



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

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

DATE: February 9, 2012

SUBJECT: **A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2012-2013 (Homestead Corporation)**

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2011-2012 THROUGH JULY 15, 2012 (Ecological Construction Laboratory, LLC)

Description

Included on the agenda of the February 13, 2012 meeting of Committee of the Whole are two resolutions certifying Homestead Corporation of Champaign-Urbana (Homestead) and Ecological Construction Laboratory, LLC (Eco Lab, LLC) as Community Housing Development Organizations (CHDOs) for the Urbana HOME Consortium. Both organizations have met the Federal HOME Program requirements for certification.

Background

In order to receive CHDO Project and Operating funds from the Urbana HOME Consortium, an organization must comply with HOME Program regulations. This includes requirements pertaining to board make-up, nonprofit status, history of serving the community, and a number of other criteria. Staff has worked with Homestead Corporation and Eco Lab, LLC over the past year to ensure each of the requirements are met.

Homestead Corporation is currently under two contracts, the first of which is to build three (3) single-family units as part of an Affordable Homeownership Program. Aaron Smith, Executive Director of Homestead has been moving forward with one of the projects at 1109 N Gregory, Urbana. The closing is expected to be completed this spring. He has also begun laying the groundwork for a home to be built at 1107 N Gregory, Urbana, and is currently looking for an eligible homebuyer before beginning construction. The City of Champaign is also preparing to donate a lot to Homestead for the third contracted home at 1304 W Williamsburg, Champaign sometime in late February.

The second contract undertaken by Homestead was in partnership with the Center for Women in Transition to construct a transitional housing unit as a CHDO Sponsor. Homestead Corporation successfully acquired 510 E Beardsley, Champaign recently and will be demolishing the old unit on the property this month.

Also proposed for certification as a CHDO is the newly organized Ecological Construction Laboratory, LLC (Eco Lab, LLC), a member of Passive Housing Institute, US (PHIUS). Staff received notification in January, 2011 that the former Ecological Construction Laboratory had reorganized and submitted a request to the Department of Housing and Urban Development (HUD) for an appropriate determination regarding the CHDO eligibility and nonprofit status of Eco Lab, LLC. A request for a determination letter verifying the nonprofit status of the organization was submitted by Eco Lab's attorney to the Internal Revenue Service (IRS) that would satisfy the concerns of staff and HUD. A formal determination from the IRS was received on November 8, 2011. Eco Lab, LLC was then able to pursue certification as a CHDO through the regular certification application process in January, 2012.

At the January 31, 2012 Special Meeting of the Community Development Commission (CDC), both certification resolutions and their corresponding applications were reviewed. The resolution certifying Homestead Corporation as a CHDO was unanimously forwarded with a recommendation for approval without changes. For the application submitted by Eco Lab, LLC, the CD Commission also recommended approval but requested that an updated Strategic Business Plan be completed.

In response to a request by HUD that improved progress be made on the current project underway at 1302 West Dublin, staff has drafted the proposed Resolution to allow Eco Lab, LLC to be certified through July 15, 2012 so that the project at 1302 W Dublin may be completed as an eligible CHDO project. Certification for Fiscal Year 2012-2013 will be considered after that date. The CD Commission forwarded the Resolution to certify Eco Lab, LLC through July 15, 2012 with a unanimous recommendation for approval.

Options

Homestead Corporation

1. Approve the Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (Homestead Corporation) as written.
2. Approve the Resolution with changes.
3. Do not approve the Resolution.

Ecological Construction Laboratory, LLC

1. Approve the Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (Ecological Construction Laboratory, LLC) as written.
2. Approve the Resolution with changes.
3. Do not approve the Resolution.


Fiscal Impacts

Certifying Homestead Corporation and Eco Lab, LLC will not impact the current City of Urbana budget. If one or both organizations were not approved for certification as a CHDO, this would impact the Urbana HOME Consortium's ability to expend federal grant dollars in a timely manner and may jeopardize future grant allocations.

Recommendations

Staff recommends that Council approve the resolutions as written.

Memorandum Prepared By:



Jen Gonzalez
HOME Grant Coordinator
Grants Management Division

Attachments:

1. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2012-2013 (Homestead Corporation)
2. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2011-2012 THROUGH JULY 15, 2012 (Ecological Construction Laboratory, LLC)
3. Application for CHDO Certification – Homestead Corporation
4. Application for CHDO Certification – Ecological Construction Laboratory, LLC
5. *Unapproved minutes from the January 31, 2012 Special Meeting of the Urbana Community Development Commission.*

Cc: Homestead Corporation of Champaign-Urbana
Ecological Construction Laboratory, LLC

RESOLUTION NO. 2012-02-008R

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
FOR THE URBANA HOME CONSORTIUM FOR FY 2012-2013

(Homestead Corporation)

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of Homestead Corporation of Champaign-Urbana as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan*,

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

Section 1. That Homestead Corporation of Champaign-Urbana (Homestead Corporation) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for FY 2012-2013, and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect until June 30, 2013, or until such time that Council be informed of conditions necessitating a change in the status of Homestead Corporation as a CHDO.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,

_____.

Laurel Lunt Prussing, Mayor

RESOLUTION NO. 2012-02-007R

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
FOR THE URBANA HOME CONSORTIUM FOR FY 2011-2012 THROUGH JULY 15, 2012

(Ecological Construction Laboratory, LLC)

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of Ecological Construction Laboratory, LLC, as a Community Housing Development Organization for the Urbana HOME Consortium through July 15, 2012 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan*,

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

Section 1. That Ecological Construction Laboratory, LLC (Eco Lab) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium through July 15, 2012, and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect until July 15, 2012, or until such time that Council be informed of conditions necessitating a change in the status of Eco Lab as a CHDO.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,

_____.

Laurel Lunt Prussing, Mayor



400 South Vine St.
Urbana, IL 61801
(217) 384-2335
jmgonzalez@urbanaininois.us

City of Urbana

City of Champaign

Champaign County

Community Housing Development Organization (CHDO) Certification Application

Legal Name of Organization: Homestead Corporation of Champaign-Urbana

Address: 306 West Griggs Street, Urbana, Illinois 61801

Contact Person/Title: Aaron P. Smith, Executive Director

Phone: (217) 328-9373 Fax: (217) 344-3327

E-mail Address: homesteadcorp@gmail.com

Chief Executive Officer: Aaron P. Smith, Executive Director

*The following documentation must be submitted with certification form in order for the applying organization to be considered for Community Housing Development Organization (CHDO) designation. **Organizations already certified must complete this application every three (3) years to remain compliant as a CHDO.** Please indicate in the spaces provided the section in the application package and the page number containing each of the requirements. CHDO designation must be approved by the Urbana HOME Consortium (UHC) prior to competing for CHDO set-aside funding.*

DO NOT COMPLETE THIS SECTION – FOR UHC USE ONLY

Date Application Received: _____

Date Reviewed by UHC Technical Committee: _____

Approved or Declined: _____

Date Notification Letter Sent to Applicant: _____

Please indicate page number:

1. 1-7

- one of*
- The organization must provide UHC with **each** of the following:
- Articles of Incorporation
 - Bylaws

2. 2

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

3. 8

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

4. 9

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

5. 2

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

6. 10-37

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

7. 38

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

8. 39

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

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

9. 40

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

- The low-income advisory process is not satisfied by having low-income representatives on the board of directors, nor by participating in the City of Urbana's, City of Champaign's, nor the Urbana HOME Consortium's public meetings and hearings.

10. 41-42

A projected five-year strategic business plan to include all anticipated funding sources.

- The business plan must be delineated by year and contain specific, measurable goals regarding affordable housing unit production and number of households to be assisted, as well as other long-range individual and community development goals of the CHDO.

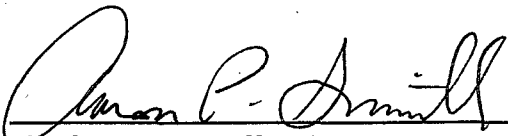
11. 43-48

A list and description of the community service and affordable housing experience of the organization, it's key personnel and board, and/or consultants, including both successful and non-successful projects.

- If the applicant organization has been in existence for less than one year, it must demonstrate that its parent organization (if applicable) has at least one year's experience serving the community.

12. If the CHDO Applicant is sponsored or created by a for-profit entity, please talk to Jen Gonzalez for additional information at 217-384-2335.

The undersigned does hereby certify that to the best of his/her knowledge, the above assertions and document submissions are true and accurate. Further, the undersigned certifies to the best of his/her knowledge that said agency is in compliance with all HOME Program regulations.

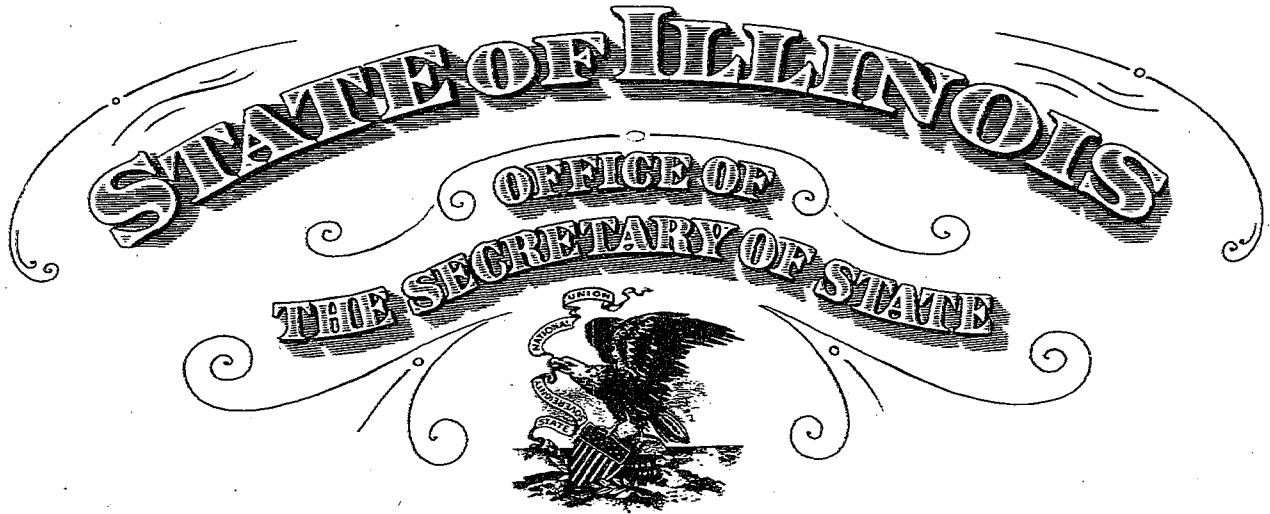


 Chief Executive Officer

1-13-2012

 Date

The Urbana HOME Consortium is supported by Federal HUD funds. Applicants and their representatives are subject to penalties for false or fraudulent statements as set forth by U.S.C. Title 18, Section 1001: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."



To all to whom these Presents Shall Come, Greeting:

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

HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE APRIL 27, 1993, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS A DOMESTIC CORPORATION IN GOOD STANDING IN THE STATE OF ILLINOIS*****

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this



day of MARCH A.D. 2004

4TH

Jesse White

SECRETARY OF STATE

BYLAWS
Homestead Corporation of Champaign-Urbana

ARTICLE I

Name

The name of this Corporation shall be the Homestead Corporation of Champaign-Urbana, referred to as the Corporation.

ARTICLE II

Purposes

The purposes for which the Corporation is organized are charitable and/or educational services to low and moderate income persons in Champaign County, and in pursuance thereof the Corporation is empowered:

- Section 1. To provide housing facilities at affordable rents operated on a non-profit basis.
- Section 2. To develop home ownership opportunities for low and moderate income persons.
- Section 3. To provide supportive services, social services, and neighborhood development activities on a non-profit basis.

ARTICLE III

Powers

The Corporation is empowered as follows:

- Section 1. To buy, own, sell, assign, mortgage, or lease any interest in real state and personal property, and to construct, maintain, and operate improvements thereon or incident to the accomplishment of the purposes set forth in Article II above.
- Section 2. To borrow money and issue evidence of indebtedness in furtherance of any or all of the objects of its business, and to secure the same mortgage, pledge, or other lien on the Corporation's property.
- Section 3. To sponsor, develop, and promote and encourage private and public participation in services and programs that are of benefit to the persons being served by the Corporation.
- Section 4. To do and perform all acts reasonably necessary to accomplish the purposes of the Corporation.

Section 5. The Corporation is an independent not-for-profit corporation, which is neither sponsored by, nor controlled by, a profit making individual or entity or another not-for-profit entity. The Corporation shall not be controlled, nor receive direction from individuals or entities seeking profit from the Corporation.

ARTICLE IV

Offices

The Corporation shall maintain in the State of Illinois a regular office and a registered agent at such office and may have other offices within or without the state. The principle office will be at 306 West Griggs Street, Urbana, Illinois.

ARTICLE V

Board of Directors

Section 1. The affairs of the Corporation shall be managed by its Board of Directors. Directors shall be elected by the full Board at the annual meeting of the Corporation. Members of the Board shall be elected for a term of three years; except the first term shall include, in addition to the three years, the fiscal year during which the appointment was made. No member shall serve more than three consecutive terms.

Section 2. At least one-third of the members of the Board shall be residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhoods. These "low-income representatives" shall be elected by residents of low-income neighborhoods, other low-income community residents, and elected representatives of low-income neighborhoods at a special meeting held annually for that purpose. No more than one-third of the Board shall consist of representatives of the public sector. To insure the continuous one-third representation and participation of low-income residents on the Board of Directors, the Corporation will at its annual meeting in May verify and approve the low-income status of Board members so that the Community Housing Development Organization (CHDO) participation requirements can be assured at the time of yearly CHDO recertification by the HOME Consortium.

Section 3. A quorum shall consist of forty percent (40%) of the Board's current membership in good standing, and no business may be transacted without a quorum present.

Section 4. Directors to fill a vacancy on the Board of Directors shall be elected by the Board. A Director elected to fill a vacancy shall serve for the unexpired term of his/her predecessor in office.

- Section 5. Directors may be removed from the Board when the Director has three unexcused absences or has missed sixty percent (60%) of the meetings during the previous twelve months.
- Section 6. The members of the Board shall have no direct or indirect financial interest in the assets or leases of the Homestead Corporation. Any member who individually or as a part of a firm that is involved in the business transactions or services of the Corporation shall disclose this relationship and shall not participate in any vote taken in respect to such transactions or services.

