



DATE: Tuesday February 26, 2019
TIME: 6:00 P.M.
PLACE: Urbana Community Development Conference Room 1st floor
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. January 22, 2019
3. **Additions To The Agenda**
4. **Public Input**
5. **Presentations**
 - a. Staff Report
6. **Old Business**
 - a. Amend Bylaws
7. **Action Item/Topic 1 CSSF Priorities**
8. **Adjournment**



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Sheila Dodd, Manager, Grants Management Division
DATE: February 26, 2019
SUBJECT: Staff Briefing

Updates, activities and accomplishments since January 22, 2019:

Department of Housing and Urban Development (HUD) Activity

- HUD has reopened and Urbana received notice that our new contact at HUD is Amy Hugle.

Overview of Major Grants Management Division Activities & Accomplishments

◆ Grants Management Division Manager

◆ **Other**

- ◆ Submitted quarterly report to IHDA - Abandoned Properties Program Round 3
- ◆ Involved in discussions re HOME Consortium Budget and Subrecipient Agreements
- ◆ Continue FY1920 AAP process
- ◆ Assisting in Bristol Park pay meetings

● **Community Development Block Grant (CDBG)**

- ◆ Working with Transitional Housing program and vacancies
- ◆ Monitoring budget for CDBG

● **Emergency Solutions Grant (ESG)**

- ◆ Monitoring budget for ESG

● **HOME Program**

- ◆ Monitoring HOME grant budget and commitments
- ◆ Completed revisions for subrecipient agreements with Champaign and CCRPC

● **Blight Reduction Program**

- ◆ Project complete – monitoring for compliance

● **HOME Program**

- ◆ Processing funding requests from subrecipients
- ◆ Ensuring compliance with Federal HOME labor standards at the Highland Green construction site
- ◆ Working with Habitat for Humanity of Champaign County and other subrecipients to ensure compliance with HOME regulations
- ◆ Processing applications for Community Housing Development Organizations (CHDOs)
- ◆ Administering the Request for Proposals for available HOME funds

◆ **Community Development Coordinator:**

- **Community Development Block Grant (CDBG)**
 - ◆ Managing the CDBG-funded portion of the Consolidated Social Service Fund
- **Consolidated Social Service Funding (CSSF):**
 - ◆ Managing the FY 18-19 CSSF funding distribution process
- **Emergency Solutions Grant**
 - ◆ Working with subrecipient agencies to report accomplishments to the Illinois Department of Human Services
- **Other**
 - ◆ Completing environmental review records (ERRs) for HUD-assisted projects
 - ◆ Miscellaneous Grants Management Division assistance

□ **Housing Rehabilitation Coordinator**

- **FY18-19 Rehab Projects**
 - ◆ Emergency Grant /Access Grant projects to date: Two (2) applications, one approved and complete one under contract in progress..
 - ◆ Senior Repair Service Projects to date: Four (4) applications have been taken and approved and are in progress or complete.
 - ◆ Whole House Rehabilitation Projects to date: One application approved and complete.
 - ◆ Abandoned Properties Program (APP) Funding through the Illinois Housing Development Authority (IHDA) working with staff, Building Safety and Habitat for Humanity on this program. Three (3) properties completed, an additional property in progress.

□ **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), HOME Technical Committee



UNAPPROVED

MINUTES

COMMUNITY DEVELOPMENT COMMISSION RESCHEDULED MEETING

Tuesday, January 22, 2019, CD Conference Room

400 South Vine Street, Urbana, IL 61801

Call to Order: Anne Heinze Silvis called the meeting to order at 6:04 p.m.

Roll Call: Teri Anandel, Planning Administrative Assistant, called the roll. A quorum was present.

Commission Members Present: Michael Braun, Chris Diana, Rev. Robert Freeman, and Abdulhakeem Salaam, Anne Heinze Silvis

Commission Members Excused/Absent: Jerry Moreland

Others Present: Sheila Dodd, Grants Management Division Manager; Alyssa Jaje, Community Development Specialist; Danis Pelmore, Housing Inspector; Teri Anandel, Planning Administrative Assistant II

Approval of Minutes: Reverend Freeman moved to approve the minutes of the December 11, 2018 Rescheduled Meeting as written, and Commissioner Salaam seconded the motion. The motion carried unanimously.

Petitions and Communications: Ms. Dodd announced that she received an email from James Winston stating his resignation from the Commission. Rev. Freeman wondered if there was a way that they could show appreciation to Mr. Winston for his service on the Commission. Ms. Dodd stated that she would research to find when Mr. Winston joined the Community Development Commission and to see what the City does traditionally to show appreciation.

Audience Participation: Deputy Chairperson Diana stated that audience members could speak if they so wished.

