

**City of Urbana
and
Urbana HOME Consortium**



**Proposed
AMENDMENT
FY 2015-2019
CONSOLIDATED PLAN**

Prepared by:
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Approved by Urbana City Council Resolution No. _____

PROPOSED AMENDMENT
CITY OF URBANA & URBANA HOME CONSORTIUM
FY 2015-2019 CONSOLIDATED PLAN

The City of Urbana and the Urbana HOME Consortium is proposing an amendment to the *City of Urbana & Urbana HOME Consortium FY 2015-2019 Consolidated Plan* to include (1) changes to the Executive Summary Section with regard to the Citizen Participation Process & Section PR-15 Citizen Participation Plan and (2) to update the Geographical Priorities Section.

Attached are the updates being proposed:

1. The Executive Summary on Page 2 and Section PR-15 Citizen Participation on Page 13 of the Consolidated Plan, to include the updated Citizen Participation Plan.
2. The Geographical Priorities Section on page 102 includes changes to the geographical area where Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds will be targeted, where at least 51% of the total number of households is at or below 80% of the area median family income.
3. The new Community Development Target Area Map passed by the Urbana City Council on February 19, 2018 under Resolution No. 2018-02-006R: A Resolution Approving Modifications to the City of Urbana Community Development Target Area.

CITY OF URBANA AND URBANA HOME CONSORTIUM FY 2015-2019 CONSOLIDATED PLAN AMENDMENT

Executive Summary

ES-05 Executive Summary - 91.200(c), 91.220(b)

Summary of citizen participation process and consultation process:

Citizen Participation Plan (& Process)

Citizen participation is a key component of the decision-making process in all Consortium & City programs. Citizen participation is particularly important to the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Programs as these programs provide funds for neighborhood development and redevelopment. Without citizen input into these activities, the Consortium would have no means of gauging public opinion on past performance of these programs nor would the Consortium be able to schedule future activities conducive to the needs of its residents.

This Citizen Participation Plan identifies the minimum levels of citizen participation activities, which will be undertaken by the Community Development Commission and the Grants Management Division as they implement the City's CDBG, HOME, and related community development programs. The Community Development Commission and Grants Management Division are encouraged to exceed these minimum levels whenever staffing and funding allow.

The City of Urbana, through its Community Development Commission and Grants Management Division, has provided and will continue to provide citizens with opportunities to participate in planning, implementing, and evaluating the Consolidated Plan and Annual Action Plans. Through the Grants Management Division, the City provides information to citizens, holds public hearings to obtain input of residents, and provides citizens with opportunities to comment on the activities of the Consolidated Plan/Annual Action Plans.

For purposes of this Citizen Participation Plan, the CDBG, HOME, and related community development programs are collectively referred to as the "Community Development Program." The Consortium and the City of Urbana, as lead entity, provide for citizen participation throughout all stages of the Community Development Program. This includes citizen involvement in the development of the Citizen Participation Plan, and any amendments to this Plan, as well as involvement in the areas discussed below.

Consolidated Plan/Annual Action Plan Development

Citizens are involved in the development of the Consolidated Plan, including Annual Action Plans and any substantial amendments.

Consolidated Plan Implementation

Citizens have an opportunity to be involved in policy decisions regarding program implementation via the Community Development Commission.

Assessment of Consolidated Plan Performance

Citizens and citizen organizations are given the opportunity to assess and submit comments on all aspects of the Consolidated Plan, Annual Action Plans, and Performance Reports, including the performance of any program subgrantees. Citizens are also given the opportunity to assess projects and activities to determine whether Consolidated Plan strategies and specific objectives are being achieved. Citizens have opportunities to assess performance through public hearings and meetings, contact with the Community Development Commission, and contact with the Grants Management Division staff.

