships Habitat for Humanity established with social service agencies, service clubs, governmental agencies and businesses.
<p><i>Grow capacity to serve the most vulnerable, the disaster-affected and the urbanizing world</i></p>	<p>N/A</p>	<p>N/A</p>



Build Sector Impact

Habitat for Humanity of Champaign County

Strategic Objective	Approach	Metrics and Targets
<i>Support market approaches that increase products, services and financing for affordable housing</i>	N/A	N/A
<i>Promote policies and systems that advance access to adequate, affordable housing</i>	<ol style="list-style-type: none"><li data-bbox="711 919 867 1201">1. Increase community awareness of green practices related to housing including recycling, composting and energy efficiencies.	<ol style="list-style-type: none"><li data-bbox="711 919 867 1201">1. Annually develop a communications plan and strategies to increase community awareness of green practices and report quarterly progress to board of directors.



Build Societal Impact

Habitat for Humanity of Champaign County

Strategic Objective	Approach	Metrics and Targets
<i>Mobilize volunteers as hearts, hands and voices for the cause of adequate, affordable housing</i>	<ol style="list-style-type: none">1. Recruit, embrace and support all volunteers.2. Expand board diversity.3. Recognize volunteers for their contributions.4. Create volunteer opportunities for youth, under the age of 16.	<ol style="list-style-type: none">1. Report to the board, on a quarterly basis, the number of volunteers engaged with Habitat for Humanity.2. Annually assess board diversity and progress in increasing diversity among board members.3. Annually outline and execute a volunteer recognition strategy/plan.4. Annually host X volunteer events tailored for youth.
<i>Serve as a leading voice in growing awareness of housing as a critical foundation for breaking the cycle of poverty</i>	<ol style="list-style-type: none">1. Utilize social media to raise awareness for the mission, Habitat myth busting, and green practices.2. Expand outreach to educate the community of Habitat for Humanity's mission and services.3. Involve smaller towns in community outreach.	<ol style="list-style-type: none">1. Establish a social media execution plan by XXX; monitor social media activity quarterly.2. Provide quarterly reports to the board of directors on outreach activities.3. Provide quarterly reports to the board of directors on outreach to smaller towns.

RESOLUTION NO. 2015-04-016R

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT

(Habitat CHDO Developer FY 2014-2015)

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 *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2010-2014 Consolidated Plan*.

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

Section 1. That the Urbana City Council hereby approves the amendment to the City of Urbana and Urbana HOME Consortium Annual Action Plan for FY 2012-2013 in substantially the same form as attached hereto.

Section 2. That an Agreement providing \$150,000 in HOME Program funds, for the construction of five (5) affordable single family units, between the City of Urbana and Habitat for Humanity of Champaign County, 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 3. 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

(Habitat CHDO Developer Agreement FY 2014-2015)

THIS Affordable Homeownership 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 HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY, 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 Partnerships (hereinafter “HOME”) Program funds in the name of the Urbana HOME Consortium under provisions of Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 *et seq.*) (herein after 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, 2014**, and ending **June 30, 2015**, 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 2010-2014 (hereinafter the “Consolidated Plan”) and the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2010-2011, which budgets Urbana HOME Consortium funds, including a fifteen percent set-aside for use by Community Housing Development Organizations (hereinafter “CHDOs”) in accordance with an Intergovernmental Agreement Concerning Administration of a Champaign/ Urbana/ Champaign County HOME Investment Partnerships Consortium executed by Mayor Tod Satterthwaite on behalf of the City on July 16, 2003 (hereinafter the “Intergovernmental Agreement”); and

WHEREAS, the GRANTOR, as the administrator of a HOME Program, has authority of the under the provisions of the HOME Program to provide financial assistance for the development of an affordable homeownership program; and

WHEREAS, DEVELOPER has applied to the GRANTOR for Urbana HOME Consortium funding for development assistance to provide financial assistance to families participating in DEVELOPER’S Affordable Homeownership Program, for sale to very low-income and low-income households (hereinafter the “Project”); 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 an Affordable Homeownership Program (hereinafter the "PROGRAM") within the City of Champaign, the City of Urbana, and unincorporated 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 assisted housing units must remain affordable to low-income households for a period of five (5) or more years, 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 **September 30, 2015** 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 CHDO Funds

