



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Laurel Lunt Prussing, Mayor, City of Urbana

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

**DATE:** June 3, 2010

**SUBJECT: AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Habitat for Humanity of Champaign County – Homebuilder Blitz Program FY 2006-2007)**

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### **Description**

Included on the agenda of the June 7, 2010 Urbana City Council meeting is an Ordinance Approving and Authorizing the Execution of an Amendment to an Urbana HOME Consortium Subrecipient Agreement (Habitat for Humanity of Champaign County – Homebuilder Blitz Program FY 2006-2007). The purpose of this Amendment is to extend the current expenditure deadline stipulated in the Subrecipient Agreement with Habitat for Humanity of Champaign County (Habitat) to allow Habitat sufficient time to complete the Homebuilder Blitz Program.

### **Issues**

The issue is whether the Urbana City Council should approve the ordinance.

### **Background**

As part of the implementation of the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2006-2007, the Urbana City Council approved the Habitat Homebuilders Blitz Program Subrecipient Agreement on August 6, 2007. Since the start of the program, Habitat has completed three affordable homes in Urbana. While the project was originally intended to be completed by June 15, 2009, changes in Habitat's administrative staff and lack of ability to locate suitable lots have postponed completion of the two remaining homes.

In order to expend monies allocated to the project for the two upcoming affordable housing unit projects to be located at 1405 and 1405½ West Beslin, Urbana, Habitat has requested an extension of the deadline specified in the Subrecipient Agreement to September 30, 2010. This should allow Habitat sufficient time to complete the construction of homes on the properties and close out the projects. The families have been selected for each of the homes, and Habitat staff are ready to complete construction of the projects.

At its May 25, 2010 regular meeting, the Urbana Community Development Commission voted unanimously to forward the ordinance approving and authorizing the execution of the amendment to the Urbana City Council, with a recommendation for approval.

## **Options**

1. Approve the Ordinance Approving and Authorizing the Execution of an Amendment to an Urbana HOME Consortium Subrecipient Agreement as written.
2. Approve the Ordinance with changes.
3. Do not approve the Ordinance.

## **Fiscal Impacts**

There are no fiscal impacts incurred with the passing of this Ordinance. Funding for this project was budgeted in the *City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2006-2007* and has been carried over to the current fiscal year budget.

## **Recommendation**

The Community Development Commission and staff recommend that the Urbana City Council approve the Ordinance as written.

**Memorandum Prepared By:**

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**Jen Gonzalez  
HOME Grant Coordinator  
Grants Management Division**

## **Attachments:**

1. AN ORDINANCE APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDMENT TO AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Habitat for Humanity of Champaign County - Homebuilders Blitz Program FY 2006-2007)
2. AN AMENDMENT TO A SUBRECIPIENT AGREEMENT BETWEEN THE URBANA HOME CONSORTIUM AND HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY (Homebuilders Blitz Program FY 2006-2007)
3. Community Development Commission unapproved minutes 5-25-10

**ORDINANCE NO. 2010-06-042**

**AN ORDINANCE APPROVING AN AMENDMENT TO AN URBANA  
HOME CONSORTIUM SUBRECIPIENT AGREEMENT**

**(Habitat for Humanity of Champaign County -  
Homebuilder Blitz Program FY 2006-2007)**

WHEREAS, on August 6, 2007, the Urbana City Council passed Ordinance No. 2007-08-092, an Ordinance Approving and Authorizing Execution of an Urbana HOME Consortium Subrecipient Agreement (Habitat for Humanity of Champaign County, Homebuilder Blitz Program, FY 2006-2007); and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that execution of the attached amendment to a subrecipient agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium Consolidated Plan for Program Years 2005-2009 and the City of Urbana HOME Consortium FY 2010-2014 Consolidated Plan*.

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

Section 1. That an amendment to a subrecipient agreement between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilders Blitz Program FY 2006-2007), in substantially the form of the copy of said Amendment attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Amendment as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

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

**AN AMENDMENT TO A SUBRECIPIENT AGREEMENT BETWEEN THE URBANA HOME CONSORTIUM AND HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY**

(Homebuilder Blitz Program FY 2006-2007)

This Amendment is made this \_\_\_\_ day of \_\_\_\_\_, 2010, between the CITY OF URBANA, and Illinois Municipal Corporation, acting as lead entity for the Urbana HOME Consortium (hereinafter the “**GRANTOR**”), and **Habitat for Humanity of Champaign County**, an Illinois Not-For-Profit Organization (hereinafter “**DEVELOPER**”).