ARTICLE VI

Officers

- Section 1. The officers of the Corporation shall be a President, Vice-President, Secretary, and Treasurer.
- Section 2. All officers shall be elected at the annual meeting for a one-year term. Officers may be nominated by a Nominating Committee or from the floor.
- Section 3. Vacancies for offices may be filled by the Board at any meeting of the Board of Directors.
- Section 4. Additional offices may be created and filled by resolution of the Board.

ARTICLE VII

Meetings

- Section 1. A regular annual meeting of the Board of Directors shall be held during the first week in May of each year.
- Section 2. The Board shall meet monthly. The Executive Committee is empowered to cancel or to reschedule a regularly scheduled monthly meeting for a good cause.
- Section 3. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix a time and place for holding any special meeting.
- Section 4. Notice of any special meeting of the Board of Directors shall be given at least five days in advance of the meeting by written or electronic notice to each Director at an address shown by the records of the Corporation.

- Section 5. For each regular meeting of the Board of Directors, the Agenda of the Meeting shall include an opportunity for low-income program beneficiaries, other low-income members of the community and other members of the community to address the Board of Directors and advise the Board of Directors regarding the design, siting, development and management of affordable housing projects.
- Section 6. Public notification of regular or special meetings of the Homestead Corporation Board of Directors will be made through the posting of meeting notices at various locations including libraries, the Housing Authority of Champaign County, the Urban League of Champaign County, and Homestead Apartments. The schedule of meetings will also be distributed to the public at the Annual Housing Fair. Notification of public or town meetings to discuss project specific information will be addressed through the distribution of flyers in the impacted areas and through public notice advertisements in the media.
- Section 7. The Board may hold a meeting by telephone conference or by any similar means by which all persons participating in the meeting can communicate with each other. A Director participating by such means is deemed to be present in person at the meeting.
- Section 8. Any action that is required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if one or more written consents describing the action taken are signed by a majority of the Directors entitled to vote on the matter and included in the minutes or filed with the corporate records reflecting the action taken. The action shall be effective when the last director signs the consent, unless the consent specifies an earlier or later effective date. Consent by e-mail or other electronic means shall be considered signed written consent.
- Section 9. At each meeting of the Board of Directors, the Secretary will be responsible for keeping accurate minutes and will assure that all motions that are voted upon are recorded and include the identification of all members who cast dissenting votes.
- Section 10. At each meeting of the Board of Directors, the Secretary will be responsible for collecting signatures on a sign-in sheet of all Board members present. The sign-in sheet will become an attachment to the meeting minutes.
- Section 11. Within ten days after any meeting of the Board of Directors, the Secretary will be responsible for the distribution of the minutes to all organization members.

ARTICLE VIII

Committees

- Section 1. The Executive Committee shall be composed of the officers and the immediate past president (if available), and at least one member-at-large. At least one member-at-large will be appointed at the annual meeting. The Executive Committee shall be a policymaking group and shall conduct business of the Corporation in the interim between meetings of the Board of Directors. Three (3) members of the Executive Committee shall constitute a quorum. Action taken by the Executive Committee shall be reported for approval at the next Board meeting.
- Section 2. Additional committees may be established from time to time by the President with the approval of the Board. The size of said committees and the appointment thereto shall be made by the President with the approval of the Board.

ARTICLE IX

Fiscal Year

The fiscal year of the Corporation shall be from January 1 to December 31.

ARTICLE X

Dissolution

- Section 1. The dissolution of the Corporation shall be authorized at a meeting of the Board of Directors upon the adoption of a resolution to dissolve by the vote of a majority of the Directors in office. Written or printed notice stating that the purpose, or one of the purposes, of such a meeting is to consider the advisability of dissolving, shall be given to each Board member within the time and in the manner provided for in the bylaws for giving of notice of proposed amendments.
- Section 2. Upon the adoption of such resolution by the Board of Directors, Homestead Corporation of Champaign-Urbana, Incorporated shall cease to conduct its affairs except insofar as may be necessary for the proper conclusion thereof, shall immediately cause a notice of the dissolution to be mailed to each known creditor of Homestead Corporation, and shall proceed to collect the assets and distribute them as provided in the bylaws.

Section 3. Upon the dissolution of the Corporation, the Board of Directors, after paying or making provision of the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XI

Amendments

These Bylaws may be altered or amended at any regular meeting of the Board of Directors or at a special meeting of the Board of Directors called for that purpose, provided that such proposed alterations or amendments be clearly stated in the call for the meeting at which they are to be considered. Such a call shall be at least (5) days prior to the said meeting. Alterations and/or amendments shall require a two-thirds vote of members attending, providing further that a quorum must be present.

AMENDMENTS

ARTICLE XII

As a charitable exempt organization under paragraph (3) of Section 501 (c), the Homestead Corporation of Champaign-Urbana shall provide to participants in the organizations programs a waiver or reduction of service fees based on an individual's ability to pay. This policy shall extend to all persons receiving housing services, supportive services, or social services provided by the Corporation.

Revised and Approved by the Board of Directors
Homestead Corporation of Champaign-Urbana
February 26, 2003
November 30, 2005
December 20, 2006

Internal Revenue Service

Date: December 10, 2004

HOMESTEAD CORPORATION CHAMPAIGN -
URBANA
306 W GRIGGS ST
URBANA IL 61801-2676

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Jamie Bowling 31-08346
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
37-1314292

Dear Sir or Madam:

This is in response to your request of December 10, 2004, regarding your organization's tax-exempt status.

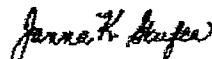
In May 1996 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services



SERVICES PROGRAMS PRESS PUBLICATIONS DEPARTMENTS CONTACT

CORPORATION FILE DETAIL REPORT

Entity Name	HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA	File Number	57291648
Status	ACTIVE		
Entity Type	CORPORATION	Type of Corp	NOT-FOR-PROFIT
Incorporation Date (Domestic)	04/27/1993	State	ILLINOIS
Agent Name	AARON PATRICK SMITH	Agent Change Date	04/01/2008
Agent Street Address	306 W GRIGGS ST	President Name & Address	
Agent City	URBANA	Secretary Name & Address	
Agent Zip	61801	Duration Date	PERPETUAL
Annual Report Filing Date	03/01/2011	For Year	2011

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RESOLUTION

The Homestead Corporation of Champaign-Urbana by this Resolution of its Executive Committee, adopted pursuant to a motion duly made, seconded and carried by the necessary majority of the quorum present, does hereby approve the submission of an Urbana HOME Consortium HOME CHDO Certification Application for FY 2012-2013.

Adopted at the meeting of the Executive Committee of Homestead Corporation at Urbana, Illinois on the 11th day of January, 2012.

Yorlanna R. Exim (signature)
by Yorlanna I. Exim (print)
Secretary of Homestead Corporation

**HOMESTEAD CORPORATION OF
CHAMPAIGN-URBANA
BOARD OF DIRECTORS**

FY 2011-2012

Kulapan Waranyuwat, President (2012)
1515 Country Lake Dr.
Champaign, IL 61821
(cell) 369.2048
waranyu@gmail.com
Student Advisor, UIUC, Public Sector

Tom Hodson, Vice-President (2014)
2011 O'Donnell Dr.
Champaign, IL 61821
(w) 239.6652 (h) 356.5551
thodson@aol.com
Attorney-at-Law, Private Sector

Len Heumann, Treasurer (2014)
1101 W. Healey St.
Champaign, IL 61821
(w) 244.5373 (h) 359.7804
lheumann@illinois.edu
Retired, Private Sector

Tori Exum-Johnson, Secretary (2012)
1105 N. Harvey St.
Urbana, IL 61801
(w) 333.2137 (h) 328.3177
texum@illinois.edu
Human Resources, UIUC, Public Sector

Shawna Abner-Davis, At-Large Exec (2012)
1603 W. Healey St.
Champaign, IL 61821
(w) 337.9373 (h) 398.5117
sabnerdavis@cunninghamhome.org
Cunningham Children's Home, Private Sector

Ted Apy-Tuhiso (2012)
534 Brush Creek Rd.
Fairview, NC 28730-9791
(cell) 351.2133
futurenobody@yahoo.com
Social Services Worker, Low-Income Sector

Micah Heumann (2014)
2802 Rolling Acres Dr.
Champaign, IL 61822
(h) 217.418.4837
djheumann98@hotmail.com
Social Services, Community Elements, Low-Income Sector

Carol Shupp (2014)
507 W. Vermont Ave.
Urbana, IL 61801
(h) 328.3015
cashupp@sbcglobal.com
Retired, Private Sector

Shirley Stillinger (2012)
1003 S. Busey Ave.
Urbana, IL 61801
(h) 344.6743
shirley.stillinger@gmail.com
Retired, Low-Income Sector

Jack Monkman**
PMB 8313
P.O. Box 2428
Pensacola, FL 32513
(217) 766-4090

(Advisory Member – Non-Voting)**

HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA

CITIZEN PARTICIPATION PLAN

Homestead Corporation's Citizen Participation Plan primarily focuses on the formal processes that the Corporation uses to secure input from low-income program beneficiaries regarding the design, location of sites and the development and management of affordable housing. Homestead Corporation currently operates three housing programs that are directly impacted by citizen participation activities. These programs are Homestead Apartments Supportive Housing Program, the Crystal View Townhomes Development, and the Affordable Homeownership Program.

In general, input from low-income beneficiaries is secured through public meetings, distribution of organization and program information contained in the Corporation's brochure and on the website, participation in meetings with other agencies serving low-income residents where affordable housing needs are discussed, and one-on-one discussions with neighborhood residents that are currently living near proposed housing development sites or housing that is currently owned and managed by the Corporation.

As is indicated in Homestead Corporation Bylaws, public participation is sought through notification of meetings through the posting of Board meeting notices at various locations in the community. Also for each meeting of the Board of Directors, the agenda of the meeting includes an opportunity for low-income program beneficiaries, other low-income members of the community and other members of the community to address the Board of Directors and advise the Board regarding the design, siting, development, and management of affordable housing projects. This is accomplished through the reading of any public correspondence and listening to public input prior to any official business of the Corporation.

For larger projects such as the Homestead Apartments Supportive Housing Program and the Crystal View Townhomes Development, the Corporation would seek citizen participation through the formation of an advisory committee which would include potential low-income beneficiaries and representatives from the neighborhood in which the project would be located, public meetings to discuss the project, and publication and distribution of a newsletter to inform the public about the project. We also seek public input through resident councils at our multi-family developments.

For smaller projects such as the Affordable Homeownership Program, citizen participation is sought through seeking input from neighborhood residents where the affordable housing units are to be located, working in cooperation with governmental entities to assure an ample opportunity for citizen participation at public hearings where Homestead's affordable housing programs are discussed, and providing community residents with the informational material about Homestead Corporation that will allow for adequate responses from citizens regarding program concerns. We also collect public input through surveys of our new homeowners.

Approved by the Board of Directors
Homestead Corporation of Champaign-Urbana
November 30, 2008
revised November 30, 2011

HOMESTEAD CORPORATION OF CHAMPAIGN-URBANA

Five-Year Strategic Business Plan

FY 2012:

- Goal #1: Complete Construction and Sale of 1109 N. Gregory Street, Urbana.
(nearing completion)
Source of Funds: HOME Grant FY09-10
No. Residents Served: 3
- Goal #2: Complete Construction and Sale of 1107 N. Gregory Street, Urbana.
(in progress)
Source of Funds: HOME Grant FY08-09
No. Residents Served: 3-4
- Goal #3: Complete Construction of Affordable Rental Unit at 510 E. Beardsley, Champaign.
(in progress – demolition of existing property set for January 2012)
Source of Funds: HOME Grant FY11-12
No. Residents Served: 4-6
- Goal #4: Begin Construction of Homeownership Unit at 1304 Williamsburg, Champaign.
(awaiting grant of property)
Source of Funds: HOME Grant FY09-10
No. of Residents Served: 3-4

FY2013:

- Goal #1: Complete Construction and Sale of 1304 Williamsburg, Champaign.
(carried over from 2012)
Source of Funds: HOME Grant 09-10
No. Residents Served: 3-4
- Goal #2: Begin Construction of Homeownership Unit in Champaign or Urbana
Source of Funds: HOME funds, will apply for in FY13-14
No. Residents Served: 3-4

FY2014:

- Goal #1: Complete Construction of two homeownership units in Champaign or Urbana
Source of Funds: HOME
No. of Residents Served: 3-4

FY2015:

- Goal #1: Complete Construction of two homeownership units in Champaign or Urbana
Source of Funds: HOME
No. of Residents Served: 3-4

FY2016:

- Goal #1: Complete Construction of two homeownership units in Champaign or Urbana
Source of Funds: HOME
No. of Residents Served: 3-4

Long Range Goals:

The long range goals of the Homestead Corporation over the next five years include the development of another multi-family affordable rental development, which would include units for very low and extremely low-income households, and possibly some opportunities for homeownership through a lease-purchase structure. We would accomplish this through partnering with other non-profit or for-profit developers and with the use of some input from consultants with whom we would contract for services. Funding for these projects would come from a variety of sources including the Department of Housing and Urban Development, the Illinois Housing Development Authority, including tax credits, the Federal Home Loan Bank of Chicago, the Corporation for Supportive Housing, and the cities of Urbana and Champaign. This development would also require the use of rental subsidies through the local Housing Authority or another source of rental subsidies. We anticipate this development assisting between 30 and 50 residents.

Homestead Corporation of Champaign-Urbana
Resume/Development History

01-13-12

The Homestead Corporation of Champaign-Urbana was incorporated in April 1993 to provide affordable housing and supportive services for the homeless and low-to-moderate income persons. The Corporation received its 501 (c) (3) status from the IRS in May 1996. Also in 1996, the Homestead Corporation was certified by the Urbana HOME Consortium as a Community Housing Development Organization (CHDO). The mission of the organization is to assure an adequate supply of good quality affordable housing for all people with inadequate resources. This mission has been carried out over the years with the development of several affordable rental units, including Homestead Apartments housing for homeless adults, and the construction of new affordable single-family homes. The Corporation has completed the marketing, selling and construction of twelve new single-family homes in the last ten years in Champaign-Urbana, and will begin work on more this year. We also completed the redevelopment of Lakeside Terrace in Urbana, the new Crystal View Townhomes, in June of 2010, and we are looking to work on other new affordable multi-family developments in the future.