The GRANTOR agrees to provide the DEVELOPER an amount not to exceed **\$150,000.00 (\$31,724.81 City of Urbana HOME FY 2013-2014 entitlement; \$5,159.29 Urbana HOME Consortium CHDO FY 2013-2014 Set-Aside; and \$113,115.90 FY 2014-2015 CHDO Set-Aside)** from its Federal HOME allocations to be used primarily for development subsidy as well as providing down payment assistance to low- to moderate-income households for homeownership opportunities. 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 may only request HOME funds to be used for down payment assistance in combination with the development of a property wherein a development subsidy is being provided as part of an eligible CHDO project.
- b.) The DEVELOPER shall comply with the PROGRAM MANUAL prior to commitment of any work pursuant to this agreement. DEVELOPER shall provide GRANTOR a copy of its PROGRAM MANUAL in accordance with the HOME Program regulations for approval by Urbana City staff. The DEVELOPER shall provide the GRANTOR with the budget and financial projection for each home from the preliminary budget for the construction of each of house 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 Project in the following locations: **1508 Paula Drive, Champaign; 512 W. Beardsley Ave., Champaign, 904 N Hickory, Champaign; 1405 Eads, Urbana; and 807 Romine, Urbana.**
- d.) The DEVELOPER shall complete the Affordable Homeownership Program in accordance with the homebuyer contract provisions as described in the Program Manual approved by Consortium staff, by reference made a part hereof.
- e.) The DEVELOPER shall incorporate the sample documents for the PROGRAM as part of the PROGRAM MANUAL, which is to be submitted to Urbana City staff prior to commitment of funds.

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 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 shall be the principal residence of the qualified income eligible homebuyer from the date of initial occupancy (loan closing for purchase of the property) and shall remain the principal residence of the family for a period of ten years from the date of project completion (the Affordability Period). 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 6”; and the project completion information has been entered in the integrated disbursement and information system (IDIS) 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 allotted time period 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 4” 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 sell and transfer ownership of property assisted with HOME funds to a homeowner who does not meet the income eligibility of the HOME program, DEVELOPER shall reimburse the CONSORTIUM the amount of HOME funds disbursed on the project by the CONSORTIUM. The CONSORTIUM shall deposit said funds in the local HOME Trust Account to be utilized for other affordable housing activities at the discretion of the CONSORTIUM.

Section 3: HOME Project Requirements

Project Requirements:

The GRANTOR shall provide HOME funds not to exceed **\$150,000.00** 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 provided by the DEVELOPER to the eligible homebuyer as down payment assistance shall be in the form of a **Forgivable Loan** at 0% interest.

DEVELOPER shall comply with all HOME project requirements in subpart F of 24 CFR Part 92, including 92.250: Maximum per-unit subsidy amount and layering, which stipulates that the amount of HOME funds that a grantee may invest in affordable housing on a per-unit basis may not exceed the per-unit dollar limits established by HUD under 221.514(b)(1) and (c) of this title for elevator-type projects, involving nonprofit mortgagors, insured under section 221(d)(3) of the National Housing Act that apply to the area in which the housing is located.

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 included as "Attachment 4- Affordable Homeownership Program Sample Documents," have been added to or made a part hereof by reference:

Mortgage
Note

Section 4: Property Standards

The DEVELOPER agrees that all housing purchased with HOME Funds shall meet the property standards, as established by the GRANTOR, 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 rule. **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 Non procurement 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:

1. Clean Air Act, 42 U.S.C. 7401, *et seq.*;
2. 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 2028). 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

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	July 1 – September 30	October 10
2	October 1 – December 31	January 10
3	January 1 – March 31	April 10
4	April 1 – June 30	July 10

The quarterly reports shall be submitted by the DEVELOPER quarterly until the final house has been constructed and transferred to the homebuyer. A sample is attached as “Attachment 5”.

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.

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 “Habitat For Humanity of Champaign County”. All monies granted to DEVELOPER pursuant to this AGREEMENT shall be expended by **June 30, 2018**.

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 developed 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 attested by the City Clerk and shall remain in effect until the latest of the following dates or events: **five years after the closing date of the project in the federal Integrated Disbursement & Information System (IDIS), which is the date that a request to destroy confidential client information will be considered by the City of Urbana**; the date that any ongoing investigation is formally concluded in writing regarding the project described herein by the United States Department of Housing and Urban Development or any of its agents.

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 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 for the duration of the AGREEMENT.

Any program income generated from the PROGRAM may be kept and used by the CHDO and does not need to be returned to the GRANTOR.

ARTICLE II: COMPLIANCE WITH VISITABILITY STANDARDS

Any residence constructed pursuant to this Agreement within the corporate limits of the City of Urbana and the City of Champaign shall incorporate applicable visitability for the jurisdiction in which the project is located.