Danis Pelmore introduced himself stating that he was one of the Housing Inspectors for the City of Urbana. Ms. Dodd added that he was interested in learning more about the Grants Management Division. Ms. Heinze Silvis welcomed Darus to the meeting. LOL

Staff Report: Sheila Dodd, Grants Management Manager, provided a brief overview of the major Grants Management Division activities and accomplishments:

- Although HUD is currently shutdown, the City will be able to determine how much our allocation will be for next year when HUD comes back online. Grants staff has been able to continue their work without any problems because we were able to draw down the funds for the prior year that had already been processed. Also, staff was able to complete the end of year Consolidated Annual Performance Evaluation Report (CAPER), which reviews how staff designated and spent funds from prior years.
- She stated that her first day of work for the City of Urbana was November 19, 2018.
- Alyssa Jaje began working for the City of Urbana as the Community Development Specialist on this day replacing Mat Rejc.
- Grants Management Division staff had begun their Annual Action Plan process by hosting five neighborhood meetings earlier this month. Residents in Urbana showed up to all of the meetings and spoke except for the meeting held at King School and provided good and diverse input. There is a strong pull for rental assistance in the community and a need for more minority contractors. This is the fifth (5th) year for the Annual Action Plan so staff is looking at what we said we would do over the last five years. For the things we didn't do, we will be bringing amendments or comments to the Community Development Commission.
- She plans to bring the Consolidated Social Service priorities to the Commission to discuss at the February meeting. The Commission determines the priorities. City staff accepts applications and figures out which applications fit into those priorities. Then, the Commission members vote on them. She would like for this to happen before June 30, 2019, because it is nice for the agencies to start with everything in place on July 1st.
- Abandoned Properties Program. Grants staff have two blighted properties. One is on North Broadway Avenue and the other is on Beslin Street.
- Randy Burgett, Housing Rehab Coordinator, had reached out to four families. There is enough money in the budget to do some repairs and improvements to their homes.

Old Business: Discuss Future Meeting Dates and Times.

Ms. Dodd stated that upon figuring out the dates for the 2019 meetings, she noticed that several of the Commission's meetings would fall on holidays. So, she is proposing changes to the meeting dates, and if the Commission agrees to the proposed schedule, then the meetings will not be considered "Special" meetings. It was suggested at the previous Commission meeting that the start time be changed to 6:00 pm instead of 7:00 pm. If the members agree to this change, then it will require a change to the bylaws.

Mr. Salaam moved to change the bylaws to reflect the time change as suggested. Mr. Braun seconded the motion. Mr. Diana clarified that they would only change the time and not any of the other language in the bylaws. The motion was then approved unanimously by voice vote.

Mr. Diana moved that the Commission accept the proposed 2019 meeting schedule of the Community Development Commission. Rev. Freeman seconded the motion. The motion was approved by unanimously voice vote.

New Business

Alyssa Jaje, Community Development Specialist

Ms. Jaje gave a brief background on her education and previous work history.

Review Bylaws

Ms. Heinze Silvis asked if there was any further review of the bylaws needed.

Mr. Braun commented that there is no definition of what “Community Development” means in the bylaws. He wondered if it included clearing of sidewalks to make it easier for people to get around. Ms. Dodd explained that the preamble lays out what “Community Development” means. She acknowledged that while she understood the language in the bylaws, others may not. Rev. Freeman agreed that lay people may have a harder time understanding the meaning of the bylaws. He recommended that they clarify who the Community Development Commission is and what they are in the bylaws. Mr. Diana added that the bylaws should also explain what a “Community Development Plan” is. Ms. Dodd asked if any of the Commission members would be interested in viewing a future draft to see if it is easier to understand. She could create a Google Drive and share it with the members. The Commission members agreed.

Mr. Braun noted that the last review of the bylaws was March 9, 2015.

Ms. Dodd mentioned that she would be meeting with the Mayor this week to talk about vacancies on the Commission and the process to fill them.

Study Session: There were no items for this agenda.

Adjournment: Seeing no further business, Ms. Heinze Silvis adjourned the meeting at 6:25 p.m.

Recorded by

Manager, Grants Management Division



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

TO: John A. Schneider, MPA, Manager, Community Development Services
FROM: Sheila Dodd, Manager, Grants Management Division
DATE: February 21, 2019
SUBJECT: **CDBG Public Service Funding Priorities as part of the Consolidated Social Service Funding Pool (FY 2019-2020)**

Description

In its advisory capacity to the Urbana City Council, one of the responsibilities of the Community Development Commission (CDC) is to develop priorities for the Community Development Block Grant (CDBG) funding portion of the City's Consolidated Social Service Funding Pool.

Issues

The issue is for the Community Development Commission to identify priorities for allocation of the CDBG Public Service Funds included in the FY 2019-2020 Annual Action Plan (AAP).

Background

In September 1996, the City of Urbana and Cunningham Township established a Consolidated Social Service Funding (CSSF) Pool to provide grants to non-profit organizations that sponsor social services for Urbana residents. The consolidated fund combines funds from the following sources: City of Urbana general funds, Cunningham Township funds, and City of Urbana CDBG funds.

This year, an estimated amount of \$5,000 in CDBG funding will be budgeted in the CSSF pool. The total combined estimated allocation for 2019-2020 is \$250,000, with the CDBG allocation of \$5,000, the City General Fund allocation of \$70,000 and Cunningham Township allocation of \$175,000. For this year, the City of Urbana general fund allocation and Cunningham Township funding will be determined as part of the budget process. .

The Grants Management Division of the City's Department of Community Development Services administers a single application process where funds are awarded to non-profit organizations by joint decision of the Urbana City Council and the Cunningham Township Board.

All grants awarded through the consolidated funding pool are monitored throughout the year for eligibility of disbursements and compliance. The Grants Management Division monitors all programs funded through CDBG and the City of Urbana General Fund, and the Cunningham Township Supervisor's Office monitors all grants funded with Township funds.