The Urbana Community Development Commission (CDC)

The CDC is comprised of nine Urbana residents appointed by the Mayor with consent of City Council. Appointees serve three-year renewable terms. The following excerpt from the By-Laws of the CDC explains the purpose of this body:

“The purpose of the Community Development Commission is to develop and recommend to the Urbana City Council a community development plan; advise the City Council on community development goals, objectives, and resource allocations; monitor and evaluate community development activities; receive citizen input; and represent the population in community development activities.”

Considering the above purpose, the CDC members make recommendations to the Urbana City Council on issues related to the Community Development Program, including but not limited to the following*:

- Identification of housing and non-housing community development needs of low-income persons and persons with special needs such as homeless persons and non-homeless persons requiring supportive housing;
- Identification of strategies and specific objectives to address housing and community development needs;
- Establishment of programs and activities to further housing and community development strategies and specific objectives;
- Recommendation of CDBG and HOME program activities and budgets;
- Scheduling of Consolidated Plan/Annual Action Plan preparation and public hearings;
- Evaluation of program effectiveness;

The Grants Management Division provides staff support for the Community Development Commission. The Grants Management Division Manager or his/her designee then communicates CDC recommendations to the Mayor and City Council.

**Note: Additional approval by certain advising boards and commissions, as well as the Champaign City Council and/or the Champaign County Board may be in order. The process in these cases is essentially the same.*

The CDC meets on the fourth Tuesday of each month at 7:00 p.m. at the Urbana City Building Complex. During preparation of the Consolidated Plan/Annual Action Plans, the CDC holds special meetings as necessary, in addition to the regular monthly meeting, to ensure sufficient opportunity for public to provide input.. All meetings of the Commission are open to the public.

Public Hearings and Plan Submission

This Citizen Participation Plan provides for hearings to obtain citizen views at different stages of the Community Development Program. Hearings are held at times and locations which permit broad participation by all residents, particularly low-income persons. Public hearing arrangements facilitate the full participation of persons with disabilities, non-English speaking citizens, and elderly residents. All hearings are held in facilities accessible to persons with disabilities.

Because many CDBG and HOME activities are intended to benefit residents of low-income neighborhoods, some hearings are located at sites within these neighborhoods for the convenience of their residents. Because success of the Community Development Program depends in large part on cooperation of other housing and social service agencies, some hearings may be held at times and places convenient to representatives of those agencies.

Initial Consolidated Plan/Annual Action Plan Hearings

The City/Consortium makes available to citizens, public agencies, and other interested parties information that includes the amount of assistance it expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons. This information is then provided and made available to the public, once a proposed public hearing/meeting schedule is determined.

The City/Consortium holds at least five (5) hearings prior to beginning work on the Consolidated Plan and yearly Annual Action Plans. Purposes of the hearings are to obtain comments on housing and non-housing community development needs, to obtain comments on program progress and performance, and to obtain proposals for use of CDBG and HOME funds for the next fiscal year. Four (4) hearings are held in neighborhoods targeted for CDBG assistance. At least one (1) hearing is held at a time and place convenient to social service agency representatives.

Draft Consolidated Plan/Annual Action Plan Hearing

The City/Consortium holds at least one (1) hearing to receive comments on the draft Consolidated Plan/Annual Action Plan. The hearing is to be held at least 30 days before submittal of the Consolidated Plan/Annual Action Plan to HUD. All comments received regarding the draft plan, whether written or verbal, is considered by the City/Consortium in preparing a final document for submittal to HUD. A summary of comments and City/Consortium responses is included with the final submittal.

Substantial Program Amendments

The City/Consortium provides citizens at least 30 days to comment on any proposed substantial amendment prior to taking final action on the proposed amendment. The Grants Management Division holds at least one (1) public hearing on any proposed substantial amendment to an adopted Consolidated Plan/Annual Action Plan. An amendment to the Plan is considered substantial if it meets any one of the following four (4) criteria:

- The amendment proposes to use either CDBG or HOME funds for one or more activities which were not approved as part of the Consolidated Plan/Annual Action Plan submittal;
- The amendment proposes to alter the purpose, location, or class of beneficiaries of activities included in the Consolidated Plan/Annual Action Plan;

- The amendment proposes to reduce or increase expenditures for any activity included in the approved Annual Action Plan by more than fifty (50) percent or \$50,000, whichever is greater, of the total amount shown for that activity in the approved Plan;
- The amendment proposes a strategy not included in the approved Consolidated Plan.

