



### **Notice of Public Hearing**

The City of Urbana and Urbana HOME Consortium (comprised of the City of Urbana, the City of Champaign, and Champaign County Regional Planning Commission) are seeking citizen input regarding community needs. The City of Urbana is working to develop the 2023/2024 Annual Action Plan, which outlines the goals and budget for activities in Fiscal Year 2023/2024. A public hearing will be held on **Tuesday, January 24, 2023 at 6:00 p.m.** prior to the regular meeting of the Community Development Commission to gather input on the plan. The public hearing will take place in City of Urbana Council Chambers located at 400 S Vine St. Urbana, IL.

Written comments can be submitted to the City of Urbana, Grants Management Division 400 S. Vine St., Urbana, IL 61801 or by e-mail to [grants@urbanaindinois.us](mailto:grants@urbanaindinois.us). Written comments must be received by the close of business, Monday, January 23, 2023.

All interested persons are invited to attend in person or watch the hearing on UPTV, livestream the hearing at <https://livestream.com/urbana>. Persons attending the hearing shall have the right to provide written and oral comments and suggestions regarding the proposed substantial amendment.



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**DATE:** Tuesday, January 24, 2023

**TIME:** 6:00 p.m.

**PLACE:** 400 South Vine Street

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## NOTICE OF PUBLIC HEARING OF THE URBANA COMMUNITY DEVELOPMENT COMMISSION

The City of Urbana and Urbana HOME Consortium (comprised of the City of Urbana, the City of Champaign, and Champaign County Regional Planning Commission) are seeking citizen input regarding community needs. The City of Urbana is working to develop the 2023/2024 Annual Action Plan, which outlines the goals and budget for activities in Fiscal Year 2023/2024. A public hearing will be held on Tuesday, January 24, 2023 at 6:00 p.m. prior to the regular meeting of the Community Development Commission to gather input on the plan. The public hearing will take place in City of Urbana Council Chambers located at 400 S Vine St. Urbana, IL.

Written comments can be submitted to the City of Urbana, Grants Management Division 400 S. Vine St., Urbana, IL 61801 or by e-mail to [grants@urbanaininois.us](mailto:grants@urbanaininois.us). Written comments must be received by the close of business, Monday, January 23, 2023.

All interested persons are invited to attend in person or watch the hearing on UPTV, livestream the hearing at <https://livestream.com/urbana>. Persons attending the hearing shall have the right to provide written and oral comments and suggestions regarding the proposed substantial amendment.

## AGENDA

- I. CALL TO ORDER AND ROLL CALL**
- II. PUBLIC INPUT**
- III. ADJOURNMENT**

Phyllis D. Clark  
City Clerk

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaininois.us/uptv>.

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**DATE:** Tuesday, January 24, 2023  
**TIME:** 6:00 P.M.  
**PLACE:** City Council Chambers  
400 S. Vine St.  
Urbana, IL 61801

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## **A G E N D A**

- 1. Call to Order and Roll Call**
- 2. Approval of Minutes of Previous Meeting**
  - a. January 3, 2023
- 3. Additions To The Agenda**
- 4. Public Input**
- 5. Presentations**
  - a. Staff Report
- 6. Unfinished Business**
- 7. New Business**
  - a. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (Habitat CHDO Certification 2023)
  - b. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Operating PY 2023)
  - c. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Developer PY 2023)
  - d. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (First Followers CHDO Certification 2023)
  - e. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (First Followers CHDO Operating PY 2023)
  - f. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (First Followers CHDO Developer PY 2023)

- g. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Champaign County Regional Plan Commission TBRA FY 2022-2023)
- h. Amendment to Article I of the Urbana Community Development Commission Bylaws

## **8. Adjournment**

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 217-384-2366.