ARTICLE III: 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 IV: 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. Refraining 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 **\$39,569** 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," 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 V: 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 VI: NOTICES

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

TO THE GRANTOR: Grants Management Division
Attn: Manager
400 South Vine Street
Urbana, Illinois 61801

TO THE DEVELOPER: Habitat for Humanity of Champaign County
Attn: Executive Director
119 E. University Ave
Champaign, IL 61820

ARTICLE VII: CONTINGENCIES

This AGREEMENT, including the provision of funds by the GRANTOR for the PROJECT as described herein, is contingent upon GRANTOR’S receipt of HOME Investment Partnerships Program grant funds from the Department of Housing and Urban Development and the signing of GRANTOR and the DEVELOPER.

ARTICLE VIII: ASSIGNMENT

DEVELOPER shall not assign this AGREEMENT, nor any part thereof, without prior written approval of the GRANTOR.

ARTICLE IX: 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 X: 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 and attested by the City Clerk.

ARTICLE XI: 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 XII: 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 XIII: 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 Prussing, Mayor

Signature

Date

Title

Attest

- Attachment 1 - Notice (the State of Illinois Prevailing Wage Act)**
- Attachment 2- Schedule of Program**
- Attachment 3- Sample Budget/ Financial Projections per Property**
- Attachment 4- Affordable Homeownership Program Sample Documents: Mortgage, and Note**
- Attachment 5- Sample Quarterly Report Required by the Urbana HOME Consortium**
- Attachment 6- LLL-Disclosure to Report Lobbying Activity**
- Attachment 7- MBE/WBE**

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: Habitat for Humanity of Champaign County

Signed by: _____

Title: _____ Date: _____

**Attachment 2
Program Schedule**

HABITAT AFFORDABLE HOMEOWNERSHIP PROGRAM

SCHEDULE OF ACTIVITIES

[see attached]

Attachment 3
Sample Budget/ Financial Projections per Property
[see attached]

Attachment 4
Habitat -Affordable Homeownership Program Sample Documents:
Mortgage, and Note

URBANA HOME CONSORTIUM
HOMEBUYER ASSISTANCE
Habitat Affordable Homeownership 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 _____ **and**
no /100 [S _____]. 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 _____.

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 >

<Contact Number>

The Grantor:

Urbana HOME Consortium

C/O City of Urbana – Administrative Agent

ATTN: Grants Management Division Manager

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's 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.

By signing below, Borrower accepts and agrees to be bound by the terms and covenants in this Mortgage.

Borrower – < Name >

Approved:

City of Urbana, IL

Habitat for Humanity

STATE OF ILLINOIS)
) ss.
COUNTY OF CHAMPAIGN)

I, the undersigned, a Notary Public in and for said county and state, do hereby certify that < Borrower Name > personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and official seal, this ____ day of _____, _____

Notary Public

EXHIBIT "A" (to mortgage)

PROMISSORY NOTE

U.S. \$ _____

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 _____ and 00/100 Dollars (\$ _____), 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 _____ 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

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 5
Sample Quarterly Report Required By the Urbana HOME Consortium

Habitat Affordable Homeownership Program

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 _____

Have there been changes to the design documents? _____

III. Homebuyer Outreach

Outreach: List the agencies and/or activities which you have undertaken this month toward the goal of identifying homebuyers: _____

Potential Homebuyers Identified: _____

Income Verification Process For Potential Homebuyer
In Progress _____
Not Approved _____ Reason _____
Approved _____ Income at _____%MFI

Approval by Financial Institution Lender

In Progress _____

Not Approved _____ Reason _____

Approved _____

IV. Contractor/Construction

Bidding Process:

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

CONTRACTOR	Name Address Phone #	Permit Issued	Start Date	Schedule # days to complete	Status In Progress / Delayed, etc	Final Inspection	Complete
General							
Foundation/ Concrete							
Structural							
Plumbing							
Electrical							
Mechanical							
Insulation							
Drywall							

V. Overall Project Progress

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

If not, please explain. _____

Is the project staying within the budget established? _____

If not, please explain: _____

VI. NOTES MISC

Attachment 6
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.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is submitted to title 29 U.S.C. section 1352. The disclosure of lobbying activities is a material responsibility of fact upon which reliance was placed by the her above when the transaction was made or entered into. This disclosure is required pursuant to 21 U.S.C. 1352. The 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: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction 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 zip code 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

Attachment 7 MBE-WBE Report

U.S. Department of Housing and Urban Development

OMB Approval No.:

2502-0355

Contract and Subcontract Activity

2577-0088 (exp. 06/30/04)

