



DATE: Tuesday, August 23, 2022
TIME: 6:00 P.M.
PLACE: City Council Chambers
400 S. Vine St.
Urbana, IL 61801

A G E N D A

1. **Call to Order and Roll Call**
2. **Approval of Minutes of Previous Meeting**
 - a. Public Hearing July 26, 2022
 - b. CD Commission July 26, 2022
3. **Additions To The Agenda**
4. **Public Input**
5. **Presentations**
 - a. HOME-ARP Allocation Plan Update
 - b. Staff Report
6. **Unfinished Business**
7. **New Business**
8. **Adjournment**



UNAPPROVED

MINUTES

COMMUNITY DEVELOPMENT COMMISSION PUBLIC HEARING

Tuesday, July 26, 2022, City Council Chambers

400 South Vine Street, Urbana, IL 61801

Call to Order: Chair Chris Diana called the public hearing of the Urbana Community Development Commission to order at 6:00 p.m.

Roll Call: Brearden Belcher, Community Development Specialist, called the roll. A quorum was present.

Commission Members Present: Chris Diana, Patricia Jones, Shawn Green

Commission Members Excused/Absent: Anne Heinze Silvis, Rev. Robert Freeman

Others Present: Sheila Dodd, Grants Management Division Manager; Brearden Belcher, Community Development Specialist; Hillary Ortiz, Office Specialist, JD McClanahan, Planner II, Champaign County Regional Planning Commission

Public Input: Chairman Diana stated that purpose of this 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 Amendment for Fiscal Year 2021. This amendment includes the HOME American Rescue Plan Allocation plan.

Notice of this public hearing was faxed and/or emailed to the media, emailed to various social service agencies and citizens, and/or placed on the City of Urbana's website on June 30, 2022 and the July 5, 2022 edition of the News Gazette.

This allocation plan identifies preferences to serve homeless or near homeless individuals as well as presents the proposed budget of \$2,970,773. Eligible activities are Supportive Services, Acquisition and Development of Affordable Rental Housing, Non-Profit Operating, Non-Profit Capacity Building, and Administration and Planning.

Sheila Dodd the Interim Community Development Director and J.D. McLanahan from the Champaign County Regional Plan Commission presented a PowerPoint presentation on the HOME ARP Allocation Plan and the progress to date. Reviewed public input gathered previously and shared the proposed allocation allotments.

Chairman Diana stated that audience members could provide input on the 2021 HOME ARP Allocation Plan if they so wished. No one from the audience stepped forward to speak

Adjournment: Seeing no further business, Chairman Diana adjourned the meeting at 6:03 p.m.

Recorded by

Breaden J. Belcher
Community Development Specialist



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Call to Order: Commissioner Chris Diana called the meeting to order at 6:03 p.m.

Roll Call: Breaden Belcher, Community Development Specialist, called the roll. A quorum was present.

Commission Members Present: Chris Diana, Patricia Jones and Shawn Green

Commission Members Excused/Absent: Anne Heinze Silvis and Rev. Robert Freeman

Others Present: Sheila Dodd, Grants Management Division Manager; Breaden Belcher, Community Development Specialist; Hillary Ortiz; Office Specialist; J.D. McClanahan, Planner II, Champaign County Regional Planning Commission

Approval of Minutes: Commissioner Patricia Jones moved to approve the minutes of the May, 24, 2022 Meeting, and Commissioner Shawn Green seconded the motion. The motion carried unanimously.

Petitions and Communications: No petitions or communications were presented.

Audience Participation: Commissioner Chris Diana stated that audience members could speak if they so wished or after a particular item is presented, no one from the audience stepped forward to speak.

Staff Report: Breaden Belcher presented the Staff Report. Mr. Belcher noted that the Fiscal Year 2022-2023 Annual Action Plan was submitted to HUD back in early July, so the city is now waiting on the approval from HUD in order to start moving forward with the Fiscal Year 2022-2023 programs. Mr. Belcher also stated that the Fiscal Year 22-23 Youth Services Grant awards have been made and the agreements have been executed. These were brought before the Commission members back in May 2022, in which they were approved. Mr. Belcher expressed that the city is very excited to be supporting a number of agencies that work with the youth population Urbana. Those program will run from July 1, 2022 through June 30, 2023.

