



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor, City of Urbana

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

DATE: March 24, 2016

SUBJECT: **Resolution Approving Subrecipient Agreement (FY 2015-2016):
Champaign County Regional Planning Commission**

Description

Included on the agenda of the March 28, 2016 meeting of the Urbana Committee of the Whole is a subrecipient agreement for the 2015 Emergency Solutions Grant (ESG). The proposed agreement is with an agency that participates in the Emergency Solutions Grant program, which is Champaign County Regional Planning Commission.

Issues

The issue is whether the Committee of the Whole should forward the Resolution approving the Subrecipient Agreement for FY 2015-2016 with the Champaign County Regional Planning Commission (CCRPC) to the Urbana City Council with a recommendation for approval.

Background

Through the Champaign County Continuum of Care (CoC), local shelters are able to receive funds for eligible ESG activities. The CoC completes the application for funding which includes all agencies that will be receiving funds under the grant. As in the past, the City of Urbana was selected by the CoC to administer the funds and to be the sole grant recipient for the portion of the ESG funds distributed to the shelters.

The objective of the Emergency Solutions Grant (ESG) is to increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness. The agency that will receive funds through this program provides essential services, such as case management, child care, education, employment assistance and job training, outpatient health services, legal aid, transportation, substance abuse treatment, and services for special populations. The agency will also receive program funds for operational costs. The City of Urbana will receive funds for the administration of the program.

In May 2015, the City of Urbana (City) submitted an application, through the Champaign County Continuum of Care, for 2015 ESG program grant funds to provide operating and essential services to three local shelters within the CoC, and to reserve street outreach funds for possible use for Centralized Intake, the Emergency Family Shelter, or the Canteen Run, to be used once a decision was made regarding the best use of the funds. Centralized Intake involves the creation of a single point for intake of homeless individuals in Champaign County. The program would employ dedicated staff to offer case management services. The Emergency Family Shelter is a project that will provide shelter to families in Champaign County, while the Canteen Run is a program offered by Partnering Against Homelessness that operates a vehicle to deliver necessary supplies to homeless individuals.

On June 24th, 2015, the City received notice from the Illinois Department of Human Services (DHS) that the application for the Emergency Solutions Grant program was approved for \$51,652.00. On June 26th, 2015, the City executed the Emergency Solutions Grants program agreement with DHS that governs expenditure of ESG funds received by the City and the participating agencies. The City is then required by DHS to execute agreements with each of the subrecipient agencies, which detail amounts of funding and eligible uses of the funds. The remaining grant funds are in the amount of \$12,396.58, with the rest of the grant funds having already been allocated to Community Elements/TIMES Center, Crisis Nursery, and The Salvation Army.

CCRPC has already taken steps toward the implementation of Centralized Intake in the community. As a result, City staff and the Champaign County Continuum of Care have determined that Centralized Intake is the best use of the street outreach funds.

Options

The Committee of the Whole can:

1. Forward the Resolution approving the agreement with Champaign County Regional Planning Commission to the Urbana City Council with a recommendation for approval.
2. Forward the Resolution approving the agreement, with suggested changes, to the Urbana City Council with a recommendation for approval.
3. Do not make a recommendation to Urbana City Council for approval of the agreement.

Fiscal Impacts

There will be no fiscal impact on the City General Fund, as the \$51,652.00 in funding for the ESG program comes from DHS. The total amount of funding for this program is as follows:

Street Outreach – CCRPC	\$12,396.58
-------------------------	-------------

Recommendations

At its March 22, 2016 regular meeting, the Community Development Commission recommended approval of the Resolution authorizing the Emergency Solutions Grant program subrecipient agreement with Champaign County Regional Planning Commission. Staff concurs with this recommendation.

Prepared by:



Matthew Rejc
Community Development Coordinator
Grants Management Division

Attachments:

1. A RESOLUTION APPROVING AN EMERGENCY SOLUTIONS GRANT PROGRAM SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF URBANA AND CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION (CCRPC)
2. EMERGENCY SOLUTIONS GRANT PROGRAM SUBRECIPIENT AGREEMENT BETWEEN THE CITY OF URBANA AND CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION (FY 2015-2016)
3. 2015 ESG 12 Month Project Budget (Grant Term 7/01/2015 – 6/30/2016)
4. *Unapproved minutes from regular meeting of the Community Development Committee - March 22, 2016*