The City/Consortium notifies HUD in writing of any substantial amendment adopted by City Council. Any proposed amendments to the Consolidated Plan/Annual Action Plan not meeting the foregoing definition of "substantial amendment" may be authorized by City Council without special public notice or public hearing. The City/Consortium gives adequate notice of all public hearings using one or more of the following methods:

- Residents of CD Target Area for expenditure of CDBG funds are notified of Consolidated Plan/Annual Action Plan public hearings by direct mailing of the City newsletter, *Neighborhood News*. (This applies only to Urbana.)
- The City/Consortium publishes a display advertising notice of each hearing in legible type in the non-legal/non-classified section of the *Champaign-Urbana News-Gazette* at least fourteen (14) days prior to each hearing.
- The City/Consortium displays a notice of each hearing on the City of Urbana website and the City of Urbana Events Calendar at least fourteen (14) days prior to each hearing.

Notices indicated above indicate the date, time, place, and purpose of each hearing. Public notices of preliminary Consolidated Plan/Annual Action Plan hearings include the following information:

- The amount of CDBG and HOME funds available to the City and HOME Consortium members for community development and affordable housing activities, including the annual grant, program income, and miscellaneous funds;
- The range of activities that may be undertaken with CDBG and HOME funds and examples of activities previously funded through these programs;
- The process for drafting and approving the Consolidated Plan/Annual Action Plan, including a schedule of meetings and hearings;
- The role of citizens in development of the Consolidated Plan/Annual Action Plan;
- A summary of important program requirements;
- Information indicating how citizens can obtain copies of the City/Consortium's most recent Consolidated Plan draft, budget, and multi-year fiscal plan, as approved by Resolution of the City Council

If Notices are published in the newspaper or on the City website, copies of the notice will be mailed electronically to appropriate neighborhood organizations and social service agencies involved with the Community Development Program in Urbana, including the Housing Authority of Champaign County.

The City/Consortium electronically sends a notice of availability of copies of the draft Consolidated Plan/Annual Action Plan to appropriate neighborhood organizations and social service agencies, including the Housing Authority of Champaign County, along with the notice of public hearing on the draft plan. Copies of the draft Consolidated Plan/Annual Action Plan will be located at the following sites: (1) on the City website, (2) in Community Development Services Dept., (3) the Urbana City Clerk's Office, and (4) the Urbana Free Library.

Non-Substantial Amendments

Any proposed amendment(s) to the approved Consolidated Plan that does not meet the above definition of a substantial amendment will be approved by the Grants Management Division Manager. No public notifications, public hearings, and public body approvals are required. A record of the transaction will be included in the budget file. Any change that comes about as a result of a disaster declared by either the Mayor or the Governor shall be included and notice of the change will be given to the public. However, in this case, the 30-day comment period is not applicable.

Access to Information

The City/Consortium provides the public full access to program information and makes an affirmative effort to provide adequate information to citizens, particularly low-income residents residing in neighborhoods targeted by the Community Development Program. The Consolidated Plan/Annual Action Plan as drafted and adopted, substantial amendments as proposed and adopted, and performance reports as proposed and approved are available to the general public. Upon request, these materials are made available in a form accessible to persons with disabilities and non-English speaking persons in electronic format.