Mr. Belcher let the Commissioners know that the city of Urbana will be making a minor procedural change to the Housing Rehabilitation Program Guide. He explained that previously, in the Housing

Rehabilitation Guide, it was stated that rehabilitation assistance could not be offered to units of 5 or more. The city has since reviewed HUD guidelines in order to determine that, under certain circumstances, this rule could be changed in order to allow the city to be able to assist more multi-family units. This update will affect the Accessibility Grant Program and the Emergency Grant Program. This change does not require the Commissioners to vote, but was brought to the Commissioners as an informative update. Mr. Belcher asked the Commissioners if they had any questions, to which Commissioner Chris Diana asked if the modification included an upper limit on what sizes of multi-family household units could now be allowed to apply. Mr. Belcher explained that there is no upper limit, but the resident that applies for assistance still needs to be considered low-income and meet all the other requirements set by HUD. Commissioner Chris Diana asked if the household size guidelines that the city uses is the same as the ones the county uses. Mr. Belcher confirmed that it is. Commissioner Chris Diana then asked if that any size household would now be able to apply. Mr. Belcher responded, yes.

Old Business: No Old Business was presented.

New Business: Sheila Dodd and J.D. McClanahan presented the HOME-ARP Allocation Plan. Mr. McClanahan reminded the Commissioners that a lot of the information contained in his slideshow was already presented to the Commissioners this past spring. Some of the parts of his presentation, which had previously been discussed with the Commissioners are in the consultation portion. Mr. McClanahan explained that he interviewed and surveyed 22 different organizations in the community who were located in the areas of homeless, all within the 7 categories that HUD required for the outreach. He further stated that the Public Survey was open to the public from late April through the end of May this year and 122 responses were received. Mr. McClanahan said, based on the consultations, public feedback and the data on existing conditions that was gathered, there were three categories that were noted as priority needs for the HOME-ARP funding. The first priority need that was listed was the need for more shelter facilities that are low barrier, open 24-7 and open to a variety of household structures and identities. The second priority need that was identified is the need for supportive services to address homelessness on a personal level in order to help a person build and maintain stability. The third priority need that was identified was a need for not only increased access to affordable housing, but for housing that is quality, safe, accessible and stable.

Mr. McClanahan further stated that based off of the identified needs, a recommended budget allocation was made for individual funding programs. Mr. McClanahan shared the specific distribution amounts for each category, noting that the sum total for all these programs equals out to the full amount of money the HOME Consortium was provided. Mrs. Dodd then spoke up to clarify that the categories selected to receive the funds were predetermined by HUD. Mr. McClanahan then provided the Commission members with a more detailed list of how the money would be spent in each category. The monetary breakdown is as follows:

- Supportive Services - \$1 Million to be used on things such as child care, education services, life skills training, employment assistance/job training, short term financial assistance for rent, credit repair, etc.
- Non-Congregate Shelter - \$400,000 to be used to acquire or rehabilitate existing homeless shelters, turning them into a space that can provide private units or rooms for temporary shelter.
- Tenant-Based Rental Assistance - \$0. This amount was decided upon due to the fact that

there is an inadequate amount of rental units in which the landlords are willing to rent to voucher holders. This tends to limit the effectiveness of TBRA fund usage. It was determined that normal HOME funds can be used on TBRA expenses that may come up, and the HOME-ARP funds would be divided up, in larger amounts, amongst the remaining categories.

- Affordable Housing - \$1 Million to be used to acquire, rehabilitate or construct rental housing units, used to benefit HOME-ARP qualified populations.
- Nonprofit Operating Costs - \$148,359 to be used for necessary administrative costs of operating the non-profit organization, such as employee salaries, utilities, taxes, insurance and employee education
- Nonprofit Capacity Building - \$148,539 to be used for necessary administrative costs for expanding or improving an organization's ability to successfully carry out eligible HOME-ARP activities such as salaries for new hires, employee training, new equipment or contracts for technical assistance.
- Administration and Planning - \$273,875 to be used for overall HOME-ARP program management, coordination, monitoring and evaluation.

Mrs. Dodd noted that the total amounts allocated for the Nonprofit Operating Costs and Nonprofit Capacity Building was the maximum amount of funds that HUD allows to be used on those categories. Mr. McClanahan resumed speaking, stating the reasons why these allocations were laid out in the previously listed amount. He said that investing in facilities and supportive services allows the city to better address underlying issues and that the increased flexibility in using these HOME-ARP funds allows the city to focus on prioritizing activities, that would otherwise be considered ineligible normally. Mr. McClanahan also noted that households belonging to Homeless and At-Risk of Homelessness Qualified Populations will receive priority in HOME-ARP funded programs.