A RESOLUTION APPROVING AN EMERGENCY SOLUTIONS GRANTS PROGRAM
SUBRECIPIENT AGREEMENT WITH
CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

(FY 2015-2016)

WHEREAS, the City was awarded a grant by the Illinois Department of Human Services (hereinafter "DHS") for the Emergency Solutions Grants Program (hereinafter "ESG") funds; and

WHEREAS, on June 24th, 2015 the City received notice that DHS approved the City's application for ESG funds; and

WHEREAS, on June 26th, 2015, the City executed an ESG Grant Agreement (Agreement No. FCSUH03755) with DHS to govern expenditure of ESG funds by the City and Participating Organizations; and

WHEREAS, in September 2015, the City executed subgrantee agreements for \$37,894.87 with Community Elements, Champaign, Illinois; Crisis Nursery, Urbana, Illinois; and The Salvation Army, Champaign, Illinois (hereinafter collectively referred to as the "Participating Organizations"); and

WHEREAS, the Participating Organizations have heretofore expressed their intent to assume responsibility from the City for their respective emergency shelter programs with ESG funds in accordance with ESG regulations; and

WHEREAS, in its application for ESG funds, the City declared its intent to provide ESG funds to the Participating Organizations for their use in continuing their respective emergency shelter operations and essential services for homeless individuals and families.

WHEREAS, the remaining grant funds in the amount of \$12,396.58 were reserved in the budget for street outreach and will now be allocated for

Centralized Intake, to be administered by the Champaign County Regional Planning Commission (CCRPC).

WHEREAS, since CCRPC has already taken steps toward the implementation of Centralized Intake, and as a result, City staff and the Champaign County Continuum of Care have determined that Centralized Intake is the best use of the street outreach funds; and

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

Section 1. That an Agreement providing \$12,396.58 in Emergency Solutions Grants funds to Champaign County Regional Planning Commission for Centralized Intake, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement in substantial the form appended hereto as an exhibit as so authorized and approved for and on behalf of the City of Urbana, Illinois.

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

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,

_____.

Laurel Lunt Prussing, Mayor

**EMERGENCY SOLUTIONS GRANTS
SUBRECIPIENT AGREEMENT WITH THE
CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION**

CFDA #	14.231
CFDA Title	Emergency Shelter Grants Program
State Awarding Agency	Illinois Department of Human Services
Federal Awarding Agency	Department of Housing and Urban Development

This Subrecipient Agreement is made by and between the City of Urbana, Illinois (hereinafter the "City"), and the Champaign County Regional Planning Commission (hereinafter the "Subrecipient") for Emergency Solutions Grants Agreement No. FCSTH03755.

WITNESSETH:

WHEREAS, subject to the execution of this Subrecipient Agreement by both parties, the Subrecipient is hereby authorized to incur cost against this Agreement from the beginning date March 1, 2016 through the ending date of June 30, 2016; and

WHEREAS, on May 12th, 2015, the City submitted an application to the Illinois Department of Human Services (hereinafter "DHS") for Emergency Solutions Grants Program (hereinafter "ESG") funds to continue eligible activities under the ESG program sponsored by three private non-profit organizations: Community Elements, Champaign, Illinois; Crisis Nursery, Urbana, Illinois; and The Salvation Army, Champaign, Illinois (hereinafter collectively referred to as the "Participating Organizations"); and

WHEREAS, funds were also reserved in the budget for street outreach and will now be allocated for Centralized Intake, to be administered by the Champaign County Regional Planning Commission, and

WHEREAS, in its application for ESG funds the City declared its intent to provide ESG funds to the Participating Organizations for their use in continuing to operate their respective emergency shelters and essential social services for homeless individuals and families; and

WHEREAS, the Participating Organizations have heretofore expressed their intent to assume responsibility from the City for continuing the operation of their respective emergency shelters and to provide essential services to homeless individuals and families with ESG funds and in accordance with ESG regulations; and

WHEREAS, on June 24th, 2015, the City received notice that DHS approved the City's application for ESG funds; and

WHEREAS, on June 26th, 2015, the City executed an ESG Grant Agreement with DHS to govern expenditure of ESG funds by the City and the Participating Organizations; and

NOW, THEREFORE, in consideration of the matters set forth above and below, the parties agree as follows.