The Consolidated Social Service Funding applications for FY 2019-2020 will be available Thursday, February 28, 2019. The deadline for submission of completed applications is Monday, April 8, 2019 at 4:00 p.m. The Urbana City Council reviews the applications and makes allocations through an open review process. Grant allocations will be reviewed through approval of the City and Township budgets in May 2019. The Community Development Commission will review the CDBG grant agreements and forward to the Urbana City Council for approval.

Federal regulations require that use of CDBG funds allocated for public services be consistent with needs identified by the City in its Consolidated Plan and Annual Action Plan. It is the role of the CDC to determine which of these needs should be addressed during the planned program year and to prioritize the same by importance to the community. Last year, the CDC designated the priorities in the following order beginning with highest importance: (1) Youth & Seniors, (2) Homelessness, and (3) Special (Needs) Populations.

In order to address these priorities, in FY 2019-2020, CDBG Public Service funding was awarded to the following agencies: Daily Bread Soup Kitchen and Urbana Park District.

Options

The CDC may determine funding priorities for public services to be funded with CDBG that are related to the following goals and priority needs referenced in the 2015-2019 Consolidated Plan:

Specific Goals:

1. Provide decent affordable housing opportunities
2. Address barriers to affordable housing
3. Preserve existing affordable housing supply
4. Coordinate with the Housing Authority
5. Support services and training for low-income persons
6. Support homeless needs
7. Reduce lead exposure risk
8. Support infrastructure
9. Preserve Consortium neighborhoods.

Priority Needs:

1. Affordable Housing, which is associated with providing decent affordable housing, addressing barriers to affordable housing, preserving existing affordable housing supply, coordinating with the Housing Authority, supporting services and training for low-income persons, and supporting homeless needs.
2. Homeless Prevention and Service, which is associated with supporting homeless needs.
3. Non-Homeless Special Needs, which is associated with addressing barriers to affordable housing, and supporting services and training for low-income persons.
4. Community Development Needs, which is associated with supporting services and training for low-income persons, supporting homeless needs, reducing lead exposure risk, supporting infrastructure improvements, and preserving Consortium neighborhoods.

Of the goals and priority needs listed above, Affordable Housing, Coordinate with Housing Authority, Reduce Lead Exposure Risk, Infrastructure, and Preserve Consortium Neighborhoods are addressed through other CDBG and HOME grants, as are the Emergency Solutions Grant (ESG), and the Abandoned Properties Program (APP).

The goal and priority need of Affordable Housing is addressed by HOME Program activities, specifically through the Tenant Based Rental Assistance program and funding for Community Housing Development Organizations (CHDOs), such as Habitat for Humanity. Multifamily affordable housing developments such as Crystal View Townhomes and Highland Green, in which the City coordinated with the Housing Authority of Champaign County and/or Affordable Housing Developers, have been funded in part with HOME funds.

Through the City's Housing Rehabilitation programs including the Emergency Grant, Access Grant, and Senior Repair Programs (all funded with CDBG), and the Whole House Program (funded with HOME), the City ensures that the risk of lead exposure is reduced in the home and, in partnership with the City's Public Works Department, CDBG funds are used for infrastructure projects in targeted areas of the City, such as the Philo Road Sidewalk and Multi-use Pathway.

The purpose of the Abandoned Property Program is to use grant funding to assist with costs incurred by a municipality for the securing, maintenance, and demolition of abandoned residential properties. CDBG property acquisition funds are used as leverage for these programs.

The City administers the Emergency Solutions Grant Program on behalf of social service agencies that provide shelter and services to homeless individuals and families. The City also uses a portion of CDBG Public Service Funds to operate a transitional housing program for homeless families with children.

The goal and priority need of supporting services and training for low-income persons is not otherwise covered by other city grant programs. The goal and priority need of supporting homeless needs is covered by CDBG and ESG grant programs, but cuts to these programs have reduced the number of homeless individuals and families that can be served.

Fiscal Impacts

The estimated \$5,000 in CDBG CSSF funding will be included in the proposed City of Urbana and Urbana HOME Consortium FY 2019-2020 AAP. These funds will be combined with City of Urbana general funds and Cunningham Township funds for Consolidated Social Service Funding Pool grants.

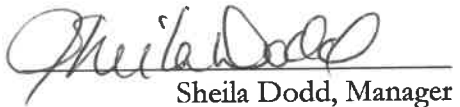
Programmatic Impacts

The use of these funds is in keeping with the goals and strategies outlined in the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2015-2019, by providing support for existing agencies that deliver support services to Urbana residents, both individuals and families, and by encouraging the expansion of local services to meet community needs for training and for homeless families and individuals.

Recommendations

Staff recommends that the Community Development Commission choose the following options for funding priorities for FY 2019-2020: (1) Support services and training for low-income persons, and (2) Support homeless needs. These priorities are suggested because they provide for a larger range of funding possibilities and will work to address the needs that are not addressed through other programs.

Memorandum Prepared By:


Sheila Dodd, Manager
Grants Management Division

Attachment:

1. PY 2015-2019 Consolidated Plan: Goals, Strategies and Activities to Address Local Funding Priorities and Community Need

Goals, Strategies and Activities to Address Local Funding Priorities and Community Need

Goal 1: Provide decent affordable housing opportunities for low- and moderate-income households

Strategy: Increase supply of affordable housing available to low and moderate income households.

