



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Mayor Diane Wolfe Marlin and City Council Members

**FROM:** John A Schneider, MPA, Director, Community Development Services Department  
Sheila E. Dodd, Manager, Grants Management Division

**DATE:** April 4, 2019

**SUBJECT:** **A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS (Private Bond Cap Allocation – Assist Programs, Series 2019)**

**A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS (Private Bond Cap Allocation – IHDA, Series 2019)**

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#### **Description**

Included on the agenda of the April 8, 2019 meeting of the Urbana City Council Committee of the Whole are proposed Resolutions to allocate the City's Private Activity Bond Cap to the Illinois Assist MCC Programs and the Illinois Housing Development Authority (IHDA).

#### **Issues**

The issue is for the Urbana City Council to make a decision regarding the use of the City of Urbana's 2019 Private Activity Bond cap. The Urbana City Council must decide how to allocate the City's Private Activity Bond cap before May 1, 2019 or the unallocated bond cap will be reserved to the Governor's Office on June 1, 2019 (the "Home Rule Pool").

The options for the City allocation of bond cap include reserving the cap for participating in homebuyer assistance programs offered through the Illinois Assist MCC (Mortgage Credit Certificate) Program and/or by reserving the bond cap for affordable housing initiatives through the Illinois Housing Development Authority (IHDA), or some combination thereof. Any unused bond cap not ceded for any combination of these programs will automatically be ceded back to the State of Illinois for use by another municipality.

For 2019, Illinois home rule units allocation is \$105 per capita of private activity volume cap. Urbana's unified allocation for 2019 is \$4,408,845 based on a population of 41,989.

## Background & Discussion

If the City were to issue Private Activity Bonds, the Bonds would be special obligations and would not constitute a debt or indebtedness of the City nor would they give rise to a charge against the general credit or taxing power of the City. In the event the City intended to issue Private Activity Bonds or mortgage credit certificates the City must utilize Private Activity Bond volume cap allocation equal to the amount of such bonds or certificates issued.

### Private Activity Bonds

In accordance with the IRS Code, each municipality in Illinois is allowed to issue Private Activity Bonds at \$105 per capita population for 2019. The State of Illinois each year recaptures any bond allocation unused by the City as of May 1st of that year. The City may elect to use its allocation, allow its allocation to be recaptured by the State, or voluntarily cede its allocation to the State or to any community. The City of Urbana has a total of \$4,408,845 in 2019 Private Activity Bond Cap available that can be utilized for:

- 1) Multi-family affordable housing projects
- 2) Nonprofit development projects (e.g. hospitals, YMCAs, etc)
- 3) Industrial development projects (e.g. manufacturing)
- 4) Below-market-rate financing for affordable housing
- 5) Mortgage credit certificates in support of homeownership, or
- 6) Below-market-rate financing for limited types of industrial developments

The City has received two requests for allocation of its Private Activity Bond Cap for 2019, one from Stern Brothers for the Illinois Assist Mortgage Credit Certificate Program and Illinois Housing Development Authority.

### Illinois Assist Mortgage Credit Certificate (MCC) Program Bond Cap Request

The *AssistUrbana* Homeownership Program was first started under the name of *AccessUrbana* in 1995. Historically, the Assist Homeownership Program has been a program that offers individuals and families 30-year fixed rate FHA/VA/RD mortgage loans or conventional loans at competitive interest rates through participating local lenders. The cash assistance may be used to offset some or all of the home loan's down payment and closing costs. The City and local lenders have marketed the Assist Program on their websites, through direct mailers, seminars, and through media advertising.

Mortgage Credit Certificates (MCC's) are a federally authorized program created as an alternative to tax-exempt housing bonds to reduce effective interest costs for qualifying homebuyers. MCC's allow the homebuyer to qualify for a federal income tax credit equal to a percentage of the interest paid on their home loan each year. MCC holders still qualify for a regular deduction of the remaining interest paid on their home loan. In order to qualify for the Assist 2019 Program, participating households are required to meet income and purchase price limits. Homes that meet the program guidelines are new or existing, owner-occupied, single family homes, town homes, and condominiums.

Income Limits and Purchase Price Limits applicable to the 2018 program are as follows:

	<b><u>Non-Targeted Areas:</u></b>		<b><u>Targeted Areas:</u></b>	
Income Limits:	<u>1 or 2 persons</u>	<u>3 or more</u>	<u>1 or 2 persons</u>	<u>3 or more</u>
	\$74,100	\$85,215	\$88,290	\$103,740
	<b><u>Non-Targeted Area:</u></b>		<b><u>Targeted Areas:</u></b>	
Purchase Price Limits	\$255,573		\$312,368	

*Note: Income and Purchase Price Limits for 2019 have been requested and have not yet been received from the Assist representative at the time of printing of the memorandum.*

David Rasch, Managing Director of the Assist MCC Program for Stern Brothers & Co. notified the City that the housing market this past year has been strong in Urbana and that their lender network is continuing to make first-time homebuyer loans throughout the City. Based on how well this program is working in Urbana and the number of first time homebuyers that have taken advantage of this program, City staff recommends that half of the bond cap be ceded to the Assist 2019 Program.

Illinois Housing Development Authority Bond Cap Request

The Illinois Housing Development Authority is allowed to issue taxable and tax-exempt bonds for the purpose of developing, constructing, acquiring, or improving affordable housing within the State of Illinois. IHDA has invested in several projects in Champaign County including Crystal View, Highland Green, and Pinewood.

By ceding part of the City’s bond cap to IHDA, the City may be able to access these funds for affordable housing projects such as the Lierman Avenue project, or for other important economic development/community development activities. Allowing IHDA to serve as Issuer removes any financial liability on the part of the City, and could provide a means of financing future community development/affordable housing projects in the community.

