



**DATE:** Tuesday, October 27, 2020  
**TIME:** 6:00 P.M.  
**PLACE:** City of Urbana Council Chambers  
400 S Vine St, Urbana, IL 61801 \*to be held virtually via Zoom\*

**NOTICE OF PUBLIC HEARING  
OF THE CITY OF URBANA COMMUNITY  
DEVELOPMENT COMMISSION**

**PUBLIC NOTICE**

In accordance with 24 CFR 91.05(c)(2) and subpart B of the federal regulations relative to citizen participation for Community Planning and Development Programs and applicable waivers made available to those requirements through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act 3), the City of Urbana is making an amendment to the Consolidated Plan Annual Action Plan FY 2020/2021.

Public Comment Period and Process:

This Consolidated Plan amendment is available for a 7-day public review and comment period from October 27, 2020 to November 3, 2020. Citizens wishing to submit written comments during the public review and comment period may mail them, postmarked no later than November 3, 2020, to the following:

Community Development Services  
Grants Management Division  
400 S Vine St.  
Urbana, IL 61801

You may also email comments no later than November 3, 2020 to Sheila Dodd at [sedodd@urbanaininois.us](mailto:sedodd@urbanaininois.us)

A public hearing will be held prior to the City of Urbana Community Development Commission meeting at 6:00 pm on October 27, 2020.

Amendment:

This is an amendment to the 2020-2024 Consolidated Plan Annual Action Plan FY 2020/2021 for the City of Urbana to receive and administer \$334,849 in Community Development Block Grant-CV 3 funds (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) made available through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

Additional CDBG funding made available to the City by HUD through the CARES Act is unknown as this time but will be used for the same purpose of the initial allocations indicated above which is to prevent the spread of coronavirus 19 (COVID-19) and facilitate assistance to eligible communities, households, and persons economically impacted by COVID-19. In addition, the City may reprogram FY 2020/2021 CDBG funding as needed to respond to COVID-19. FY 2020/2021 CDBG funds already allocated to the City may also be used to respond to the COVID-19 pandemic.

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 217-384-2466.



Eligible CDBG activities include, but are not limited to, assisting low- and moderate-income households with housing assistance, infrastructure improvements for broadband improvements, and business assistance to retain employees that are low- and moderate-income, and support of other COVID-19 response services.

Further, eligible CDBG costs incurred as of March 27, 2020, and paid for with nonfederal funds may be repaid with CDBG, including those made under the CARES Act. These pre-award costs will meet all HUD requirements applicable to CDBG including those under the CARES Act.

Public notices regarding future amendments to the Consolidated Plan will be posted online on the City of Urbana website at [www.urbanaininois.us](http://www.urbanaininois.us)

NOTICE DATED: OCTOBER 23, 2020

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 384-2466 or TTY at 384-2447.

## **AGENDA**

- 1. Call to Order and Roll Call**
- 2. Approval of Minutes of Previous Meeting**
  - a. August 25, 2020
- 3. Additions To The Agenda**
- 4. Public Input**
- 5. Presentations**
  - a. Staff Report
- 6. Unfinished Business**
- 7. New Business**
  - a. CHDO Applications
  - b. CAPER
  - c. ESG-CV
  - d. CARES 3
- 8. Adjournment**

\*Due to the Governor's shelter in place order, the Urbana City Council Chambers will be not be open to the public during this meeting. For those wishing to provide public input, please email your statement to [sedodd@urbanaininois.us](mailto:sedodd@urbanaininois.us) by the start time on the date of the meeting. Your statement will be read into the record per council public input rules. Public input also may be provided via Zoom. Anyone can watch the meeting on [streaming services](#), UPTV, or attend virtually via Zoom. Additional instructions are attached.

### **Join Zoom Meeting:**

<https://us02web.zoom.us/j/81510629033>

Or iPhone one-tap :

US: +13126266799,,81510629033# or +19292056099,,81510629033#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 815 1062 9033

International numbers available: <https://us02web.zoom.us/j/kpPSeXhz5>

### **PUBLIC INPUT**

Public input will be taken in the following ways:

#### **Zoom Webinar participant**

Click on the link above to join the Webinar. You must provide your name and email in order to join the Webinar. If you wish to speak during the Public Input, "raise your hand" and wait to be called on by the meeting host. You must state your first and last name for the meeting record. Participants will be muted except when they are called on to speak; video will remain off for all members of the public when speaking. You may speak for up to three minutes.

#### **Telephone participant**

Call the phone number shown on the agenda. Enter the Webinar ID followed by the # key. All callers are muted by default. If you wish to speak, "raise your hand" by pressing \*9 once. When you are called on by the host, you will be un-muted. You must state your first and last name for the meeting record. When you are finished, the host will "lower your hand" and mute you. You may speak for up to three minutes.

#### **Email Input**

**You may email public input to [sedodd@urbanaininois.us](mailto:sedodd@urbanaininois.us).** Please put "PUBLIC INPUT" and the meeting date in the subject line. Emailed public input labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved. We cannot guarantee that all emails will be read aloud, due to variation in the volume of mail and time available.