Activity: Provide Tenant Based Rental Assistance to households with incomes at or below 60% of the area median, targeting those at or below 125% of the poverty level.

Activity: Support new construction for homeownership sponsored by CHDOs and other nonprofits.

Activity: Support new construction of affordable rental units sponsored by CHDOs and other nonprofits.

Activity: Support and provide guidance for for-profit developers building new affordable renter and owner units.

Activity: Support construction of new affordable rental units through LIHTC, in compatible areas.

Activity: Encourage the development of non-profit housing development organizations eligible for CHDO status.

Strategy: Expand homeownership opportunities for low and moderate income households.

Activity: Support and encourage homeownership education programs.

Activity: Support the Housing Authority of Champaign County's Section 8 Homeownership program.

Activity: Support the development of local Lease Purchase Programs.

Activity: Directly encourage homeownership through downpayment assistance programs such as programs funded with Private activity bond funds.

Activity: Develop new downpayment assistance programs for low-income buyers.

Goal 2: Address barriers to obtaining affordable housing

Strategy: Address issues faced by certain special populations, such as seniors and individuals in need of supportive service/ substance abuse treatment.

Strategy: Partner with other municipalities and agencies in the Consortium area to complete a housing needs study that will identify gaps in the housing stock, including an analysis of current housing availability and a projection of future housing needs.

Strategy: Provide assistance for affordable permanent housing for persons with targeted disabilities.

Strategy: Support efforts to increase accessible and visitable housing units for persons with disabilities.

Activity: Encourage housing developers to include visitability/accessibility measures in new construction efforts.

Activity: Access Grants: Provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visitable housing.

Strategy: The Urbana Human Relations Division will promote community awareness of the Urbana Human Rights Ordinance and will provide fair housing training for landlords and tenants.

Activity: Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged.

Activity: Encourage the Urbana Human Relations Division, the Building Safety Division, and Persons Assuming Control of their Environment, Inc. (PACE) to join forces in an effort to acquaint developers with local codes and fair housing laws to insure that handicapped units are produced when new housing is constructed.

Activity: Support tenant advocacy and educational efforts by agencies such the C-U Tenant Union.

Activity: Encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers.

Activity: The City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary.

Goal 3: Preserve and improve supply of affordable housing as a community resource.

Strategy: Continue and expand city's repair and rehabilitation programs.

Activity: Senior Repair: Provide home repair service for approximately 175 very low-income elderly households over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care. In addition to home repair, the service would provide referrals to other home-care programs such as Meals on Wheels.

Activity: Emergency Grants: Provide emergency repair service for approximately 55 low-income residents over a five-year period to help maintain those households in their homes longer thus reducing demand for higher levels of sheltered care.

Activity: Whole House Rehabilitation: Provide loans and grants for major home improvements for low-income homeowners to approximately 25 households over the next five years.

Activity: GLO (if funding is available): Provide lead hazard reduction for approximately 22 single family residences over the next five years, in coordination with the Champaign-Urbana Public Health District and the Illinois Department of Public Health.

Activity: Purchase Rehabilitation Resale: Purchase housing that is structurally sound but in need of major code-related renovation, and rehabilitate property for sale as affordable housing to income-qualified households.

Activity: Acquisition-Rehabilitation: Provide funds for downpayment and rehabilitation to low-income homebuyers to purchase and rehabilitate properties that may be in need of repair.

Activity: Rental Rehabilitation: Provide HOME funds for rehabilitation of rental housing units to rent to households with incomes at or below 60% of the area median.

Strategy: Support and encourage home maintenance programs.

Activity: Encourage counseling and educational opportunities and resources, which teach homeownership maintenance skills.

Goal 4: Work with Housing Authority of Champaign County (HACC) to improve conditions for residents of public housing.

Strategy: Promote substantial upgrading of the living environment for residents of Urbana public housing, particularly family units.

Activity: Assist in developing a plan, which partners with the private sector to use private dollars to leverage HOPE VI or other Federal funds, to redevelop units and to replace demolished units with a combination of new on-site units, scattered-site units and Section 8 rent subsidies.

Strategy: Encourage the Housing Authority of Champaign County to increase the number of affordable housing units available to extremely low-income households. Seek additional means of subsidizing very low-income households with rental assistance.

Strategy: Encourage the Housing Authority of Champaign County to increase the earning potential of extremely low-income households.

Strategy: Strongly encourage the Housing Authority of Champaign County to rehabilitate existing units and develop new units, which would be accessible to families, which include persons with disabilities.

Strategy: Encourage the Housing Authority of Champaign County to follow a similar process and design as the Burch Village and Lakeside Terrace redevelopment projects for the demolition or redevelopment of any other Public Housing units.

Goal 5: Support community efforts to provide services and training for low- and moderate-income residents.

Strategy: Encourage and support appropriate area social service agencies to provide additional economic assistance for persons who pay out-of-pocket expenses for medical and psychological services, perhaps by developing a centralized process to contact pharmaceutical companies with requests for donations of medicines.