(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						Check if: PHA <input type="checkbox"/> IHA <input type="checkbox"/>		Location (City, State, ZIP Code)							
3a. Name of Contact Person			3b. Phone Number (Including Area Code)		4. Reporting Period Oct. 1, 01 – March 31, 02 (Bi-Annual) <input type="checkbox"/>		5. Program Code (Not applicable for CPD programs.) See explanation of codes at bottom of page. Use a separate sheet for each program code.			6. Date Submitted to Field Office					
Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc. 7a.	Amount of Contract or Subcontract 7b.	Type of Trade Code (See Below) 7c.	Contractor or Subcontractor Business Racial/Ethnic Code (See Below) 7d.	Women Owned Business (Yes or No) 7e.	Prime Contractor Identification (ID) Number 7f.	Sec. 3 7g.	Subcontractor Identification (ID) Number 7h.	Sec. 3 7i.	Contractor/Subcontractor Name and Address 7j.						
									Name	Street	City	State	Zip Code		
CPD: 1=New Construction 2=Education/Training 3=Other		7c: Type of Trade Codes: Housing/Public Housing: 1 = New Construction 2 = Substantial Rehab. 3 = Repair 4 = Service 5 = Project Management 6 = Professional 7 = Tenant Services 8 = Education/Training 9 = Arch./Engng. Appraisal 0 = Other			7d: Racial/Ethnic Codes: 1 = White Americans 2 = Black Americans 3 = Native Americans 4 = Hispanic Americans 5 = Asian/Pacific Americans 6 = Hasidic Jews			5: Program Codes (Complete for Housing and Public and Indian Housing programs only): 1 = All insured, including Section 8 2 = Flexible Subsidy 3 = Section 8 Noninsured, Non-HFDA 4 = Insured (Management) 5 = Section 202 6 = HUD-Held (Management) 7 = Public/Indian Housing							

form HUD-2516

(8/98)



400 South Vine St.
Urbana, IL 61801
(217) 384-2447

jmgonzalez@urbanaininois.us

City of Urbana

City of Champaign

Champaign County

City of Urbana & Urbana HOME Consortium HOME Funding Application

Name of Organization: Habitat for Humanity of Champaign County

HOME Funds Requested: \$ 150,000

Project Address: 1508 Paula, 512 W Beardsley, 904 N Hickory, Champaign, IL and
1405 Eads and 807 Romine, Urbana, IL

General Application Information

The Urbana HOME Consortium currently relies on a rolling application process for qualified Community Housing Development Organizations. Questions regarding the application or application process should be directed to Jen Gonzalez at 217-384-2335 or Kelly Mierkowski at 217-384-2447.

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at www.urbanaininois.us or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and of the Urbana HOME Consortium.

Application Review

All complete applications submitted will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.

A. Applicant Information

Legal Applicant

Name of Organization	Habitat for Humanity of Champaign County
Executive Director	Sheila Dodd
Street Address	119 E University Ave, Champaign, IL
Telephone Number	217-819-5111
Federal ID Number	37-1277094

B. Executive Summary

Please provide a short summary of your proposed project:

1508 Paula is a purchase, rehabilitation, resell property which will be sold to a low income family. The other four properties are vacant lots that will have new construction single family homes built to be sold to low income families. All projects have signed agreements with buyers and will start this calendar year.

C. Goals & Objectives

Indicate which HOME Objective this project meets. Please check all that apply.

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Provision of affordable housing
<input type="checkbox"/>	Expansion of capacity of non-profit housing developers
<input type="checkbox"/>	Strengthening public housing agency housing programs
<input type="checkbox"/>	Leveraging private sector participation



Please indicate below one strategy or activity that this project will address as identified in the "Goals, Strategies, and Activities to Address," excerpted from *City of Urbana and the Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2010-2014 Consolidated Plan* (See Attachment A):

Habitat will construct the houses and sell to low income buyers and will carry a zero interest mortgage on the properties. Mortgages are generally 20 – 25 years. By providing a zero interest mortgage, buyers who otherwise would not qualify for a conventional mortgage are offered the opportunity to homeownership.

D. Targeted Population

Indicate the **number of households** that will be assisted by income range of Median Family Income.

#	Income Level
	0-30%
4	31-50%
1	51-80%

If special needs populations will be *targeted*, please check what specific populations will be served by the proposed activity:

✓	Please check all that apply	
	Homeless	Developmentally Disabled
	Chronically Homeless	Elderly
	Seriously Mentally Ill	Frail Elderly
	Chronic Substance Abuse	Veterans
	Physically Disabled	Persons with HIV/AIDS
	Victims of Domestic Violence	Other

Please specify 'Other' Special Needs Populations, if applicable:



E. Project Schedule

Please attach a separate project schedule to this section, describing the steps or phases necessary to complete the project. Note: you must be able to begin the project within 12 months of contract execution.