Persons with disabilities needing special services or accommodations for this meeting should contact the City of Urbana's Americans with Disabilities Coordinator at 384-2466 or TTY at 384-2447.



*UNAPPROVED*

**MINUTES**

**COMMUNITY DEVELOPMENT COMMISSION MEETING**

**August 25, 2020, virtually via Zoom**

**City of Urbana, 400 South Vine Street, Urbana, IL 61801**

**Call to Order and Roll Call:** Chairperson Heinze-Silvis called the meeting to order at 6:04pm.

**Commission Members Present:** Anne Heinze-Silvis, Chris Diana, Robert Freeman, and Patricia Jones,

**Commission Members Excused/Absent:** Abdulhakeem Salaam and Darius White.

**Others Present:** Sheila Dodd, Grants Management Manager; Alyssa Jaje, Community Development Specialist; Jim Mueller, Habitat for Humanity.

**Approval of Minutes:** The May 27, 2020 minutes were presented for approval. Commissioner Jones motioned to approve the minutes. Commissioner Diana seconded the motion. The motion carried by a roll call vote as follows:

Aye: Heinze-Silvis, Diana, Freeman, Jones

No: None

**Additions to the Agenda:** There were no additions.

**Public Input:** There was no public input.

**Presentations:**

- a) Staff report: Staff has been implementing two COVID relief programs: one for small business and one for rent/mortgage/utility assistance. \$251,000 was expended to assist 28 Urbana businesses. 30 rent applications were received. Six of those applications were denied because they did not live within City limits, were currently receiving a voucher from the Housing Authority, or were behind on housing payments prior to March. 14 households have been funded and nine other households were still submitting all their materials and documentation.

Staff has been attending several trainings on COVID-relief programs. One major community concern is the future impact of evictions. Sheila meets regularly with a group of community leaders to discuss homelessness, evictions, rent, and other housing problems, in addition to working towards finding solutions. About \$300,000 local funds have been

allocated to rent assistance. About \$700,000 of funds have been dispersed county-wide for shelter and housing.

The City is set to receive federal funds for the Emergency Shelter Grant from HUD. The City will administer grants to the Cunningham Township Supervisors Office and CU at Home.

**Unfinished Business:** There was no unfinished business.

**New Business:**

- a) Consolidated Social Service Funding recommendations have been sent to Council. Final approval is expected in September.
- b) ESG-CV funds will ideally be presented to CD Commission in September. This will allow funds to be distributed as soon as they are available from the State.
- c) Tenant-Based-Rental Assistance funds are proposed to be reallocated. Since rent assistance is a major need in the community right now, the City would like to reallocate unused TBRA funds from the City of Champaign and unused downpayment funds for additional rent assistance.
- d) CHDO applications have been sent out.

**Adjournment:** Seeing no further business, Chairperson Heinze-Silvis adjourned the meeting at 6:32 p.m.

Recorded by:

Alyssa Jaje  
Community Development Specialist



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Lorrie Pearson, AICP, Community Development Services Director

**FROM:** October 22, 2020

**SUBJECT:** An Resolution Amending the City of Urbana Consolidated Plan Annual Action Plan FY 2020/2021

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#### **Description**

The City of Urbana, Grants Management Division, received notice that \$334,849 was allocated to the City to prevent, prepare, and respond the coronavirus disease (COVID-19). The additional funding requires an amendment to the Consolidated Plan Annual Action Plan (AAP) FY 2020/2021. The attached Resolution meets the federal guidance received from the Department of Housing and Urban Development (HUD). Input received during the 7-day public comment period will be incorporated into the Plan prior to submittal to HUD.

#### **Background and Discussion**

In response to the COVID-19 pandemic, Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). As a recipient of CDBG funds, entitlement funding from CDBG-CV 3 in the amount of \$334,849 was awarded to the City of Urbana from HUD. The City is required to amend its current Consolidated Plan to add the additional funding allocation and proposed activities to its CDBG 2020/2021 budget.

The funding is to be used to address needs of low- and moderate income persons impacted by COVID-19. Partnerships and coordination with the local public health district, state, and local service providers were encouraged by HUD to address activities in response to the pandemic. City staff has worked closely with Village of Rantoul, City of Champaign, Champaign County Regional Plan Commission, social service agencies, homeless service providers, economic development groups, Housing Authority of Champaign County, and Champaign Urbana Public Health District to identify community needs. The funding needs to address gaps in service and not duplicate services provided by other agencies and federal/state funds.

CDBG waivers were approved by HUD for the City may use to prevent, prepare for, and respond to the pandemic:

- Suspend the 15% cap on public service activities for FY 2019/2020, CDBG-COVID-19 (CDBG-CV) and FY 2020/21 to prevent, prepare for, and respond to the pandemic.
- Ability to use CDBG-CV funds to cover or reimburse allowable costs to prevent, prepare for, and respond to the pandemic.
- Permission to amend the Citizen Participation Plan and FY 2019/2020 AAP with a reduced public comment period of no less than five days (public comment period running concurrently for AAP and Citizen Participation Plan).
- Ability to meet public hearing requirements with virtual meetings and reasonable public notice.