Strategy: Encourage appropriate area social service agencies to expand recreational, educational, and cultural opportunities and alternatives for very low-income youth and young adults

Strategy: Support expansion of job-training programs for low-income individuals by area social service agencies, and encourage them to conduct a review of all available programs to determine if they meet current need.

Strategy: Support area providers such as the Senior Services Division of Champaign County Regional Planning Commission and Family Service of Champaign County in their efforts to provide supportive services to low-income elderly persons residing in Urbana.

Strategy: Support efforts by local service providers to area youth to increase supportive services available to at-risk youth.

Strategy: Encourage existing childcare facilities to expand services to late night/overnight and weekend hours.

Strategy: Support development of a program(s) by area agencies to provide transitional housing services and/or foster care to teen parents of young children.

Strategy: Encourage current and newly created companies to hire low-income persons by providing public incentives linked directly to hiring local residents.

Strategy: Support agencies that provide services to victims of domestic violence

Goal 6: Provide Support for existing agencies delivering services to homeless individuals and families, and encourage the expansion of local services to meet community homeless needs.

Strategy: Support the existing network of local homeless services.

Activity: Continue to provide leadership and support of Continuum of Care.

Activity: Provide support to emergency and transitional shelters through Consolidated Social Service Pool fund allocations.

Strategy: Improve and expand the existing network of local homeless services.

Activity: Support and encourage local efforts to acquire additional grant funding.

Activity: Support accurate and comprehensive data management through the Homeless Management Information System (HMIS) and annual surveys.

Activity: Encourage and support the expansion of transitional housing for women and children.

Activity: Encourage development of emergency shelter services or transitional housing for homeless two-parent households with children.

Activity: Encourage development of transitional living facilities for adults and youth with substance abuse issues.

Activity: Encourage the development of a shelter facility to provide emergency services for elderly persons who are victims of domestic violence.

Strategy: Regularly review and evaluate the needs of the community for homeless and homeless prevention service, and encourage local agencies to match service provided to community needs.

Activity: Encourage and support area agencies to develop services such as Supportive Housing and Safe Havens for targeted populations such as homeless teens, teen parents, families, persons with disabilities, etc.

Activity: Participate in the Urbana-Champaign Continuum of Care, Council of Service Providers to the Homeless, Supportive Housing Program.

Strategy: Take steps to stabilize households at risk of homelessness.

Activity: Develop and support rental assistance programs (such as Tenant Based Rental Assistance, the No Limits Program, and Shelter Plus Care) with and without supportive services for extremely low and very low income persons.

Activity: Work with regional group to provide information and a support network in the case of a need for emergency relocation of residents of multifamily apartments when utilities are disconnected.

Activity: Support programs offering permanent housing solutions for low and extremely low income households (see Goal 1)

Activity: Support educational services including financial literacy, homeowner education and debt management.

Goal 7: Support efforts to reduce the exposure of young children to lead-based paint hazards in their homes.

Strategy: Coordinate public and private efforts to reduce lead poisoning hazards and protect young children

Activity: Encourage Private Funding

Activity: Expand Childhood Testing

Activity: Prevention Education

Strategy: Reduce lead-based paint hazards in residential housing, particularly homes occupied by young children

Activity: Lead Assessment in Housing Assistance Programs

Activity: Preserve and Expand Funding for Lead Hazard Reduction Activities

Activity: Temporary Relocation of Occupants during Lead Hazard Work
Activity: Lead Contractor Incentives
Activity: Distribution of Lead Contractor List

Goal 8: Support infrastructure improvements in Urbana's Community Development Target Area

Strategy: The majority of CDBG funds will be targeted toward improvements in and services to the City's Community Development Target Area.

Strategy: The City shall allocate to its designated Community Development Target Area its proportionate share of City capital improvement funds for upgrading infrastructure. CDBG funds may be set aside during one fiscal year for infrastructure projects scheduled in another fiscal year in order to fulfill a commitment to a scheduled project.

Goal 9: Preserve and support Urbana's neighborhoods as vibrant places to live.

Strategy: Identify and encourage or assist in removal of blighting and deteriorated structures from neighborhoods.

Activity: Perform regular surveys of City to identify deteriorated housing and accessory structures that need to be addressed either through repair or removal.

Activity: Using CDBG funds, clear dilapidated accessory structures such as sheds and garages from income qualified owner-occupied properties

Strategy: Acquire and clear deteriorated housing and vacant lots for donation to non-profit home construction programs. Acquisition and clearance efforts may be implemented in the CD Target areas and will be focused on the King Park Neighborhood in accordance with the King Park Neighborhood Plan.

Activity: Using HOME and/or CDBG funds to acquire vacant properties and deteriorated and/or substandard structures that will be cleared as necessary, for donation to a non-profit housing developer for the purpose of new construction of affordable housing.

The City will properly maintain such properties until transfer of ownership occurs.

Strategy: Explore the creation of a Neighborhood Revitalization Strategy for low-income Urbana neighborhoods.

Strategy: Clearly identify and document designated Brownfields and seek additional funding sources to alleviate same.

Strategy: Through its Neighborhood Organizations, the City will support resident involvement in neighborhood housing development projects.

Activity: Encourage the creation and development of local groups concerned with furthering the interests of their neighborhood. Specifically, encourage such groups to accomplish non-profit status by obtaining a 501(c)3 designation, thus making them eligible for grant funding.