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### *GRANTS MANAGEMENT DIVISION*

**TO:** Community Development Commission Members  
**FROM:** Sheila Dodd, Interim Community Development Services Director  
Breaden Belcher, Community Development Coordinator  
**DATE:** January 19, 2023  
**SUBJECT:** Staff Briefing

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#### **Department of Housing and Urban Development (HUD) Activity**

- Housing & Homeless Innovations Program (HHI) update
- FY23-24 Youth Services Grant Program update
- Outreach opportunities for Annual Action Plan

#### **Other Grants Management Division Activities**

- New Staff Introduction
- New CD Commissioners needed



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Community Development Commission

**FROM:** Sheila Dodd, Manager, Interim Community Development Services Director

**DATE:** January 19, 2023

**SUBJECT:** **A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (Habitat CHDO Certification 2022)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Developer PY 2022)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Operating PY 2022)**

**A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (First Followers CHDO Certification 2022)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (First Followers CHDO Developer PY 2022)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (First Followers CHDO Operating PY 2022)**

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### **Description**

Included on the agenda of the January 24, 2023 meeting of the Urbana Community Development Commission are Resolutions certifying Habitat for Humanity of Champaign County (Habitat) and First Followers as a Community Housing Development Organization (CHDO), in order to be eligible to receive funding using Federal Program Year (PY) 2022 CHDO Project and Operating funds through the HOME Investment Partnerships Program. The U.S. Department of Housing and Urban Development (HUD) requires that 15 percent of each annual allocation of HOME Investment Partnerships (HOME) Program funding be provided to a certified CHDO. The proposed funding of \$90,000 in project funds would assist Habitat in creating three new single-

family units and \$30,000 in project funds would assist First Followers in creating an affordable rental unit.

## Certification

CHDOs are required to submit a certification application annually. Certification requirements include board make-up, nonprofit status, history of serving the community, and a number of other criteria. The City has received a completed CHDO Certification Applications from Habitat and First Followers.

## Proposed Projects

In total, \$120,000 is available in CHDO project funding for FY2022. An additional \$26,000 is available for CHDO operating costs. Habitat requested \$120,000 for project funding and \$19,500 for operating costs. First Followers requested \$60,000 for project funding and \$20,000 for operating costs. Due to limited funding, below is the funding recommendation for each unit:

CHDO	Project Address	Funding Type	Amount
Habitat	1208 W Eads Urbana, IL 61801	CHDO Construction Financing and Down Payment Assistance if needed	\$30,000+ \$6,500 Operating
Habitat	503 N Ash, Champaign, IL 61820	CHDO Construction Financing and Down Payment Assistance if needed	\$30,000+ \$6,500 Operating
Habitat	1002 W Beardsley, Champaign, IL 61820	CHDO Construction Financing and Down Payment Assistance if needed	\$30,000+ \$6,500 Operating
First Followers	1407 Wiley, Urbana, IL 61801	CHDO Construction Financing	\$30,000+ \$6,500 Operating

According to the application submitted, 1208 W Eads, Urbana, Illinois, is a vacant lot obtained by Habitat from the Blight Reduction Program. Construction will be complete in the spring of 2024. A low income family has selected the lot as the site of their future home. The project at 503 N Ash, Champaign, Illinois, is a vacant lot obtained through a request for proposal process with the City of Champaign. Construction is predicted to start in the fall of 2023. A low-income family has selected the lot as the site of their future home. The family is expected to move into the house in the spring of 2024. The project at 1002 W Beardsley, Champaign, Illinois, is a vacant lot obtained through a request for proposal process from the City of Champaign. Construction is predicted to start in the fall of 2023. A low-income family has selected the lot as the site of their future home. The family is expected to move into the house in the summer of 2024.

First Followers acquired 1407 Wiley in Urbana through the Abandoned Properties Program. The rehabilitation is expected to start in the spring of 2023 with lease up in fall of 2023.

Up to five percent of a Participating Jurisdiction's total HOME allocation may be used to provide general operating assistance (CHDO Operating) to CHDOs that are receiving set-aside funds for an activity. Eligible operating expenses are reasonable and necessary costs for the operation of the CHDO, and include salaries, wages, benefits, or other compensation; employee training; office rent and utilities; communication costs; taxes and insurance; equipment, materials, and supplies.