Homestead's Supportive Housing Program

Project # 1 – Homestead Apartments Supportive Housing Program

This Section 8 Moderate Rehabilitation SRO Project was jointly sponsored and developed by the Homestead Corporation and the Mental Health Center of Champaign County. The \$1.5 million project resulted in the production of 25 units of permanent supportive housing for homeless individuals, the first project of this type and scale in central Illinois.

Project Numbers: IHDA HTF-633; HUD IL06K95-0010; FHLB AHP 96B0701

Funding Sources: HOME; HOME CHDO; CDBG; HUD SECTION 8 Project Based Subsidy; IHDA Trust Fund Grant and Loan; Illinois Department of Commerce and Community Affairs (DCCA); Illinois Department of Human Services; Federal Home Loan Bank of Chicago; Local Bank Donations; Housing Development Corporation of Local Housing Authority; Mental Health Center of Champaign County.

Project Name: Homestead Apartments

Project Location: 306 West Griggs Street, Urbana, Illinois 61801

Type of Construction: Moderate Rehabilitation

Number of Units: 25 Efficiency

Project Status: Completed in November of 1997

Role in Development: Co-sponsor/co-developer and current owner/operator

Current Status: Successful, Operating at Full Capacity

Homestead's Affordable Single-Family Rental Housing Program

Project # 2 – Douglass Park Rental Homes

This project was undertaken by the Homestead Corporation to increase the supply of affordable rental housing that could be made available to large low-income families. Two donated duplexes were moved to vacant lots donated by the City of Champaign and the buildings were converted into two 4-bedroom single-family homes.

Project Number: FHLB AHP 98A0715

Funding Sources: CDBG; Private Donations; HOME CHDO; Federal Home Loan Bank of Chicago; Mental Health Center of Champaign County; Local Bank Loan

Project Name: Douglass Park Homes

Project Location: 610 and 612 East Eureka Street, Champaign, Illinois 61820
Type of Construction: Substantial Rehabilitation
Number of Units: 2
Project Status: Completed in April, 1999
Role in Development: Sponsor, developer, owner and initial manager, homes were sold in 2007
Projects # 3 through # 9
Current Status: Inactive, Not Financially Viable

Shortly after completion of the Douglass Park Rental Homes project, the Homestead Corporation determined that there was a critical need in the community for additional affordable rental housing opportunities for large low-income families. Starting in 2000, the Corporation began what is now known as its Affordable Single-Family Rental Housing Program by acquiring and rehabilitating single-family properties which are then leased to extremely low-income families participating in the Section 8 Housing Voucher Program. The properties are managed by a local property management firm, and Homestead Corporation provides the residents outreach and supportive services if needed.

Project Number: None
Funding Sources: HOME; HOME CHDO; Bank Permanent Loans
Project Name: Affordable Single-Family Rental Housing Program
Project Location: # 3 Squire Court, Urbana, Illinois, 61801; 1114 Mimosa, Champaign, Illinois 61821; 1309 S. Philo Road, Urbana, Illinois 61801; 2413 E. Elm, Urbana, Illinois 61802; 2425 E. Elm, Urbana, Illinois 61802; 504 MacArthur, Urbana, Illinois 61802; 407 S. Dodson, Urbana, Illinois 61802
Type of Construction: Minor Rehabilitation
Number of Units: 7
Project Status: Completed in March 2002
Role in Development: Sponsor, developer, and owner, homes were sold in 2007
Current Status: Inactive, Not Financially Viable

Homestead's Affordable Homeownership Program

Project #10

The Homestead Corporation responded to a Request for Proposals from the City of Urbana and the Urbana HOME Consortium to market, construct and sell new single-family homes in the Eads of Lincoln subdivision in Urbana to low-income homebuyers. The Corporation was successful in obtaining the grant award as the developer and has marketed, pre-sold and constructed six new homes in the Urbana subdivision.

Project Number: None
Funding Sources: HOME CHDO, FHLB of Chicago AHP Subsidy, DCEO Energy Grant, and local lending institutions.
Project Name: Eads at Lincoln Development
Project Location: 1105 N. Harvey, 916 W. Eads, 914 W. Eads, 910 W. Eads, 908 W. Eads and 902 W. Wascher.
Type of Construction: New
Number of Units: 6
Project Status: Completed in August, 2004
Role in Development: Developer
Current Status: Successful, Occupied and either completed or meeting Affordability Reqs.

Project #11

Project Number: None
Funding Sources: HOME CHDO, FHLB of Chicago AHP Subsidy, and local bank financing.
Project Name: Homestead's Affordable Homeownership Program
Project Location: 809 N. Busey and 1209 W. Beech, Urbana and 1603 W. Healey, Champaign.
Type of Construction: New
Number of Units: 3
Project Status: Completed in August, 2006
Role in Development: Developer
Current Status: Successful, Occupied and either completed or meeting Affordability Reqs.

Project #12

The Homestead Corporation responded to a Request for Proposals from the City of Champaign in 2007 to market, construct and sell new single-family homes on three donated lots in the Douglass Park Neighborhood of Champaign to low-income homebuyers. The Corporation was successful in obtaining the grant award as the developer and has marketed, pre-sold and constructed all three of the new homes.

Project Number: None
Funding Source: HOME CHDO and local bank financing.
Project Name: Homestead's Affordable Homeownership Program-Douglass Park Infill Project
Project Location: 1103 North Sixth Street, 504 E. Beardsley and 510 E. Eureka, Champaign.
Type of Construction: New
Number of Units: 3
Project Status: Completed in June, 2009.
Role in Development: Developer
Current Status: Successful, Occupied and either completed or meeting Affordability Reqs.

Crystal View Townhomes (Redevelopment of Lakeside Terrace)

Project #13

In 2005 the Housing Authority of Champaign-Urbana completed the demolition of the former Lakeside Terrace Public Housing site. After an RFP process seeking developers to build new high-quality mixed-income affordable rental housing on the site, Homestead Corporation partnered with for-profit developer Brinshore Development of Chicago, IL to re-develop the site. After a year of planning and three years applying for low-income housing tax credits, which were finally granted in April 2008, Homestead and Brinshore began the development process on 70 new units of affordable rental housing. The new townhomes will serve a range of incomes from below 30% AMI up to 80% AMI, including 18 units with a Section 8 project-based subsidy and 7 units which will serve supportive services clients who are below 30% AMI. The project was completed in July 2010 and is currently at full occupancy.

Project Number: IAHTC #2884-09, FHLB AHP #2008A0746, etc.
Funding Sources: HOME CHDO, City of Urbana HOME, CDBG, FHLB of Chicago AHP, DCEO Energy Grant, IFF, Chase Bank, IAHTC, Illinois State Donation Credits, IHDA-FAF, IHDA-HOME, Housing Authority of Champaign-County.
Project Name: Crystal View Townhomes
Project Location: 102 Stebbins Drive (810 N. Broadway Ave.), Urbana.
Type of Construction: New
Number of Units: 70

Project Status: Completed July 2010, at full occupancy currently
Role in Development: Co-developer and co-owner.

Homestead Affordable Homeownership Program

Project #14 – Eads Infill, 1107 & 1109 N Gregory St, Urbana

Homestead is currently developing two new single family homes on two donated lots from the City of Urbana in the Eads of Lincoln neighborhood. Homestead completed six new homes in this neighborhood between 2002 and 2006. These two new lots are the last vacant lots in the neighborhood and will allow Homestead to complete development in this area. Construction will begin this September and completion is anticipated in the Spring of 2012.

Project Number: None

Funding Source: HOME CHDO and local bank financing.

Project Name: Homestead's Affordable Homeownership Program-Eads Infill

Project Location: 1107 and 1109 N Gregory St, Urbana.

Type of Construction: New

Number of Units: 2

Project Status: Projected to be completed in early-Spring 2012

Role in Development: Developer

Homestead Corporation of Champaign-Urbana

Access to Skilled Individuals

Contracted Individuals

•Bookkeeping, Accounting and Auditing

Brown & Associates Accounting

John Mench

Provides monthly payroll services for the Corporation

Advanced accounting degree and many years of experience

Paid consultant/contractual agreement for services

Christine Elliot

Provides monthly bookkeeping services

Works as bookkeeper/accountant for Robeson's Inc.

Paid consultant/contractual agreement for services

Russell Leigh & Associates

Russell Leigh, CPS

Provides auditing services to prepare yearly audited financial statements and to prepare and file annual 990 returns, and to check compliance with Federal Accounting Standards.

Paid consultant/contractual agreement for services

•Legal

Richard Joy

Provides legal consultation and services for real estate transactions

Partner in the law firm of Dobbins, Fraker, Tennant, Joy & Perlstein

Paid consultant/verbal agreement for services

•Architect

Earl Ohrnstein, AIA

Provides architectural services for the Homeownership Program

Principal of ADG Ltd.- Archtecturaal Design Group

Paid consultant/contractual agreement for services

•Contractor

Tarter Construction, LLC

Provides General Contracting and Design Services

Paid consultant/contractual agreement for services

•Property Management

David Edbrooke, Property Manager
Leasing Management, LLC

Provides leasing and property management services at Crystal View Townhomes in Urbana, as well as for Douglas Square in Champaign.

Board Members

Thomas Z. Hodson, Private Attorney

Provides Pro-Bono and Discounted Services

Many years of experience in Landlord/Tenant and Real Estate Law

Leonard F. Heumann, Prof. Urban Planning

Provides Consulting Services, Access to Student Volunteers

Many years of experience in Urban Planning and study of Housing Policy.

Shirley Stillinger, Retired Non-Profit Executive

Provides Consulting Services

Many years of experience in non-profit management and work on affordable housing issues in the local community.

Staff Members

Aaron P. Smith, Executive Director

Chief Executive Officer of Homestead Corporation

Over Three Years of Development Experience in Working for Homestead.

Daniel Brinkman, Property Manager

Provides property management services for Homestead Apartments

Over Ten Years Experience in Property Management for Affordable Rental developments, and many years of experience in Mental Health field.



400 South Vine St.
Urbana, IL 61801
(217) 384-2335
imgonzalez@urbanaininois.us

City of Urbana City of Champaign Champaign County

Community Housing Development Organization (CHDO) Certification Application

Legal Name of Organization: Ecological Construction Laboratory, LLC
Address: 110 S. Race Street, STE # 202, Urbana, IL 61801
Contact Person/Title: PAUL GALLAGHER, Interim Executive Director
Phone: (217) 344-1294 / 255-0757 Fax: _____
E-mail Address: KATRIN@PASSIVEHOUSE.US / PFG12@HOTMAIL.COM
Chief Executive Officer: PAUL GALLAGHER

The following documentation must be submitted with certification form in order for the applying organization to be considered for Community Housing Development Organization (CHDO) designation. Organizations already certified must complete this application every three (3) years to remain compliant as a CHDO. Please indicate in the spaces provided the section in the application package and the page number containing each of the requirements. CHDO designation must be approved by the Urbana HOME Consortium (UHC) prior to competing for CHDO set-aside funding.

DO NOT COMPLETE THIS SECTION – FOR UHC USE ONLY

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

Please indicate page number:

1. p 1-6 & p. 23.

The organization must provide UHC with **each** of the following:

- Articles of Incorporation
- Bylaws

2. p 1-6 & p. 23.

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

3. p 7-12.

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

4. p 13

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

5. p 26.

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

6. p. 129

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

7. p. 14.

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

8. p. 17.

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

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

9. p. 36-57.

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

- **The low-income advisory process is not satisfied by having low-income representatives on the board of directors, nor by participating in the City of Urbana's, City of Champaign's, nor the Urbana HOME Consortium's public meetings and hearings.**

10. p. 36

A projected five-year strategic business plan to include all anticipated funding sources.

- **The business plan must be delineated by year and contain specific, measurable goals regarding affordable housing unit production and number of households to be assisted, as well as other long-range individual and community development goals of the CHDO.**

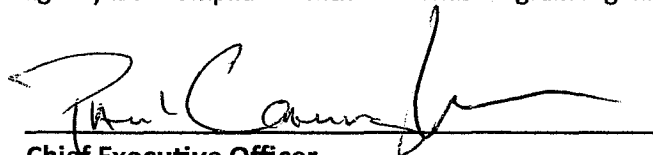
11. p. 53-68

A list and description of the community service and affordable housing experience of the organization, it's key personnel and board, and/or consultants, including both successful and non-successful projects.

- **If the applicant organization has been in existence for less than one year, it must demonstrate that its parent organization (if applicable) has at least one year's experience serving the community.**

12. If the CHDO Applicant is sponsored or created by a for-profit entity, please talk to Jen Gonzalez for additional information at 217-384-2335.

The undersigned does hereby certify that to the best of his/her knowledge, the above assertions and document submissions are true and accurate. Further, the undersigned certifies to the best of his/her knowledge that said agency is in compliance with all HOME Program regulations.



 Chief Executive Officer

1-6-12

 Date

The Urbana HOME Consortium is supported by Federal HUD funds. Applicants and their representatives are subject to penalties for false or fraudulent statements as set forth by U.S.C. Title 18, Section 1001: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Form **LLC-5.5**

April 2007

Illinois
Limited Liability Company Act
Articles of Organization

FILE # 0285 6484

Secretary of State Jesse White
Department of Business Services
Limited Liability Division
501 S. Second St., Rm. 351
Springfield, IL 62756
217-524-8008
www.cyberdriveillinois.com

SUBMIT IN DUPLICATE

Must be typewritten.

This space for use by Secretary of State.

Filing Fee: \$500

Approved: JL

This space for use by Secretary of State:

FILED

08/20/2009

JESSE WHITE

SECRETARY OF STATE

Payment must be made by certified check, cashier's check, Illinois attorney's check, C.P.A.'s check or money order payable to Secretary of State.

1. Limited Liability Company Name: ECOLOGICAL CONSTRUCTION LABORATORY, LLC

The LLC name must contain the words Limited Liability Company, LLC, or LLP and cannot contain the terms Corporation, Corp., Incorporated, Inc., Ltd., Co., Limited Partnership or LP.