CITY OF URBANA

COMMUNITY DEVELOPMENT COMMISSION BYLAWS

Amended February 28, 2019

Preamble

Community development is a process where community members come together to take collective action and generate solutions to common problems. Community development seeks to improve quality of life, which results in mutual benefit and shared responsibility among community members. Such development recognizes the connection between social, cultural, environmental, and economic matters; the diversity of interests within a community; and its relationship to building capacity

Community development helps to build community capacity in order to address issues and take advantage of opportunities, find common ground, and balance competing interests. Community development is about community where the process is as important as the results.

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. With the staff of the Grants Management Division, the Commission shall develop and recommend to the Urbana City Council the Consolidated Plan, Annual Action Plans, and other related documents consistent with the requirements of the U.S. Department of Housing and Urban Development. The Community Development Commission shall be supported by staff of the Grants Management Division of the Community Development Services Department of the City of Urbana. 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.

CITY OF URBANA

COMMUNITY DEVELOPMENT COMMISSION BYLAWS

Amended January 27, 2015

Preamble

The purpose of the Community Development Commission is to advise the Mayor and City Council on community development goals, objectives, and resource allocations; monitor, evaluate, and recommend community development activities; seek out and receive community input; and represent the population in community development activities. With assistance from the staff of the Grants Management Division, the Commission shall also develop and recommend to the Urbana City Council a community development plan from time to time, or other related documents, consistent with the requirements of the U.S. Department of Housing and Urban Development. The Community Development Commission shall be supported by staff of the Grants Management Division of the Community Development Services Department of the City of Urbana.

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 7 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 an 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.
Amended by the Urbana Community Development Commission November 22, 2005.
Final Printed with correction of minor grammatical and formatting errors, December 21, 2005.
Amended by the Urbana Community Development Commission January 27, 2015
Final Printed with correction of minor grammatical and formatting errors, March 9, 2015

Consolidated Social Service Funding Timeline FY20

Feb. 1 - Memo from Sheila and Danielle - with process, due dates, mandatory agency rep at workshop because applications will only be available at the workshop

Feb. 5-19 - Outreach about process - Email, Outreach - HSC (Feb 7), CoC (Feb 5), United Way (Feb 19) Social media

Feb. 18 - Joint Town Board/City Council meeting

- Set CSSF priorities - impact, Urbana #s served, leveraging to grow.
- Streamline process - incomplete applications will not be considered (can be prescreening), not complete prior year grants, 5K minimum,
- List of agencies
- Council on the committee
- Annual Report - last year and progress to date

Feb. 26 - CD Commission set CDBG priorities

Feb. 28 - Application Launch and Workshop

April 8 4pm - Applications Due

April 9 - 18 - Read through to present to CD Commission

April 23 - CD Commission recommendations

Tues, May 28 - Urbana Committee of the Whole

Mon, June 3 - Urbana Council/Town Board Approval



Cunningham Township
Danielle Chynoweth, Supervisor
205 WEST GREEN ST • URBANA, IL 61801
(217) 384-4144 • FAX: (217) 367-7063
WWW.CUNNINGHAMTOWNSHIP.ORG



February 15, 2019

Memo Regarding the Consolidated Social Service Fund FY2020

In September 1996, the City of Urbana and Cunningham Township established a Consolidated Social Service Fund (CSSF) to provide grants to non-profit organizations that sponsor social services for Urbana Residents. The consolidated fund combines City of Urbana general funds, Cunningham Township general funds, and City of Urbana CDBG funds. Funds are granted to organizations by joint decision of the Urbana City Council and Cunningham Township Board. This memo details changes in the program for the coming year. We welcome input before finalization. Changes include:

- This year, we are broadening the CSSF committee to include Maryalice Wu, Town Board/City Council member, Danielle Chynoweth, the Cunningham Township Supervisor, another representative from Cunningham Township, Sheila Dodd, City of Urbana Grants Manager, and Alyssa Jaje, City of Urbana, Community Development Specialist.
- Organizations will prepare a single application for grant funding. The application format has been adjusted to allow for details for multiple programs, and been edited for clarity and focus.
- Applicants must send a representative to one of two grants workshops where applications will be available and changes in the program reviewed.
- To ensure all eligible agencies are aware of this granting opportunity, the committee has crafted an outreach plan to be reviewed by City Council/Town Board. (See below).
- The Township Supervisor and City of Urbana grants management staff will provide technical assistance, answering questions about the program and process, and offering to review applications in advance of the due date for completeness. Incomplete applications will not be considered.
- The minimum size of CSSF grants will be \$4,000 to match the amount with the administrative burden for grantor and grantee.