**Options**

The City must allocate or reserve its Private Activity Bond authority for 2019 by May 1, 2019. The City can cede or reserve as much or as little of its Private Activity Bond cap to one or all of the following activities:

- Reserve Private Activity Bond cap for the purpose of furthering affordable housing initiatives
- Cede Private Activity Bond cap to Assist & Mortgage Credit Certificate (MCC) 2019 Program
- Cede Private Activity Bond cap to IHDA for affordable housing projects in the community

**Fiscal & Programmatic Impacts**

There will be no fiscal impact to the city budget in ceding volume bond cap to IHDA, as there would be no financial risk associated with issuing the bonds for the City, and the issuer assumes any potential associated risk. The City may also see benefits from eligible local projects in the future if they are supported with the bond financing provided through IHDA.

For the Assist 2019 Program, the City would have no liability for bond repayment since the City would not be the bond issuer and all mortgage repayments would be government-insured. Under the Assist 2019 program, the City could potentially realize an increase in property taxes from new Urbana homebuyers.

**Recommendation**

At its March 26, 2019 regular meeting, the Urbana Community Development Commission voted unanimously to recommend that the Urbana City Council approve an allocation of the City of Urbana 2019 Private Activity Bond cap with approximately half (50%) of its allocation of \$4,408,845 in the amount of \$2,204,422 to be utilized for the Assist MCC 2019 Program and the remaining approximately half \$2,204,423 to IHDA to be utilized for possible affordable housing initiatives in the community, such as multi-family affordable housing developments. Staff concurs with this recommendation.

**Attachments:**

- 1) A Resolution Evidencing the Intention of the City of Urbana, Champaign County, Illinois, to Transfer Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue; and Related Matters (Private Bond Cap Allocation – IL Assist Program, Series 2019)
- 2) A Resolution Evidencing the Intention of the City of Urbana, Champaign County, Illinois, to Transfer Volume Cap in Connection with Private Activity Bond Issues, Multi-Family Mortgage Revenue Bonds; and Related Matters (Private Bond Cap Allocation – IHDA, Series 2019)
- 3) State of Illinois Guidelines and Procedures for the Allocation of Private Activity Bond Authority 2019
- 4) Unapproved minutes from March 26, 2019 Community Development Commission meeting.

**RESOLUTION NO. 2019-04-005R**

**A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN  
CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES AND RELATED  
MATTERS**

**(Assist Program, Series 2019)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, Section 146 of the Internal Revenue Code (26 U.S.C. § 146) authorizes the issuance of certain tax-exempt private activity bonds if the issuing authority has sufficient volume cap for the calendar year; and

**WHEREAS**, pursuant to the Code, the City has volume cap equal to \$105 per resident of the City in calendar year 2019; and

**WHEREAS**, Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act (30 ILCS 345/6 and 6.1) authorize the corporate authorities of any home rule unit, before May 1 of each calendar year, to reallocate all or any portion of its unused volume cap to any home rule or non-home rule unit, the State, or a State agency; and

**WHEREAS**, the City Council, after due consideration, finds that the City’s best interests are served by the transfer a portion of the City’s volume cap allocation for calendar year 2019 to the City of Aurora, DuPage, Kane, Kendall, and Will Counties, Illinois (the “Issuer”), to be applied toward the issuance of single family mortgage revenue bonds (the “Bonds”) by the Issuer to support the Assist Program, Series 2019, or for such other purpose permitted by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1.**

Pursuant to Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act, the City hereby transfers and reallocates \$2,204,422 of its volume cap for calendar year 2019 to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the City. The adoption of this Resolution shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or other private activity bonds, or mortgage credit certificates.

**Section 2.**

The Issuer shall maintain written records of this Resolution for the term of all private activity bonds it issues for that calendar year to which such allocation applies.

**Section 3.**

The officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to perform all acts as may be necessary to carry out the purposes and intent of this Resolution.

**Section 4.**

The invalidity of any section or provision of this Resolution hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 5.**

All resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage.

**Section 6.**

Upon approval of this Resolution, the City Clerk is directed to give notice of the reallocation made herein to the Governor of the State of Illinois pursuant to 30 ILCS 345/6 and the guidelines and procedures promulgated thereunder.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

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Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Diane Wolfe Marlin, Mayor





**RESOLUTION NO. 2019-04-006R**

**A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES AND RELATED MATTERS**

**(Illinois Housing Development Authority Series 2019)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, Section 146 of the Internal Revenue Code (26 U.S.C. § 146) authorizes the issuance of certain tax-exempt private activity bonds if the issuing authority has sufficient volume cap for the calendar year; and

**WHEREAS**, pursuant to the Code, the City has volume cap equal to \$105 per resident of the City in calendar year 2019; and

**WHEREAS**, Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act (30 ILCS 345/6 and 6.1) authorize the corporate authorities of any home rule unit, before May 1 of each calendar year, to reallocate all or any portion of its unused volume cap to any home rule or non-home rule unit, the State, or a State agency; and

**WHEREAS**, the City Council, after due consideration, finds that the City’s best interests are served by the transfer a portion of the City’s volume cap allocation for calendar year 2019 to the Illinois Housing Development Authority (the “Issuer”), to be applied toward the issuance of single family or multifamily mortgage revenue bonds (the “Bonds”) by the Issuer or for such other purpose permitted by this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1.**

Pursuant to Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act, the City hereby transfers and reallocates \$2,204,423 of its volume cap for calendar year 2019 to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the City. The adoption of this Resolution shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or other private activity bonds, or mortgage credit certificates.