The City/Consortium provides full and timely disclosure of its program records and information consistent with Federal, State, and Local laws regarding personal privacy and confidentiality. Citizens may review documents relevant to the Community Development Program upon request at the Grants Management Division office during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.). When the Consolidated Plan/Annual Action Plan has been received and approved by HUD, the City/Consortium may publish a notice in the *Champaign-Urbana News-Gazette* or on the City website stating that the document has been received and approved by HUD and is available to interested parties upon request.

Performance Reporting

The City/Consortium provides citizens with opportunities to comment on draft performance reports prior to their submittal to HUD. The City/Consortium publishes a notice in the *Champaign-Urbana News-Gazette* announcing availability of a draft Performance Report. The notice is published in the non-legal/non-classified section (display advertisement) of the newspaper at least 14 days prior to its submission to HUD.

Location of Documents for Review

Copies of proposed and approved Consolidated Plans/Annual Action Plans, Performance Reports, and substantial amendments to the plan are available for public review on the City of Urbana website at www.urbanaininois.us and at the following location:

- City of Urbana, 400 South Vine Street, Urbana
 - Community Development Services Dept.
 - City Clerk's Office
- Urbana Free Library, 210 West Green Street, Urbana

The City of Champaign is responsible to make the Plans and Reports available at the following locations:

- Champaign Public Library, 200 West Green Street, Champaign
- City of Champaign, 102 N. Neil Street, Champaign, Neighborhood Services Department Information Desk

Copies of the draft report are emailed to appropriate neighborhood organizations and social service agencies involved with the Community Development Program.

Information regarding the Community Development Program, including notices of public hearings and availability of draft documents, are provided to Housing Authority of Champaign County Commissioners and Executive Staff as well as to representatives of public housing resident councils on a timely basis to afford the Housing Authority and its tenants an opportunity to provide input into the program.

Submission of Comments and Proposals

The City/Consortium encourages submission of comments and proposals concerning the Community Development Program by all citizens, particularly low-income persons and residents of low-income neighborhoods. This includes submission of comments to City staff, the Community Development Commission, and to City Council.

In notices of public hearings regarding preliminary and draft Consolidated Plans/Annual Action Plans, the City/Consortium makes clear the availability of CDBG and HOME funds to eligible subrecipients. Notices describe the process by which organizations may apply for CDBG and HOME funds from the City/Consortium. For full consideration, all proposals must be addressed to the City in care of the Grants Management Division.

The City/Consortium provides timely responses to all comments and proposals submitted to the Grants Management Division, including written responses to written comments and proposals stating the reasons for actions taken by the City/Consortium on the comments and proposals. All responses are made within fifteen (15) working days of submission of comments and proposals.

Anti-Displacement Concerning CDBG and HOME Funded Programs

When implementing programs and activities included in its Consolidated Plan/Annual Action Plan, the City minimizes displacement of persons and businesses. Whenever possible, projects are sited and/or timed to minimize the number of persons who must be relocated to accommodate the projects. Whenever possible, specific vacant properties targeted by the City/Consortium for acquisition and clearance are acquired to prevent displacement.

In the event that an activity undertaken by the City/Consortium with Federal funds (i.e. CDBG, HOME, or other Federal Funds) results in displacement of a homeowner, tenant, or business, the City/Consortium will provide technical and financial assistance to the person or business owner. This is in accordance with the Federal Uniform Relocation Act and with Section 104(d) of the Housing and Community Development Act of 1974, as amended. Grants Management Division staff provide each person and/or business owner to be relocated with information regarding the relocation process and relocation assistance for which the person or business owner may be eligible. Staff provides this information both verbally and in writing in a manner easily understood by the client.

Technical Assistance

The City/Consortium provides technical assistance at the level and of the type deemed appropriate by the Grants Management Division Manager. Technical assistance is provided to the CDC and to any neighborhood or area-wide organization so such organization may adequately participate in planning, implementing, and assessing the Community Development Program.

Technical assistance is also provided to groups of low-income persons and to groups of residents of neighborhoods targeted by the CDBG & HOME Programs to help such groups complete written comments and funding proposals in connection with the Community Development Program.