Section 1. Definitions. Whenever used in this Subrecipient Agreement:

- A. The term "Grant Agreement" means the agreement between the City and DHS executed by the City on June 26th, 2015, in connection with the ESG Grant Agreement No. FCSUH03755.
- B. The terms "Grant" and "Grant Funds" means the assistance provided under this Subrecipient Agreement.
- C. The term "Grant Application" means the application submission, August 29, 2014, on the basis of which an ESG grant was approved by DHS, including the certifications and assurances and any

information or documentation required to meet any ESG award conditions.

D. The term "Act" shall mean Subtitle C of Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11381 *et seq.*) as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH).

E. The term "State" means the State of Illinois.

F. The term "Matching Funds" means the difference between the total operations and essential services costs and the amount of the ESG operating funds.

Section 2. Purpose of Subrecipient Agreement. The purpose of this Subrecipient Agreement is to set forth the terms and conditions under which the City shall grant ESG funds to the Subrecipient for its emergency shelter. This Subrecipient Agreement sets forth rights and responsibilities of both parties in connection with the Subrecipient providing emergency shelter and essential social services to homeless individuals and families. In this Subrecipient Agreement, the Subrecipient assumes full responsibility for adherence to all applicable laws, assurances, regulations, and guidelines associated with the ESG.

Section 3. Applicable Laws, Assurances, Regulations, Guidelines. The financial assistance which is the subject of this Subrecipient Agreement is authorized by the Act. The Subrecipient Agreement and all activities undertaken by the Subrecipient pursuant thereto shall be governed by the Act; the Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants Program and Consolidated Plan Conforming Amendments; Interim Rule which were published at 24 CFR Part 91 and 576 on December 5, 2011, at FR-5474-I-01, a copy of which is attached hereto as Attachment A and made a part hereof. The Application is incorporated herein as part of this Subrecipient Agreement; however, in the event of a conflict between any part of the Application and any part of the Subrecipient Agreement, the Subrecipient Agreement shall control.

Section 4. Grant Award. Subject to the terms of the Grant Agreement and this Subrecipient Agreement, the City agrees to provide up to **\$12,396.58** in ESG funds to the Subrecipient for activities identified as the responsibility of the Subrecipient in the Application. The Subrecipient agrees to use funds granted to it by the City pursuant to this Subrecipient Agreement to undertake those activities in the Application identified as the responsibility of the Subrecipient in the manner identified in the Application. The Subrecipient agrees that funds awarded it pursuant to this Subrecipient Agreement shall be used for the following purposes:

Street Outreach: <i>Centralized Intake</i>	\$ 12,396.58
Total Committed Funds	\$ 12,396.58

Section 5. Matching Funds. Subject to the terms of the Grant Agreement and this Subrecipient Agreement, the Subrecipient agrees to provide matching contributions to supplement the subrecipients ESG program, in an amount that equals the amount of ESG funds provided by DHS in any combination of activities. Documentation of match is required of all projects. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. Subrecipients are required to maintain detailed fiscal records during each year of the project to ensure adequate documentation of all expenditures related to the grant, including those paid through the use of cash match sources.

If a Federal source of funds for is used for matching contributions, the Subrecipient must ensure that the laws governing any funds to be used as matching contributions do not prohibit those funds from being directly used to match ESG funds. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirement for this grant.

The Subrecipient acknowledges and agrees that the City shall not be responsible for providing the Subrecipient with any funds to meet the Subrecipient's matching requirements. However, nothing herein shall prohibit the City from making funds available to the Subrecipient for emergency shelter operations or essential services activities in addition to funds granted to the Subrecipient pursuant to this Subrecipient Agreement.

Section 6. Allowable Costs – Street Outreach Component. ESG funds may be used for the following activity:

- (1) **Street Outreach:** Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

Section 7. Payouts. The Subrecipient understands and agrees that a request for disbursement of ESG funds pursuant to this Subrecipient Agreement shall not be made until such funds are needed to pay eligible costs related to the Project that have been expended. Subrecipient understands and agrees that funding in the full amount of this Subrecipient Agreement is contingent upon the City receiving said ESG funds, and should the funds be discontinued or reduced for any reason, Subrecipient understands and agrees that funding under this Subrecipient Agreement could cease or be reduced without advance notice. The Subrecipient must:

- A. Maintain adequate documentation to demonstrate the homeless eligibility of persons served by ESG funds;
- B. Maintain records that show the eligible essential services costs and shelter operating costs of the program;
- C. Use required forms to show participant eligibility, the calculation of resident rent, the policy showing savings program (if any) and the procedures for communicating said information to the participant, which must be maintained in participant file.
- D. Submit proper documentation of eligible expenses for match to the city on a quarterly basis.
- E. Submit quarterly reports to the City of Urbana no later than 15 days after the end of the quarter; Failure to submit reports to the City may result in the withholding or suspension of grant funds until such reports are received and approved by the City.
- F. Maintain files and records as required which relate to the overall administration of the ESG program;
- G. Provide information for Annual Performance Report (APR) within required timeframes; and
- H. Enter participant data into the HMIS, and update all participant changes while in the program.

