



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: Lorrie L. Pearson, AICP, Community Development Services Director
Sheila E. Dodd, Manager, Grants Management Division

DATE: April 16, 2020

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 2020)**

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 2020)

Description

Included on the agenda of the April 20, 2020 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 (Mortgage Credit Certificate) Programs and the Illinois Housing Development Authority (IHDA).

Issues

The Urbana City Council must decide how to allocate the City's private activity bond cap before May 1, 2020 or the unallocated bond cap will be reserved to the Governor's Office on June 1, 2020 (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 Program and/or by reserving the bond cap for affordable housing initiatives through the 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 2020, Illinois home rule units allocation is \$105 per capita of private activity volume cap. Urbana's unified allocation for 2020 is \$4,414,830 based on a population of 42,046.

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 2020. The State of Illinois each year recaptures any bond allocation unused by the City as of May 1 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 \$4,414,830 in 2020 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 2020, one from Stern Brothers for the Illinois Assist MCC Program and IHDA.

Illinois Assist 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 2020 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.

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 2020 Program.

Illinois Housing Development Authority Bond Cap Request

IHDA 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 would remove 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 2020 by May 1, 2020. 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 & MCC 2020 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 any potential associated risk would be assumed by the issuer. 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 2020 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 2020 program, the City could potentially realize an increase in property taxes from new Urbana homebuyers.

Recommendation

At its February 25, 2020 regular meeting, the Urbana Community Development Commission voted unanimously to recommend that the Urbana City Council approve an allocation of the City of Urbana 2020 private activity bond cap with half (50%) of its allocation of \$4,414,830 in the amount of \$2,207,415 to be utilized for the Assist MCC 2020 Program and the remaining half \$2,207,415 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 2020)
- 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 2020)
- 3) State of Illinois Guidelines and Procedures for the Allocation of Private Activity Bond Authority 2020
- 4) Approved minutes from February 25, 2020 Community Development Commission meeting.

RESOLUTION NO. 2020-04-019R

**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 BONDS; AND RELATED MATTERS**

(Private Bond Cap Allocation – Assist Program, Series 2020)

WHEREAS, the City of Urbana, Champaign County, Illinois (the “Municipality”) is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), provides that the Municipality has volume cap equal to \$105 per resident of the Municipality in each calendar year, which volume cap may be allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 *Illinois Compiled Statutes* 2006, 345/1 et seq., as supplemented and amended (the “Act”), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the Municipality to transfer a portion of its volume cap allocation for calendar year 2020 to Town of Normal, McLean County, Illinois (the “Issuer”) to be applied toward the issuance of single family mortgage revenue bonds by the Issuer (the “Bonds”) 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.

That pursuant to Section 146 of the Code and the Act, volume cap of the Municipality in the amount of \$2,207,415 for calendar year 2020 is hereby transferred to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required

on the part of the Municipality, and 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.

That the Municipality and the Issuer shall maintain a written record of this Resolution in their respective records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

Section 3.

That the Mayor, the City Clerk and all other proper officers, officials, agents and employees of the Municipality are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this Resolution.

Section 4.

That the provisions of this Resolution are hereby declared to be separable, and if any section, phrase or provision of this Resolution shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Resolution.

Section 5.

That all resolutions, resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded; and that this Resolution shall be in full force and effect upon its adoption and approval.

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

PASSED BY THE CITY COUNCIL this _____ day of _____, 2020.

AYES:

NAYS:

ABSTENTIONS:

Charles A. Smyth, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, 2020.

Diane Wolfe Marlin, Mayor

RESOLUTION NO. 2020-04-020R

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

(Illinois Housing Development Authority Series 2020)

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 2020; 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 2020 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 \$2,207,415 of its volume cap for calendar year 2020 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:

Charles A. Smyth, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

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, 2020

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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 “2020 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:

OMB.VolumeCapRequest2020@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 2020 State Ceiling and Allocations

2020 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 2020 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 30, 2019, 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, 2019 (NST-EST2019-01)” which reports Illinois’s estimated population as **12,671,821**.

Illinois 2020 State Ceiling is **\$1,330,541,205.00** ($\$105 \times 12,671,821$).

Allocations

Pursuant to the Statute, the table below denotes the initial allocation of the 2020 State Ceiling.