Mr. McClanahan also spoke on the way in which the HOME-ARP administrative process would work. He stated that each funded program will use its own specific application process, which will accept applications on a first-come, first-served basis. Mr. McClanahan also reminded the Commissioners that an exception to this first-come, first-served rule would be made when receiving applications from the previously mentioned priority populations.

Finally, Mr. McClanahan concluded his presentation by giving the Commissioners a basic time frame for how long the HOME-ARP funding allocation process is expected to take. Mr. McClanahan said the draft plan was presented to the public and open for a public hearing in July, the Final Allocation plan will be developed and submitted to HUD in August and then HUD has up to 45 days to authorize or revise the allocation of the funds, which could happen anytime between September and October. Mrs. Dodd then called attention to a memo, located at the back of the Commissioner's packet. She stated that this memo was a summary of the presentation, with a resolution attached for the Commissioners to submit to council. The Commissioners can either recommend an approval of the HOME-ARP Allocation Plan as is, they can forward the Allocation Plan to Council with suggested changes or they can choose not to approve the funding, in which the city would forfeit the Federal funding. Mrs. Dodd recommended that the Commissioners forward the Allocation Plan to Council with their approval.

At this time Mr. McClanahan and Mrs. Dodd asked the Commissioners if they had any questions. Commissioner Jones asked for clarification on what the word "programs" referred to when Mr. McClanahan said that each program would have their own application process. Mrs. Dodd responded to the question explaining that after HUD approves the plan, the city will issue a request

for proposal to meet the funding categories that have already been outlined. Then, depending on what determinations the city gets back, whether it is for shelter or for a specific program, will be the determining factor for which “programs” will have a first-come-first serve application process, with priority given to the homeless or near-homeless populations first. Commissioner Jones followed up Mrs. Dodds’ statement asking how the application’s priority will be given to the people who are going to benefit. Mrs. Dodd responded saying that the applicable agencies will be handling the application process, the city will solicit request proposals from those agencies and then all proposals will be brought before the Commissioner’s for approval.

The next clarification question came from Commissioner Diana. Commissioner Diana wanted to know what kind of qualification guidelines were being put in place for the programs that we do not normally support under the Supportive Services category. Mr. McClanahan responded by telling Commissioner Diana the normal Home-ARP screening process would be used in order to make sure the program is open to all HOME-ARP qualified individuals. Mrs. Dodd also noted that every program will have an application process that requires the applicant to meet certain requirements. The city will then be requesting all the documentation from each program during the monitoring process in order to ensure that the agencies are actually adhering to those guidelines. Commissioner Diana then asked how programs are planning to implement the first-come-first-served structure, while also giving priority to the homeless or near-homeless populations, if the funds will be administered until they run out each year. Mrs. Dodd responded by stating that those details will be flushed out with the agencies during the request for proposal process. The city may end up requesting for each agency be the ones to determine how they are going to implement the first-come-first-served rule. Mrs. Dodd noted that the city needs to be careful about implementing additional requirements for each program because all of the agencies that we will be working with already are structured and knowledgeable about what HUD’s requirements are. Commissioner Diana clarified that he just wanted to make sure that the priority groups were actually going to be given priority. Mrs. Dodd responded the priority groups will be given priority, but that the funds also need to be used if there is no one from those groups who apply. The city will work with the agencies to figure out a way to balance the two.

Upon hearing no other questions Commissioner Diana reminded the other commissioners of their options for recommending or not recommending the plan for approval. He then asked for a motion to be passed. Commissioner Jones motioned to forward the resolution, as is, to city council with the recommendation of approval. Commissioner Green seconded the motion. The motion carried unanimously.

Study Session: There were no items for this agenda.

Adjournment: Seeing no further business, Commissioner Chris Diana adjourned the meeting at 6:29 p.m.

Recorded by

Hillary L. Ortiz
Office Specialist



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 Specialist
DATE: August 23, 2022
SUBJECT: Staff Briefing

Department of Housing and Urban Development (HUD) Activity

- Update on FY 2021-2022 Consolidated Annual Performance and Evaluation Report (CAPER)
- HOME ARP Allocation Report Update

OTHER GRANTS MANAGEMENT DIVISION ACTIVITIES