



*APPROVED with corrections by CD Commission 7-24-07*  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION**  
**Tuesday, June 26, 2007, City Council Chambers**

**Call to Order:** Chairperson Cobb called the meeting to order at 7:03 p.m.

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

**Commission Members Present:** Fred Cobb, Chris Diana, Theresa Michelson, Brad Roof, Anne Heinze Silvis, Dennis Vidoni

**Commission Members Absent:** George Francis, Umesh Thakkar

**Others Present:** John Schneider, Janel Gomez and Connie Eldridge, Community Development Services; Jim Rose, Homestead Corporation; Jean Algee, Urban League of Champaign County Development Corporation.

**Approval of Minutes:** *Chairperson Cobb asked for approval or corrections to the April 24, 2007 minutes. Commissioner Michelson moved to approve the minutes, and Commissioner Roof seconded the motion. The motion carried unanimously.*

**Petitions and Communications:** Jim Rose, Executive Director of Homestead Corporation, described a recent monitoring visit from the Urbana HOME Consortium staff. He commended Janel Gomez and Sheila Dodd on their professionalism, which he appreciated. Commissioner Vidoni asked if there was not enough interaction or monitoring with staff. Mr. Rose responded that the monitoring was in response to the program requirements, and in the past staff went through the monitoring very quickly. Commissioner Vidoni wondered if there should be more monitoring. Mr. Rose felt that onsite monitoring is helpful. In the past, the file monitoring was typically completed in the City offices. One problem is transporting the files that are very thick, and they are required to keep the records for a very long time. However, that is the nature of business as a not-for-profit agency. Mr. Rose added that he appreciated the staff's comments because they made his job easier.

**Staff Report:** Mr. Schneider distributed the following:

- a letter from the Ecological Construction Laboratory (e-co lab) concerning additional funding for FY 2007-2008 (per request from Community Development (CD) Commission)
- an updated list of CD commissioners
- a flyer on Low Income Home Energy Assistance (LIHEAP) Summer Cooling Benefits
- a flyer on the Illinois Fan Club Project
- a Staff Briefing memorandum

Mr. Schneider reviewed the City of Urbana's activities with the Department of Housing and Urban Development (HUD), City Council actions, and Grants Management Division (GMD)

staff activities. GMD staff is busy closing out Fiscal Year (FY) 2006-2007 and starting FY 2007-2008. GMD also hired a summer intern to help with an inventory of GMD files.

Commissioner Vidoni asked for staff's thoughts on Homestead Corporation's monitoring visit. Mr. Schneider noted that staff is also working with e-co lab and Urban League. The purpose of the HOME Program is to provide affordable homeownership opportunities. Mr. Schneider felt it was important that the Community Housing Development Organizations (CHDOs) work together to find solutions, such as referring applicants to the appropriate CHDO.

Commissioner Roof asked if GMD would schedule an annual monitoring. Ms. Gomez answered that HUD does not regulate any length of time. However, staff will create a monitoring schedule based on the Annual Action Plan (AAP) schedule. Mr. Schneider described two types of monitoring: desktop recertification and on-site monitoring. For desktop recertification, staff requests copies of income verification and other documentation that provides evidence of approved activities and procedures. Typically, on-site monitoring is done if there is an issue or to ensure that the CHDOS have good records. Mr. Schneider felt this should have been done in the past, and he believed it was helpful part of the process for the new HOME Grants Coordinator in learning the HOME program. CHDOs must be recertified on an annual basis for the CHDO to receive CHDO project funds.

Referencing the Crystal Lake Park Neighborhood Plan workshop, Commissioner Diana was concerned that the data gathering methodology was not well done and was too subjective. He has done many surveys over the years, and he did not see the basis for the conclusions. Mr. Schneider, who attended the workshop which was conducted by the City's Planning Division, thought the meeting was successful and felt the conclusions were drawn from that workshop.

Commissioner Diana remarked there were 50 residents and 71 votes, which may be incorrect but needed more clarification. Commissioner Michelson described her participation in the big.small.all workshops and how participants placed green and red dots on a map to indicate their preferences. She presumed this was one way of gathering information. Commissioner Diana noted there was no verification on who attended, who cast votes, etc. He did not see the methodology and was not comfortable with the structure on how data was gathered. Mr. Schneider added there were seven tables with groups of residents who discussed the strengths and weaknesses of the area. Commissioner Diana did not see a real basis for "what is in what category" and was not comfortable with the conclusions. Mr. Schneider will convey Commissioner Diana's concerns to staff.