2. Address of Principal Place of Business where records of the company will be kept: (P.O. Box alone or c/o is unacceptable.)

110 SOUTH RACE STREET, STE. 202, URBANA, IL 61801

3. Articles of Organization effective on: (check one)

the filing date

a later date (not to exceed 60 days after the filing date): _____

Month, Day, Year

4. Registered Agent's Name and Registered Office Address:

Registered Agent: KATRIN KLINGENBERG
First Name Middle Initial Last Name

Registered Office: 110 S. RACE STREET 202
(P.O. Box alone or c/o is unacceptable.) Number Street Suite #

CHICAGO 61801 CHAMPAIGN
City ZIP Code County

5. Purpose(s) for which the Limited Liability Company is organized: (If more space is needed, attach additional sheets of this size.)

"The transaction of any or all lawful business for which Limited Liability Companies may be organized under this Act."

SEE ATTACHED EXHIBIT A.

6. Latest date, if any, upon which the company is to dissolve: _____

(Leave blank if duration is perpetual.)

Month, Day, Year

LLC-5.5

7. (OPTIONAL) Other provisions for the regulation of the internal affairs of the Company: (If more space is needed, attach additional sheets of this size.)

SEE ATTACHED EXHIBIT A


8. The Limited Liability Company: (Check either a or b below.)
a. is managed by the manager(s) (List names and business addresses.)

b. has management vested in the member(s) (List names and addresses.)

PASSIVE HOUSE INSTITUTE U.S., INC. (PHIUS)
110 SOUTH RACE STREET, SUITE 202
URBANA, IL 61801

9. Name and Address of Organizer(s)
I affirm, under penalties of perjury, having authority to sign hereto, that these Articles of Organization are to the best of my knowledge and belief, true, correct and complete.

Dated August 19, 2009 2009
Month & Day Year

1. 
Signature
EUGENE R. MURPHY, PRESIDENT
Name (type or print)
PASSIVE HOUSE ALLIANCE U.S., INC.
Name if a Corporation or other Entity, and Title of Signer

1. 114 E. WHITEMAN STREET
Number Street
YELLOW SPRINGS
City/Town
OH 45387
State ZIP Code

2. _____
Signature

Name (type or print)

Name if a Corporation or other Entity, and Title of Signer

2. _____
Number Street

City/Town

State ZIP Code

Signatures must be in black ink on an original document. Carbon copy, photocopy or rubber stamp signatures may only be used on conformed copies.

EXHIBIT A
Addendum to Articles of Organization of
ECOLOGICAL CONSTRUCTION LABORATORY, LLC

ARTICLE 4. PURPOSES

The **Ecological Construction Laboratory, LLC** (the Company) is organized and operated exclusively for charitable and educational purposes in accord with Sec. 501(c)(3) of the Internal Revenue Code of 1986 (or a corresponding provision of any future United States Internal Revenue law, referred to below as the "Code"). More specifically, the Company is organized to develop, research, refine, promote, and execute sustainable residential building designs, systems and components which significantly reduce energy and material requirements for maintenance and operation of the structure during service life, for low income housing and experimental construction projects.

ARTICLE 5. LIMITATIONS OF CORPORATE AUTHORITY

- A. The Company, being organized exclusively for charitable and educational purposes, may make distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code.
- B. No part of the net earnings of Company shall inure to the benefit of, or be distributable to its members, managers, officers, or other private persons, except that the Company shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 4 above.
- C. No substantial part of the activities of the Company shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Company shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- D. Notwithstanding any other provision of these articles, the Company shall not carry on any other activities not permitted to be carried on (1) by an entity exempt from Federal income tax under section 501(c)(3) of the Code or (2) by an entity, contributions to which are deductible under Section 170(c)(2) of the Code.
- E. Upon dissolution or dissociation of the Company, the Member or Managers shall, after paying or making provision for the payment of all of the liabilities of the Company, dispose of all of the assets of the Company to the Member, Passive House Institute U.S., Inc., or to such organization or organizations organized and operated exclusively for charitable and educational purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code, as the Member or Managers shall determine. Any such assets not so disposed of shall be disposed of by the appropriate court of law of the county in which the principal office of the Company is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for exempt purposes.

§ 301.7701-3 Classification of certain business entities

(a) *In general.* A business entity that is not classified as a corporation under section 301.7701-2(b)(1), (3), (4), (5), (6), (7), or (8) (an eligible entity) can elect its classification for federal tax purposes as provided in this section. An eligible entity with at least two members can elect to be classified as either an association (and thus a corporation under section 301.7701-2(b)(2)) or a partnership, and an eligible entity with a single owner can elect to be classified as an association or to be disregarded as an entity separate from its owner. Paragraph (b) of this section provides a default classification for an eligible entity that does not make an election. Thus, elections are necessary only when an eligible entity chooses to be classified initially as other than the default classification or when an eligible entity chooses to change its classification. An entity whose classification is determined under the default classification retains that classification (regardless of any changes in the members' liability that occurs at any time during the time that the entity's classification is relevant as defined in paragraph (d) of this section) until the entity makes an election to change that classification under paragraph (c)(1) of this section. Paragraph (c) of this section provides rules for making express elections. Paragraph (d) of this section provides special rules for foreign eligible entities. Paragraph (e) of this section provides special rules for classifying entities resulting from partnership terminations and divisions under section 708(b). Paragraph (f) of this section sets forth the effective date of this section and a special rule relating to prior periods.

(b) *Classification of eligible entities that do not file an election.* --

(1) *Domestic eligible entities.* Except as provided in paragraph (b)(3) of this section, unless the entity elects otherwise, a domestic eligible entity is --

(i) A partnership if it has two or more members; or

(ii) Disregarded as an entity separate from its owner if it has a single owner.

FORM **NFP 110.30** (rev. Dec. 2003)

ARTICLES OF AMENDMENT

General Not For Profit Corporation Act

Jesse White, Secretary of State
Department of Business Services
Springfield, IL 62756
Telephone (217) 782-1832
<http://www.cyberdriveillinois.com>

Remit payment in the form of a check or money order payable to the Secretary of State.

FILED: 08/20/2009 JESSE WHITE SECRETARY OF STATE

File # 63105333 Filing Fee: \$25.00 Approved: KAK
Submit in duplicate Type or Print clearly in black ink Do not write above this line

1. Corporate name (Note 1): ECOLOGICAL CONSTRUCTION LABORATORY

2. Manner of adoption of amendment:
The following amendment of Articles of Incorporation was adopted on JULY 3, 2009 in the manner indicated below (Check one only):
(Month, Day & Year)

- By affirmative vote of a majority of the directors in office, at a meeting of the board of directors, in accordance with Section 110.15. (Note 2)
- By written consent, signed by all the directors in office, in compliance with Sections 110.15 and 108.45 (Note 3)
- By members at a meeting of members entitled to vote by the affirmative vote of the members having not less than the minimum number of votes necessary to adopt such amendment, as provided by this Act, the articles of incorporation or the bylaws, in accordance with Section 110.20. (Note 4)
- By written consent signed by members entitled to vote having not less than the minimum number of votes necessary to adopt such amendment, as provided by this Act, the articles of incorporation, or the bylaws, in compliance with Sections 107.10 and 110.20. (Note 5)

3. Text of amendment
(a.) When an amendment effects a name change, insert the new corporate name below. Use 3 (b) below for all other amendments. *Article 1: The name of the corporation is:

PASSIVE HOUSE INSTITUTE U.S., INC.
(New Name)

(b) All amendments other than name change.
(If amendment affects the corporate purpose, the amended purpose is required to be set forth in its entirety.) If there is not sufficient space to add the full text of the amendment, add one or more sheets of this size.

(COMPLETE ITEM 4 OR, IF APPLICABLE, ITEM 5.) ALL SIGNATURES MUST BE IN BLACK INK.

4. The undersigned corporation has caused these articles to be signed by duly authorized officer, who affirms, under penalties of perjury, that the facts stated herein are true. (All signatures must be in **BLACK INK**.)

Dated August 19 2009
(Month & Day) *(Year)*
Eugene R. Murphy
(Any Authorized Officer's Signature)
EUGENE R. MURPHY, PRESIDENT
(Print Name and Title)

ECOLOGICAL CONSTRUCTION LABORATORY
(Exact Name of Corporation)

5. If there are no duly authorized officers, then the persons designated under Section 101.10(b)(2) must sign below and print name and title. The undersigned affirms, under penalties of perjury, that the facts stated herein are true.

Dated _____ (Month, Day & Year)

Signature

Print Name and Title

NOTES

Note 1: State the true and exact corporate name as it appears on the records of the Secretary of State, BEFORE any amendment herein reported.

Note 2: Directors may adopt amendments without member approval only when the corporation has no members, or no members entitled to vote pursuant to §110.15

Note 3: Director approval may be (1) by vote at a director's meeting (either annual or special) or (2) by consent, in writing, without a meeting.

Note 4: All amendments not adopted under Sec. 110.15 require (1) that the board of directors adopt a resolution setting forth the proposed amendment and (2) that the members approve the amendment.

Member approval may be (1) by vote at a members meeting (either annual or special) or (2) by consent, in writing, without a meeting.

To be adopted, the amendment must receive the affirmative vote or consent of the holders of at least 2/3 of the outstanding members entitled to vote on the amendment, (but if class voting applies, then also at least a 2/3 vote within each class is required).

The articles of incorporation may supersede the 2/3 vote requirement by specifying any smaller or larger vote requirement not less than a majority of the outstanding votes of such members entitled to vote and not less than a majority within each when class voting applies. (Sec. 110.20)

Note 5: When member approval is by written consent, all members must be given notice of the proposed amendment at least 5 days before the consent is signed. If the amendment is adopted, members who have not signed the consent must be promptly notified of the passage of the amendment. (Sec. 107.10 & 110.20)

MAIL TO:
Kathryn M. Vanden Berk
203 N. LaSalle St., Ste. 2100
Chicago, IL 60601



HAYS & ASSOCIATES, P.C.

THOMAS D. HAYS, C.P.A.
MARY LEE BRADY, C.P.A.

CERTIFIED PUBLIC ACCOUNTANTS

January 6, 2012

To Whom It May Concern:

This is to verify that Eco-lab has had its financial statements prepared using generally accepted accounting practices (GAAP) since its inception. Being a small non-profit organization they did not prepare monthly or quarterly financials but did have year-end financial statements prepared each year and those statements were prepared under GAAP.

The year-end statements were then used by the board to assess Eco-lab's financial well being and to prepare the 990 Form for the Internal Revenue Service.

If you have any questions regarding this organization from inception through December 31, 2010 please contact me and I'll be happy to assist in any way.

Sincerely,

A handwritten signature in cursive script that reads 'Mary Lee Brady'.

Mary Lee Brady
Certified Public Accountant



To all to whom these Presents Shall Come, Greeting:

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

ECOLOGICAL CONSTRUCTION LABORATORY, LLC, HAVING ORGANIZED IN THE STATE OF ILLINOIS ON AUGUST 20, 2009, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY COMPANY IN THE STATE OF ILLINOIS.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 2ND day of JANUARY A.D. 2012 .



Jesse White

Authentication #: 1200200466

Authenticate at: <http://www.cyberdriveillinois.com>

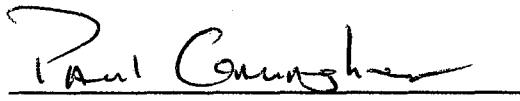
SECRETARY OF STATE

E-CO LAB

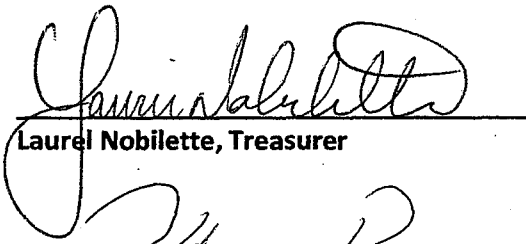
Ecological Construction Laboratory
110 S. Race Street, Suite 202
Urbana, IL 61801

Resolution of the Board of Directors

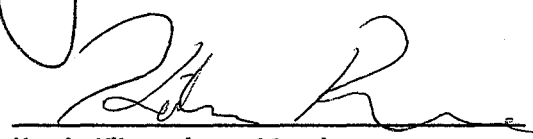
The Board of Directors of the Ecological Construction Laboratory (e-co lab) hereby approves the submitted application with the Urbana Home Consortium (UHC) for the Community Housing Development Organization (CHDO) designation.



Paul Gallagher, President



Laurel Nobilette, Treasurer



Katrin Klingenburg, Member

Meeting Minutes

Any Day Jan 2-6, 2012

Board Meeting of Ecological Construction Laboratory

Time: 10.00am – 11.00am CST

Location: e-co lab offices 110 S Race St #202 Urbana IL 61801

Attendees:

- Paul Gallagher, President and interim ED
- Katrin Klingenberg, Director
- Laurel Nobilette, Treasurer

Minutes from previous meeting were approved and the next board meeting was established to take place at the end of the first quarter of 2012 on April (TBA), 2012.

The meeting was adjourned.

Meeting Minutes

Tuesday Jan 3, 2012

Board Meeting of Ecological Construction Laboratory

Time: 10.00am – 11.00am CST

Location: e-co lab offices 110 S Race St #202 Urbana IL 61801

Attendees:

- Paul Gallagher, President and interim ED
- Katrin Klingenberg, Director
- Laurel Nobilette, Director

Minutes from previous meeting were approved and the next board meeting was established to take place at the end of the first quarter of 2012 on April Saturday 14, 2012 at the same time and location.

Organizational items:

Nominations for board members Paul Gallagher and Laurel Nobilette, Laurel representing the new low income member of the board, were confirmed and unanimously voted to be on the board of managers of e-co lab. Paul Gallagher was voted to be the president of the board and to fill the position of the interim Executive Director until e-co lab has fully resumed operations and filled the open staff positions again.

Clair Kaye's resignation submitted earlier in 2011 from the e-co lab board was accepted.

Agenda item 1:

e-co lab recertification as CHDO to be finalized by Paul with assistance from Kat by this coming Friday. The board is in agreement that there should be no project grant application this time, only operational fund application. E-co lab needs to focus in 2012 to get operational again and to finish up the Dublin project.

A board retreat for strategic planning is discussed, dates possible early February, to determine the reorganization and focus of e-co lab staff and the best allocation of limited resources.