The Subrecipient authorizes the City and HUD to conduct on-site reviews, examine tenant income records, and to conduct any other procedure or practice necessary to assure compliance with this Subrecipient Agreement and applicable HUD regulations. The Subrecipient will ensure that all documents related to this Project shall be kept for a period of five (5) years after project completion. The Subrecipient shall maintain such records and accounts, including program records, project records; financial records; equal opportunity records; records demonstrating compliance with the income determination and requirements of 24 CFR 92.203; record keeping requirements of 24 CFR 92.508; records demonstrating compliance with the lead-based paint requirements of 24 CFR 92.355; records supporting exceptions to the conflict of interest prohibition pursuant to 24 CFR 92.356; and any other records as are deemed necessary by the City to assure a proper accounting and monitoring of all HOME Funds. In the event the City determines that such records are not being adequately maintained by the Subrecipient, the City may cancel this Subrecipient Agreement.

With respect to all matters covered by this Subrecipient Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the City, HUD, representatives of the Comptroller General of the United States or other Federal agency may require. The Subrecipient will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Subrecipient Agreement. The City's right of inspection and audit shall obtain likewise with reference to any audits made by any other agency, whether local, State or Federal.

Section 8. Notices. Any notice, demand, request, or other communication that either party may desire or may be required to give to the other party hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) personal service; (b) electronic communication whether by telegram, telecopier, or email, together with confirmation of transmission; or (c) first-class United States mail, postage prepaid.

TO THE CITY: Kelly H. Mierkowski, Manager, Grants Management Division
Dept. of Community Development Services
City of Urbana
400 South Vine Street
Urbana, Illinois 61801

TO THE SUBRECIPIENT: Elizabeth Murphy, Interim Executive Director
Champaign County Regional Planning Commission
1776 East Washington Street
Urbana, Illinois 61801

Section 9. Default. A default shall consist of any use of grant funds for a purpose other than as authorized herein, failure of the Subrecipient to provide the essential services or utilize shelter operation funds in the minimum amounts and for the minimum time period in accordance with the requirements of Attachment A provisions, noncompliance with the Act or Attachment A provisions, failure to return the executed subrecipient agreement or any other material breach of the Subrecipient Agreement.

Upon due notice to the Subrecipient of the occurrence of any such default and the provision by the City of a reasonable opportunity to respond, the City may take one or more of the following actions. If it is the decision of the City to require the repayment to the City of any grant funds provided to the Subrecipient, the Subrecipient agrees to pay back to the City all such funds up to the amount of grant funds provided to them by the City (hereafter called "Recapture") within thirty (30) days:

- A. Direct the Subrecipient to submit progress schedules for completing approved activities;
- B. Issue a letter of warning advising the Subrecipient of the default, establishing a date by which corrective actions must be completed and putting the Subrecipient on notice that more serious actions will be taken if the default is not corrected or is repeated;
- C. Direct the Subrecipient to establish and maintain a management plan that assigns responsibilities for carrying out remedial actions;
- D. Direct the Subrecipient to suspend, discontinue, or not incur costs for the affected activity;
- E. Reduce or recapture the grant authorized herein;
- F. Direct the Subrecipient to reimburse the City for costs inappropriately charged to the City;
- G. Other appropriate action including, but not limited to, any remedial action legally available.

No delay or omission by the City in exercising any right or remedy available to it under this Subrecipient Agreement shall impair any such right or remedy or constitute a waiver or acquiescence in any Subrecipient default.

Section 10. Certification by Subrecipient. The Subrecipient agrees to the following State of Illinois required certifications as outlined in the Grant Agreement, provided in Attachment B. These certifications are required by State statute and are in addition to any certifications required by any Federal funding source as set forth in this Agreement. Subrecipients execution of this Agreement shall serve as its attestation that the certifications made herein are true and correct.