Habitat currently owns all projects and will be using the Attorney General grant and private donations to fund the projects. Signed purchased contracts are in place with all projects. Construction and rehabilitation is scheduled to begin as follows:

1508 Paula will begin once CHDO funding is approved.

1405 Eads and 807 Romine are scheduled to begin construction in July and completed in September.

512 W Beardsley and 904 Hickory are scheduled to begin in August/September with completion by the end of the calendar year.

F. Matching Funds

Applicants are required to provide at least 25% of the total project cost. Match is defined as any funds or resources, **other than federal funds**, dedicated by the applicant toward the successful completion of the proposed project. Please list all sources of matching funds. Use a separate sheet if necessary and attach it to this section of the application.

Source	Amount	Secured or Requested
Attorney General Grant	\$230,000	Secured
Fund for Humanity	\$100,000	Secured
CHDO	\$150,000	Requested

G. Project Management & Capacity

Please indicate the person(s) responsible for the on-going management of the project to ensure compliance with the HOME regulations throughout the affordability period? Please also note any prior experience your staff has with HUD requirements and regulations in a narrative below. Be sure to include the names of each specific grant and/or HUD program.



Affordable Housing Experience

Sheila Dodd, Executive Director	24 years of affordable housing experience working with CDBG, HOME, NSP, IHDA and other grant funding on Community Development projects in Champaign County
Gary Pierson, Construction Manager	16 years construction experience with rehabilitation and new construction. Gary has worked with CHDO and HOME projects in the past two years

H. Program and Procedures

Include a copy of a *Program Manual* and a *Policies & Procedures Manual* that will be followed in carrying out this program.

Families have been selected following the Board Approved Family Selection guidelines. All construction and rehabilitation projects will be completed according to code requirements. The House sales and Family Selection policies are attached.

I. Affirmative Marketing Plan

Include a copy of the *Affirmative Marketing Plan* that will be followed in carrying out this program.

J. Tenant Selection Plan

Include a copy of the Tenant Selection Plan that will be followed in carrying out this program. (Note: This only applies to rental projects.)

K. Board Resolution

All not-for-profit organizations must include a copy of a Board Resolution indicating the Board's approval of this application in its final form. A copy of the minutes from the meeting must also be attached.

Board will be voting on 2/12 – draft resolution is attached.

L. Applicant Certification and Commitment of Responsibility

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the Habitat for Humanity of Champaign County (applicant name) assumes the responsibilities specified in the HOME regulations at 24 CFR Part 92 and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;



- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;
- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap;
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein;
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.

Shelia Dodd

Authorized Signature

Shelia Dodd

Print Name

Executive Director

Title

2/12/15

Date



Attachment A

Consolidated Plan 2010-2014 Goals, Strategies and Activities to Address Local Funding Priorities and Community Need

Goal 1: Provide decent affordable housing opportunities for low- and moderate-income households

Strategy: Increase supply of affordable housing available to low and moderate income households.

Activity: Provide Tenant Based Rental Assistance to households with incomes at or below 60% of the area median, targeting those at or below 125% of the poverty level.

Activity: Support new construction for homeownership sponsored by CHDOs and other nonprofits.

Activity: Support new construction of affordable rental units sponsored by CHDOs and other nonprofits.

Activity: Support and provide guidance for for-profit developers building new affordable renter and owner units.

Activity: Support construction of new affordable rental units through LIHTC, in compatible areas.

Activity: Encourage the development of non-profit housing development organizations eligible for CHDO status.

Strategy: Expand homeownership opportunities for low and moderate income households.

Activity: Support and encourage homeownership education programs.

Activity: Support the Housing Authority of Champaign County's Section 8 Homeownership program.

Activity: Support the development of local Lease Purchase Programs.

Activity: Directly encourage homeownership through downpayment assistance programs such as programs funded with Private activity bond funds.

Activity: Develop new downpayment assistance programs for low-income buyers.

Goal 2: Address barriers to obtaining affordable housing

Strategy: Address issues faced by certain special populations, such as seniors and individuals in need of supportive service/ substance abuse treatment.

Strategy: Partner with other municipalities and agencies in the Consortium area to complete a housing needs study that will identify gaps in the housing stock, including an analysis of current housing availability and a projection of future housing needs.