**Old Business:** None.

**New Business:** **HOME Investment Partnership Program Funds**

- A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2007-2008 (*Ecological Construction Laboratory*)
- A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2007-2008 (*Homestead Corporation of Champaign-Urbana*)

- **A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2007-2008 (*Urban League of Champaign County Development Corporation*)**

Under the HOME Investment Partnership Funds, Mr. Schneider explained that the first three agenda items were resolutions to certify the CHDOs. The next three agenda items were agreements for CHDO operating funds, and the last four agenda items were the development project agreements. All the agreements were included in the FY 2007-2008 AAP. In order to move forward with the projects, the ordinances must be approved and the agreements must be executed.

Janel Gomez did the recertifications during her monitoring visits with the CHDOs. Staff verified the CHDOs' non-profit status, reviewed their board member information, and considered their ability to provide affordable housing. All three CHDOs qualified for recertification.

*Commissioner Michelson moved to recommend to City Council approval of the following:*

- *A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2007-2008 (*Ecological Construction Laboratory*).*
- *A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2007-2008 (*Homestead Corporation of Champaign-Urbana*).*
- *A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium for FY 2007-2008 (*Urban League of Champaign County Development Corporation*).*

*Commissioner Silvis seconded the motion, and the motion carried unanimously.*

-----

- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Organization Agreement (*Ecological Construction Laboratory CHDO Operating FY 2007-2008*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Organization Agreement (*Homestead Corporation of Champaign-Urbana CHDO Operating FY 2007-2008*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Organization Agreement (*Urban League of Champaign County Development Corporation CHDO Operating FY 2007-2008*)**

Ms. Gomez explained that up to 5% of the Urbana HOME Consortium annual allocation may be used for CHDO operating funds. This amount is being divided equally among the three CHDOs: \$17,356 for e-co lab, \$17,356 for Homestead, and \$17,356 for Urban League. Referencing page 10 of each agreement, Commissioner Michelson was curious about the different salary amounts for each CHDO. For example, e-co lab listed \$70,000 for staff, Homestead \$26,000 and Urban League \$20,000. Noting that each CHDO has a different number of staff, Mr. Schneider said part of the difference depends on how many staff members are working on each project. Mr. Rose summarized Homestead's staff salaries. Jean Algee added that Urban League leverages funds from other sources so that each person is paid from different funds.

Commissioner Michelson moved to recommend to City Council approval of the following:

- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Organization Agreement (Ecological Construction Laboratory CHDO Operating FY 2007-2008)*
- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Organization Agreement (Homestead Corporation of Champaign-Urbana CHDO Operating FY 2007-2008)*
- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Organization Agreement (Urban League of Champaign County CHDO Operating FY 2007-2008)*

Commissioner Vidoni seconded the motion, and the motion carried unanimously.

-----

- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (*Ecological Construction Laboratory Super Energy Efficient Home FY 2007-2008*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (*Homestead Corporation of Champaign-Urbana – Douglass Park Infill Housing FY 2007-2008*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (*Urban League of Champaign County Development Corporation Lease Purchase Program FY 2007-2008*)**
- **An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (*Urban League of Champaign County Development Corporation Affordable Six Homeownership Program FY 2007-2008*)**

Ms. Gomez stated these projects and funding amounts were already approved in the FY 2007-2008 Annual Action Plan: \$31,000 to construct e-co lab's Super Energy Efficient Home; \$85,000 for Homestead to build three single family homes in Douglass Park; \$40,000 to purchase two new properties for Urban League's Lease Purchase Program; and \$156,000 to build six new family homes in southeast Urbana for Urban League's Affordable Six Homeownership Program.

In response to a question Commissioner Vidoni had about the term "infill," Mr. Schneider explained that a CHDO can develop housing in any of the three participation jurisdictions (City of Urbana, City of Champaign and Champaign County). The City of Champaign acquired dilapidated properties, demolished them, and made the sites available to a CHDO. The term "infill" refers to putting new housing on vacant neighborhood lots that once had other buildings. Ms. Gomez added that it was the opposite of sprawl.