Home Rule Units	\$ 853,480,740.00
Non-Home Rule Units	238,530,232.50
State Agencies/Authorities	238,530,232.50
Total	\$1,330,541,205.00

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HOME RULE UNITS

Allocation

January 1 Benchmark

As described in “2020 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 \$853,480,740.00. 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, 2020 through May 1, 2020 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, 2020, shall be reserved to the Governor’s Office on June 1, 2020 (the “home Rule Pool”). From the period of June 1 through July 15, 2020, 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, 2020. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2020. 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, 2020, 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, 2020. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2020. 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, 2020, 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, 2020. 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, 2020, 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, 2020. 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, 2020, 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 2020 allocation of Volume Cap available on or after January 1, 2020 to be issued by Non-Home Rule units of local government is expected to be \$238,530,232.50. 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, 2020 (January 2, 2020). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 2, 2020. 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, 2020 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2020 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, 2020. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2020. 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 2020 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2020. 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 2020 there is expected to be \$238,530,232.50 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, 2020. In addition, State agencies may apply beginning on or after the first State business day after June 1, 2020 for the allocation retained by the Governor’s Office from the Home-Rule Pool and beginning on or on July 15, 2020 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 2020 Submissions are to be sent via the instruction set forth on page 3 of these guidelines by February 1, 2020. 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 J B Pritzker:

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 2020 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,
J B PRITZKER

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, 2020]

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 2020 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, 2020:

- 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
Information Required for All Bond Issues		
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>	
For Multifamily Rental Units Only		
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:	
	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>	
For Single Family Units Only		
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:	
Key to Priorities		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at www.ihda.org ; 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		
QUESTIONS????		
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

<u>Home Rule Unit¹</u>	<u>Population²</u>	<u>Home Rule Unit¹</u>	<u>Population²</u>
Addison Village	36,724	East Dundee Village	3,192
Alsip Village	18,880	East Hazel Crest Village	1,511
Alton City	26,528	East St. Louis City	26,346
Arlington Heights Village	75,249	Edwardsville City	24,969
Aurora City	199,602	Elgin City	111,683
Bannockburn Village	1,602	Elk Grove Village Village	32,458
Barrington Hills Village	4,207	Elmhurst City	46,558
Bartlett Village	40,931	Elmwood Park Village	24,263
Bartonville Village	6,172	Elwood Village	2,260
Batavia City	26,316	Evanston City	74,106
Bedford Park Village	601	Evergreen Park Village	19,325
Belleville City	41,290	Fairview Heights City	16,448
Bellwood Village	18,839	Flora City	4,883
Belvidere City	25,194	Forest View Village	678
Benton City	6,913	Freeport City	23,920
Berkeley Village	5,073	Galesburg City	30,432
Berwyn City	54,917	Gilman City	1,682
Bloomington Village	21,894	Glendale Heights Village	33,928
Bloomington City	77,962	Glen Ellyn Village	27,928
Bolingbrook Village	75,178	Glenview Village	47,258
Bridgeview Village	16,187	Glenwood Village	8,792
Bryant Village	215	Golf Village	496
Buffalo Grove Village	40,853	Granite City City	28,476
Burbank City	28,534	Gurnee Village	30,576
Burnham Village	4,119	Hanover Park Village	37,747
Cahokia Village	14,009	Harvey City	24,641
Calumet City City	36,240	Harwood Heights Village	8,413
Calumet Park Village	7,672	Hazel Crest Village	13,694
Carbon Cliff Village	1,981	Herrin City	12,838
Carbondale City	25,376	Highland Park City	29,622
Carlock Village	563	Highwood City	5,272
Carol Stream Village	39,601	Hillside Village	7,958
Carpentersville Village	37,744	Hodgkins Village	1,885
Cartersville City	5,866	Hoffman Estates Village	51,197
Champaign City	88,029	Homer Glen Village	24,582
Channahon Village	13,086	Hopkins Park Village	600
Chicago City	2,705,994	Huntley Village	27,440
Chicago Heights City	29,571	Inverness Village	7,438
Chicago Ridge Village	14,050	Jacksonville City	18,749
Christopher City	2,731	Johnston City City	3,441
Cicero town	81,597	Joliet City	148,099
Collinsville City	24,621	Kankakee City	26,052
Cook County, Unincorporated	102,420	Lake Barrington Village	4,879
Country Club Hills City	16,511	Lake Bluff Village	5,617
Countryside City	5,954	Lake Forest City	19,544
Crainville Village	1,411	Lake in the Hills Village	28,835
Crystal Lake City	40,036	Lansing Village	27,657
Danville City	30,898	LaSalle City	9,064
Darien City	21,954	Lincolnshire Village	7,925
Decatur City	71,290	Lincolnwood Village	12,349
Deerfield Village	18,779	Lockport City	25,508
DeKalb City	42,611	McCook Village	221
De Pue Village	1,705	McHenry City	27,022
Des Plaines City	58,959	Manhattan Village	7,999
Dolton Village	22,547	Marion City	17,620
Downers Grove Village	49,387	Mascoutah City	8,029
Du Quoin City	5,748	Maywood Village	23,368