Section 11. Subgrants by the Subrecipient. The Subrecipients services, duties and responsibilities specified herein shall not be subcontracted or subgranted by the Subrecipient without prior written approval of the City. For the City to request DHS to approve the use of any subcontract or subgrant, the Subrecipient must employ an open, impartial and reasonably competitive selection process.

IN WITNESS WHEREOF, the City and the Subrecipient have respectively signed this Subrecipient Agreement and have caused their seals to be affixed hereto.

CITY OF URBANA, ILLINOIS:

BY: _____ DATE _____
Laurel Prussing, Mayor

ATTEST: _____ DATE: _____
Phyllis Clark, City Clerk

CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION (SUBRECIPIENT):

BY: _____ DATE: _____
Name & Title:

ATTEST: _____ DATE: _____
Name & Title:

ATTACHMENT A:

24 CFR Part 91 and 576

**Homeless Emergency Assistance and Rapid Transition to Housing:
Emergency Solutions Grants Program and Consolidated Plan
Conforming Amendments; Interim Final Rule**

December 5, 2011

ATTACHMENT B
STATE OF ILLINOIS REQUIRED
CERTIFICATIONS

**2015 ESG
12 MONTH PROJECT BUDGET
Grant Term: 7/01/2015 – 6/30/2016**

Applicant Name: City of Urbana_____

1. ESG-Eligible Activity	2. Total Cost	ESG Funding Request	3. Match Funds	4. Match Source
Street Outreach <i>Centralized Intake</i>	\$24,793.16	\$12,396.58	\$12,396.58	Reserved
Emergency Shelter - Operations: <i>Community Elements – TIMES Center</i> <i>Crisis Nursery</i> <i>The Salvation Army</i>	\$42,812.20 \$ 8,239.81 \$23,572.60	\$21,406.10 \$ 6,239.81 \$10,248.96	\$21,406.10 \$ 2,000.00 \$10,248.96	United Way In-kind PCMC cash reserves General donations
Emergency Shelter - Essential Services: <i>Crisis Nursery</i>	\$4,239.81	\$0.00	\$4,239.81	In-kind PCMC
Administration: <i>City of Urbana</i>	\$2,721.20	\$1,360.55	\$1,360.55	HUD-SHP
TOTAL	\$103,304.00	\$51,652.00	\$51,652.00	

- NOTE: 1. Applicant should refer to December 5, 2011 interim rules and regulations for eligible activities and definitions.
2. Attach formal letters of commitment detailing matching funds and/or value of donations.
3. In-kind contributions must be supported by appropriate documentation, appraisals, etc.



UNAPPROVED
MINUTES
COMMUNITY DEVELOPMENT COMMISSION MEETING
Tuesday, February 23, 2016, City Council Chambers
400 South Vine Street, Urbana, IL 61801

PUBLIC HEARING - March 22, 2016 @ 7:00 P.M.:

Chairperson Cobb stated that prior to the regular meeting there would be a public hearing, which began at 7:04pm. The purpose of the public hearing is to provide an opportunity for the public to provide input and comments regarding the proposed City of Urbana and Urbana HOME Consortium Annual Action Plan for FY 2016-2017. Notice of the public hearing was placed on the City website on March 8, 2016, along with a notice that the public comment period would begin March 22, 2016 for 30 days. He then declared the public hearing open for comments, if anyone desires to express their views regarding the proposed Annual Action Plan for FY 2016-2017, please come forward and be recognized.

Ms. Mierkowski noted that the proposed budgets for CDBG and HOME had not been included in the draft AAP and reviewed it with the Commissioners. Chairperson Cobb asked if anyone was interested in the budgets for the AAP would they have access to this information, and Ms. Mierkowski stated that the information would be placed on the City website with the draft AAP.

Seeing no further comments regarding the draft Annual Action Plan, Chairperson Cobb declared the public hearing closed. Ms. Mierkowski noted that the final AAP would be brought to the Commission and Council for approval in April, for submission to HUD in May.

Call to Order: Chairperson Cobb called the regular meeting to order at 7:10pm.

Roll Call: Kelly H. Mierkowski called the roll. A quorum was present.

Commission Members Present: Fred Cobb, Janice Bengtson, Anne Heinze-Silvis, Lauren Karplus, and Lisabeth Searing

Commission Members Excused/Absent: Brian Cunningham, Chris Diana, and Jerry Moreland

Others Present: Kelly H. Mierkowski and Matt Rejc, Community Development Services.