Technical assistance is provided either directly or through arrangements with other public or private agencies. All requests for technical assistance should be made to the Grants Management Division Manager, 400 South Vine Street, Urbana, Illinois 61801 or khmierkowski@urbanaillinois.us

Complaints

Complaints regarding the Community Development Program should be addressed to the Grants Management Division Manager, 400 South Vine Street, Urbana, Illinois 61801 or khmierkowski@urbanaillinois.us. The Grants Management Division Manager responds to any written complaint within fifteen (15) working days of its receipt.

Summary of Comments from Public Hearings

A summary of the comments at any of the public hearings will be provided is included. Also to be included is copy of the sign-in sheets from the public hearing events.

Summary of Efforts to Broaden Public Participation

The City of Urbana publishes information concerning the Consolidated Plan and Annual Action on the City website, www.urbanailinois.us. The City of Champaign publishes information concerning the Consolidated Plan and Annual Action on the City website, www.champaignil.gov.

Efforts will be made to distribute copies of all documents related to the Consolidated Plan and Annual Action Plan to better reach minority and disabled persons in an effort to gain feedback on the planning documents.

Explanation of Comments Not Accepted

All comments will be accepted and will be included in the Consolidated Plan.

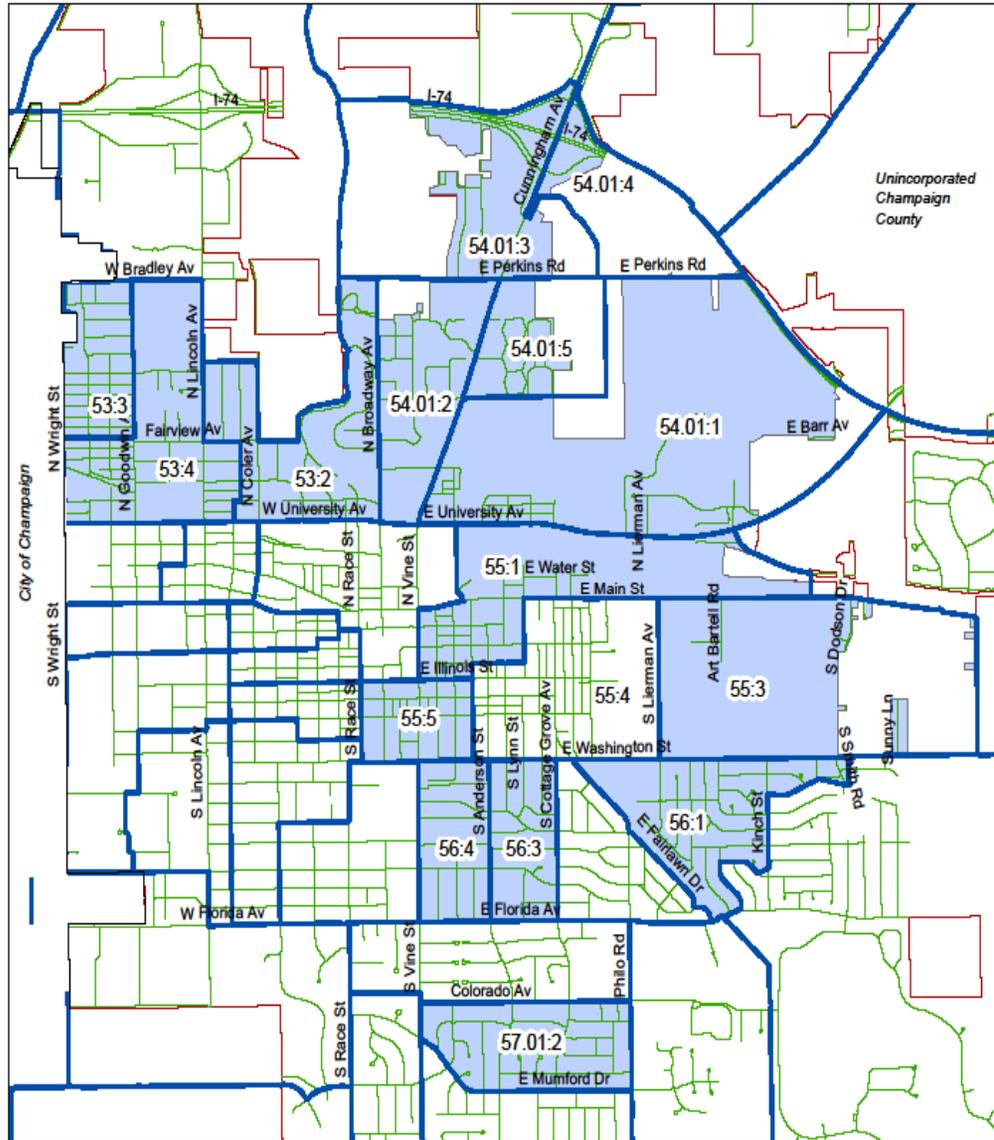
SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area (Table 1 - Geographic Priority Areas)