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 30, 2019

<u>Home Rule Unit¹</u>	<u>Population²</u>		<u>Home Rule Unit¹</u>	<u>Population²</u>
Melrose Park Village	24,925		Robbins Village	5,464
Mettawa Village	551		Rockdale Village	1,931
Midlothian Village	14,476		Rock Island City	37,678
Moline City	41,902		Rolling Meadows City	23,748
Monee Village	5,122		Romeoville Village	39,624
Monmouth City	8,998		Rosemont Village	4,107
Morton Grove Village	22,943		Round Lake Beach Village	27,325
Mound City City	519		St. Charles City	33,032
Mount Prospect Village	54,198		Sauget Village	166
Mount Vernon City	14,849		Schaumburg Village	73,509
Muddy Village	64		Schiller Park Village	11,515
Mundelein Village	31,234		Sesser City	1,875
Murphysboro City	7,477		Sherman Village	4,684
Naperville City	148,304		Shorewood Village	17,385
Naples town	119		Skokie Village	63,280
Nauvoo City	1,065		South Barrington Village	4,993
New Lenox Village	26,780		South Chicago Heights Village	4,042
Niles Village	29,184		South Holland Village	21,503
Normal town	54,742		Springfield City	114,694
Norridge Village	14,281		Standard Village	205
Northbrook Village	33,167		Stickney Village	6,620
North Chicago City	29,770		Stone Park Village	4,844
Northfield Village	5,422		Streamwood Village	39,570
Northlake City	12,235		Summit Village	11,188
North Utica Village	1,346		Sycamore City	18,083
Oakbrook Terrace City	2,119		Thornton Village	2,419
Oak Forest City	27,406		Tilton Village	2,647
Oak Lawn Village	55,511		Tinley Park Village	56,204
Oak Park Village	52,265		Tuscola City	4,352
O'Fallon City	29,584		University Park Village	6,958
Old Mill Creek Village	173		Urbana City	42,046
Onarga Village	1,287		Valier Village	641
Orland Park Village	58,312		Valmeyer Village	1,245
Oswego Village	35,237		Vernon Hills Village	26,641
Palatine Village	68,053		Volo Village	5,580
Park City City	7,457		Warrenville City	13,260
Park Forest Village	21,429		Washington City	16,704
Park Ridge City	37,240		Watseka City	4,860
Pekin City	32,255		Waukegan City	86,792
Peoria City	111,388		West Chicago City	27,045
Peoria Heights Village	5,778		West City Village	642
Peru City	9,798		West Dundee Village	8,258
Phoenix Village	1,925		West Frankfort City	7,882
Plainfield Village	44,138		Wheaton City	53,150
Posen Village	5,851		Wheeling Village	38,878
Prairie Grove Village	1,866		Williamsville Village	1,491
Quincy City	40,042		Willowbrook Village	8,493
Rantoul Village	12,691		Wilmette Village	27,265
Riverdale Village	13,205		Winnetka Village	12,385
River Grove Village	9,979		Woodridge Village	33,566
Riverwoods Village	3,595		Woodstock City	25,268

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 30, 2019



MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
February 25, 2020 City Council Chambers
400 South Vine Street, Urbana, IL 61801

Public Hearing:

- I. With a quorum present, Commissioner Diana called the public hearing to order at 6:04pm. Commissioner Diana opened the hearing and stated the purpose of the hearing—to make an amendment to the City of Urbana 2015-2016, 2016-2017, and 2017-2018 Annual Action Plan budgets. The proposed changes will allow the City of reallocate unexpended funds to Community Improvement Projects.