Approval of Minutes: Chairperson Cobb asked for approval or modifications to the February 23, 2016 minutes. Commissioner Karplus moved to approve the minutes as written and Commissioner Silvis seconded the motion. Chairperson Cobb made note of the term "FY 1415" regarding an agreement and Ms Mierkowski explained that it was short for FY 2014-2015, which began July 1, 2014 and ended June 30, 2015. The motion carried unanimously.

Petitions and Communications: Chairperson Cobb asked if there was any written communication to the Commission; there were none.

Audience Participation: Chairperson Cobb stated that audience members could speak if they so wished, no one from the audience stepped forward to speak.

Staff Report: Kelly H. Mierkowski, Grants Management Division Manager, provided a brief overview of the staff report provided to the Commissioners that evening, which included HUD activities, staff activities, meetings attended, and various projects and programs. Commissioner Karplus asked what is the Community Reinvestment Group, and Ms. Mierkowski explained that it is a group made up of lenders, the Cities, Habitat, Parkland College, Land of Lincoln Legal Assistance, as the lenders per the Community Reinvestment Act (CRA) are to use funds towards community development and affordable housing in the community. They sponsor a Homebuyers Seminars at Parkland and do a Housing Fair. Chairperson Cobb gave an example about the CRA and getting a loan from the bank.

Old Business:

A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium (Habitat February 2016)

A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Agreement (Habitat CHDO Developer FY 2015-2016)

Ms.. Mierkowski noted that Mr. Rejc would be presenting on the agenda item and that Ms. Dodd from Habitat was also there to answer any questions. Chairperson Cobb asked for clarification that there were two items listed, the certification and the agreement, and Mr. Rejc stated that he would be presenting the items together. Ms. Mierkowski commented that both agenda items could be presented together as well as voted on together, in an omnibus fashion.

Mr. Rejc stated the HOME Partnership Act dictates that Community Housing Development Organizations (CHDOs) need to be certified prior to having any agreement with the lead entity for the HOME Consortium. In this case, we are required to certify Habitat for Humanity of Champaign County as a CHDO, prior to actually approving the agreement with them. Habitat first became a CHDO in 2011 and the CHDO certification form has been changed somewhat since that time. We appreciate Habitat's patience in working with us on this process and that is one of the major changes that needs to be done every time we distribute or commit funds to a CHDO. It is also much more extensive and copies were distributed of all the material Habitat provided.

The amount of the contract that commits the funds is \$97,962, which is the amount of the 15% set aside for FY 2015-2016, the total amount of that cap that we are required to give to CHDOs per HUD regulations. The breakdown of how the funds are spent per each address is provided in the original memo that was sent before the prior meeting. Two properties are in Champaign, and one is in Urbana, the reason for that being that the CHDO funds can be spend throughout the entire HOME Consortium. That is generally how the CHDO funds are distributed. The timeline for each property is also detailed in the application. As this is HOME funds, no City general funds will be used as part of this agreement and committing these funds will also substantially help in reducing our HOME commitment shortfall for HOME funds that we need to have committed by July 31, 2016. Mr. Rejc stated that staff recommends the Community Development Commission forward both resolutions to the Urbana City Council with a recommendation for approval, and asked if there were any questions.

Ms. Mierkowski commented that this agenda item was under Old Business because last month we were still waiting on the certification application from Habitat; it was recommended to forward the agenda item to this meeting in order for Habitat to complete the application. The Certification was submitted and reviewed by Staff. Chairperson Cobb clarified what is a CHDO, and Mr. Rejc apologized for not doing so in his presentation.

Chairperson Cobb asked Ms. Dodd from Habitat if she wished to speak or clarify anything, and Ms. Dodd gave an update regarding the properties. Commissioner Silvis asked about the makeup of the Board and if it was required to represent all the members of the Consortium, as Urbana is not shown to be represented by the Board. Mr. Rejc stated that certification applies throughout the whole Consortium so residence in the City of Urbana is not required for CHDO certification; Ms. Dodd stated one of the Board members who recently moved to Savoy was a long time Urbana resident.

Chairperson Cobb asked for a motion to approve, modify, or deny these resolutions. Ms. Mierkowski noted that the two resolutions could be voted on together. Chairperson Cobb stated that as long as the certification was acceptable to Staff, because it has been signed by other required parties; staff agreed. Commissioner Searing made a motion to forward the resolutions to City Council with a recommendation for approval, Commissioner Karplus seconded; motion carried unanimously.