Agenda item 2:

Dublin needs to get marketed more successfully. Newsletter by the city has resulted in 7 inquiries, non of them led to the request so far to see the project. Phone calls were about price and construction.

Construction loan is coming due on January 15. Katrin will have to ask First Federal for another 3 months extension. The construction interest paid per months currently is approx. \$500.

Construction is still not complete. Wrong cabinets were delivered leading to a further 2 week delay in delivery. Final painting, casework and kitchen install is happening this month.

Student volunteers need to be coordinated to finish up landscaping, trellis and patio.

Sales price is 100k. A raffle is being discussed, trying to solicit donations of 600 X \$250 to participate in the raffle to win Dublin if it proves to be very difficult to get a home buyer qualified.

Agenda item 3:

Staffing is dependent on resource generation. Paul to work on an initial first half of the year budget and fundraising plan, initial restaffing plan.

Kerr avenue is discussed, but due to low capacity unlikely to generate a submission. Board is considering it only as a partner with others. An architect team from Chicago has approached e-co lab, so has Tom DiGiovanni from Atlanta who worked with e-co lab at the beginning of 2011 to obtain federal tax credits. Paul to analyze and to advise the board of managers on realistic future projects.

Paul to inquire with city if after successful CHDO recertification, the formerly granted duplex funds will be available to e-co lab as a next project.

Action items summarized:

Katrin will extend First Federal construction loan for another 3 month and coordinate finishing up construction and landscaping at Dublin.

Paul to generate budget and action items, suggest and finalize dates for strategic retreat in February.

The meeting was adjourned.



Mission Statement

e-co lab is a non-profit Community Housing Developer setting out with a vision to bridge the gap between affordable housing community design and green design practices. **e-co lab** envisions sustainability and health in community design through facilitating an interconnected, multi-disciplinary design approach in low-income housing.

e-co lab pledges to make the forefront of sustainable building practices and energy efficiency technology available to our community's lower income members *"to design ecological and responsibly related habitat"*.

Through building the most energy efficient homes possible we will harvest the economic wealth of greatly reduced utility bills. The economic grounds our homes will be built on are more stable, therefore more sustainable for the family and the community.

e-co lab also pledges to build homes using *only* materials safe for human health and the environment. We intend to build for a healthy future of the families, the community and the local and global ecosystem.

Board Members of Ecological Construction Laboratory:

Katrin Klingenberg, Member:

206.5 Brady Ln, Urbana, IL 61802

Occupation: Conference Production

Employer: Passive House Institute US, Urbana, IL

Laurel Nobilette, Treasurer:

317 S. Randolph St., Champaign, IL 61820

Low income member of the Board (s. W2)

Occupation: Accounting

Employer: Analog Outfitters

Paul Gallagher, President and interim Director:

314 Cottage Court

Champaign, IL 61820

Occupation: Manager/Marketing/Fundraising

Employer: CASA of Vermillion County

Board Members of Ecological Construction Laboratory:**Katrin Klingenberg, Member:**

206.5 Brady Ln, Urbana, IL 61802

Occupation: Conference Production

Employer: Passive House Institute US, Urbana, IL

Laurel Nobilette, Treasurer:

317 S. Randolph St., Champaign, IL 61820

Low income member of the Board (s. W2)

Occupation: Accounting

Employer: Analog Outfitter

-Financial administration for Analog Outfitters

-Coordinator of St. Jude Catholic Worker House/Homeless Shelter

-Coordinator of temporary homeless shelter/St.Mary's Romero Center

-Works with local churches, social and civic organizations to transition very low and low income men, woman and families into safe and affordable permanent housing. Provides assistance, monitoring and follow up after individuals and families identified for permanent housing move into permanent housing.

-Laurel would continue to provide outreach and network with very low income and low income individuals and community groups, and to monitor and provide assistance to ensure housing targets and stability are met.

Paul Gallagher, President and interim Director:

314 Cottage Court

Champaign, IL 61820

Occupation: Manager/Marketing/Fundraising

Employer: CASA of Vermillion County



Passive House Institute US

KATRIN A. KLINGENBERG 1996 Ball State University, Master of Architecture
 1994 Technische Universität Berlin, Germany, Bachelor of Architecture

BIOGRAPHY**PROFESSIONAL EXPERIENCE**

Executive Director Passive House Institute US | PHIUS, Co-founder
 2007-Present, Urbana, IL

Executive Director Ecological Construction Laboratory, e-co lab, Founder
 2003-2008, Urbana, IL

Principal Nicolas Smith / Katrin Klingenberg, Design/Build
 2002-2003, Chicago, IL

Project Architect Moorhead Gruber Architects
 2003-2004 Champaign IL

 Howard Holtzman & Assoc.,
 2001-2003, Kildeer IL

 Solomon Cordwell Buenz & Assoc. Inc.,
 2000-2001, Chicago IL

Architect Murphy / Jahn Inc.,
 1997-2000, Chicago IL

PROFESSIONAL REGISTRATIONS

Registered Architect, Germany
 2000-Present

PROFESSIONAL AFFILIATIONS

Chamber of Architects, Lower Saxony
 2000-Present, Germany

ACADEMIC EXPERIENCE

Visiting Assistant Professor University of Illinois at Urbana-Champaign, School of Architecture
 2008, Urbana, IL

Visiting Assistant Professor University of Illinois at Urbana-Champaign, School of Architecture
 2004, Urbana, IL

Adjunct Assistant Professor University of Illinois at Chicago, School of Architecture
 2001-2002, Chicago IL

LECTURES, CONFERENCES, PUBLICATIONS

5th North American Passive House Conference, Portland, OR: Dec 10, Organizer and Presenter: "The Third Load – Humidity in Passive Houses"

Excellence in Building Conference, EEBA, Portland, OR: Oct 10 Participant and Presenter "Passive Houses and Beyond – toward Net Zero Energy Homes"

Passive House Institute US | PHIUS

110 S Race St Ste 202

Urbana Illinois 61801

ph 217.819.7988

www.passivehouse.us



- 14th International Passive House Conference, Dresden, Germany: May 10, Participant
- Affordable Comfort Inc., Annual National Conference, Austin, TX: Jun 10: Participant and Presenter "Passive House Energy Metrics"
- BuildingEnergy10, NESEA, Boston, Participant, March 10: Participant and Presenter "Passive House case Study and measured Performance - the Smith house", One day workshop "Passive House Design Principles"
- RESNET Annual National Conference, Raleigh, NC: Feb 10: Presenter "The Passive House Standard"
- 4th North American Passive House Conference, Urbana, IL: Nov 09 Organizer and Presenter
- Alliance to save Energy, Net Zero Energy Home Workshop, Washington, DC: Sep 09, Invited Participant
- Affordable Comfort Inc., Annual National Conference, Kansas City, MO: Jun 09: Presenter "Ecological Superinsulated Wall Assemblies for Passive Houses", "Mini-Need Mechanical Systems for Ultra Low Load Homes"
- 13th International Passive House Conference, Frankfurt, Germany: Apr 09, Presenter "Climatic Challenges of the US"
- "Homes for a Changing Climate": K. Klingenberg, M. Kernagis, M. James, Low Carbon Productions, California, Nov 2008
- 3rd North American Passive House Conference, Duluth, MN: Nov 08 Organizer and Presenter
- 12th International Passive House Conference, Nuremberg, Germany Apr 08: Presenter "A Passive House Project on Martha's Vineyard"
- Midwest Energy Efficiency Alliance, Chicago, IL: Nov 07 Co-presenter with Dr. Wolfgang Feist from the Passivhaus Institut Darmstadt, Germany "Passive Houses in Europe and the US"
- 2nd North American Passive House Conference, Urbana, IL: Nov 07 Organizer, Presenter "Passive House Metrics" "A Passive House Project on Martha's Vineyard"
- Excellence in Building Conference 25th Anniversary, EEBA, St. Paul, MN: Oct 07 Presenter "Advanced Passive Homes"
- West Coast Green, San Francisco, CA: Sep 07 Presenter "Adapting the European Passive House Concept in the US"
- ACI Summit: Moving Existing Homes Toward Carbon Neutrality, Participant, San Francisco, Jul 07
- 9th Annual Illinois Leadership Conference, University of Illinois at Urbana-Champaign, Champaign, IL: June 07 Presenter "The Ecological Construction Laboratory"
- Energy Design Update, Aspen Publishers, Vol. 27, No.5 May 07, pp. 1-4, Article by Martin Holladay: "Urbana Gets Another Passivhaus"
- 11th International Passive House Conference, Bregenz, Austria: Apr 07 Presenter "Passive House under Construction in California – the Tahan Residence"
- BuildingEnergy07, NESEA, Boston, Participant, March 07
- The Vineyard Energy Project, Vineyard Haven & Wellfleet, MA: March 07 Presenter: Two Passive House Workshops titled "Passive House Design Principles"
- Iowa State University, Women in Sustainable Design Lecture Series, Ames, IA: Feb 07 Presenter "Climate Change & Passive Housing"
- First North American Passive House Symposium, Bemidji, MN: Oct 07 Co-organizer, Presenter "The Fairview House - a low-income Passive House"
- Building America Expert Meeting, IBACOS, Pittsburgh, PA: June 06 Presenter "Passive Housing: Designing for Energy Efficiency and Comfort"



10th International Passive House Conference, Hanover, Germany: May 06

BuildingEnergy06, NESEA, Boston: March 06 Presenter "American zero-energy Homes"

9th International Passive House Conference, Ludwigshafen, Germany: Apr 05 Presenter "The Ecological Construction Laboratory: Strategies for Passive House Implementation in the US"

2005 Planning Institute, University of Illinois at Urbana-Champaign, IL: March 05 Presenter "Environmentally friendly Homes"

"PHPP 2004: Planning Aid for Passive Houses" Apr 04 Translation by: Dr. Feist, W., Klingenberg, K, Schnieders, J.: Dr. Feist, Wolfgang, Passivhaus Institut, Darmstadt, Germany, 04

Energy Design Update, Aspen Publishers, Vol. 24, No.5 May 04, pp. 1-5, Article by Martin Holladay: An Illinois "Passivhaus"

8th European Passive House Conference, Krems, Austria: Apr 04 Presenter "Passive Houses in the USA"

Ecological Construction Symposium, Urbana, IL: Oct 03 Presenter "Construction process of the Smith House"

Portfolio of Work in: L. Lokko, I. Marjanovic, K. Ruedi Ray: "The Portfolio: An Architecture Student's Handbook", Architectural Press, Oxford, UK 2003

Paul Francis Gallagher

314 Cottage Court, Champaign, IL 61820 (217)255-0757 pfg12@hotmail.com

Position Desired

Education

Marquette University 8/80-5/84, Milwaukee, WI BA-History/Sociology	Marquette University 8/84-5/86, Milwaukee, WI MA-Sociology	Loyola University School of Law 8/87-5/90, New Orleans, LA JD
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Experience

Director of Operations

7/10-present, *College Chefs, LLC* Champaign, IL 61820

-Managed the day-to-day operations of a multi-state food service company. Developed and implemented regional marketing and sales strategy resulting in a tripling of revenues, including website development, internet and direct mail marketing. Creation and oversight of company budget and financial forecasts for future planning. Negotiated and secured account and vendor contracts. Developed and coordinated human resources and payroll functions. Ensured compliance with applicable health and labor rules and requirements.

Case Manager

7/08-7/10, *Developmental Services Center*, Champaign, IL 61821

-Coordinated all aspects of services for 40 clients with developmental disabilities. Scheduled and facilitated annual meetings and case conferences. Identified and assessed consumer needs and developed individualized service plans. Monitored services and progress of individual service plans. Pursued funding and services for consumer needs with agencies on the Local, State, and Federal level.

Residential Program Administrator

10/07-6/08, *Developmental Services Center*, Champaign, IL 61821

-Responsible for administration of the day-to-day operation of 3 group homes for persons with developmental disabilities. Created and implemented client programs incorporating input from interdisciplinary team. Interviewed, hired, and trained staff. Conducted periodic performance evaluations. Extensive oral and written communication. Managed and allocated resources budgeted for group home operation.

Coordinator/Residential Volunteer

3/96-10/07, *St Jude Catholic Worker House*, Champaign, IL 61820

-Managed the operation of a daily soup kitchen and homeless shelter for woman and children. Recruited and trained all volunteer staff. Provided leadership and guidance for the mission of the organization. Designed and produced a quarterly newsletter.

Relevant Experience

- Certified Intern-Office of the State Attorney, Sarasota, FL (1990-1991)
- Student Practitioner-Loyola Law Clinic, New Orleans, LA (1989-1990)
- Teaching Assistant-Marquette University, Milwaukee, WI (1984-1986)

References

References available upon request

LAUREL NOBILETTE

314 Cottage Ct Champaign, IL 61820 217.355.9774 email: laurie.nobilette@gmail.com

Objective

To build community, generate positive dialogue, and take constructive and practical action in the Champaign-Urbana community

Relevant Experience

Full-Time Residential Volunteer, St Jude Catholic Worker House, Champaign IL

- Maintained house of hospitality for single women and families.
- Conducted and participated in weekly meetings and monthly roundtable discussions
- Handled house accounts and finances
- Published quarterly newsletter and distributed to mailing list
- Worked with other service providers and organizations in area

Teacher's Assistant, Cunningham Children's Home, Urbana IL

- Assisted in development and instruction of curriculum
- Encouraged positive communication amongst students
- Discussed relative issues with other faculty, parents, and administration.

Volunteer Experience

Mentor, Don Moyer Boys and Girls Club, Champaign IL

August 2004-May 2005

Assisted students K-12 with reading, writing, arts and crafts projects, and homework assignments.

Hours Per Week: 4-6

Team Leader, Special Olympics Bowling Tournament, O'Fallon IL

March 2003

Oversaw the activities of an adult women's bowling team during tournament.

Education

Bachelors of Science in Psychology

August 2004 - May 2008

University Of Illinois at Urbana-Champaign

Cumulative GPA: 3.61/4.0

Honors: Departmental Distinction

Summer Course in Japanese

July 2006-August 2006

International Christian University, Tokyo, Japan

e-co lab Strategic Business Plan for 2012-2016

e-co lab Strategic Business Plan for 2012-2016

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e-co lab Strategic Business Plan for 2012-2016

1. Overview and Background

The Ecological Construction Laboratory (e-co lab) is a non-profit (501c3) entity founded in September of 2003 exclusively to develop, research, refine, promote, and execute affordable and energy efficient residential buildings, designs, systems and components based on the Passive House Building Energy Standard.