Referencing earlier concerns, Chairperson Cobb asked if there was much interaction between e-co lab and City of Urbana staff. As a new Grants Coordinator, Ms. Gomez stated her belief that CHDO success is Urbana HOME Consortium success. She has only had limited interaction with Katrin Klingenberg, Executive Director of e-co lab. The recent monitoring visit went well. She noted that e-co lab is having difficulty bridging the cost of the home with what a buyer can

afford. E-co lab is working to resolve this. Although she is still learning the process, Ms. Gomez felt she had equal interaction with each CHDO.

Commissioner Roof asked about the location and cost of e-co lab's super energy efficient home. Mr. Schneider replied that the City of Urbana used \$30,000 of FY 2004-2005 project funds for 1005 W. Fairview and also provided the lot. E-co lab, which is on the "cutting edge," has a completely new system similar to an envelope house. The house, which has 12 inch thick walls, uses passive solar techniques and different types of appliances. In response to Commissioner Roof, Mr. Schneider said the results of the energy savings for the first home would be published on e-co lab's website. E-co lab is working with local lenders to give more mortgage credit since less money will be needed for energy costs.

Commissioner Diana inquired if interaction between e-co lab and City staff was smoother. Mr. Schneider felt the relationship was getting better. There is a learning process to being a CHDO, plus e-co lab has had staff changes and a time crunch due to travel commitments.

*Commissioner Roof moved to recommend to City Council approval of the following:*

- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (Ecological Construction Laboratory Super Energy Efficient Home FY 2007-2008)*
- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (Homestead Corporation of Champaign-Urbana – Douglass Park Infill Housing FY 2007-2008)*
- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (Urban League of Champaign County Development Corporation Lease Purchase Program FY 2007-2008)*
- *An Ordinance Approving and Authorizing the Execution of an Urbana HOME Consortium – Community Housing Development Project Agreement (Urban League of Champaign County Development Corporation Affordable Six Homeownership Program FY 2007-2008)*

*Commissioner Diana seconded the motion, and the motion carried unanimously.*

-----

### **Community Development Block Grant (CDBG) Funds – Public Facilities and Improvements**

- **An Ordinance Approving a Community Development Block Grant Subrecipient Agreement (*A Woman's Fund – A Woman's Place, Project No. 0708-AAP-01*)**
- **An Ordinance Approving a Community Development Block Grant Subrecipient Agreement (*Disabled Citizens Foundation, Project No. 0708-AAP-02*)**
- **An Ordinance Approving a Community Development Block Grant Subrecipient Agreement (*Urbana Park District – Victory Park Redevelopment, Project No. 0708-AAP-03*)**

Mr. Schneider stated these projects were approved as part of the Annual Action Plan process. The City of Urbana has allocated a certain amount of funding, and these agreements reflect those allocations. In response to Commissioner Michelson, Mr. Schneider said that \$25,000 was for the Developmental Services Center's Clark Road vocational training site. The Urbana Park

District would use its funds to construct access to water at Victory Park, which would benefit the neighborhood.

*Commissioner Vidoni moved to recommend to City Council approval of the following:*

- *An Ordinance Approving a Community Development Block Grant Subrecipient Agreement (A Woman's Fund – A Woman's Place, Project No. 0708-AAP-01)*
- *An Ordinance Approving a Community Development Block Grant Subrecipient Agreement (Disabled Citizens Foundation, Project No. 0708-AAP-02)*
- *An Ordinance Approving a Community Development Block Grant Subrecipient Agreement (Urbana Park District – Victory Park Redevelopment, Project No. 0708-AAP-03)*

*Commissioner Roof seconded the motion, and it carried unanimously.*

-----

### **Community Development Block Grant Funds – Consolidated Social Service Funding (CSSF)**

- **An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Crisis Nursery, Project No. 0708-CSSP-01)**
- **An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Frances Nelson Health Services, Project No. 0708-CSSP-02)**
- **An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Mental Health Center of Champaign County – Homeless Youth Program, Project No. 0708-CSSP-03)**
- **An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Persons Assuming Control of Their Environment (PACE, Inc.), Project No. 0708-CSSP-04)**

Mr. Schneider described how Kelly Hartford worked with Carol Elliott from Cunningham Township to compile the list of applicants, arrange presentations to City Council, and verify that agencies may receive funding. Ms. Hartford selects projects that are eligible for CDBG funding and meet the CD Commission's priorities for the Consolidated Social Service Funding. The total amount of CSSF is \$16,500, and it is allocated as follows: Crisis Nursery \$3,500; Frances Nelson \$3,500; Mental Health Center \$4,500; PACE \$5,000.