WITNESSETH:

WHEREAS, the City of Urbana, the City of Champaign, and Champaign County have been jointly designated as a Participating Jurisdiction by the U.S. Department of Housing and Urban Development (hereinafter “HUD”) for purposes of receiving HOME Investment Partnerships (hereinafter “HOME”) Program funds in the name of the Urbana HOME Consortium under provision of Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, as amended (42 U.S.C 12701 et seq.) (hereinafter the “National Affordable Housing Act”); and

WHEREAS, the Urbana HOME Consortium has received HOME Program funds from HUD for period beginning July 1, 2006 ending June 30, 2007 to increase affordable housing opportunities for low-income residents of Urbana, Champaign, and unincorporated Champaign County; and

WHEREAS, the GRANTOR, as the administrator of the Urbana HOME Consortium, has authority under the provisions of the HOME Program to amend the HOME Agreements; and

WHEREAS, on August 6, 2007 the Urbana City Council passed Ordinance No. 2007-08-092 approving and authorizing execution of the Urbana HOME Consortium Subrecipient Agreement (Urbana HOME Consortium Subrecipient Agreement Habitat for Humanity of Champaign County Homebuilder Blitz Program FY 2006-2007).

WHEREAS, the GRANTOR and the DEVELOPER desire to amend said Agreement to modify and clarify certain conditions,

NOW, THEREFORE, for and in consideration of the agreement and of the mutual covenants herein contained, the parties agree to the following changes to the Agreement:

- 1) The DEVELOPER and GRANTOR agree that ARTICLE I: HOME REQUIREMENTS, Section 8: Disbursement of Funds, is changed as follows:

The GRANTOR reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All monies granted to DEVELOPER pursuant to this AGREEMENT shall be expended by September 30, 2010.

- 2) The DEVELOPER and GRANTOR agree that ARTICLE I: HOME REQUIREMENTS, Section 9: Duration of Agreement, is changed as follows:

This Agreement shall be effective as of the date executed by the Mayor of the City of Urbana and shall remain in effect until the latest of the following dates or events: September 30, 2010; the Grantor's complete and full disbursement of HOME Program funds to DEVELOPER as described in "Attachment 3"; or the final home has been constructed and transferred to subsequent homeowners for use as affordable housing in accordance with 24 CFR Part 92.

All other provisions of said Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, and have caused this instrument to be executed by their duly authorized officials and corporate seals affixed hereto, all on the day and year first above written.

CITY

SUBGRANTEE

By: \_\_\_\_\_  
Laurel Lunt Prussing, Mayor

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

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

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

Attest: \_\_\_\_\_  
City Clerk

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



**UNAPPROVED - INCOMPLETE**  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, May 25, 2010, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson Cobb called the meeting to order at 7:00 p.m.

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

**Commission Members Present:** Fred Cobb, Janice Bengtson, Chris Diana, George Francis, Theresa Michelson, Jerry Moreland, Brad Roof, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** None.

**Others Present:** John Schneider, Kelly Hartford, Jennifer Gonzalez, and Connie Eldridge, Community Development Services; Sheila Ferguson and Lisa Benson, Mental Health Center; DeWayne Doskin, The Salvation Army; Beverly Hoffman, Habitat for Humanity; Natasha Elliott, Ecological Construction Laboratory (e-co lab); Aaron P. Smith, Homestead Corporation; Karla Peterson, A woman's Fund; Janice McAteer, Developmental Services Center; John Sullivan, Center for Women in Transition (CWT).

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the March 23, 2010 minutes. Commissioner Roof moved to approve the minutes, and Commissioner Diana seconded the motion. In response to Chairperson Cobb, Mr. Schneider clarified page 2, sixth paragraph, second line should read, "...1.5 times the amount of their grant..." The motion carried unanimously.*

**Petitions and Communications:** None.

**Staff Report:** Mr. Schneider distributed and reviewed a staff briefing memorandum dated May 25, 2010.

**Old Business:** None.

**New Business:** **HOME PROGRAM**

**An Ordinance Approving an Amendment to a Subrecipient Agreement Between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilder Blitz Program FY 2006-2007)** – Mr. Schneider stated the amount for each grant agreement reflects what is in the City of Urbana's Annual Action Plan (AAP). Jennifer Gonzalez provided a brief history of Habitat's Homebuilder Blitz Program with the City of Urbana, which was approved by Council on August 6, 2007. Habitat planned to build five homes in two years; however, this was not met due to staff turnover. The City of Urbana has been amending this agreement as each individual home was built.

This request is to extend the agreement deadline from June 15, 2009 to September 30, 2010. Habitat will build two homes at 1405 and 1405 ½ West Beslin Street, Urbana.

*Commissioner Michelson moved to recommend to City Council approval of an Ordinance Approving an Amendment to a Subrecipient Agreement Between the Urbana HOME Consortium and Habitat for Humanity of Champaign County (Homebuilder Blitz Program FY 2006-2007). Commissioner Roof seconded the motion. Commissioner Diana inquired if the City's legal department had been consulted regarding extending an expired contract. Mr. Schneider responded the contract has technically not expired because it includes the statement. "that the contract is effective until the latest of: June 15, 2009 or the disbursement of all HOME funds associated with the contract." The extension is more of a housekeeping item to reflect what is actually happening with the contract. Beverly Huffman, Habitat's Executive Director, stated volunteers will begin construction June 3. The September 30 deadline will allow time for construction, inspections and closing on the properties. The motion carried unanimously.*

**A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 (Homestead Corporation of Champaign-Urbana) -**

**A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 (Ecological Construction Laboratory) -**

Both resolutions were presented together to the CD Commission. Ms. Gonzalez explained that Community Housing Development Organizations (CHDOs) must be certified to receive the 15% setaside CHDO funds. City staff monitored each CHDO in February and March 2010 and both CHDOs met the requirements to be recertified. The CHDO funds are included in the FY 2010-2011 AAP.