Strategy: Provide assistance for affordable permanent housing for persons with targeted disabilities.

Strategy: Support efforts to increase accessible and visitable housing units for persons with disabilities.

Activity: Encourage housing developers to include visitability/accessibility measures in new construction efforts.

Activity: Access Grants: Provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visitable housing.



Strategy: The Urbana Human Relations Division will promote community awareness of the Urbana Human Rights Ordinance and will provide fair housing training for landlords and tenants.

Activity: Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged.

Activity: Encourage the Urbana Human Relations Division, the Building Safety Division, and Persons Assuming Control of their Environment, Inc. (PACE) to join forces in an effort to acquaint developers with local codes and fair housing laws to insure that handicapped units are produced when new housing is constructed.

Activity: Support tenant advocacy and educational efforts by agencies such as the C-U Tenant Union.

Activity: Encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers.

Activity: The City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary.

Goal 3: Preserve and improve supply of affordable housing as a community resource.

Strategy: Continue and expand city's repair and rehabilitation programs.

Activity: Senior Repair: Provide home repair service for approximately 175 very low-income elderly households over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care. In addition to home repair, the service would provide referrals to other home-care programs such as Meals on Wheels.

Activity: Emergency Grants: Provide emergency repair service for approximately 55 low-income residents over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care.

Activity: Whole House Rehabilitation: Provide loans and grants for major home improvements for low-income homeowners to approximately 25 households over the next five years.

Activity: GLO (if funding is available): Provide lead hazard reduction for approximately 22 single family residences over the next five years, in coordination with the Champaign-Urbana Public Health District and the Illinois Department of Public Health.

Activity: Purchase Rehabilitation Resale: Purchase housing that is structurally sound but in need of major code-related renovation, and rehabilitate property for sale as affordable housing to income-qualified households.

Activity: Acquisition-Rehabilitation: Provide funds for downpayment and rehabilitation to low-income homebuyers to purchase and rehabilitate properties that may be in need of repair.

Activity: Rental Rehabilitation: Provide HOME funds for rehabilitation of rental housing units to rent to households with incomes at or below 60% of the area median.

Strategy: Support and encourage home maintenance programs.

Activity: Encourage counseling and educational opportunities and resources, which teach homeownership maintenance skills.

Goal 4: Work with Housing Authority of Champaign County (HACC) to improve conditions for residents of public housing.

Strategy: Promote substantial upgrading of the living environment for residents of Urbana public housing, particularly family units.



Activity: Assist in developing a plan, which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to redevelop units and to replace demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies.

Strategy: Encourage the Housing Authority of Champaign County to increase the number of affordable housing units available to extremely low-income households. Seek additional means of subsidizing very low-income households with rental assistance.

Strategy: Encourage the Housing Authority of Champaign County to increase the earning potential of extremely low-income households.

Strategy: Strongly encourage the Housing Authority of Champaign County to rehabilitate existing units and develop new units, which would be accessible to families, which include persons with disabilities.

Strategy: Encourage the Housing Authority of Champaign County to follow a similar process and design as the Burch Village and Lakeside Terrace redevelopment projects for the demolition or redevelopment of any other Public Housing units.

Goal 5: Support community efforts to provide services and training for low- and moderate-income residents.

Strategy: Encourage and support appropriate area social service agencies to provide additional economic assistance for persons who pay out-of-pocket expenses for medical and psychological services, perhaps by developing a centralized process to contact pharmaceutical companies with requests for donations of medicines.

Strategy: Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults

Strategy: Support expansion of job-training programs for low-income individuals by area social service agencies, and encourage them to conduct a review of all available programs to determine if they meet current need.

Strategy: Support area providers such as the Senior Services Division of Champaign County Regional Planning Commission and Family Service of Champaign County in their efforts to provide supportive services to low-income elderly persons residing in Urbana.

Strategy: Support efforts by local service providers to area youth to increase supportive services available to at-risk youth.

Strategy: Encourage existing childcare facilities to expand services to late night/overnight and weekend hours.

Strategy: Support development of a program(s) by area agencies to provide transitional housing services and/or foster care to teen parents of young children.

Strategy: Encourage current and newly created companies to hire low-income persons by providing public incentives linked directly to hiring local residents.

Strategy: Support agencies that provide services to victims of domestic violence

Goal 6: Provide Support for existing agencies delivering services to homeless individuals and families and encourage the expansion of local services to meet community homeless needs.

Strategy: Support the existing network of local homeless services.

Activity: Continue to provide leadership and support of Continuum of Care.