Chairperson Cobb questioned whether the agencies had enough funds to accomplish their projects. Mr. Schneider said that Cunningham Township may provide other funds. Also, each agency does everything it can to maximize their dollars. All of these agencies have been in operation for many years.

Chairperson Cobb asked what would happen to the City's contribution if the agency did not get enough funding from other sources. Mr. Schneider replied that each agency has a list of other resources, and they will accept whatever funds the City provides. The agencies will then offer as many services as they can with that amount of funding. Last year Project 18 turned down general grant funds because they lost a staff person. Those funds were reallocated for the Urban League Summer Youth Program.

Commissioner Michelson remarked that the Mental Health Center requested \$21,000, and the City of Urbana is providing \$4,500. Mr. Schneider answered that the City wanted to split the CDBG funds among several different agencies. Commissioner Diana added that the social service agencies will request a maximum amount of funds from each entity with the understanding that they will not receive that amount. City funds are only “one piece of the pie,” and agencies also receive funds through fundraising activities. Mr. Schneider noted that funds are used to compensate staff and buy supplies. If they don’t have enough funds, staff may volunteer their time. Commissioner Vidoni had the general impression that the projects receiving CDBG CSSF were more closely related to the CD Commission’s priorities than last year. He stated it was gratifying that the CD Commission could have some input and make a difference.

*Commissioner Silvis moved to recommend to City Council approval of the following:*

- *An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Crisis Nursery, Project No. 0708-CSSP-01)*
- *An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Frances Nelson Health Services, Project No. 0708-CSSP-02)*
- *An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Mental Health Center of Champaign County – Homeless Youth Program, Project No. 0708-CSSP-03)*
- *An Ordinance Approving a City of Urbana Community Housing Development Block Grant Program Agreement (Persons Assuming Control of Their Environment (PACE, Inc.), Project No. 0708-CSSP-04)*

*Commissioner Diana seconded the motion, and the motion carried unanimously.*

-----

### **Supportive Housing Program (SHP)**

- **An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and A Woman’s Fund (AWF)**
- **An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Center for Women in Transition (CWIT)**
- **An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Salvation Army Services, Inc.**

Mr. Schneider stated that, as part of the Continuum of Care, the City of Urbana takes applications from the three agencies and applies to the federal government for renewal of the Supportive Housing grants. AWF, CWIT and the Salvation Army provide transitional housing assistance to families in the area. The funding is as follows: \$62,912 for AWP; \$103,917 for CWIT; and \$33,786 for Salvation Army. These funds help with operations and supportive services. HUD has monitored the SHP, and staff has worked through the issues so the program is satisfactory to HUD. HUD would allow the grant responsibilities to be transferred to the agencies; however, the agencies do not want this. They prefer that Kelly Hartford continue to administer the SHP grant. The City of Urbana receives a small amount of administrative funds for this program.

Noting that the City manages other grants besides CDBG and HOME, Commissioner Vidoni said it was good to diversify funding sources.

*Commissioner Diana moved to recommend to City Council approval of the following:*

- *An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and A Woman's Fund (AWF)*
- *An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Center for Women in Transition (CWIT)*
- *An Ordinance Approving a Supportive Housing Program Subrecipient Agreement Between the City of Urbana and Salvation Army Services, Inc.*

*Commissioner Michelson seconded the motion, and the motion carried unanimously.*

**Adjournment:** Chairperson Cobb adjourned the meeting at 8:08 p.m.

Recorded by Connie Eldridge

---

C:\word\minutes.cdc.June 24, 2007..min

*APPROVED with corrections by CD Commission 7-24-07*