New Business:

Private Activity Bond Cap

A Resolution Evidencing the Intention of the City of Urbana, Champaign County, Illinois, To Transfer Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds; and Related Matters (Private Bond Cap Allocation - EIEDA, Series 2016)

A Resolution Evidencing the Intention of the City of Urbana, Champaign County, Illinois, To Transfer Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds; and Related Matters (Private Bond Cap Allocation – Illinois Assist, Series 2016)

Ms. Mierkowski began the presentation by stating that this agenda item was before the Commission the previous month and was approved by the Commission; however after that particular meeting, David Rasch with Illinois Assist contacted the City, and stated in a letter attached to the memo, that the housing market was really strong last year in Urbana and that funding is now available; he asked if we would consider ceding part or all of our bond cap to that program. Staff reviewed the information and how many loans originated in Urbana, etc., and so felt this would be a good use of the bond cap. Since this item had not gone to Council yet, Ms. Mierkowski felt that staff could bring the item back to the Commission to ask that instead of one entity receiving the bond cap, it would be ceded to two entities, with 50% to each. Ms. Mierkowski also noted that memo was updated with more information about the bond cap, as it was not clear if the Commissioner's questions were answered the previous month about this agenda item.

Ms. Mierkowski also stated that Andrew Hamilton, Executive Director for EIEDA was contacted about recent projects completed in the community with the bond cap. He responded that two projects in recent years had used bond cap, one in 2012 for the old Howard Johnson hotel on State Street in Champaign using \$11,000,000 in bonds, and in 2014 \$20,000,000 in bonds were issued for the redevelopment of

Joanne Dorsey public housing split into two complexes for LIHTC purposes, Providence at Sycamore Hills (92 units) and Providence at Thornberry (200+ units), as well as the number of jobs created and retained which was 28. The bond cap was therefore used in the community and the City should be able to access the bonds for its housing developments. Chairperson Cobb asked for clarification in that it would not limit any activity in Urbana and Ms. Mierkowski stated that it would not.

Ms. Mierkowski stated that it will not have a financial affect on the City as both entities would be taking the risks by the City ceding the bond cap to other parties; however, the City would benefit from the activity. Staff recommends that the Commission forward the resolutions to the City Council with a recommendation for approval, to cede 50% of the bond cap to Illinois Assist and 50% to EIEDA. Commissioner Searing asked why the split was 50-50 and Ms. Mierkowski stated it was because there were two parties that had contacted the City. If three parties had asked for the bond cap, staff would have reviewed and if viable entities, staff would have recommended that the bond cap be split three ways.

Commissioner Karplus asked how Urbana residents would become aware of the Assist program, and Ms. Mierkowski stated that the marketing information submitted with the letter would be announced at the next CRG meeting to let the lenders know as they are the ones who will access the program, as well as being placed on the City website that the program is available.

Chairperson Cobb asked for a motion to approve, modify, or deny the resolutions being forwarded to Council. Commissioner Silvis made a motion to forward the resolutions to the City Council with a recommendation for approval, Commissioner Searing seconded; motion carried unanimously.

Emergency Solutions Grant

Resolution Approving a Subrecipient Agreement (FY 2015-2016): Champaign County Regional Planning Commission

Mr. Rejc began his presentation, stating that this resolution concerns an additional subrecipient agreement to our most recent grant, the Emergency Solutions Grant (ESG) with the Illinois Dept. of Human Services. As a refresher on how ESG works, the local shelters in the area are able to apply through the Champaign County Continuum of Care (CoC) for ESG funds and agencies that are either approved for or request fewer than \$25,000 are assigned to the City of Urbana as a subrecipient, and the City will handle the administration of those grants. ESG funds can be used for a variety of different purposes that emergency shelters might use them for. The City also receives a portion of administration funds for handling the administration of the grant. In 2015, three agencies were originally proposed for receiving ESG funds, they were Community Elements, Crisis Nursery, and The Salvation Army. A portion of the funds were set aside (\$12,396.59) for direct street outreach which was to be allocated at a later time as per City staff and the CoC's recommendation.

Since that time, the Champaign County Regional Planning Commission has taken steps to initiate a program entitled Centralized Intake, which is a program that creates a single point of intake for homeless individuals in Champaign County, rather than having a coordinated intake system which currently exists. Agencies will communicate with each other and will direct homeless individuals that they come in contact with, with agencies that would be most appropriate to them.