## Options

1. Forward one or more of the Resolutions as written to City Council with a recommendation of approval.
2. Forward one or more of the Resolutions to City Council with suggested changes.
3. Do not approve forwarding one or more of the Resolutions to City Council.

## Fiscal Impacts

There will be no change to the City General Fund as a direct result of executing the proposed contracts. The City manages HOME funds as a pass-through agency, and all requests for grant funding are made on a reimbursement schedule. Funding that is not committed to a CHDO in a manner acceptable to HUD is considered a shortfall and will be at risk of being de-obligated by HUD. HUD has set aside commitment deadlines for the funding but that will soon end.

## Programmatic Impacts

The proposed projects are all in keeping with the goals and strategies outlined in the *City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020-2024*. CHDO project activities are funded by the 15-percent HOME Set-Aside and cannot be used for any other program or activity.

## Recommendations

Staff recommends that the Resolutions Certifying Habitat and First Followers as a CHDO, Approving a Developer Agreement with Habitat and FirstFollowers, and Approving CHDO Operating Agreement for Habitat and FirstFollowers.

## Attachments:

1. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (Habitat CHDO Certification 2022)
2. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Developer PY 2022)
3. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Operating PY 2022)
4. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (First Followers CHDO Certification 2022)
5. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (First Followers CHDO Developer PY 2022)
6. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN



URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION AGREEMENT (First Followers CHDO Operating PY 2022

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION FOR THE URBANA HOME CONSORTIUM**

**(Habitat CHDO Certification PY 2022)**

**WHEREAS**, the City Council of the City of Urbana, Illinois, has found and determined that certification of Habitat for Humanity of Champaign County as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2022-2023 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 2020-2024 Consolidated Plan.

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

Section 1. That Habitat for Humanity of Champaign County (Habitat) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for the projects described in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (Habitat CHDO Developer PY 2022), 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 for the duration of the projects specified in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (Habitat CHDO Developer PY 2022), or until such time that Council be informed of conditions necessitating a change in the status of Habitat as a CHDO.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTAINED:

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**Phyllis D. Clark, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION AGREEMENT**

**(Habitat CHDO Operating PY 2022)**

**WHEREAS,** The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/ Champaign County) FY 2020-2024 Consolidated Plan*.

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

Section 1. That an Agreement providing \$19,500 in HOME Program Operating funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and Habitat for Humanity of Champaign County, in substantially the same 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 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:

ABSTAINED:

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**Phyllis D. Clark, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION AGREEMENT**

**(Habitat CHDO Developer PY 2022)**

**WHEREAS,** The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan.

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

Section 1. That an Agreement providing \$90,000 in HOME Program funds, for the creation of three (3) affordable single family units, between the City of Urbana and Habitat for Humanity of Champaign County, in substantially the same 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 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:

ABSTAINED:

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**Phyllis D. Clark, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION FOR THE URBANA HOME CONSORTIUM**

**(First Followers CHDO Certification PY 2022)**

**WHEREAS**, the City Council of the City of Urbana, Illinois, has found and determined that certification of First Followers as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2022-2023 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 2020-2024 Consolidated Plan.

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

Section 1. That First Followers be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for the projects described in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (First Followers CHDO Developer PY 2022), 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 for the duration of the projects specified in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (First Followers CHDO Developer PY 2022), or until such time that Council be informed of conditions necessitating a change in the status of First Followers as a CHDO.



**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTAINED:

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**Phyllis D. Clark, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION AGREEMENT**

**(First Followers CHDO Operating PY 2022)**

**WHEREAS,** The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/ Champaign County) FY 2020-2024 Consolidated Plan*.