Proposed Budget Impacts - from the Supervisor

During the prior Supervisor's term, client numbers were reduced to historic lows with 26 clients supported by 4 full time staff. During that time, City Council/Town Board members, reviewing the financial situations of the City of Urbana and Cunningham Township, shifted social service funding costs from the city to the township. The town board/council reduced its contribution from over \$200,000 to \$75,000 and increased township's share to \$175,000, representing an overall cut to the CSSF budget of \$50,000. The City of Urbana budgeted the following amounts for social services over the past six years:

Budget Year	City of Urbana	Cunningham Township
2017-2018	\$75,000	\$175,000
2016-2017	\$75,000	\$175,000
2015-2016	\$75,000	\$175,000
2014-2015	\$200,000	\$100,000
2013-2014	\$219,530 (actuals)	\$100,000
2012-2013	\$294,400 (actuals)	\$100,000

Town Board members also reduced the General Assistance levy. Since then, General Assistance participant rolls have returned to their historic averages. As a result, personal allowance projections (\$414,000 for 125 participants) exceed the overall levy amount (\$349,717 budgeted in FY 19). As a result, the Township needs to rebalance its funds over time. The Township Supervisor will be proposing \$150,000 in the budget for CSSF funding and requesting the City keep the amount whole by increasing its portion from \$75,000 to \$100,000.

Proposed Program Priorities

The following program priorities will be shared with the application, used in the scoring process, and considered by the City Council/Town Board during final allocations:

- Promotes affordable housing opportunities
- Promotes paths to employment
- Fill gaps in existing services for low-income Urbana residents
- Supports emerging organizations and programs to build capacity and leverage support
- Provides tangible benefits to low-income residents, enhancing their material well-being
- Supports the homeless and housing insecure at this time of housing crisis
- Reduces violence, harm and discrimination against vulnerable populations
- Supports residents re-entering from jail or prison
- Supports children and youth safety and well-being
- Number of Urbana residents served
- Increases agencies' services to Urbana residents - At least 30% of those served are from Urbana
- Prioritizes services needed by township program participants
- Sustainability of program and organization
- Program is operating at least 85% capacity
- Balance of program expenses versus administrative expenses
- Consolidated Social Service Funding is funded through Urbana tax payers and intends to increase agencies' services to Urbana residents

Timeline

- Feb. 18 - Town Board meeting to review CSSF Annual Report for FY19 and CSSF FY20 process including timeline and outreach plan.

- Feb. 18-22 - Broad outreach to agencies to participate in Feb. 28th workshop (see plan below)
- Feb. 26 - Community Development Commission recommend CDBG priorities.
- Feb. 28 at 11am - CSSF FY20 workshop for applicants.
- Mar. 7 at 6pm - CSSF FY20 workshop for applicants.
 - Note: Applications will be provided only to agencies who attend one of the two above workshops.
- Mar. 1 - April 5 - Technical assistance available to applicants from City of Urbana and or Cunningham Township Supervisor's Office.
- April 8 4pm - Applications are due electronically by 4pm to acjaje@urbanaininois.us. Please note that is a hard deadline and no applications will be accepted after this point.
- April 9-13 - Application review committee meets to review applications, score, discuss, and making funding recommendations.
- April 23 - Community Development Commission review funding recommendations
- May 28 (Tuesday) - Urbana Committee of the Whole review funding recommendations and discussion
- June 3 - Urbana Council/Town Board approval of CSSF FY20 allocations

Outreach Proposal

The application and workshop announcement will be sent to the following agencies to send through their e-mail distribution lists:

- Prior year's workshop attendees
- ✓ City council / Town Board
- ✓ Human Services Council
- ✓ Joan Dixon with Community Foundation of East Central IL
- ✓ United Way of Champaign County and CUC2C
- Community Shares
- ✓ Continuum of Care members
- Interfaith Alliance
- Black Ministerial Alliance
- ✓ Urbana Business Association
- ✓ Market at the Square
- Local press: News Gazette, WILL, Smile Politely, Chambanamoms, etc

Township and City staff have been keeping a list of interested clients as they reach out to our agencies for funding. An announcement will be posted on UTV as well as on the City's website. We are hoping this broad distribution will reach those agencies interested in applying for assistance.



CITY OF
URBANA

Office of the Mayor
Diane Wolfe Marlin

400 S Vine St • Urbana IL 61801 • (217) 384-2454 • dwmarlin@urbanaininois.us

TO: Urbana City Council
FROM: Diane Wolfe Marlin
RE: Consolidated Social Service Funding
DATE: February 18, 2019

I wish to address the proposal from Cunningham Township for the City of Urbana to increase its contribution to Consolidated Social Service Funding (CSSF) from \$75,000 (\$70,000 City of Urbana General Fund and \$5,000 CDBG) to \$100,000 for FY 2020. Please note that the City currently invests in a number of different programs and services related to alleviating poverty, many of them related to providing safe, decent, and affordable housing. These efforts will continue. Please see financial context for CSSF and options below.

- 1. CURRENT FINANCIAL STATUS:** The City of Urbana faces very serious financial constraints following years of operating with recurring expenditures exceeding recurring revenues in the General Operating Fund. We must address our \$2 million structural budget deficit in order to get the City back on a sound financial footing. We implemented measures to achieve a net \$500,000 reduction in FY 19 and will need to do the same in FY2020 and beyond. Despite the significant pressure on the General Fund, I am committed to proposing a budget for FY 2020 that maintains the current level of funding for Consolidated Social Services in recognition of community need and dependence on this funding from local organizations and agencies.
- 2. HOSPITAL LITIGATION EXPENSES:** Additional pressure on the General Fund in FY2019 and FY 2020 comes from increased expenses for the hospital tax exemption litigation. The City of Urbana splits the cost of the attorney fees with the Township and pays for all of the paralegal fees related to this case. To date, in FY 2019, legal fees for the City for this case have totaled approximately \$80,000. We expect another \$30,000-\$40,000 in costs through the Fiscal Year ending June 30. The case is expected to continue through the Appellate level and will continue into FY 2020.
- 3. HISTORY OF CSSF FUNDING:** The City of Urbana has reduced its overall contribution to Consolidated Social Service Funding since FY 2013. There were a number of factors that made this necessary, most of them related to the deteriorating financial condition of the City and underutilization of Township Funds, particularly General Assistance funds.

