



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Elizabeth Tyler, AICP, City Planner/Director

**FROM:** John Schneider, Manager, Grants Management Division

**DATE:** October 19, 2005

**SUBJECT:** Amendments to CDBG and HOME Subrecipient Agreements

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### **Description & Issues**

This Memorandum presents proposed amendments to ten Community Development Block Grant (CDBG) Subrecipient Agreements, nine for the FY05/06 funding year and one from FY03/04, and four HOME subrecipient agreements, one from FY03/04 and three for FY 04/05. Staff requests that the Urbana Community Development Commission review amendments to the City of Urbana Subrecipient Agreements for the following agencies:

#### **CDBG Program:**

1. Champaign County Regional Planning Commission – Homeless Management Information System (Project No. 0506-AAP-01)
2. Community Health Improvement Center – Frances Nelson Satellite (Project No. 0506-AAP-02)
3. PAID - Partnership Accounts for Individual Development (Project No. 0506-AAP-03)
4. Champaign County Regional Planning Commission – Court Diversion Services (Project No. 0506-CSSP- 01)
5. Champaign County Regional Planning Commission – Senior Services (Project No. 0506-CSSP-02)
6. Community Health Improvement Center – Frances Nelson Satellite (Project No. 0506-CSSP-03)
7. Crisis Nursery of Champaign County (Project No. 0506-CSSP-04)
8. Mental Health Center of Champaign County – Roundhouse (Project No. 0506-CSSP-05)
9. The Neighborhood Organization Grant - United Citizens And Neighbors (UCAN) Subrecipient Agreement (Project No. 0506-NOG-01).
10. Disabled Citizens Foundation (Project No. 0304-06).

#### **HOME Program:**

1. Homestead Corporation -Affordable Homeownership Program (FY03/04)
2. Center for Women in Transition - Transitional Housing Facility Construction Project (FY04/05)
3. Ecological Construction Laboratory - Affordable Homeownership Program

(FY04/05)

4. Urban League Of Champaign County Development Corporation - Affordable Rental Housing Development Program (FY04/05)

The amendments are requested in response to direction received from our representative at the Department Housing and Urban Development (HUD) that it is necessary to include additional language which further clarifies responsibilities of the sub-recipients in the undertaking of grant activities. The added language requires adherence to certain federal regulations relating to environmental concerns as well as other project monitoring and reporting regulations. Amendment language is designated by underlined text on the attached agreements.

## **Background**

The Department of Housing and Urban Development (HUD) performed a monitoring review of the City of Urbana's Community Development Block Grant (CDBG) and HOME programs on July 18-20, 2005. Included in the HUD monitoring process was a review of the process for subrecipient management and performance compliance. HUD noted that in order to be in full compliance with Federal regulations, subrecipient agreements lacked some programmatic language and regulatory references. At the time of the HUD monitoring, CDC and Council had already approved the grant agreements for FY05/06. Four active HOME subrecipient agreements from FY03/04 and 04/05, and nine CDBG subrecipient agreements that were approved by the City for FY 05/06 need to be amended in order to be in full compliance with HUD requirements.

## **Fiscal Impacts**

Funding for the HOME agreements was approved during the Annual Action Plan process and included in the City budgets for each year (03/04 and 04/05). Funding for the CDBG agreements has already been programmed and budgeted as a part of the Annual Action Plans for 05/06 and the 05/06 City of Urbana Budget. The Agreement Amendments will allow for improved monitoring and compliance with HUD regulations.

## **Recommendations**

Community Development Services staff recommends that the Subrecipient Agreements be accepted as amended and that they be forwarded to the Urbana City Council for approval.

Memorandum Prepared By:

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Kelly Hartford  
Grants Coordinator II  
Grants Management Division

Attachments:

Project No. 0506-AAP-01  
Community Health Improvement Center – Frances Nelson Satellite  
Amendment to Subrecipient Agreement

Project No. 0506-AAP-02  
Champaign County Regional Planning Commission – Homeless Management Information  
System  
Amendment to Subrecipient Agreement

Project No. 0506-AAP-03  
PAID - Partnership Accounts for Individual Development  
Amendment to Subrecipient Agreement

Project No. 0506-CSSP-01  
Champaign County Regional Planning Commission – Court Diversion Services  
Amendment to Subrecipient Agreement

Project No. 0506-CSSP-02  
Champaign County Regional Planning Commission – Senior Services  
Amendment to Subrecipient Agreement

Project No. 0506-CSSP-03  
PAID – Partnership Accounts for Individual Development  
Amendment to Subrecipient Agreement

Project No. 0506-CSSP-04  
Crisis Nursery of Champaign County  
Amendment to Subrecipient Agreement

Project No. 0506-CSSP-05  
Mental Health Center of Champaign County – Roundhouse  
Amendment to Subrecipient Agreement

Project No. 0506-NOG-01  
The Neighborhood Organization Grant - United Citizens And Neighbors (UCAN)  
Amendment to Subrecipient Agreement

Project 0304-06  
Disabled Citizens Foundation  
Amendment to Subrecipient Agreement

Homestead Corporation -Affordable Homeownership Program FY 03/04  
Amendment to Subrecipient Agreement

Center for Women in Transition - Transitional Housing Facility Construction Project FY 04/05  
Amendment to Subrecipient Agreement

Ecological Construction Laboratory - Affordable Homeownership Program –FY04/05  
Amendment to Subrecipient Agreement

Urban League Of Champaign County Development Corporation - Affordable Rental Housing  
Development Program FY 04/05  
Amendment to Subrecipient Agreement