The target population for projects initiated by e-co Lab is low income residents of the Urbana-Champaign community with research efforts aimed toward achieving greater affordability and broader market penetration of the Passive House Building Energy Standard both locally and across the U.S.

The Passive House Building Energy Standard is a certifiable building standard far more stringent than Energy Star and other U.S. standards. The Passive House Building Energy Standard requires reducing the space conditioning energy load (of new buildings) by 90% when compared to existing buildings. The Passive House Building Energy Standard was benchmarked originally in Germany in 1992 by Dr. Wolfgang Feist of the Passivhaus Institute (PHI, www.passivehouse.com). Buildings have been certified since 2008 in the U.S and Canada by the Passive House Institute US (PHIUS, www.passivehouse.us).

e-co lab's founder, architect and educator Katrin Klingenberg is co-founder of the Passive House Institute U.S. (PHIUS).

Toward achieving the goal of affordable and energy efficient residential buildings, designs, systems and components, e-co lab has developed the following programs

- **Affordable-Green Housing Development (A-G HD)**
- **Affordable-Green Technical Assistance (A-G TA)**
- **Affordable-Green Home Building Education (A-G HBE)**
- **Affordable-Green Building Materials Center (A-G BMC) – future**

Each of these programs has a number of current initiatives and/or future initiatives.

e-co lab is served by a board of managers and a current staff of one with one vacant position for the Program Manager:

- **Paul Gallagher, interim Executive Director**

e-co lab Strategic Business Plan for 2012-2016

2. Vision, Mission, Values

A. Vision

Significantly reduce energy consumption in our community and region while helping low-income residents achieve freedom from the burden of ever-increasing high home energy bills.

B. Mission

e-co lab seeks to raise awareness of and demand for the exceptional energy efficiencies offered to residential building projects by the Passive House Standard, through research, teaching, and the development of Passive House Standard housing that is affordable to low-income residents of the greater Urbana-Champaign community.

C. Core Values

- Stewardship – Using environmental, social and economic resources so they are not depleted or permanently damaged.
- Integrity – Addressing the environmental, social and economic challenges of moving the expectations of building design and construction toward the Passive House Standard with honesty, patience and a commitment to clear communication.
- Collaboration – Sharing e-co lab's resources for the good of the community and region.

e-co lab Strategic Business Plan for 2012-2016

3. Strategic Objectives

e-co lab will benchmark its progress by achieving the following strategic objectives. These objectives represent the priorities to be followed in developing all major projects and initiatives in the next five years. An annual plan of work will outline the level of effort on these by e-co lab each year.

A. Technical Rigor

1. Adhere to best sustainable building practices and use the most advanced energy efficiency strategies and technology available in all our development projects and technical assistance activities.
2. Promote best sustainable building practices and use the most advanced energy efficiency strategies and technology available in all our research and education activities in the community and region.

B. Global Perspective:

1. Educate ourselves, our community and region on issues of climate change, energy economics, energy security and social impacts of climate change.

C. Local Perspective:

1. Design and develop affordable homes that meet the Passive House Building Energy Standard for qualifying low-income residents.

D. Community Leadership:

1. Demonstrate and promote the viability of affordable, carbon neutral construction for all low-income housing development in our community and region.
2. Work with existing low-income housing developers in our community and region to significantly reduce the carbon footprint of existing and new housing developments.

E. Precautionary Principle:

1. Design and develop all projects avoiding use of any material which contain hazardous chemicals which have been known to adversely affect human health in their production, use or disposal.
2. Design and develop all projects avoiding use of any material which poses a known current or future threat to the environment in its production, installation, use or disposal.
3. Provide information to local home owners and builders to help them make appropriate building material selections which avoid degradation and depletion of natural resources; avoid human health risk in manufacture, use and disposal; contribute to improved productivity and quality of life; help to sustain biodiversity and maintain diverse planetary ecosystems; and are carbon neutral or carbon sequestering in manufacture, use and disposal.

F. Green Building Education:

1. Provide workshops and seminars for local and regional home designers, builders, developers and community planners designed to introduce them to

e-co lab Strategic Business Plan for 2012-2016

best sustainable building practices and the most advanced energy efficiency strategies and technology available for new home construction as well as home energy retrofit.

2. Offer introductory presentations on the Passive House Building Energy Standard to local and regional community, professional and educational entities.

G. Sustainability Partnerships:

1. Partner with community and regional organizations whose missions are allied with ours to support and advance our common goals.
2. Provide education and technical support to encourage adherence to the Passive House Building Energy Standards by other community housing, construction, environmental and planning organizations.

e-co lab Strategic Business Plan for 2012-2016

4. Future Performance Measures

e-co lab will benchmark its progress by achieving the following performance measures. Taken as a whole, these represent the measures of success on its core strategies and a basis for evaluating e-co lab.

A. Technical Rigor:

- 1. Provided all staff and volunteers with an appropriate level of guidance and training in the best sustainable building practices and use of the most advanced energy efficiency strategies and technology available.
- 2. Produced high quality research and education materials which effectively document and communicate best sustainable building practices and use of the most advanced energy efficiency strategies and technology available.

B. Global Perspective:

- 1. Created and distributed a newsletter which highlights our local program activities as well as addressing issues of climate change, energy economics, energy security and social impacts of climate change -making clear the relevancy to our community and region.

C. Local Perspective:

- 1. Designed and developed a significant number of individual affordable homes and/or duplexes that meet the Passive House Design Standard for qualifying low-income residents in our community and region.
- 2. Completed construction of the Kerr Avenue Development.

D. Community Leadership:

- 1. Completed and distributed case study reports on several affordable Passive House Projects which demonstrate the viability of affordable, carbon neutral construction for low-income families.
- 2. Worked with the other low-income housing developers in our community and region to significantly reduce the carbon footprint of their development work. Documented the results of this effort.

E. Precautionary Principle:

- 1. Designed and developed all projects avoiding use of any material which contain hazardous chemicals which have been known to adversely affect human health in their production, use or disposal.
- 2. Designed and developed all projects avoiding use of any material which poses a current or future threat to the environment in its production, installation, use or disposal.
- 3. Developed an information clearinghouse for home owners and builders to help them make appropriate building material selections.

e-co lab Strategic Business Plan for 2012-2016

F. Green Building Education:

1. Developed and regularly delivered workshops and seminars for local and regional home designers, builders, developers and community planners designed to introduce them to best sustainable building practices and the most advanced energy efficiency strategies and technology available for new home construction as well as home energy retrofit.
2. Organized and hosted an annual ecological construction symposium.
3. Offered multiple introductory presentations on the Passive House Design Standard to local and regional community, professional and educational entities.

G. Sustainability Partnerships:

1. Established formal partnerships with community and regional organizations whose missions are allied with ours to support and advance our common goals.
2. Provided Passive House design alternatives to other low-income housing developers in our community and region and offered reduced-fee Passive House consulting services to those organizations.

e-co lab Strategic Business Plan for 2012-2016

5. Board Governance and Advisory Structure: As part of the strategic business planning process, e-co lab has reviewed its board governance and advisory processes. Based upon this review, an expansion of the governance and advisory structure was recommended and appears as figure 1 on page 13.

A. e-co lab's operating agreement currently calls for the board of directors to consist of no less than three (3) and no more than eight (8) board members. The current board has three members. *It is recommended that* the board solicit new membership to increase the size of the board to a total of five members. The current by-laws call for board members to serve for two (2) year terms.

It is required by e-co lab's status as a Community Housing Development Organization (CHDO) that no less than one-third (1/3) of the board members shall be either low-income themselves, a resident of a low-income neighborhood or an elected representative of a low-income neighborhood or organization. The operating agreement also states that no more than one-third (1/3) of the board members may be public officials.

In addition, the operating agreement states that to the extent possible the board members should represent the following professional disciplines or public interests:

- Residential Real Estate Lending
- Residential Real Estate Development or Building Construction
- Rental Housing Management
- Community Planning
- Fund Raising
- Concern with Housing Problems in the Community

The expanded board will be responsible for:

- Evaluating the strategic direction of the organization
- Serving as thought leaders in the area of affordable energy efficient housing development and the most advanced residential energy conservation strategies.
- Suggesting possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Providing access to funding sources.
- Fiduciary oversight, such as reviewing the organization's annual financial statements.
- Serve on committees or task forces.
- Inform others about the organization.

B. *It is recommended that* e-co lab develop formal standing committees within the Board of Trustees as follows.

1. *Executive Committee* with the following officers:

e-co lab Strategic Business Plan for 2012-2016

- President
 - Vice President
 - Secretary / Treasurer
 - One member of the Board at large
 - The Executive director
2. *Development Committee* composed of at least three Board members and additional community representatives recruited for knowledge and skill in the field, if the committee chooses.
- Recommend actions needed to give the public a wider understanding of the purpose, function and place in the community of e-co lab.
 - Oversee the development and maintenance of informational material and promotional material and publicity
 - Analyze the public image of e-co lab and recommend the required action for improvement.
 - Recommend an annual fundraising goal and plan to the Board
 - Monitor and evaluate the performance of e-co lab's development program.
 - Assist in recruitment of volunteers and Board members to participate in fundraising efforts.
3. *Audit Committee* composed of at least two Board members and up to two members from the community. One of the members shall be designated the "financial expert" and should be a CPA, CMA or MBA, or have had a position of a CFO or CEO. Others on the committee include the Board Treasurer and, ex officio, the Board president and the executive director.

This committee shall assist the Board in fulfilling its financial oversight responsibilities. The committee should review the organization's financial reports and other financial information; the effectiveness of the organization's systems of internal controls; and the organization's auditing, accounting and financial reporting process, while providing independence and objective oversight.

In discharging its oversight role, the committee should be empowered to investigate any matter relating to the agency's accounting, auditing, internal control and financial reporting practices brought to its attention. The committee should have full access to all agency books, records, facilities and personnel. The committee may retain outside counsel, auditors or other advisors.

The general recurring activities of the committee in carrying out its oversight roles are to:

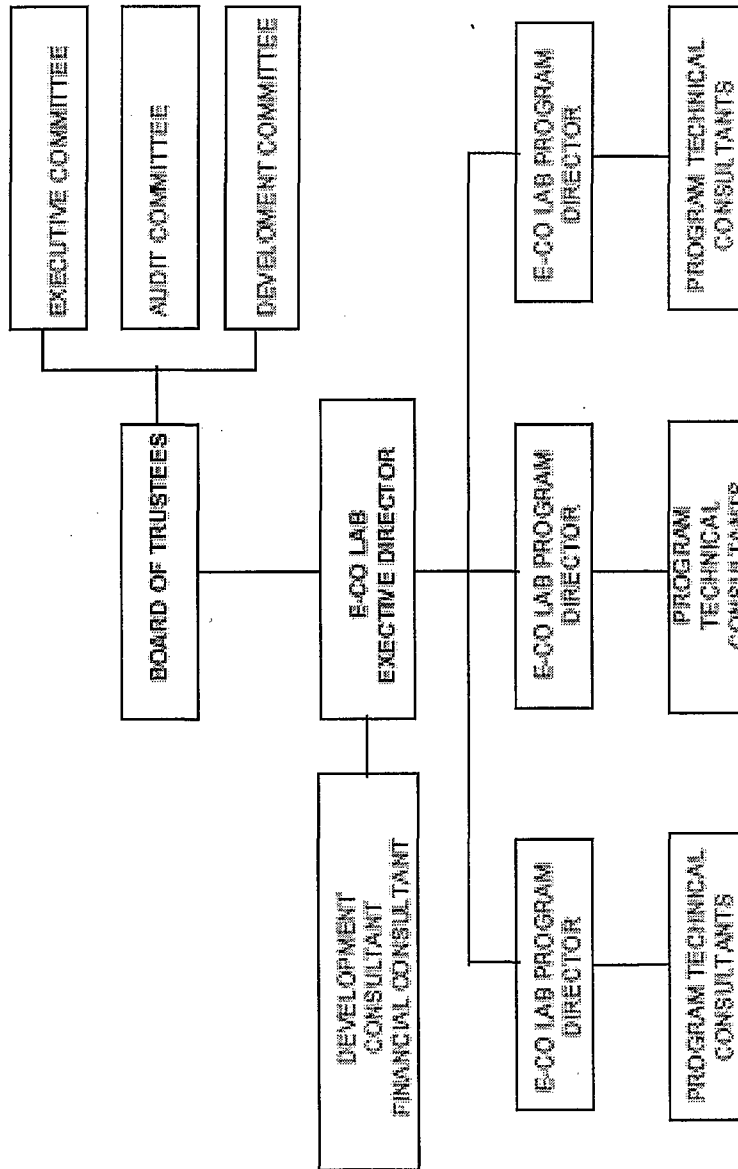
- Serve as an independent and objective entity to monitor the organization's financial reporting process and internal control system.
- Provide an open avenue of communication among the independent auditor, the executive director and the Board.

e-co lab Strategic Business Plan for 2012-2016

- Recommend to the Board the appointment of the independent auditor to be engaged by the agency, including the scope of the audit and establishing the audit fee.
 - Review and evaluate the performance of the independent auditor and review with the Board any proposed change in choice of auditor.
 - Schedule a meeting with the Board and the independent auditor to review the following: the annual audit report including financial statements and footnotes, an evaluation of internal controls and computerized information system controls and any serious difficulties or disputes with management encountered during the audit. The committee may choose to meet with the auditor prior to the Board meeting.
4. Additional Standing Committees for consideration with future board growth include the following:
- *Administrative Services Committee* to review and recommend personnel policies and standards.
 - *Governance Committee* for ongoing review and recommendations to enhance the quality and future viability of the Board of Directors.
 - *Program Planning Committee* and related *Advisory Committees* to prepare a long range plans for program development for approval of the Board of Directors; Consider all program changes, modifications, and additions within the framework of the strategic plan and to make recommendation to the Board of Directors concerning programs; Propose program standards and priorities to the Board of Directors; monitor the effectiveness of programs and services of e-co lab; ensure maximum coordination and cooperation with other community, state and regional entities; supervise the work of program advisory committees; coordinate its activities with other Board and staff committees.

e-co lab Strategic Business Plan for 2012-2016

FIGURE 1. ECOLOGICAL CONSTRUCTION LABORATORY ORGANIZATIONAL CHART



e-co lab Strategic Business Plan for 2012-2016

6. Future Staffing Structure: As part of the strategic business planning process, e-co lab has developed a forecast of its staffing structure as it evolves to the Year 2016. This staffing structure appears in Figure 1, previous page.