**Section 2.**

The Issuer shall maintain written records of this Resolution for the term of all private activity bonds it issues for that calendar year to which such allocation applies.

**Section 3.**

The officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to perform all acts as may be necessary to carry out the purposes and intent of this Resolution.

**Section 4.**

The invalidity of any section or provision of this Resolution hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 5.**

All resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage.

**Section 6.**

Upon approval of this Resolution, the City Clerk is directed to give notice of the reallocation made herein to the Governor of the State of Illinois pursuant to 30 ILCS 345/6 and the guidelines and procedures promulgated thereunder.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

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Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Diane Wolfe Marlin, Mayor



# STATE OF ILLINOIS



## GUIDELINES AND PROCEDURES

FOR THE

ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

AND 30 ILCS 345

OFFICE OF THE GOVERNOR

*Effective January 1, 2019*

## TABLE OF CONTENTS

1. Introduction...	3
2. Calendar Year 2019 State Ceiling and Allocations...	4
3. Home Rule...	5
4. Non-Home Rule...	8
5. State Agencies...	11
6. Reallocation Provisions...	13
7. Appendix A - Standard Form of Letters...	14
8. Appendix B - Annual Housing Report...	19
9. Appendix C - Population Estimates...	21

Questions regarding these guidelines and procedures may be directed to the Capital Markets Unit of the Governor's Office of Management and Budget at (312) 814-0023.

## INTRODUCTION

The Federal Tax Reform Act of 1986 (the “Code”) as amended, imposes a limit on the aggregate amount of “tax exempt private activity” bonds (also known as “Volume Cap”) that can be issued by a state.. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the State having authority to issue such bonds. The State of Illinois (“the State”) has adopted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30ILCS 345 (the “Illinois Allocation Act”).

The Governor’s Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code and Illinois Allocation Act and these “2019 Guidelines and Procedures” (the “Guidelines”), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor’s Office, and the Governor’s Office reserves the right to amend the Guidelines at any time.

These Guidelines are provided by the Governor’s Office to assist issuers in understanding how the allocation formula will be administered. They do not represent a binding legal interpretation of either the Code or the Illinois Allocation Act. The Governor’s Office will not make a legal determination of the applicability of the Code to an issuer nor will it determine an issuer’s compliance under the Code. Issuers should consult their own legal counsel to make these determinations.

The Guidelines require certain issuers to submit requests to the Governor’s Office for allocations of Volume cap. In addition, they require issuers within the State to report on reallocations and their use of Volume Cap.

**PLEASE NOTE – ALL REQUESTS AND REPORTING SUBMISSIONS, AS DESCRIBED HEREIN, MUST BE SUBMITTED IN BOTH (i) HARD AND (ii) ELECTRONIC FORMATS (ADOBE ACROBAT “PDF”) TO THE FOLLOWING ADDRESSES:**

### **HARD COPY SUBMISSIONS TO:**

**Governor’s Office of Management and Budget  
Capital Markets Unit– Volume Cap Submission  
JRTC, 100 W Randolph Street – Suite 15-100  
Chicago, IL 60601  
Attn: Sophia Ronis**

### **ELECTRONIC (PDF) SUBMISSIONS TO:**

**<mailto:OMB.VolumeCapRequest2019@illinois.gov>**

Please indicate the (i) name, (ii) status of your organization (Home Rule, Non-Home Rule or State Agency) and (iii) type of submission (either a “REPORT” or a “REQUEST”) in the “SUBJECT” line of your submission e-mail. Please include the following information for a primary and secondary contact person in the body of each electronic submission (email):

Name  
Title  
Department/Division  
Phone Number  
Email address

**IMPORTANT NOTE – The time and date stamp of the email will be used for the purpose of determining the order in which the submissions are received unless otherwise noted herein.**

## Calendar Year 2019 State Ceiling and Allocations

### 2019 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year (“the State Ceiling”). Section 146(d) of the Code was amended by H.R. 5662, the “Community Renewal Tax Relief Act of 2000 (the “CRTF Act”),” to specify that beginning in calendar year 2002 the limit shall be the greater of \$75 multiplied by a state’s population or \$225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2019 is (\$105 multiplied by the state’s population).

Section 146(j) of the Code further requires that the calculation of the State Ceiling be based on the most recent resident population estimate released by the U. S. Bureau of the Census before the beginning of the calendar year. On December 28, 2017, the Population Division of the U.S. Census Bureau issued “Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2018 (NST-EST2018-03)” which reports Illinois’s estimated population as **12,802,023**.

Illinois 2019 State Ceiling is **\$1,344,212,415.00** (\$105 x **12,802,023**).

### Allocations

Pursuant to the Statute, the table below denotes the initial allocation of the 2019 State Ceiling.

Home Rule Units	\$ 856,024,470.00
Non-Home Rule Units	240,894,465.00
State Agencies/Authorities	240,894,465.00
Total	<b>\$1,344,212,415.00</b>

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## HOME RULE UNITS

### Allocation

#### *January 1 Benchmark*

As described in “2019 State Ceiling – Background and Calculation” above, each Home Rule community is allocated an amount equal to (\$105 multiplied by its population and Cook County, as a Home Rule county, is allocated an amount equal to \$105.00 multiplied by the population of its unincorporated area). Based on the most recent US Census estimates the total amount for all Home-Rule units has been determined to be \$856,024,470.00. Appendix C attached identifies the list of Home Rule units and the population count used by the Governor’s Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor’s Office.

During the period from January 1, 2019 through May 1, 2019 Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in “Home Rule Reporting”.