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

Section 1. That an Agreement providing \$6,500 in HOME Program Operating funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and First Followers, in substantially the same 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 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:

ABSTAINED:

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**Phyllis D. Clark, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT  
ORGANIZATION AGREEMENT**

**(First Followers CHDO Developer PY 2022)**

**WHEREAS,** The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan.

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

Section 1. That an Agreement providing \$30,000 in HOME Program funds, for the creation of one (1) affordable single family unit, between the City of Urbana and First Followers, in substantially the same 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 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:

ABSTAINED:

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**Phyllis D. Clark, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Community Development Commission

**FROM:** Sheila Dodd, Manager, Interim Community Development Services Director

**DATE:** January 20, 2024

**SUBJECT:** **A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT (Champaign County Regional Planning Commission TBRA FY 2022-2023)**

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#### Description

Included on the agenda of the January 24, 2023 Urbana Community Development Commission meeting is a resolution approving and authorizing the execution of an Urbana HOME Consortium subrecipient agreement as part of the HOME Investment Partnerships Program.

The proposed agreement would allocate \$150,000 from FY 2022/2023 from the allocation of HOME funds to assist Champaign County Regional Planning Commission (CCRPC) to fund a tenant-based rental assistance (TBRA) program for qualified low-income renters. The participants in this TBRA program may also be offered case management.

#### Background and Discussion

An estimated fifteen (15) households are expected to benefit from TBRA through the proposed program, based on performance from previous funding agreements. Determining the actual number of beneficiaries is difficult due to differences in family size and monthly rents. CCRPC is currently maintaining a HOME-funded TBRA program with fifteen clients, and currently has the staff to manage additional clients as well.

Rental assistance would be provided by CCRPC to each eligible tenant for a period of time not to exceed two (2) years. The proposed subrecipient agreement requires that all funds must be expended by June 30, 2025.

Champaign County will provide the required 25% match through excess match contributions available through the HOME Consortium through the three year term of the agreement. Champaign County has experienced no difficulty with regards to expending HOME funds in a timely manner in each of their prior funding agreements.

#### Options

1. Forward the Resolution to City Council with a recommendation of approval and authorizing the execution of an Urbana HOME Consortium subrecipient agreement with Champaign County Regional Planning Commission TBRA FY 2022-2023.

2. Forward the Resolution to City Council with recommendation of approval with suggested changes.
3. Do not approve the Resolution.

### **Fiscal Impacts**

There will be no change to the City General Fund as a direct result of executing the proposed agreement. The funding proposed for this project is already incorporated into the FY 2022-2023 Annual Action Plans as amended. The proposed contract and expenditure of the funds for this agreement will assist in committing the Urbana HOME Consortium's funding in a timely manner.

### **Programmatic Impacts**

The proposed TBRA project is in keeping with the goals and strategies outlined in the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020-2024. The proposed agreement will utilize funding originally programmed for TBRA. Committing these program funds will help to secure future HOME funding in maintaining the Urbana HOME Consortium's commitment obligations and improving overall program performance.

### **Recommendations**

Staff recommends forwarding the attached Resolution to Urbana City Council with a recommendation of approval.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN  
URBANA HOME CONSORTIUM SUBRECIPIENT AGREEMENT**

**(Champaign County Regional Plan Commission TBRA FY 2022-2023)**

**WHEREAS,** The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached subrecipient agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan.

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

Section 1. That an Agreement providing \$150,000 in HOME Program funds, for the funding of a tenant-based rental assistance program, between the City of Urbana and Champaign County Regional Plan Commission, 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 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:

ABSTAINED:

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**Phyllis Clark, City Clerk**

**APPROVED BY THE MAYOR** this\_\_\_\_\_day of\_\_\_\_\_,\_\_\_\_\_.

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**Diane Wolfe Marlin, Mayor**



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** City of Urbana Community Development Commission  
**FROM:** Breaden Belcher, Community Development Coordinator  
**DATE:** January 19, 2022  
**SUBJECT:** Amendment to Article I of the Urbana Community Development Commission Bylaws

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#### **Introduction**

Per the bylaws of the Urbana Community Development Commission, the Commission shall review the bylaws at least once annually. The Community Development Commission should review the bylaws and if no changes are proposed, no action is necessary. However, if changes are proposed, they should be put to a vote. Per Article V, the bylaws may be amended by a motion of the Community Development Commission, and a two-thirds vote of a quorum of Community Development Commission members.

Staff proposes amending Article I Section 1 of the bylaws to change the required number of appointed members from 9 to 7. The bylaws are included in the attachments for review by the Commission.