- Waive the August 16, 2020, deadline to submit the Consolidated Plan and FY 2020/2021 AAP.

Eligible CDBG activities include, but are not limited to, assisting low- and moderate-income households with housing assistance, infrastructure improvements for broadband improvements, and business assistance to retain employees that are low- and moderate-income, and support of other COVID-19 response services.

Staff is researching programs and infrastructure improvements to utilize this round of funding.

A 7-day public comment period will run from October 27, 2020 through November 3, 2020. A public hearing to accept comments on the Draft AAP FY 2020/2021 Amendment will be held prior to the October 27, 2020, Community Development Commission meeting.

### **Options**

1. Forward the Resolutions accepting the CDBG-CV 3 funding with a recommendation for approval.
2. Forward the Resolutions accepting the CDBG-CV 3 funding, with suggested changes, to the Urbana City Council with a recommendation for approval.
3. Do not recommend Council approval of the Resolutions.

### **Fiscal Impacts**

There will be no fiscal impact on the City General Fund, as the \$334,849 in funding comes from the Department of Housing and Urban Development.

### **Recommendations**

Staff recommends approval of the proposed Resolutions.

### **Attachments:**

Resolution Approving Amendment

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

**AN RESOLUTION APPROVING AN AMENDMENT TO THE CITY OF URBANA  
CONSOLIDATED PLAN AND ANNUAL ACTION PLAN FY 2020/2021**

**WHEREAS**, the City of Urbana has been designated an entitlement city under the Federal Housing and Community Development Act of 1974, as amended, and as such is eligible for Community Development Block Grant Covid-19 (hereinafter “CDBG-CV 3”) funds upon proper submittal being made to the United States Department of Housing and Urban Development (hereinafter “HUD”); and

**WHEREAS**, the Urbana City Council previously approved a resolution authorizing submittal to HUD of the Annual Action Plan for FY 2020/2021, which included a proposed budget for the CDBG Program, and HUD subsequently approved the said Annual Action Plan; and

**WHEREAS**, on September 15, 2020, the City of Urbana received notice from HUD regarding funding in response to COVID-19 and on October 23, 2020 published on its website a notice of a seven day public review period regarding said proposed budgetary amendment to the Consolidated Plan Annual Action Plan for FY 2020/2021; and

**WHEREAS**, the City Council now finds it necessary and appropriate to amend the City of Urbana Consolidated Plan Annual Action Plan for FY 2020/2021.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

Section 1. That the City of Urbana, hereby approves the amendment to the following City of Urbana Consolidated Plan Annual Action Plans FY 2020/2021, as such amendment is referenced in the attachment hereto, with reference to the following Annual Action Plan.

Section 2. That the Mayor of the City of Urbana is hereby designated as the authorized representative of the City of Urbana to take any action necessary in conjunction with said attached amendment to the Consolidated Plan Annual Action Plan, including submittal of the Annual Action Plan Amendment to the HUD Regional Field Office and provision of such additional information as may be required.

**PASSED BY THE CITY COUNCIL** this \_\_\_ day of \_\_\_\_\_, 2020.

AYES:

NAYS:

ABSTENTIONS:

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Phyllis A Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_day of \_\_\_\_\_, 2020.

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Diane Wolfe Marlin, Mayor



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Sheila E Dodd Manager, Grants Management Division  
**DATE:** October 22, 2020  
**SUBJECT:** Staff Briefing

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

- Attended CAPER, CDBG-CV, CDBG Certification Trainings/Workshops, etc.
- Received allocation of CARES 3 funding.

#### **Overview of Major Grants Management Division Activities & Accomplishments**

##### **Grants Management Division Manager**

###### **Other**

- ◆ Worked with Grants Compliance Specialist re FY 2019-2020 Consolidated Social Service grants
- ◆ Submitted Consolidated Plan for FY 2020-2024 and FY 2021 Annual Action Plan (AAP) attachments/certifications, resubmitted additional information requested by HUD.
- ◆ Preparing Consolidated Annual Performance Evaluation Report to HUD
- ◆ Worked with other members of Champaign County Continuum of Care on NOFA submission
- ◆ Closed Emergency Solutions Grant

###### • **Community Development Block Grant (CDBG)**

- ◆ Monitoring budget, Timeliness, and Program Compliance
- ◆ Review and update policies and procedures, as needed and as time allows.

###### • **HOME Program**

- ◆ Monitoring budget, Commitments, and Program Compliance
- ◆ Processing HOME funding requests
- ◆ Working with Habitat for Humanity of Champaign County, Navicore Solutions, Courage Connection, and other subrecipients to ensure compliance with HOME regulations

###### • **Abandoned Properties Program**

- ◆ Reported specific expenses applied under the program and submitted the initial funding request
- ◆ Finalizing additional activities to utilize the remaining funds in the program

##### **OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES**

Staff attended regular meetings of the Champaign County Continuum of Care (CoC)/CoC Executive Committee, Council of Service Providers to the Homeless (CSPH), Housing Authority of Champaign Co. (HACC) Board of Commissioners, Senior Task Force, Community Reinvestment Group (CRG), and HOME Technical Committee.