1	Area Name:	CENSUS TRACT NUMBERS 53:2, 53:3, 53.4; 54:01.1, 54:01.2, 54:01.3, 54:01.4, 54:01.5; 55:1, 55:3, 55:5; 56:1, 56:3, 56:04; AND 57:01.2
	Area Type:	Local Target area
	Other Target Area Description:	See attached Map
	HUD Approval Date:	
	% of Low/ Mod:	See attached Map
	Revital Type:	Other
	Other Revital Description:	Urbana Community Development Target Area
	Identify the neighborhood boundaries for this target area.	There are several neighborhoods encompassed as part of this target area. The Community Development Target Area's purpose is to identify low-income neighborhoods so that services provided to residents at the bi-annual Neighborhood CleanUp can benefit from the service. It is not intended to be a targeted area for development, etc. However, because these Census Tracts are identified as primarily low-income, it is likely that redevelopment efforts will occur within the Target Area.
	Include specific housing and commercial characteristics of this target area.	This target area is large and encompasses a variety of housing and commercial uses. Much of the housing is in need of maintenance and repairs or has seen disinvestment from landlords.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	This target area has been selected in order to meet certain low-income benefit requirements of one or more of the City's Community Development Block Grant funded programs. Most of the City's grant activities require individual income verifications to be performed; however, the City has at least one project in which only those households within the Community Development Target Area are eligible to participate. This is to ensure that the low-income benefit qualifier is met while serving a large portion of the population. It also reduces the burden on staff for one-time projects such as the Neighborhood CleanUp project staff organizes twice a year.
Identify the needs in this target area.	This area is in need of redevelopment in certain neighborhoods that include a heavy rental presence. Homeowners also have difficulties maintaining and repairing homes due to lack of financial reserves.	
What are the opportunities for improvement in this target area?	There are several redevelopment opportunities in the area - two larger sites have been identified for potential Tax Credit projects. The Housing Authority of Champaign County has also been actively redeveloping its housing stock with great success and benefit to area residents.	
Are there barriers to improvement in this target area?	The main barriers to redevelopment in this area are financial. The needs vastly exceed available funds, and competition is high for grant funding opportunities.	

Attachment #2

Proposed Community Development Target Area



Census Tract	Census Block	Low/Mod Income %
53	2	69
53	3	64
53	4	84
54.01	1	90
54.01	2	58
54.01	3	52
54.01	4	66
54.01	5	75
55	1	74
55	3	66
55	5	54
56	1	60
56	3	78
56	4	57
57.01	2	61

*Based on 2006-2010 American Community Survey
 **Does not include university-dominated parcels or downtown Urbana

- Census Block Groups
- Roads
- Proposed Community Development Target Area
- Urbana Corporate Boundary
- 53:4 Census Tract : Block Group