In this case, the funding that the City is allocating through the subrecipient agreement would fund a case manager at CCRPC who would be in charge of directing homeless individuals who come to their attention to other agencies, but would create a centralized point where homeless individuals would be referred initially. As a result of CCRPC taking these steps in this direction, both City staff and the CoC have agreed that Centralized Intake should be provided the direct street outreach funds. As mentioned before, these funds are state funds and would have no financial impact on City general funds. Staff recommends that this resolution be forwarded to Council with a recommendation for approval.

Ms. Mierkowski added that the funds originate with HUD to the State of Illinois, Dept. of Human Services, who then makes the funds available to shelters and agencies who serve the homeless population. These funds are now coordinated through local continuums of care, who make the decision on who gets funded from the allocation provided by DHS. The process has begun for next year's allocation, where the Continuum of Care has solicited applications for the ESG funding due next month. The Executive Committee will review the applications and decide who gets funded, based on certain criteria that has been set. Those agencies who receive over \$25,000 can be directly administered by the DHS, those under the threshold are to be administered by another entity. The City of Urbana has already stated that it would administer the grant on behalf of agencies who were funded but may not meet the \$25,000 threshold set by DHS.

Ms. Mierkowski also pointed out, with regard to Centralized Intake, that the person who is the focal point is and should be aware of the openings at the various agencies who serve the homeless in the community in order to make referrals to those agencies for appointments. This is to avoid having people calling around to all the agencies to see about an opening, now there will be a central person for people to contact, who can then send them to the appropriate place.

Commissioner Searing asked if Centralized Intake is appropriate to fund with street outreach funds, and Ms. Mierkowski stated that the regulations clearly state what activities are appropriate and eligible under each type of funding, i.e. for street outreach, essential services, and operations. Ms. Mierkowski stated that the definitions could be sent if further information was needed. Commissioner Searing stated that staff judgment was acceptable and asked if HUD defined it that way, to which Ms. Mierkowski agreed, through the HEARTH Act. Staff makes sure that agency activities are eligible under the regulations and fit the criteria.

Chairperson Cobb asked if there was any opposition to this agreement and staff stated there was not. CCRPC will be submitting an application to DHS for next year's funds for this program. There is no opposition to this agreement or the use of funds for this purpose. Chairperson Cobb then asked for a motion to approve, modify, or reject the resolutions being forwarded to Council. Commissioner Silvis moved to forward the resolution to the Council with a recommendation for approval, Commissioner Bengtson seconded; motion carried unanimously.

CDBG

CDBG Public Service Funding Priorities as part of the Consolidated Social Service Funding Pool (FY 2015-2016)

Mr. Rejc began his presentation by mentioning that he would be brief and that this is fairly routine for the Commission, which is completely in regards to the CDBG portion of the Consolidated Social

Service Funding pool, which is anticipated to be \$5,000 of CDBG funds that will be contributed to the larger Consolidated Social Service Fund and because it is Federal funding, it falls under HUD's purview and their regulations, which stipulate that certain priorities need to be established for how those funds are distributed to social service agencies. As a reminder, last year the first priority was youth and seniors, the second priority was homelessness, and the third priority was special (needs) population. Those funds were then distributed to PACE and CCRPC. Several options are also available, there are a number of priorities mentioned in the Consolidated Plan. This has no bearing on City general funds, and staff recommends at this time the same priorities for the CDBG portion of the Consolidated Social Service fund.

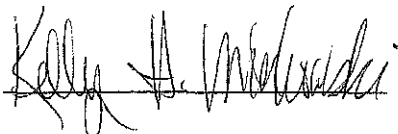
Chairperson Cobb asked if these priorities remain the priorities that cover the most people, and staff agreed. Staff stated that about 45-50 applications are received from about 30-35 agencies. Most agencies that apply could probably fall under one of the priorities, so it does give staff a wider range of agencies to choose from. Chairperson Cobb asked for a motion to approved these funding priorities as suggested by staff. Commissioner Karplus made the motion to approve the priorities as recommended by staff, Commissioner Searing seconded; motion carried unanimously.

Study Session: No items for this agenda.

Adjournment: Seeing no further business, Chairperson Cobb adjourned the meeting at 7:50pm.

Recorded by

Kelly H. Mierkowski
Manager, Grants Management Division



UNAPPROVED