In response to Commissioner Roof, Ms. Gonzalez discussed the only monitoring concern, which was with e-co lab. Since e-co lab has a new executive director, Ms. Gonzalez recommended that e-co lab create a program manual to help their staff understand how the HOME Program fits into their development. Mr. Schneider clarified the Department of Housing and Urban Development (HUD) two levels of concern. A finding means a rule was broken; a concern means the subrecipient needs to change direction. There was only one concern and no findings for the two CHDOs.

*Commissioner Roof moved to recommend to City Council approval of a Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2010-2011 for (1) Homestead Corporation of Champaign-Urbana, and (2) Ecological Construction Laboratory. Commissioner Francis seconded the motion, and the motion carried unanimously.*

**CDBG PROGRAM**

**An Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (A Woman's Fund – A Woman's Place, Project. No. 0910-**



**AAP-01**) – Mr. Schneider explained the impending merger of Center for Women in Transition (CWT) and A Woman’s Fund (AWF) that is expected to take place on July 1, 2010. CWT will assume AWF’s contracts and will continue to operate A Woman’s Place (AWP) Shelter. Because AWF’s initial bidding process for this project was not correct, city staff has been working with them to provide technical assistance. The changes to the bid process has caused a delay, thus requiring an extension of the contract until September 30, 2010.

The City Special Counsel will advise staff as to the best way for CWT to assume AWF’s contractual obligations and responsibilities with the City of Urbana. This will also include AWF’s Supportive Housing Program contract. These are both for grants that were approved for this current funding year. It may be necessary to amend the Annual Action Plan to reflect this change.

In response to Commissioner Michelson, Kelly Hartford explained that A Woman’s Fund was the umbrella organization over the shelter A Woman’s Place (AWP). After the merger, CWT will be the umbrella organization over AWP. John Sullivan, Executive Director of CWT, clarified this merger would reduce administrative costs, result in a management change, and provide economies of scale in administration. In response to Commissioner Diana, Mr. Schneider stated this agreement is with A Woman’s Fund – A Woman’s Place. Next year the contract will be with Center for Women in Transition – A Woman’s Place. The description will be specific to FY 2010-2011 Annual Action Plan.

There was discussion on the wording of the memorandum and the ordinance.

*Commissioner Diana moved to recommend to City Council approval of an Ordinance Approving an Amendment to a City of Urbana Community Development Block Grant Program Agreement (A Woman’s Fund – A Woman’s Place, Project. No. 0910-AAP-01). Commissioner Moreland seconded the motion, and the motion carried unanimously.*

## **SUPPORTIVE HOUSING PROGRAM**

**An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and A Woman’s Fund –**

**An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Center for Women in Transition –**

**An Ordinance Approving a Supportive Housing Program Subrecipient agreement between the City of Urbana and Salvation Army Services, Inc. -**

Kelly Hartford reviewed the Supportive Housing Program (SHP). The City of Urbana receives SHP funds from HUD and then allocates the funds to A Woman’s Fund, Center for Women in Transition, and Salvation Army Services, Inc. These renewal agreements include eligible costs, the amount of funds allocated, and the SHP regulations for the participating agencies. The grant year began March 1, 2010 and ends February 28, 2011.

In response to Commissioner Michelson, Ms. Hartford explained that SHP funds are different from CDBG and HOME funds. Mr. Schneider added the funds are allocated to the Urbana/Champaign Continuum of Care to deal with homelessness. The Continuum is comprised of the Champaign County Regional Planning Commission, Village of Rantoul, Cities of Urbana and Champaign, and social service agencies. Ms. Hartford noted the Continuum receives a variety of grants; however, this particular grant is administered by the City of Urbana.

In response to Commissioner Roof, Ms. Hartford noted the three agencies provide supportive services. DeWayne Doskin, The Salvation Army, reviewed their Transitional Housing Program, which provides housing, case management and counseling for three families. Families may stay in the program up to two years. Commissioner Roof asked about their waiting list. Mr. Doskin replied they could place other families but three homes is their limit. The Salvation Army has received HUD funding for these three TH houses since 1994.

*Commissioner Michelson moved to recommend to City Council approval of Ordinances Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and (1) A Woman's Fund, (2) Center for Women in Transition and (3) The Salvation Army Services, Inc. Commissioner Moreland seconded the motion. Ms. Hartford clarified the amount of funding for the agencies was the same as last year and the program included administrative funds for the City of Urbana. The motion carried unanimously.*

**Adjournment:** Chairperson Cobb adjourned the meeting at 8:29 p.m.

Recorded by Connie Eldridge

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**UNAPPROVED - INCOMPLETE**