#### *June 1 Benchmark*

Of the total amount available to each Home Rule unit of government with less than 2,000,000 inhabitants, the amount that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2019, shall be reserved to the Governor’s Office on June 1, 2019 (the “home Rule Pool”). From the period of June 1 through July 15, 2019, one-half of the Home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor’s Office will accept Home Rule units’ requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2019. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2019. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor’s Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first-come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the Home Rule Pool upon a request made, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter Express mail will be used upon request and at the issuer’s expense. The allocation is valid for a period of 60 calendar days from the date of the letter or December 28 of the year of the allocation. This period is set by Illinois Allocation Act and cannot be extended.

#### *July 15 Benchmark*

On and after July 15, 2019, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap still is requested.

The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2019. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2019. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first-come, first-granted basis.**

**Please Note –**

- **A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official action", as defined in the Statute, must accompany all request submissions (June 1 or July 15). A submission will not be deemed complete unless a copy of Official action is included in the transmittal.**
- **No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 31, 2019, whichever date comes first. If an issuer's allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor's Office in the same manner as any other new application.**
- **The State, a State agency or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State agency or a Non Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2019. Home Rule units MAY NOT reallocate any allocation granted by the Governor's Office after June 1. Please see "REALLOCATION PROVISIONS" for further details.**

## Home Rule Reporting

### *Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act, any Home Rule unit utilizing Volume Cap (regardless of its source) is required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer;
- (b) Principal amount of the issue;
- (c) Purpose for which the private activity bonds were issued;
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This “lapsed” volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer’s representative states in writing that all or a portion of the cap will not be used.

### *Mid-Year Reporting*

No later than May 10, 2019, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor’s Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit’s governing body prior to May 1, 2019. The form described in Appendix A is provided for this purpose – “Report of Allocation Granted by Home Rule”.

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2019, the Governor’s Office will not object to the subsequent transfer or reallocation of such cap, or filing of a carry-forward of such volume cap, and no notice to the Governor’s Office of any such subsequent action is required. {Please note, however, that Home Rule units must provide notice to the Governor’s office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation.}

**Please Note - Copies of “Official Action”, as defined in the Illinois Allocation Act, must accompany this reporting submission. Submission will not be deemed complete unless a copy of Official Action is included with the submissions.**

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## NON-HOME RULE UNITS

### Allocation Requests

#### *January 1 Benchmark*

The 2019 allocation of Volume Cap available on or after January 1, 2019 to be issued by Non-Home Rule units of local government is expected to be \$240,894,465.00. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 1, 2019 (January 2, 2019). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 2, 2019. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first-come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the total available allocation, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter. Express mail may be used upon request and at the issuer's expense.

#### *July 15 Benchmark*

Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2019 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2019 to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2019. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2019. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first-come, first-granted basis.**

#### Please Note –

- A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official Action", as defined in the Illinois Allocation Act, must accompany all request submissions (January 1 or July 15). A submission will not be deemed complete unless a copy of Official Action is included in the transmittal.
- No Non-Home Rule unit may be granted more than 10% of the amount of total allocation initially available to units of local government for a single project. Non-Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Non-Home Rule units do not have power under statute to transfer or reallocate cap to other Non-Home Rule or Home-Rule units. Requests may be made only for cap that will be used within the Non-Home Rule unit's jurisdiction, as evidenced by such

documentation or evidence as the Governor's Office shall request. Letters of intent from lenders shall be deemed prima facie evidence. Units planning to pool their allocations must certify their intent to comply with this section in their request letter.

- **The allocation approval letter is valid for a period of 60 calendar days from the date of the letter. This period is set by the Illinois Allocation Act and cannot be extended.**
- **Pursuant to Section 6 of Illinois Allocation Act, a Non-Home Rule unit IS NOT AUTHORIZED TO REALLOCATE all or any unused portion of its allocation. Direct and indirect reallocations by Non-Home Rule Units are strictly prohibited. This prohibition is discussed more fully in the “Reallocation Provisions” of these Guidelines.**
- **The proceeds from bonds utilizing Volume Cap allocated to a Non-Home Rule unit pursuant to these Guidelines must be used within the jurisdiction of the Non-Home Rule unit.**

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## **Non-Home Rule Reporting**

### *Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act, Non-Home Rule units are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer;
- (b) Principal amount of the issue;
- (c) Purpose for which the private activity bonds were issued;
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This “lapsed” volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer’s representative states in writing that all or a portion of the cap will not be used.

### *Annual Reporting of Housing Projects*

The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2019 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2019. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority (“IHDA”) at the following address:

Illinois Housing Development Authority  
Attention: General Counsel  
401 North Michigan Avenue  
Chicago, IL 60611

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## STATE AGENCIES

### Allocation Requests

For calendar year 2019 there is expected to be \$240,894,465.00 for use by State Agencies, (the “State Agency Pool”), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor’s Office may allocate among all State agencies from the State Allocation Pool available after January 2, 2019. In addition, State agencies may apply beginning on or after the first State business day after June 1, 2019 for the allocation retained by the Governor’s Office from the Home-Rule Pool and beginning on or on July 15, 2019 for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see “HOME RULE” and “NON-HOME RULE” sections for submission procedures.