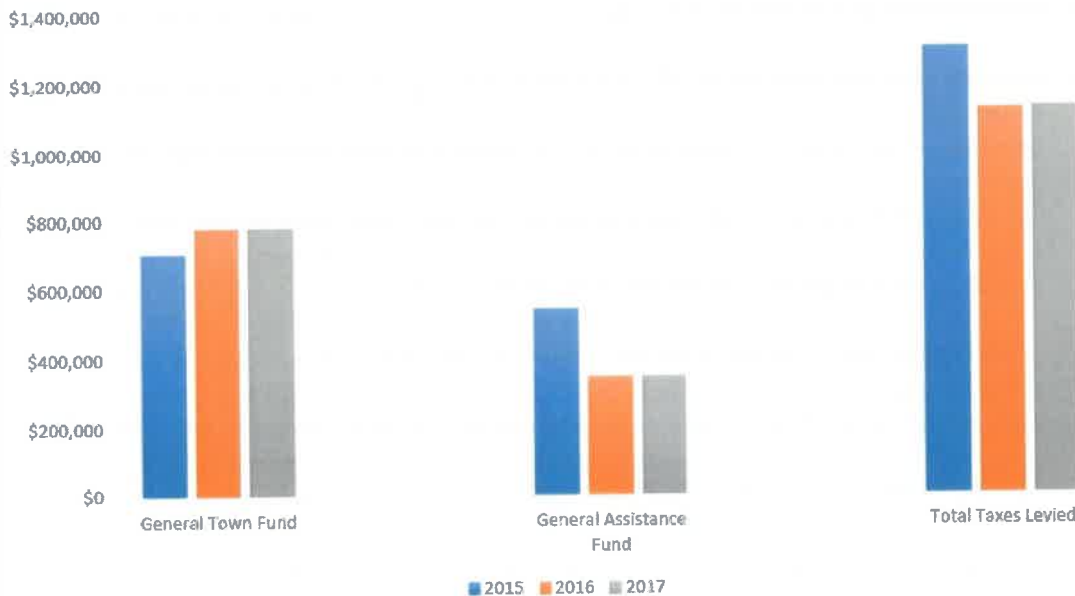
During this period, the City of Urbana was forced to borrow money for two consecutive years to pay the METCAD bill for emergency 911 service. The City also reduced contributions to the police and fire pensions below recommended levels and allowed its general reserve balance to decrease below minimum recommended levels.

Finally, two local hospitals were removed from the property tax rolls, and the cost of providing medical care to poor and uninsured/underinsured individuals in a 25-county region was shifted to Urbana property taxpayers. The Town Board and City Council decided to gradually shift more of the cost of funding of other social services to the Township.

4. **REDUCED GENERAL ASSISTANCE TAX LEVY:** In 2014, the Town Board, upon the recommendation of the prior Supervisor, voted to decrease the tax levy for General Assistance collectible in 2015, due to a significant reduction in client numbers. Beginning in 2016, the GA fund collections were reduced by approximately \$200,000 per year. (See chart below.) The participant rolls have since returned to their historic averages of approximately 125 clients and the personal allowance projections exceed the overall levy amount for FY 19 by approximately \$64,000.

	2015	2016	2017
General Town Fund	\$706,492	\$782,948	\$783,318
General Assistance Fund	\$542,866	\$343,447	\$343,447
Total Taxes Levied	\$1,303,358	\$1,126,395	\$1,126,765

TAX LEVY SUMMARY



5. **OPTIONS:** There appear to be at least two viable options available to the Urbana City Council/Cunningham Town Board.
 - a. **Increase the General Assistance tax levy in 2019 to restore GA funding to the previous level.** This reflects the return of the client numbers to historical levels. This would provide the funds to cover future needs.
 - b. **Cover the shortfall this year with fund balance.** The Year End Audit and FY 2019 budget shows adequate fund balance in both the Town Fund and General Assistance fund, excluding funds set aside to repay the hospitals. As has been reported to the Town Board over the years, the Township has significant savings due to several years of underutilization of funds.

6. **RECOMMENDATION:** First, this discussion is premature and should be held in the overall context of the approval of the FY 2020 budget. Second, I believe the most responsible use of taxpayer dollars is to continue to fund CSSF at the \$175,000 level from Township funds and \$75,000 from the City of Urbana. Maintaining the current level of City funding is what I intend to propose in the FY 2020 budget that I send to Council for approval. Savings accumulated by the Township over the previous years can be used to cover a shortfall in Township funds for the coming year. Third, I think the Township should give thought and direction, perhaps in budget development for the Township for FY 2020, as to the disposition of the considerable fund balance being carried in the Township. In the past, the Board was advised to hold this for possible client medical expenses. Finally, the Town Board can consider increasing the 2019 tax levy to historical levels to maintain GA funding.