#### **Background**

At the Special Meeting of the Community Development Commission on January 3, 2023, City staff discussed the benefits of potentially reducing the number of appointed members from 9 to 7. Doing so will lower the threshold needed to reach a quorum, which will ensure that time sensitive business before the commission is not delayed. A 7 member commission will also be easier for City staff to manage.

#### **Options**

1. Move to amend Article I Section 1 of the bylaws changing the required number of appointed members from 9 to 7
2. Take no action on the bylaws

**Recommendation**

City staff recommend amending Article I Section 1 of the bylaws changing the number of appointed members from 9 to 7.

**Attachments**

Community Development Commission Official Bylaws

**CITY OF URBANA**  
**COMMUNITY DEVELOPMENT COMMISSION BYLAWS**  
**Amended February 26, 2019**

**Preamble**

The purpose of the Community Development Commission is to advise the Mayor and City Council regarding the federally funded portion of the City's community development services as well as other funding opportunities. The commission will set goals for projects and programs funded through HOME and CDBG funds; make recommendations on resource allocations; monitor, evaluate, and recommend community development activities; as well as seek out and collect community input. The Community Development Commission was created by Urbana City Council Resolution No. 7475-R23 and passed on October 7, 1974. Commission membership was reduced from eleven to nine persons by Urbana City Council Resolution No. 8182-R35, passed on March 1, 1982.

**Article I – Members**

**Section 1.** The Community Development Commission shall consist of nine (9) members appointed by the Mayor with consent of the City Council.

**Section 2.** Each member shall be appointed to the Commission for a term of three (3) years in accordance with Section 2-77 of the City Code of Ordinances. Appointment to subsequent terms shall be permissible.

**Section 3.** The Community Development Commission shall include residents of the Community Development Target Area (the area of the city designated by City Council to receive Federal Community Development Block Grant funds), residents with professional backgrounds related to community development, and residents interested in the community development programs. There shall be no requirement that the Commission be balanced with an equal number of residents from the Target Area, residents from professional backgrounds, and residents generally interested in community development.

**Section 4.** Members appointed to fill vacancies shall be recommended by the Mayor and approved by the City Council in accordance with Section 2-77 of the City Code of Ordinances.

**Section 5.** In the event that a member misses three consecutive regular meetings (exclusive of special meetings) without notifying the Secretary or the Chair at least 24 hours in advance, the Chair may request staff to prepare a letter notifying the Mayor of the individual member's absence and the Mayor may then declare a vacancy and make a new appointment to the position held by that member.

**Article II - Officers**

**Section 1.** One (1) member of the Commission shall be appointed to the position of Chair. The Chair shall be appointed by the Mayor and approved by the City Council in accordance with Section 2-77 of the City Code of Ordinances. In the temporary absence of the Chair, an acting Chair shall, based upon interest and length of tenure on the Commission, be recommended and selected by the Community

Development Commission by majority vote. The Commission may also choose to appoint a permanent Vice-Chair by majority vote to assume the duties of the Chair in his or her absence.

Section 2. The Chair shall generally serve for a term of three (3) years. The Chair may be appointed for subsequent three (3) year terms.

### **Article III – Meetings**

Section 1. The Community Development Commission will hold regularly scheduled meetings once a month. The meetings will be held on the fourth Tuesday of each month at 6 p.m. in the Urbana City Council Chambers unless otherwise announced.

Section 2. Regularly scheduled Community Development Commission meetings shall be open to the public in accordance with the Illinois Revised Statutes, Open Meetings Act. Closed sessions are only permitted in accordance with the Open Meetings Act.

Section 3. A majority of duly appointed Community Development Commission members then holding office shall constitute a quorum.

Section 4. Any action taken by the Community Development Commission requires an affirmative vote of the simple majority of a quorum of Community Development Commission members after a motion has been made by one member and seconded by another member. The Chair is a voting member of the Commission.

Section 5. Staff assistance for the Commission shall be provided by the Manager of the Grants Management Division and other Grants Management Division staff as appropriate. The Manager or his or her assignee shall record minutes of each meeting.