### Please Note-

- **Requests will be processed only for allocation to be used directly by the requesting State agency. Requests may be requested and granted on a lump-sum by private activity bond category or individual project basis as the Governor’s Office may determine. Joint requests from more than one State agency or units of government or requests from one State agency for an allocation that will be used by other units of government will not be considered. Once an allocation is given to a specific State agency, the Governor’s Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **State agencies may submit requests for allocations of any amount. The 10% limit does not apply to State Agencies**
- **The Governor’s Office may consult with State agencies prior to submission of their allocation requests and determine the amount of allocation that shall be requested and approved. The allocation shall be valid through the end of the calendar year.**
- **State agencies may reallocate their unused allocation in the manner described in “REALLOCATION PROVISIONS” with the approval of the Governor’s Office. A State agency that issues bonds after receiving a reallocation from a Home-Rule unit or another State agency shall submit the information described in the “Reporting” section below.**
- **State agencies also may file a carry-forward of an allocation remaining at the end of one calendar year to the next under certain circumstances, with the approval of the Governor’s Office. Issuers should consult their legal counsel with respect to the applicability of this provision to their circumstances**

## **State Agency Reporting**

### *Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act. State Agencies are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer;
- (b) Principal amount of the issue;
- (c) Purpose for which the private activity bonds were issued;
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of the bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the unused allocation amount shall be retained by the State Agency unless otherwise directed by the Governor’s Office.

### *Annual Reporting of Housing Projects*

Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2019 Submissions are to be sent via the instruction set forth on page 3 of these guidelines by February 1, 2019. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority (“IHDA”) at the following address:

Illinois Housing Development Authority  
Attention: General Counsel  
401 North Michigan Avenue  
Chicago, IL 60611

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## **REALLOCATION PROVISIONS**

### **Reallocations by the State, a State Agency or a Home Rule Unit**

The State, any State Agency or Home Rule unit may voluntarily reallocate to any Non-Home Rule unit of local government, Home-Rule unit, the State or any State agency all or any portion of its unused allocation. {The State Agency or Home Rule unit reallocating all or a portion of its unused allocation must provide notice to the Governor's office within fourteen days of said reallocation.}

Consistent with the Illinois Allocation Act and these guidelines, entities that issue private activity bonds on the basis of reallocations must submit to the Governor's Office written evidence of such reallocation and a confirmation of bond issuance letter within ten calendar days from the date the bonds are issued.

### **Reallocations by a Non-Home Rule Unit Are Prohibited**

Non-Home Rule units may not reallocate to any issuer. This prohibition applies to direct reallocations and to reallocations attempted via an intergovernmental or other agreement. Allocations made to Non-Home Rule units pursuant to the Illinois Allocation Act and these Guidelines may not be used in an issuance by another governmental entity on behalf of the Non-Home Rule unit or as a surrogate for the Non-Home Rule unit via an intergovernmental or other agreement.

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# **APPENDIX A**

## **STANDARD FORM OF LETTERS**

(Letterhead of Signatory)

**ALLOCATION REQUEST LETTER  
FROM ALL ISSUERS**

(Date)

Office of the Governor  
Governor's Office of Management and Budget  
100 W. Randolph Street – Suite 15-100  
Chicago, IL. 60601

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

RE: Issuer: \_\_\_\_\_  
Type: (Home-Rule, Non-Home Rule or State agency)  
Maximum Principal Amount: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear Governor Bruce Rauner:

In accordance with the Tax Reform Act of 1986 as passed by 99th Congress 2nd Session (1986), as amended, and 30 *ILCS 345*, the (name of issuer) respectfully requests an allocation for the above-captioned private activity bonds. In preparation for this bond issue to date, all applicable Federal and State requirements have been complied with. A copy of the inducement resolution or similar official action for this issue has been attached herewith.

[(The following is required only of Non-Home Rule units which expect to join other units in a single bond issue as described in the guidelines): I hereby certify that (name of issuer) intends to comply with requirements set forth in the Governor's Office guidelines and will not transfer or reallocate any cap received from the Governor's Office to other Non-Home Rule or Home-Rule units and will use the cap only within our jurisdiction.]

I hereby certify under penalty of perjury, that to the best of my knowledge, the issuance of the Private Activity Bond was or will not be made in consideration of any bribe, gift, gratuity or direct or indirect contribution to any political campaign.

Please forward the allocation approval letter to the undersigned [or to: \_\_\_\_\_]. Bond counsel for these bonds [is expected to be \_\_\_\_\_, who may be reached at [phone number]] [has not yet been selected].

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)

(Title)

(Phone number)

[Note: The Bond description cannot be materially changed after submission.]

(Governor's Letterhead)

**BOND ALLOCATION APPROVAL LETTER**

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

Re: Issuer: \_\_\_\_\_  
Type: (Home-Rule, Non-Home Rule or State agency)  
Maximum Principal Amount: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Ladies and Gentlemen:

In accordance with the Tax Reform Act of 1986, as amended, and *30 ILCS 345*, the above-captioned Issuer has requested an allocation for Private Activity Bonds with respect to the above-captioned bonds. In support of this request, I have been presented with the resolution duly adopted by the Issuer or similar official action with respect to the above-captioned bonds.

I hereby allocate \$\_\_\_\_\_ of the State's 2019 maximum limit on private activity bonds to the above-captioned Issuer.

Pursuant to Section 6 of the Illinois Private Activity Bond Allocation Act, this allocation is only valid if:

- (1) the proceeds from the bonds (the "Bonds") utilizing the bond volume cap are to originate single family mortgages to finance the purchase of homes located within the jurisdiction of the unit local government applying for the bond volume cap, or the costs associated therewith, or, if not so used, applied to redeem the Bonds; and
- (2) the unit of local government is the Issuer of the Bonds.

"Issuer" as used herein is the entity named on the Bonds and obligated for the repayment of the Bonds and does not include an entity for whom bonds have been issued by another party via an intergovernmental or other agreement.

This allocation is valid through and including \_\_\_\_\_. If the above-captioned bonds have not been issued by said date this allocation automatically expires and is available for reallocation.