The following role responsibilities will be implemented as future positions evolve at e-co lab. See e-co lab job descriptions for complete staffing descriptions.

- A. Executive Director – The Executive Director will serve as the Chief Administrative Officer responsible for establishing the vision, strategy, and direction of the organization in cooperation with the Board of Directors. In addition he/she will be specifically responsible for the following:

- **Building organizational capacity through effective strategic development of programs and services**
- **Fundraising development**
- **Board development**
- **Public and community education**
- **Public speaking and networking.**

- B. Program Manager – The Program Manager will serve as the manager responsible for direct oversight of e-co lab's current programs:

- **Affordable-Green Housing Development (A-G HD)**
- **Affordable-Green Home Building Education (A-G HBE)**

In the future as these programs grow and expand and other programs are developed additional Program Director positions will be developed to oversee programs individually.

- **Affordable-Green Technical Assistance (A-G TA) – future**
- **Affordable-Green Building Materials Center (A-G BMC) – future**

- C. Development Director – This is a *future position* (part time) anticipated in the expansion of e-co lab. The position would focus on

- **Cultivation of Major Gifts**
- **Development of Grants for programs and projects**
- **Management of annual fundraising campaigns, events.**

- D. Office Manager / Administrative Support – This is a *future position* (part time) anticipated in the expansion of e-co lab. The position would focus on general office management including filing organization, mail processing, phone reception, conference material development /organization and other office organization tasks as assigned. This position would report to the Executive Director. If the position were to expand to full time the position might be able to provide part time support to Program Directors as well.

- E. Current Consultants

e-co lab Strategic Business Plan for 2012-2016

- Bookkeeper/Accountant: He/She is a paid consultant who handles e-co lab's payroll and taxes and performs our annual financial audits. This consultant reports directly to the Executive Director. As e-co lab continues to grow the work of this consultant might be replaced in part by a full or part time CFO, financial manager or bookkeeper position within the agency.
 - Construction Manager: He/She is a paid consultant serving as a construction manager for e-co lab. He/She provides construction quality assurance. This consultant reports directly to the Program Director of the Affordable-Green Housing Development (A-G HD) Program.
 - Grant Researcher/Writer/Fundraiser- He/She is a paid consultant who provides grant research and grant writing services. This consultant reports directly to the Executive Director. As e-co lab continues to grow the work of this consultant might be replaced in part by a full or part time Development Director position and/or by building capacity for these services within existing staff positions.
- F. Future Consultants – As e-co lab continues to grow, it is likely that independent contractors will serve with specific technical expertise to support the programs and mission of e-co lab.
- Homebuyer / Credit Counselor – The Homebuyer / Credit Counselor would report to the Program Director for the Affordable-Green Housing Development (A-G HD) Program. As e-co lab continues to grow the work of this consultant might be replaced in part by a full or part time Homebuyer / Credit Counselor position and/or by building capacity for these services with existing staff positions.
 - Passive House Consultants – Passive House Consultants may be engaged in the future for project development if program capacity expands beyond a level that current staff can manage in-house. Passive House Consultants would report to the Program Director for the Affordable-Green Housing Development (A-G HD) Program or the Affordable-Green Technical Assistance (A-G TA) Program depending on the type of project.
 - Energy Auditors – e-co lab may, in future, partner with local Energy Auditors on a consultant basis to respond to a growing need in the low-income community. Energy Auditor Consultants would report to the Program Director for the Affordable-Green Technical Assistance (A-G TA) Program.
- G. Office Assistant – e-co lab may, in future, contract for temporary part time help for to meet specific project needs (i.e. large fundraising campaigns, conference organization or marketing efforts).

e-co lab Strategic Business Plan for 2012-2016

7. Future Resource Requirements The following resources will be required in order to fully implement the strategic objectives of this business plan. These resource requirements are reflected in a five-year financial forecast which is part of this strategic plan.

A. Technical Rigor:

This objective will require funding for staff training in the Passive House Design Standard and/or formalized partnership with the Passive House Institute U.S. providing for the Passive House training and access to conferences to be made available to incoming staff.

It will further require that staff members be provided with time and resources to research and study best sustainable building practices and use of the most advanced energy efficiency strategies and technology available.

This objective will also be served by providing funding to and/or partnerships with outside entities to support research which provides third party measurement and verification (e.g. University faculty or students, IBACOS, BPRA, etc.)

B. Global Perspective:

This objective will require input from outside expertise on issues of climate change, energy economics, energy security and social impacts of climate change – to help provide the global perspective.

In addition it will require the resources of staff and/or consultants to regularly publish the newsletter.

C. Local Perspective:

This objective will require significant grant funding to realize specific home building objectives for low-income residents.

It will also require partnership with a sustainable housing developer to realize the Kerr Avenue project objectives.

This objective would be well served by adding expertise in real estate sales to our Board of Directors and/or finding a local real estate sales expert willing to donate services.

D. Community Leadership:

This objective will require significant strengthening of the partnerships with the other low-income housing developers in our community and region (e.g. Community Housing Collaborative members).

E. Precautionary Principle:

This objective will require ongoing research and documentation of projects which demonstrate adherence to this principle.

It will also benefit from the creation of partnerships with manufacturers and distributors of materials which meet this objective.

e-co lab Strategic Business Plan for 2012-2016

A Program Director staff position will have to be funded and filled to fully realize the goals of the Affordable-Green Technical Assistance (A-G TA) Program.

A Program Director staff position will have to be funded and filled to fully realize the goals of an Affordable-Green Building Materials Center (A-G BMC) Program.

F. Green Building Education:

A Program Director staff position will have to be funded and filled to fully realize the goal of an Affordable-Green Home Building Education (A-G HBE) Program.

G. Sustainability Partnerships:

This objective will require substantial local and regional partnerships as well as conference call capabilities and potentially video conferencing resources.

e-co lab Strategic Business Plan for 2012-2016

8. Five Year Financial Forecast

Income	Carry-over	2012	2013	2014
Fund Raising	\$0	\$5,000	\$10,000	\$15,000
Grants	HOME funds	\$17,000	\$35,000	\$35,000
Consultancy	\$7,000	\$5,000	\$5,000	\$7,500
Training/Workshops	\$0	\$1,000	\$3,500	\$2,000
Affordable Green Technical Assistance		\$1,000	\$2,000	\$3,000
Speaking Engagements	\$0	\$0	\$2,000	\$2,000
Developer Fee&Design CHDO	\$0	\$5,000	\$10,000	\$10,000
Total Income	\$7,000	\$34,000	\$67,500	\$74,500
Expenses				
Fundraising Consultant	\$0	\$0	\$0	\$0
ED & Ovhd.	\$0	\$34,400	\$36,500	\$39,500
Administrative Support & Ovhd.	\$1,000	\$0	\$31,000	\$32,000
Consultants	\$0	\$0	\$0	\$2,000
Technical Staff & Ovhd.	\$0	\$0	\$0	\$0
Total Expense	\$1,000	\$34,400	\$67,500	\$73,500
Total Profit and Loss	<u>\$6,000</u>	<u>-\$400</u>	<u>\$0</u>	<u>\$1,000</u>
Headcount	1	2	2	2

2015	2016
\$15,000	\$25,000
\$35,000	\$35,000
\$10,000	\$10,000
\$3,000	\$3,500
\$4,000	\$3,500
\$3,000	\$2,000
\$15,000	\$15,000
\$85,000	\$94,000
\$0	\$0
\$42,000	\$45,000
\$33,000	\$34,000
\$10,000	\$15,000
\$0	\$0
\$85,000	\$94,000
<u>\$0</u>	<u>\$0</u>
2.5	2.5

Access to skilled individuals

Bookkeeper/Accountant: Mary Brady, Certified Public Accountant at Hayes and Associates. Handles all of e-co lab's tax and payroll duties. She is a paid consultant

Construction Manager: Mike Kernagis, paid staff member, qualifications and job description found in Agency Capacity section.

Grant Writer/Fundraiser consultant: C. Gray Swicegood, consults with e-co lab to assist in finding grant opportunities, determines pre-application qualification. Additionally he assists with the actual writing and applying for grants. He is a professor of sociology at the University of Illinois and has brought in many large grants to that organization. He is volunteering his services.

Banking/Loan Services: Reggie Jones, Vice President, First Federal Savings Bank of Champaign, Champaign Illinois.

IBACOS: IBACOS is one of the lead teams in the U.S. Department of Energy's "Building America Program," conducting research towards zero-energy houses and communities in the US. They provide Building Science consulting and energy performance monitoring and verification to e-co lab.

Executive Director Position Description– Full Time

Interim Position

The Executive Director serves as the Chief Administrative Officer. The ED reports to the board of Directors, and, with the president of the Board, enables the Board to fulfill its governance function. The ED gives direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. The Director is responsible for public and community education, public relations, public speaking, and networking with professionals in community development/energy policy and energy services throughout the community.

A. Basic Functions:

Major Functions and Accountabilities include Board Administration and Support. Supports operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of main Programs, Product and Service Delivery. Oversees design, marketing, promotion, delivery and quality of programs, products and services.

Financial, Tax, Risk and Facilities Management: Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.

Human Resource Management: Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

Community and Public Relations: Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

B. Qualifications and Requirements:

The Director will maintain and possess the following qualifications:

1. BA or BS in a related field, preferably the physical sciences or long term construction experience
2. 3 years experience in non-profit business administration and management or comparable management position
3. Knowledge and understanding of the philosophy and significance of Community Housing Development Organizations
4. Demonstrated perspective, personal and communal, on values on energy and environmental concerns
5. Demonstrated public relation/communication skills
6. Ability to empower a board, staff, and donor driven organization
7. Ability to relate to diverse constituencies, including local government, other non-profits, local professionals as well as first time homebuyers.

C. General Responsibilities:

The Director is responsible for leading the following day-to-day efforts of e-co lab:

1. Communication with local and regional constituents (city staff, potential homebuyers etc.)
2. Attend regular community development committee meetings
3. Conduct regular meetings with the staff for planning purposes as well as individual meetings with staff members to review progress on their plans/programs
4. Monitor the annual budget
5. Attend meetings of the managing Board of Directors
6. Participate in an annual performance/professional development plan evaluating staff's progress in the positions based on goals established with the Board of Directors
7. Provide oversight for the care and maintenance of the physical space of the office area

D. Specific Position Responsibilities:

As the Chief Administrator of e-co lab, the Director is responsible for the following individual position responsibilities:

1. Strategic and Board responsibilities:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress
- Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it
- Promote active and broad participation by volunteers in all areas of the organization's work
- Maintain official records and documents, and ensure compliance with federal, state and local regulations
- Maintain a working knowledge of significant developments and trends in the field of Community Housing Development and PH/ecological construction technologies

2. Public Relations: In communications, the Executive Director will:

- Publicize the activities of the organization, its programs and goals
- Establish sound working relationships and cooperative arrangements with community groups and organizations
- Represent the programs and point of view of the organization to agencies, organizations, and the general public

3. Human Resources: In relations with staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
- See that an effective management team, with appropriate provision for succession, is in place

- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

4. **Finance and Risk Management:** In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices
- Identification of new funding opportunities, writing grant proposals
- Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines
- Ensure that adequate funds are available to permit the organization to carry out its work
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents

E. Line of Communication and responsibility:

The Director reports to the managing Board of Directors. All e-co lab staff report to the Director, including the program manager.

F. Performance Standards:

The success of the Director shall be evaluated against their leadership of the organization and its growth in the following areas:

- Development of new programs and projects which advance the e-co lab's mission
- Increased local low income Passive House homeowners and number of beneficiaries
- Expanded fundraising and development capacity of e-co lab reaching new donors and grant agencies with

- increased levels of funding sources
- Increased e-co lab’s capacity to reach and influence other non-profit organizations and local government agencies in regards to setting energy policy and serve as a model for others to follow
- Demonstrated Staff and volunteer commitment

G. Evaluation and review Process:

The performance of the Director will be reviewed annually based upon the completion of a Professional Development/Performance Plan as directed by the Board of Directors. This plan shall include goal setting for the position on an annual basis. Decisions of compensation are ordinarily reviewed annually.

Description of Position e-co lab Program Manager – Full Time

A. Basic Function:

The Program Manager for e-co lab will be responsible for overseeing the local low-income first time home buyer programs and manage the limited design consulting work done by e-co lab. Further responsibilities include administering existing grants relevant to the specific building projects and programs, advertising the homes and developing potential home buyers relations.

B. Qualifications and Requirements:

The Program Manager will maintain and possess the following qualifications:

1. BA or BS in a related field, including communications, marketing, social and/or environmental sciences
2. 1 year experience in PH related fields, including management and implementation.
3. Demonstrated perspective, personal and communal, on values on energy and environmental concerns
4. Knowledge and understanding of the philosophy and significance of PH
5. High degree on demonstrated literacy regarding energy
6. Demonstrated management skills
7. Good communication and writing skills

C. General Responsibilities:

The Program Manager is responsible for leading the following day-to-day efforts of e-co lab:

- 1. Home buyer search for the affordable home buyers program
- 2. Planning of educational events in the community
- 3. Proper administration of filing requirements and record keeping of all ongoing projects and related funding programs
- 4. Overseeing/hiring architectural design, drawing work, PH consulting and project management

D. Line of Communication and responsibility:

The Program Manager reports to the Executive Director.

E. Performance Standards:

The success of the Program Manager shall be evaluated against the leadership of the organization and its growth in the following areas:

- 1. Realized and successfully finished projects meeting the projected budget and time line expectations
- 2. Successful educational events with high response rates
- 3. Overall technical competence in regards to project design and management

F. Evaluation and Review Process:

The performance of the Program Manager will be reviewed annually based upon the completion of a Professional Development/Performance Plan as directed by the Executive Committee of PHIUS. This plan shall include goal setting for the position on an annual basis. Decisions of compensation are ordinarily reviewed annually.