Activity: Provide support to emergency and transitional shelters through Consolidated Social Service Pool fund allocations.

Strategy: Improve and expand the existing network of local homeless services.

Activity: Support and encourage local efforts to acquire additional grant funding.

Activity: Support accurate and comprehensive data management through the Homeless Management Information System (HMIS) and annual surveys.

Activity: Encourage and support the expansion of transitional housing for women and children.

Activity: Encourage development of emergency shelter services or transitional housing for homeless two-parent households with children.

Activity: Encourage development of transitional living facilities for adults and youth with substance abuse issues.

Activity: Encourage the development of a shelter facility to provide emergency services for elderly persons who are victims of domestic violence.

Strategy: Regularly review and evaluate the needs of the community for homeless and homeless prevention service, and encourage local agencies to match service provided to community needs.

Activity: Encourage and support area agencies to develop services such as Supportive Housing and Safe Havens for targeted populations such as homeless teens, teen parents, families, persons with disabilities, etc.

Activity: Participate in the Urbana-Champaign Continuum of Care, Council of Service Providers to the Homeless, Supportive Housing Program.

Strategy: Take steps to stabilize households at risk of homelessness.

Activity: Develop and support rental assistance programs (such as Tenant Based Rental Assistance, the No Limits Program, and Shelter Plus Care) with and without supportive services for extremely low and very low income persons.

Activity: Work with regional group to provide information and a support network in the case of a need for emergency relocation of residents of multifamily apartments when utilities are disconnected.

Activity: Support programs offering permanent housing solutions for low and extremely low income households (see Goal 1)

Activity: Support educational services including financial literacy, homeowner education and debt management.

Goal 7: Support efforts to reduce the exposure of young children to lead-based paint hazards in their homes

Strategy: Coordinate public and private efforts to reduce lead poisoning hazards and protect young children

Activity: Encourage Private Funding

Activity: Expand Childhood Testing

Activity: Prevention Education

Strategy: Reduce lead-based paint hazards in residential housing, particularly homes occupied by young children

Activity: Lead Assessment in Housing Assistance Programs

Activity: Preserve and Expand Funding for Lead Hazard Reduction Activities

Activity: Temporary Relocation of Occupants during Lead Hazard Work

Activity: Lead Contractor Incentives

Activity: Distribution of Lead Contractor List

Goal 8: Support infrastructure improvements in Urbana's Community Development Target Area



Strategy: The majority of CDBG funds will be targeted toward improvements in and services to the City's Community Development Target Area.

Strategy: The City shall allocate to its designated Community Development Target Area its proportionate share of City capital improvement funds for upgrading infrastructure. CDBG funds may be set aside during one fiscal year for infrastructure projects scheduled in another fiscal year in order to fulfill a commitment to a scheduled project.

Goal 9: Preserve and support Urbana's neighborhoods as vibrant places to live.

Strategy: Identify and encourage or assist in removal of blighting and deteriorated structures from neighborhoods.

Activity: Perform regular surveys of City to identify deteriorated housing and accessory structures that need to be addressed either through repair or removal.

Activity: Using CDBG funds, clear dilapidated accessory structures such as sheds and garages from income qualified owner-occupied properties

Strategy: Acquire and clear deteriorated housing and vacant lots for donation to non-profit home construction programs. Acquisition and clearance efforts may be implemented in the CD Target areas and will be focused on the King Park Neighborhood in accordance with the King Park Neighborhood Plan.

Activity: Using HOME and/or CDBG funds to acquire vacant properties and deteriorated and/or substandard structures that will be cleared as necessary, for donation to a non-profit housing developer for the purpose of new construction of affordable housing. The City will properly maintain such properties until transfer of ownership occurs.

Strategy: Explore the creation of a Neighborhood Revitalization Strategy for low-income Urbana neighborhoods.

Strategy: Clearly identify and document designated Brownfields and seek additional funding sources to alleviate same.

Strategy: Through its Neighborhood Organizations, the City will support resident involvement in neighborhood housing development projects.

Activity: Encourage the creation and development of local groups concerned with furthering the interests of their neighborhood. Specifically, encourage such groups to accomplish non-profit status by obtaining a 501(c)3 designation, thus making them eligible for grant funding.



Subject: House Sales and Mortgage Financing		Standard Operating Procedure #
Date: 7/30/2014 Revised	Prepared by: Executive Director	Reviewed by: Board August 2014
Page 1 of 2		

Purpose To establish a procedure for house pricing and mortgage financing to assure that the initial monthly payment of a partner family does not exceed 30 percent of the household's gross income. The policy will establish standards for the transfer of homes and servicing of mortgages for affiliates.