Section 6. The Commission may hold meetings in the form of study sessions in addition to its regular monthly meetings.

Section 7. A special meeting may be called by the Manager of the Grants Management Division or by the Chair of the Community Development Commission. At least forty-eight (48) hours notice must be given before a special meeting may take place. A quorum is required before business can be discussed.

Section 8. The agenda for each meeting and the order of business shall be as follows unless a majority of the Board members present agree to alter the order of business. Additions to the agenda shall not be made unless properly noticed per the Open Meetings Act:

- A. Call to Order, Roll Call, and Declaration of Quorum
- B. Approval of Minutes of Previous Meeting
- C. Petitions and Communications
- D. Audience Participation
- E. Staff Report

- F. Old Business
- G. New Business
- H. Study Session
- I. Adjournment

Members of the public shall have up to five (5) minutes each for input during audience participation; it shall be the prerogative of the Chairperson to extend the five (5) minute time limit. If more than ten (10) individuals seek to provide public input during audience participation, then the Chairperson shall have the authority to reduce the five (5) minute time limit to three (3) minutes. All public input shall be limited to topics germane to those described on the agenda for that particular meeting. No member of the Commission is obligated to respond to anything contained in a person's public input.

Section 9. Parliamentary procedures in Commission meetings shall be governed by *Roberts Rules of Order*.

Section 10. The Commission may hold public hearings from time to time on topics such as the Annual Action Plan. Unless otherwise determined by the Chair, the procedure at a hearing shall be as follows:

- A. The Chair opens the public hearing.
- B. Staff presents summary of the case.
- C. Petitioner outlines request and presents evidence.
- D. Other Proponents present evidence.
- E. Opponents present evidence and may ask questions of Petitioner.
- F. Others may be heard.
- G. Staff may make additional comments or clarification.
- H. Petitioner may offer rebuttal.
- I. Petitioner may present a summary of his/her petition.
- J. Commission discusses the case.
- K. Commission may vote on the case.

Questions from the Commission may be directed at any time to the applicant, staff or public to clarify evidence presented in the hearing. The Commission shall not be bound by strict rules of evidence. The Commission may exclude irrelevant, immaterial, incompetent or repetitious testimony or other evidence.

Section 11. Continuance of Commission items may be granted to a specific time and date, at the discretion of the Commission, for good cause shown, at the request of staff or any interested party who has entered his/her appearance.

## **Article IV – Conflicts of Interest**

Section 1. Any member of the Commission who has a conflict of interest in a matter before the Commission shall not participate in the discussion or vote thereon. Conflicts of interest may arise from various scenarios including, but not limited to, financial, ownership or property interests, conflicts with employment or appointments, or conflicts with a publicly stated opinion on a pending application.

Section 2: If it is determined that a member of the Commission has a conflict of interest, he or she must state so and remove himself or herself from the discussion and from the table while the matter is resolved. Such action shall not affect the quorum established to conduct the meeting. The Commission member's recusal will be considered an abstention and shall not be counted as either aye or a nay vote. Further, the abstaining member shall not be counted in determining the total number of votes required for approval of a matter before the Commission, any statute, ordinance or rule of parliamentary procedure to the contrary notwithstanding.

Section 3: A Commission member who has publicly stated a position in the press, in a public forum or on a public petition in regards to a case prior to that case being voted on by the Commission shall be deemed a conflict of interest. In this event, the Commission member shall indicate a conflict of interest as described herein and shall recuse themselves from participating in that case.

Section 4: The Chair, after consulting with the City Planner or his/her designee and the City Attorney, shall determine if a By-Law has been violated for the purposes of determining a conflict of interest. The determination of the Chair is subject to being over-ruled by the Commission.

## **Article V – Amendments**

These bylaws may be amended by a motion of the Community Development Commission, and a two-thirds vote of a quorum of Community Development Commission members.

Adopted by the Urbana Community Development Commission April 23, 1991.

Amended by the Urbana Community Development Commission May 28, 1991.

Amended by the Urbana Community Development Commission June 20, 1995.

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