- II. Public Input
 - i. Tom Hodson, Board Director of the Homestead Corporation, asked that Homestead be kept in mind when allocating grant funds to subrecipients. Mr. Hodson also asked for more clarification as to why Homestead stopped receiving grant funds in recent years.

 - ii. Robin Arbitor, community member, listed several key services in Urbana she liked. These included the proximity and function of the Township; Salt and Light as a resource in southeast Urbana; Urbana Schools; revitalization projects in the downtown and Philo Road districts; the Urbana Free Library; and Homestead as an affordable housing option. She would like to see improvements when it comes to transportation, especially paratransit. Sidewalks are not always easy to navigate for those with limited mobility. Furthermore, youth programming needs to reach beyond the youth, and there should be more community participation from families as a whole and adult individuals. Ms. Arbitor emphasized the role the built environment has on the quality of life for residents.

 - iii. Ms. Dodd asked the presenters if their comments could be used for the second public hearing, instead. These comments would be better used for making future plans with new grant funds.

- III. Adjournment
Seeing no further comments or questions, Commissioner Diana closed the public hearing at 6:24pm.

Public Hearing:

- I. With a quorum present, Commissioner Diana called the public hearing to order at 6:25pm. Commissioner Diana opened the hearing and stated the purpose of the hearing—accepting public input and comments regarding the proposed City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan and FY2020-2021 Annual Action Plan.
- II. Public Input
(See above public hearing)
- III. Seeing no further comments or questions, Commissioner Diana closed the public hearing at 6:26pm.

Call to Order and Roll Call: The meeting was called to order at 6:26pm.

Commission Members Present: Michael Braun, Chris Diana, Robert Freeman, Patricia Jones, and Darius White

Commission Members Excused/Absent: Anne Heinze-Silvis and Abdulhakeem Salaam

Others Present: Sheila Dodd, Grants Management Manager; Alyssa Jaje, Community Development Specialist; Robyn Arbiter, community member; Jim Mueller, Habitat for Humanity; and Tom Hodson, Homestead Corporation.

Approval of Minutes: The January 28, 2020 minutes were presented for approval. Commissioner Freeman motioned to approve the minutes as written and Commissioner Braun seconded the motion. The motion carried unanimously.

Additions to the Agenda: There were no additions to the agenda.

Public Input: There was no public input.

Presentations:

- a) Staff report: Staff has been working diligently since July to gather input for the FY2020-2024 Consolidated Plan and the FY2020-2021 Annual Action Plan. A draft of the two plans will be available for public comment starting in the beginning of March. A neighborhood cleanup day is slated for May. Staff has continued working on monitoring and timeliness for HOME and CDBG. The Blight Reduction Program is coming to a close, therefore, vacant lots are beginning to experience development.

Unfinished Business:

- a) Amendment to the City of Urbana FY2014-2018 Annual Action Plans was presented, in which funds would be reallocated to use towards public improvement projects. Commissioner Braun motioned to recommend to City Council for approval and Commissioner Jones seconded.
- b) Education was set as the funding priority for utilizing \$5,000 of CDBG funds for the Consolidated Social Service Fund grant. Commissioner Jones made a motion to approve this priority. Commissioner White seconded the motion. The motion carried unanimously.

New Business:

- a) Draft of the City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan would be made available March 2, 2020 for public review. Commissioners are encouraged to read the draft Plan and submit feedback. Staff also presented public input results and outlined the steps taken to obtain public feedback.
- b) Resolution approving the transfer of Volume Cap in connection with private activity bond issues, single-family mortgage revenue bonds, and related matters was presented. Commissioner Jones made a motion to approve the resolution and Commissioner Freeman seconded the motion. The motion carried unanimously.
- c) An ordinance authorizing the purchase of certain real estate (1107 N. Gregory Street) was presented. Commissioner Jones motioned to approve the ordinance. Commissioner Freeman seconded the motion. The motion carried unanimously.
- d) Review of bylaws as part of annual requirements. Language was presented to make a change to the bylaws to allow for electronic attendance. At the next meeting, commissioners can make a decision on whether or not to change the bylaws to allow for electronic attendance.

Adjournment: Seeing no further business, Commissioner Diana adjourned the meeting at 7:06 p.m.

Recorded by

Alyssa Jaje
Community Development Specialist