Sincerely,  
BRUCE RAUNER

Governor

(Letterhead of Signatory)

**CONFIRMATION OF BOND ISSUANCE  
TO BE PROVIDED BY ISSUER**

(Date) [Within 10 calendar days of issuance]

Allocation Number: (assigned by us in the allocation approval letter)

Office of the Governor  
Governor’s Office of Management and Budget  
100 W. Randolph Street – Suite 15-100  
Chicago, IL. 60601  
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: \_\_\_\_\_  
Type: (Non Home-Rule, Home-Rule or State agency)  
Date of Issuance: \_\_\_\_\_  
Principal Amount Issued: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear \_\_\_\_\_:

In accordance with the Tax Reform Act of 1986, as amended, and 30 ILCS 345, the above-captioned Issuer is giving notice that the above-captioned private activity bonds have been issued. With regard to the issuance of these bonds, all applicable federal and state requirements have been complied with. The total allocation provided for this bond issue in the Allocation Approval Letter dated \_\_\_\_\_ was \$ \_\_\_\_\_. The total principal amount actually issued was \$ \_\_\_\_\_ and, therefore, the amount of \$ \_\_\_\_\_ is unused allocation that may be added to the total available allocation.

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)  
(Title)

Attachments

[Note: If the bonds were issued on the basis of a voluntary reallocation of unused allocation or as a result of a carry-forward of allocation from a prior year, this fact should be so stated in this confirmation letter and a copy of the written evidence of such reallocation or carry-forward should be attached.]

(Letterhead of Signatory)

**REPORT OF ALLOCATION GRANTED  
BY HOME-RULE UNITS**

(Date) [Due Thursday, May 10, 2019]

Office of the Governor  
Governor's Office of Management and Budget  
100 W. Randolph Street – Suite 15-100  
Chicago, IL. 60601  
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)  
Total 2019 Volume Cap Allocation: [see list attached to guidelines for population,  
multiplied by \$105.00 ]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2019:

1. Principal Amount of Issue: \_\_\_\_\_  
Bond Description: (Type of bond)  
(Repeat as necessary identify all specific allocations)  
If reallocated to another issuer, state name of issuer: \_\_\_\_\_

Copies of allocation resolutions or ordinances are attached. [Note: Memorandums of agreements with businesses need not be attached.]

Total Allocation Granted or Reallocated \$ \_\_\_\_\_

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)  
(Title)  
(Phone number)

**APPENDIX B**

**ANNUAL HOUSING REPORT**

**SAMPLE FORM**

Bond Issuer Annual Reporting Form		
Statutory Requirement (30 ILCS 345/7.5)	Explanation/Detail	Insert Required Information
<b>Information Required for All Bond Issues</b>		
Bond Issuer	Entity Issuing Bonds:	
Person Completing Report (Drafter)	Name:	
Drafter Contact Information	Company:	
	Address:	
	Address:	
	City, State, Zip:	
	Phone:	
	E-mail Address:	
Reporting Period	Calendar Year:	
Date of Report	Date (no less than 45 days prior to end of Reporting Period):	
Bond Proceeds Used for Projects and Loans	Percentage of Total Issuance:	
Total Cost of Issuance	Amount:	
Bond Proceeds Used to Refund Prior Bonds	Amount:	
Unused Proceeds at Time of Report	Amount:	
Plan for Use of Any Unused Proceeds	<i>Attach Narrative and Supporting Documentation Showing Commitments to Utilize Proceeds, including timetable for use.</i>	
<b>For Multifamily Rental Units Only</b>		
Total Number of Developments	Total:	
Total Number of Units	Total:	
Income Levels for All Units (using Area Median Income, or "AMI")	No. Units at 30% AMI or less:	
<p><i>NOTE: The table of current AMI figures to be used in compiling this information may be found at <a href="http://www.ihda.org/Downloads.aspx">http://www.ihda.org/Downloads.aspx</a> (search "Income Limits") or by calling the Illinois Housing Development Authority at 312-836-5200.</i></p>	No. Units at 40% AMI:	
	No. Units at 50% AMI:	
	No. Units at 60% AMI:	
	No. Units at 80% AMI:	
	No. of Other Restricted Units ( % AMI):	
	No. of Other Restricted Units ( % AMI):	
	No. of Other Restricted Units ( % AMI):	
	Unrestricted (Market Rate):	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	<i>Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.</i>	
<b>For Single Family Units Only</b>		
Loans and Households Achieving Homeownership with Bond Proceeds	Number of Mortgage Loans:	
	Number of Households:	
Loan Amounts, Actual and Effective Interest Rates	<i>Attach List of Individual Loan Amounts, detailing the actual and effective interest rate for each loan.</i>	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	<i>Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.</i>	
First-time Homebuyers	Number:	
Homeownership Counseling	No. of assisted homeowners who received any homeownership counseling:	
<b>Key to Priorities</b>		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at <a href="http://www.ihda.org">www.ihda.org</a> ; choose "Housing Policy and Planning" in the left margin)		
Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households and Families		
Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness		
Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to Find Affordable Housing Near Employment or Transportation		
Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housing that is in Danger of Becoming Unaffordable		
Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families		
<b>QUESTIONS?????</b>		
Any questions on how to complete this form should be directed to Charlotte Flickinger at the Illinois Housing Development Authority at 312-836-5200 or TTD 312-836-5222.		