**UNAPPROVED
MINUTES
COMMUNITY DEVELOPMENT COMMISSION SPECIAL MEETING
Tuesday, January 31, 2012, City Council Chambers
400 South Vine Street, Urbana, IL 61801**

Call to Order: Chairperson Cobb called the meeting to order at 7:05 p.m.

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

Commission Members Present: Fred Cobb, Janice Bengtson, Chris Diana (arrived 7:07 pm), George Francis, Theresa Michelson, Jerry Moreland, Anne Heinze Silvis

Commission Members Absent: Dennis Vidoni

Others Present: Kelly Mierkowski, Jennifer Gonzalez, and Connie Eldridge, Community Development Services; Aaron P. Smith, Homestead Corporation.

Petitions and Communications: Kelly Mierkowski distributed the following: photos from Community Elements for Elm Street Supported Apartments; photos from the Center for Women in Transition (CWT) for A Woman's Place and the Evans House; an email from CWT with the City of Champaign's response to CWT's roof repair and fire escape; and a 2012 AARP Tax-Aide flyer.

Due to recent Department of Housing and Urban Development (HUD) funding reductions, staff tabled discussion of the Community Development Block Grant (CDBG) Public Facilities applications. Staff will present their funding recommendations for CDBG and HOME Improvement Partnerships (HOME) Programs at the February 28, 2012 Community Development (CD) Commission meeting.

New Business: **HOME Program – An Ordinance Authorizing the Sale of Certain Real Estate to Habitat for Humanity for Affordable Housing Development (1304 West Dublin Street and 1204 West Beech Street)** – Jen Gonzalez described Habitat's request for two lots to build single family homes. She reviewed the potential conflict of interest concerning Champaign County Neighborhood Alliance for Habitat, a subsidiary of Habitat for Humanity. After the HOME Technical Committee determined there was no conflict with Sheila Dodd's new position as Executive Director of Habitat for Humanity, Urbana Acting City Attorney Curt Borman suggested forwarding the issue to HUD. HUD has subsequently requested the City perform a state and local legal review. Until this is resolved, staff has been advised not to pay out any funds to Neighborhood Alliance. However, because these lots were acquired with CDBG funds, the Acting City Attorney determined there was no conflict of interest in donating them to Habitat. Habitat, which has its own construction funds and signed contracts with two families, is ready to begin construction of two homes.

Commissioner Diana asked about the City's inventory of lots, especially when Neighborhood Alliance is ready to build homes after the conflict issue has been resolved. Ms. Gonzalez stated

there are six lots, including one on Kerr Avenue. Depending on the homebuyer's request, Habitat also builds homes on lots in the City of Champaign and Champaign County. Ms. Mierkowski discussed lot acquisition, expending CDBG funds, and HUD's timeliness issue. Staff believes there will be enough lots for the CHDOs.

Commissioner Cobb asked about the contract's deadline of December 31, 2014 for completion of construction. Ms. Gonzalez discussed the HOME regulations, Habitat's process, and the City's option to take a lot back through a quit claim deed if an organization has not broken ground in 12 months. Commissioner Diana also questioned the deadline of December 2013 for beginning a project. Ms. Gonzalez clarified the actual deadline will be 12 months from the date the contract is signed. There was discussion about making the deadlines more stringent; however, this might require contract modifications. Commissioner Diana noted that Habitat has never taken 12 months to build a house. Ms. Gonzalez mentioned the possibility of using HOME rather than CDBG funds for future property acquisition.

Commissioner Michelson moved to recommend to City Council approval of Ordinances Authorizing the Sale of Certain Real Estate (1204 West Beech Street and 1304 West Dublin Street) to Habitat for Humanity of Champaign County. Commissioner Bengtson seconded the motion. There was discussion on whether to change the dates for project completion, and it was decided to keep the original dates. The motion carried unanimously.

A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (Homestead Corporation of Champaign County) – Ms. Gonzalez announced a change from recertifying the CHDOs to requiring full certification annually. The certifications will be done whenever the CHDO's one year certification expires.

Homestead Corporation is in good standing. They are moving forward with their project at 510 East Beardsley, Champaign, which they are partnering with Center for Women in Transition (CWT). Aaron Smith, Executive Director of Homestead, updated commissioners on the progress of the two projects in the Eads Subdivision in Urbana. The construction at 1109 North Gregory Street, Urbana is almost complete, and a closing is being scheduled. Concerning 1107 North Gregory Street, Homestead is working with a new potential homebuyer since the preapproved homebuyer no longer qualifies. Homestead is working with a new contractor, and the homes are being built within a few months. Also, the City of Champaign will be donating a lot in the Garden Hills neighborhood to Homestead.

Commissioner Michelson questioned the balloon payment due on a mortgage in 2013. Mr. Smith clarified that Homestead will be refinancing the mortgage on Homestead Apartments. Referencing Homestead's five year strategic business plan, Commissioner Roof questioned Homestead's goal of two home ownership projects per year. Mr. Smith explained that Homestead did not want to over commit to this type of project due to market conditions. Two projects per year are more realistic, based on the number of available qualified homebuyers. Also, Homestead feels a future affordable multi-family project would be good for the community.

Considering past support, Commissioner Roof asked how the CD Commission could help Homestead achieve its five year plan. Mr. Smith answered that additional technical assistance and training for housing development skills would be helpful. He is currently enrolled in HUD's new certificate program for CHDO executives.

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 2012-2013 (Homestead Corporation of Champaign County). Commissioner Michelson seconded the motion, and the motion carried unanimously.

A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (Ecological Construction Laboratory, LLC) – In response to Commissioner Michelson, Ms. Gonzalez explained that she did not require a representative to attend. Paul Gallagher, who is the new President of the Board, has been acting as Interim Executive Director for a very short time. Katrin Klingenberg, the former Executive Director, is traveling constantly for the Passive House Institute US (PHIUS), which is the managing member of Ecological Construction Laboratory, LLC (Eco Lab LLC).

Ms. Gonzalez has been working with Jack Waaler, the City's Legal Consultant, and with HUD to resolve whether or not a Limited Liability Corporation (LLC) which has its management vested in a parent organization can act as a CHDO. It was determined that Eco Lab LLC could be certified as a CHDO. Another issue was Eco Lab LLC's 501(c)3 status. Eco Lab LLC provided information from the IRS indicating that, as a member of PHIUS which is tax exempt, Eco Lab LLC is also tax exempt. Eco Lab LLC now meets all the requirements of a CHDO, so staff is recommending they be approved as such.

Ms. Gonzalez discussed the status of Eco Lab LLC's construction of a single family home at 1302 West Dublin Street, Urbana. The project is still under construction as the City of Urbana's Building Safety Division has not yet issued a Certificate of Occupancy. The project came to HUD's attention, along with many other houses nationwide that have been completed but not sold due to lack of homebuyers. Once Eco Lab LLC has been certified as a CHDO, the City can reimburse them for construction expenses. It is unclear what Eco Lab LLC's plans are after this project.

Commissioner Roof asked about Eco Lab LLC's current staff in relation to the salaries in its business plan's four year financial forecast. Ms. Gonzalez stated the only staff is Paul Gallagher, and she does not know if he receives a salary. Eco Lab LLC is looking to hire a permanent Executive Director. James Kernagis is the Construction Manager and is an employee of PHIUS. Commissioner Roof noted Eco Lab LLC's five year business plan (pages 53-59) had not been updated since 2006. Commissioner Michelson felt the plan was messy, and Chairperson Cobb noted there were inconsistencies. He asked if Mr. Waaler had reviewed the application and if he could help Eco Lab LLC with their paperwork. Ms. Gonzalez clarified that she does not analyze the strategic plan; rather, she looks at whether the HOME Consortium can certify the organization as a CHDO. Ms. Mierkowski added that staff will be meeting with Mr. Gallagher for the first time and will raise these issues.

There was discussion on whether the CD Commission should consider Eco Lab LLC's plans, strategic plan, and salaries. Noting he has many questions, Commissioner Roof stated these issues were important because they unlock operating funds for Eco Lab LLC's operating expenses. Compared to other CHDOs, he felt the line item for salaries is out of line. Commissioner Silvis remarked the plan is very outdated and not relevant. Commissioner Diana commented that the January minutes are confusing and do not make sense. He was also concerned about Eco Lab LLC scheduling a retreat in February, holding a raffle to sell the house, Eco Lab LLC's staff being knowledgeable and in compliance with HOME guidelines, and the fact that no one from Eco Lab LLC was present to answer questions. Noting this has been a historical problem with Eco Lab LLC, Commissioner Diana was very disappointed with the project.

Ms. Gonzalez clarified that Eco Lab LLC is considered a project of PHIUS. If Eco Lab LLC is not certified as a CHDO, it cannot receive CHDO funds to complete the project at 1302 West Dublin Street. There are no other types of funds to closeout this project. In response to Commissioner Roof, Ms. Gonzalez stated the goal was for the house at 1302 West Dublin Street to be sold. There was discussion on different possibilities: not certifying Eco Lab LLC as a CHDO, the Urbana HOME Consortium's status with HUD, finding different funding to purchase the house, and the house's appraised value. There is a Quit Claim Deed with provisions to allow the City to take back the property. However, the City would then need to pay for any improvements.

Commissioner Roof suggested using non-federal funds to reimburse the CDBG funds used to purchase the property. Commissioner Michelson proposed certifying Eco Lab LLC as a CHDO, reimbursing them the CHDO operating funds allocated to them a few years ago, and then no longer continuing the relationship. Ms. Gonzalez clarified that Eco Lab LLC did not apply for any HOME project or operating funds for FY 2012-2013. While Commissioner Diana was concerned that the City had committed funds, Eco Lab LLC was also committed to completing a project. Ms. Gonzalez stated the HOME Consortium's main objective is to provide affordable housing. A separate issue is whether or not to continue a relationship with Eco Lab LLC.

There was discussion on how much time was available to resolve the issue. Ms. Gonzalez stated that HUD is concerned with the amount of time this project has taken and has a 90-day deadline to either sell the home or turn it into a rental unit. However, because no funds have been paid out and the house is not completed, she felt this house did not fall within those parameters. In response to Commissioner Diana, Ms. Gonzalez replied that there is an appraisal on the uncompleted house and three open building permits. Noting this super energy efficient house should have a longer life span, Commissioner Francis proposed the lending institutions offer a 60 or 120 year mortgage to an eligible homebuyer.

Ms. Gonzalez and Ms. Mierkowski discussed converting the house into rental property for use as permanent or transitional housing. The Salvation Army has expressed interest in this possibility. Commissioner Diana questioned where the ownership lies and who would get paid. Ms. Gonzalez said this would have to be a CHDO sponsored project, with Eco Lab LLC selling the house to the Salvation Army for \$1. She was concerned with the upkeep of the house's

mechanical systems. Ms. Gonzalez has been in contact with the City's new HUD representative, and she is waiting for HUD's response.

There was further discussion on the value of the house, the amount of the construction loan, and subsidizing the cost for a homebuyer. Commissioner Roof remembered that Eco Lab LLC had promised not to build a house unless they had a homebuyer, yet they proceeded anyway. Ms. Gonzalez proposed certifying Eco Lab LLC as a CHDO so the City could pay them CHDO project funds that are currently under contract. Commissioner Silvis preferred to focus on the current issue rather than discussing the possibility of funding future projects.

Commissioner Silvis moved to recommend to City Council approval of a Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (Ecological Construction Laboratory, LLC). Commissioner Bengtson seconded the motion. In response to Commissioner Roof, Ms. Gonzalez clarified that once Eco Lab LLC became a CHDO, then the City could reimburse them for CHDO Reserve and 2010 CHDO Operating Funds. These are funds owed to Eco Lab LLC for expenses paid out a few years ago. There was further discussion on Eco Lab LLC's pay requests and their allocation of FY 2010-2011 HOME CHDO funds.

Commissioner Francis proposed a substitute motion as a friendly amendment. The CD Commission should clearly state its reservations, for example the business plan showing 2006 projects. The CD Commission should recognize Eco Lab LLC as a CHDO only for the purpose of completing the house at 1302 West Dublin Street. The CD Commission has grave questions on the subject of future operating costs. Commissioner Silvis amended her motion to incorporate these points. Commissioner Bengtson withdrew her second to the original motion.

Referencing page 17 and page 29 of the CHDO application, Commissioner Diana noted that Eco Lab LLC's application is not correct. The composition of Eco Lab LLC's board of directors does not match its own by-laws. While he did not necessarily object to finishing the project, he was uncomfortable certifying that Eco Lab LLC as a CHDO. Commissioner Roof proposed creating a general statement of bulleted items to be addressed. Commissioner Diana replied these items have been identified in the CD Commission minutes. In response to Commissioner Roof, Ms. Mierkowski stated that Grants staff will go through the application, flag mistakes, and ask Eco Lab LLC to correct them.

The substitute motion by Commissioner Francis did not receive a second. Commissioner Diana then moved to recommend to City Council approval of a Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2012-2013 (Ecological Construction Laboratory, LLC) contingent upon Eco Lab LLC correcting their paperwork as previously noted to comply with the HOME application guidelines. Commissioner Roof noted that while the packet appeared to meet the technicalities, there was no requirement that the plan and timelines make sense. With the CD Commission not considering this issue again before it was sent to City Council, Commissioner Roof wanted to be certain that the CD Commission's concerns were addressed. He stated that Grants staff will be the entity to make sure Eco Lab LLC is in compliance.

If upon further review Eco Lab LLC has not corrected its paperwork, Chairperson Cobb proposed decertifying Eco Lab LLC as a CHDO. Commissioner Roof stated that Eco Lab LLC has a history of nonperformance and proposed not certifying them. Chairperson Cobb preferred first addressing the issue of the unsold house and then considering decertification. Ms. Gonzalez presented the option of certifying Eco Lab LLC for only six months to allow time to work with HUD on the issue.

Commissioner Francis proposed a friendly amendment to the motion to certify Eco Lab LLC as a CHDO for only six months. Upon further discussion, it was decided to certify them until July 15, 2012 with the contingencies noted above in the original motion and friendly amendments. Commissioner Michelson seconded the motion with all contingencies and the friendly amendments. The motion carried unanimously.

Adjournment: Chairperson Cobb adjourned the meeting at 8:28 p.m.

Recorded by Connie Eldridge

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UNAPPROVED