Policy This procedure shall be completed on all houses sold

Contents Section A - Determining House Cost
Section B - Applying Down Payment Assistance and Subsidies
Section C - Closing and Servicing

Section A – Determining House Cost

This policy is designed to assure that the homes constructed or rehabilitated are sold on a no-profit basis. In order to ensure Habitat International's no profit policy, affiliates may include the following costs:

- Value/Cost of land, infrastructure installation
- Legal fees, recording fees, platting costs, engineering costs, architectural costs
- Construction costs for labor and materials paid for by the affiliate
- Value of in-kind material donations.
- Value of donated professional labor by individuals and firms, licenses
- Licenses, permits, insurance and fees directly attributable to the home
- Indirect expenses not to exceed 10% of the direct costs of the home

Annually the house costs will be reviewed and a set price will be established for the homes.

Housing Expense to Income: A partner family must meet the minimum housing affordability test. No more than 30% of the partner family's income can be used for mortgage, taxes, and insurance.



Section B – Applying Down Payment Assistance and Subsidies

Down Payment: Each partner family is required to bring \$500 down payment to the closing. Staff will seek other down payment assistance through local lenders and other organizations. The Housing Authority of Champaign County or the Affiliate will purchase any equity in the home and secure with a soft second mortgage.

Section C – Closing and Servicing

Closings must be supervised by either an attorney or another qualified, state-recognized real estate professional. All mortgage documents will be recorded and enforceable. Affiliates will convey clear title to the homeowner at closing. Original warranty deed shall be transferred to the homeowner.

Original promissory note and mortgage documents or trust deeds must be held by the affiliate in a secure location.

Servicing of mortgage loans will be conducted by a third party servicer.

Transfer of title shall be transferred upon completion of the property.

Habitat shall not discriminate against any applicant because of race, color, religion, sex, age, national origin and/or physical or mental impairment.





2013 Family Selection Process

Housing Interest Form

- Interest Form is submitted
- Applicant is invited to next scheduled Orientation

Orientation

Orientation meetings are conducted by Committee every other month

- Habitat Program Overview is presented and questions answered
- Family Completes
 - Information & Credit Releases
 - Demographic Form
 - Information Disclosure Authorization

- Credit Report is reviewed one on one with staff or committee member

If there are problems, family is referred to HUD Certified Housing Counseling Agency for assistance. Follow up with family is completed 45 days later to see if they are doing credit counseling. If so, we consider their file open for two years. If not, they are withdrawn from the program and a letter is sent to family.

Interview

Applicant meets with Staff one on one if they meet our credit guidelines

- Family provides copies of
 - 3 months of pay stubs or earnings statements
 - Bank Statement
 - Last 2 years Federal Income Tax forms
- Habitat verifies employment and bank accounts, and seeks landlord reference
- If the family meets income and debt to income ratio criteria, a home visit is scheduled

Home Visit

Home visit is scheduled and completed by staff and one committee member, & includes

- Home Visit Form
- Habitat Application

Approval

Applicant information is presented to Family Selection Committee. Families are evaluated on the willingness to partner, ability to pay, and housing need. Family Selection Committee votes on Potential Partner

- If no, notification will be sent by mail
- If yes, applicant is recommended to Board members at next Board of Directors meeting

Family Profile is presented to the Board of Directors

- If application is declined a notification will be sent by mail
- If application is approved Partner Family will be contacted by phone



Champaign County

Habitat for Humanity[®]
and ReStore

Resolution of the Board of Directors

Pursuant to Article IV, of the By-Laws of Habitat for Humanity of Champaign County, Inc., the Board of directors of Habitat for Humanity of Champaign County, Inc., does hereby authorize the Officers of the Board of Directors of Habitat for Humanity of Champaign County, Inc. as Officers, and Sheila Dodd, as Executive Director, to enter into any contract with the Urbana Home Consortium for the following properties:

1508 Paula, Champaign, IL

512 W Beardsley, Champaign, IL

904 N Hickory, Champaign, IL

807 Romine, Urbana, IL

1405 Eads, Urbana, IL

Including but not limited to the signing of the contracts. In addition, any such actions taken by Sheila Dodd Executive Director for such purpose prior to the date of this Resolution are hereby ratified and affirmed.

This authorization is given this 12th day of February, 2015.

Signature – Alexander Dowd, Board Secretary

Signature – Ron Lyman, Board President

119 E University Ave
Champaign, IL 61824
www.cuhabitat.org