**APPENDIX C**  
**POPULATION ESTIMATES**

<b>Home Rule Unit<sup>1</sup></b>	<b>Population<sup>2</sup></b>	<b>Home Rule Unit<sup>1</sup></b>	<b>Population<sup>2</sup></b>
Addison Village	36,820	East Dundee Village	3,192
Alsip Village	19,079	East Hazel Crest Village	1,527
Alton City	26,725	East St. Louis City	26,662
Arlington Heights Village	75,634	Edwardsville City	24,967
Aurora City	200,965	Elgin City	112,456
Bannockburn Village	1,579	Elk Grove Village Village	32,776
Barrington Hills Village	4,219	Elmhurst City	46,662
Bartlett Village	41,149	Elmwood Park Village	24,537
Bartonville Village	6,250	Elwood Village	2,265
Batavia City	26,563	Evanston City	74,756
Bedford Park Village	590	Evergreen Park Village	19,542
Belleville City	41,649	Fairview Heights City	16,588
Bellwood Village	19,019	Flora City	4,882
Belvidere City	25,181	Forest View Village	687
Benton City	6,964	Freeport City	24,091
Berkeley Village	5,130	Galesburg City	30,769
Berwyn City	55,550	Gilman City	1,702
Bloomington City	22,016	Glen Ellyn Village	34,058
Bolingbrook Village	77,934	Glendale Heights Village	28,045
Bolingbrook Village	75,201	Glenview Village	47,659
Bridgeview Village	16,335	Glenwood Village	8,880
Bryant Village	215	Golf Village	498
Buffalo Grove Village	41,226	Granite City City	28,746
Burbank City	28,793	Gurnee Village	30,767
Burnham Village	4,159	Hanover Park Village	37,982
Cahokia Village	14,151	Harvey City	24,908
Calumet City City	36,633	Harwood Heights Village	8,505
Calumet Park Village	7,757	Hazel Crest Village	13,837
Carbon Cliff Village	2,013	Herrin City	12,880
Carbondale City	25,899	Highland Park City	29,767
Carlock Village	563	Highwood City	5,325
Carol Stream Village	39,989	Hillside Village	8,043
Carpentersville Village	38,162	Hodgkins Village	1,897
Cartersville City	5,827	Hoffman Estates Village	51,567
Champaign City	87,432	Homer Glen Village	24,591
Channahon Village	12,805	Hopkins Park Village	604
Chicago City	2,716,450	Huntley	27,207
Chicago Heights City	29,901	Inverness Village	7,508
Chicago Ridge Village	14,186	Jacksonville City	18,454
Christopher City	2,730	Johnston City City	3,454
Cicero town	82,552	Joliet City	148,462
Collinsville City	24,703	Kankakee City	26,216
Cook County, Unincorporated	103,694	Lake Barrington Village	4,905
Country Club Hills City	16,564	Lake Bluff Village	5,662
Countryside City	5,964	Lake Forest City	19,612
Crainville Village	1,411	Lake in the Hills Village	28,936
Crystal Lake City	40,421	Lansing Village	27,962
Danville City	31,424	LaSalle City	9,120
Darien City	22,061	Lincolnshire Village	7,336
Decatur City	72,174	Lincolnwood Village	12,483
Deerfield Village	18,946	Lockport City	25,434
DeKalb City	43,193	Manhattan Village	7,776
De Pue Village	1,719	Marion City	17,762
Des Plaines City	58,193	Mascoutah City	8,010
Dolton Village	22,793	Maywood Village	23,640
Downers Grove Village	49,540	McCook Village	224
Du Quoin City	5,810	McHenry City	26,911

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2018 (NST-EST2018-01) on December 24, 2018

<u>Home Rule Unit<sup>1</sup></u>	<u>Population<sup>2</sup></u>	<u>Home Rule Unit<sup>1</sup></u>	<u>Population<sup>2</sup></u>
Melrose Park Village	25,197	Riverwoods Village	3,626
Mettawa Village	551	Robbins Village	5,486
Midlothian Village	14,634	Rockdale Village	1,945
Moline City	42,231	Rock Island City	38,110
Monee Village	5,119	Rolling Meadows City	23,988
Monmouth City	9,091	Romeoville Village	39,632
Morton Grove Village	23,142	Rosemont Village	4,151
Mound City City	524	Round Lake Beach Village	27,607
Mount Prospect Village	53,930	St. Charles City	32,714
Mount Vernon City	14,956	Sauget Village	149
Muddy Village	65	Schaumburg Village	74,184
Mundelein Village	31,385	Schiller Park Village	11,640
Murphysboro City	7,568	Sesser City	1,890
Naperville City	147,682	Sherman Village	4,701
Naples town	121	Shorewood Village	17,249
Nauvoo City	1,077	Skokie Village	63,978
New Lenox Village	26,575	South Barrington Village	4,981
Niles Village	29,482	South Holland Village	21,732
Normal town	54,284	Springfield City	114,868
Norridge Village	14,437	Standard Village	203
Northbrook Village	33,400	Stickney Village	6,694
North Chicago City	29,842	Stone Park Village	4,892
Northfield Village	5,470	Streamwood Village	39,978
Northlake City	12,364	Sycamore City	18,022
North Utica Village	1,344	Summit City	11,278
Oakbrook Terrace City	2,161	Thornton Village	2,448
Oak Forest City	27,685	Tilton Village	2,584
Oak Lawn Village	56,087	Tinley Park Village	56,668
Oak Park Village	52,261	Tuscola City	4,409
O'Fallon City	29,272	University Park Village	7,006
Old Mill Creek Village	181	Urbana City	41,989
Onarga Village	1,287	Valier Village	649
Orland Park Village	58,765	Valmeyer Village	1,256
Oswego Village	34,833	Vernon Hills Village	26,253
Palatine Village	68,644	Volo Village	5,462
Park City City	7,513	Warrenville City	13,269
Park Forest Village	21,682	Washington City	16,811
Park Ridge City	37,494	Watseka City	4,919
Pekin City	32,731	Waukegan City	87,729
Peoria City	112,883	West Chicago City	27,182
Peoria Heights Village	5,858	West City Village	650
Peru City	9,834	West Dundee Village	7,352
Phoenix Village	1,948	West Frankfort City	7,953
Plainfield Village	43,926	Wheaton City	53,373
Posen Village	5,914	Wheeling Village	38,562
Prairie Grove Village	1,870	Williamsville Village	1,494
Quincy City	40,303	Wilmette Village	27,418
Rantoul Village	12,769	Winnetka Village	12,480
Riverdale Village	13,352	Woodridge Village	33,598
River Grove Village	10,093	Woodstock City	25,286

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2018 (NST-EST2018-01) on December 24, 2018



*UNAPPROVED*

**MINUTES**

**COMMUNITY DEVELOPMENT COMMISSION MEETING**

**March 26, 2019, City Council Chambers**

**400 South Vine Street, Urbana, IL 61801**

**Public Hearing:** Ms. Anne Heinze-Silvis called the public hearing to order at 6:03pm. The public hearing sought input for the Annual Action Plan, which is available for public comment March 22, 2019 through April 22, 2019.

Seeing there were no comments, Ms. Heinze-Silvis closed the public hearing at 6:04pm.

**Call to Order:** Ms. Heinze-Silvis called the meeting to order at 6:05 p.m.

**Roll Call:** Alyssa Jaje, Community Development Specialist, called the roll. A quorum was present.

**Commission Members Present:** Ms. Heinze-Silvis, Michael Braun, Chris Diana, and Rev. Robert Freeman.

**Commission Members Excused/Absent:** Jerry Moreland and Abdulhakeem Salaam

**Others Present:** Sheila Dodd, Grants Management Division Manager; Alyssa Jaje, Community Development Specialist; and Danis Pelmore, Housing Inspector.

**Approval of Minutes:** Commissioner Diana moved to approve the minutes of the February 26, 2019 Meeting. Commissioner Braun seconded the motion. The motion carried unanimously.

**Petitions and Communications:** No additions to the agenda.

**Audience Participation:** Ms. Heinze-Silvis stated that audience members could speak if they so wished, no one from the audience stepped forward.

**Staff Report:**

Sheila Dodd, Grants Management Division Manager, said staff is continuing to progress with the Consolidated Social Service Funding (CSSF) grant. Staff is working with Township and Maryalice Wu to define CSSF application process that is fair and open.

Ms. Dodd stated that staff is working on the Annual Action Plan draft. It is currently Budget season. Staff is also looking through policies and procedures, as they are being trained on HOME and CDBG.

Neighborhood Cleanup Day is scheduled for May 4, 2019. The location for households to drop off unwanted household items will be across the street from DART on Main Street in Urbana.

There have been several request for emergency grants (EG) in the last few weeks—3 for sewers. 15 applications for ESG and Senior Repair have been submitted so far this year.

**Old Business:** There were no items for this agenda.

**New Business:**

**Draft Annual Action Plan**

The 30 day comment period for the Annual Action Plan opened Friday, March 22, 2019. It will close Monday, April 22, 2019. While HUD approved its final budget approved in February, the City has not yet received our final allocation. This is the fifth year of the Consolidated Plan. Around June/July staff will start working on the new Consolidated Plan.

Ms. Silvis asked if commissioners would have to attend any neighborhood meetings for the Annual Action Plan. Ms. Dodd said meetings were already held, but she would love for Commissioners to attend meetings for Consolidated Plan.

**Amendment to Rosecrance Subrecipient Agreement**

Received \$38,000 last year, but need \$20,000 more to finish out the program year. City of Champaign has HOME funds they can allocate to Rosecrance. Urbana as the lead agency for HOME funds is required to forward resolution to City Council to amend the Subrecipient agreement.

Rev. Freeman moved to forward recommendations to City Council. Chairperson Braun seconded the motion. Motion carried unanimously.

**Bond Cap Allocation**

The CD Commission must make a recommendation to Urbana City Council regarding the use of the City's 2019 private activity bond cap before May 1, 2019. For 2019, Illinois home rule units are allocated \$105 per capita of private activity volume cap. Urbana's unified allocation for 2018 is \$4,408,845. Three requests from agencies to issue bonds: David Rasch, Managing Director of the Assist MCC Program for Stern Brothers & Co. for downpayment assistance; Illinois Housing Development Authority (IHDA) to issue taxable and tax-exempt bonds for the purpose of developing, constructing, acquiring, improving properties or facilities for business entities locating, or expanding, within the State of Illinois; and EIEDA. Grants Management staff recommends dividing the allocation 50/50 between the two agencies that have had projects in Urbana recently (Stern Brothers & Co. and IHDA).

Ms. Heinze-Silvis asked if there were any discussion on recommendation.

Hearing no further discussion, Mr. Braun motioned to move the recommendation as stated in memo to City Council. Rev. Freeman seconded the motion. The motion carried unanimously.

**Staff Update on CSSF Applications**

Ms. Jaje said 48 agencies attended the two CSSF application workshops—held February 28 and March 7. An FAQ is sent out frequently to workshop attendees to ensure they submit successful applications. Ms. Jaje has met with three agencies for Technical Assistance and received several phone calls and emails from other agencies. Once applications are submitted by the April 8 deadline, staff will have a week to review before bringing recommendations to Council.

**Study Session:** There were no items for this agenda.

**Adjournment:** Seeing no further business, Ms. Heinze-Silvis adjourned the meeting at 6:18p.m.

Recorded by

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Community Development Specialist