



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**TO:** Elizabeth H. Tyler, FAICP, Community Development Director

**FROM:** Kelly Mierkowski, Manager, Grants Management Division *KUM*

**DATE:** July 19, 2013

**SUBJECT:** **A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM FOR FY 2013-2014 (Habitat)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Developer Affordable Homeownership Program 810 E Park Street)**

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Operating August 2013)**

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### **Description**

Included on the agenda of the July 23, 2013 meeting of the Urbana Community Development Commission is a resolution certifying Habitat for Humanity of Champaign County (Habitat) as a Community Housing Development Organization (CHDO) in order to be eligible to receive the contracts proposed using Fiscal Year (FY) 2013-2014 CHDO project and operating funds as part of the HOME Investment Partnerships Program. Habitat has met all of the Federal HOME Program requirements for certification as a CHDO in the current fiscal year.

Also included on the agenda are Resolutions approving two new CHDO agreements. The first agreement proposed is a \$35,000 CHDO contract for the construction of one single-family unit at 810 East Park Street, Urbana. The second proposed contract is for CHDO operating funds in the amount of \$7,000. Receipt of these funds is contingent upon certification, per regulations established by HUD.

### **Background**

The attached CHDO funding application details the proposed project. One unit is to be constructed with a combination of development subsidy and down payment assistance at 810

East Park Street, Urbana. The lot was transferred to Habitat in July, 2013. Habitat has requested \$35,000 to assist with construction activities and down payment assistance to the buyer. A buyer has been qualified for the home and has signed a sales contract for the property.

Current CHDO Operating policies allow CHDOs to apply for administrative funds on a per-project basis. In keeping with the most recent contracts, the \$7,000 request made by Habitat has been recommended for approval by the HOME Technical Committee. This policy is intended to encourage CHDOs to increase their building capacity in the community. It is important to note that the recommended amount of funding per unit may change based on grant allocation levels available from year to year, as well as the number of CHDOs undertaking construction at the time an application is received.

Habitat is eligible to receive the CHDO project and operating funding described above according to the regulations stipulated in 24 CFR Part 92, and staff recommends approval of the Resolutions as presented.

## **Options**

1. Forward the Resolutions to the Urbana City Council with a recommendation for approval.
2. Forward the Resolutions to the Urbana City Council with a recommendation for approval with suggested changes.
3. Do not recommend approval of the Resolutions.

## **Fiscal Impacts**

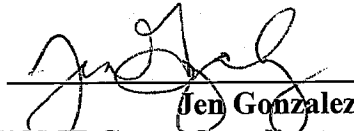
The Resolution for certification will not impact the City budget in any way, but it will allow the Consortium to continue to allocate the required 15 percent set-aside to affordable housing projects undertaken by eligible nonprofits. This will strengthen the Consortium's HOME Program overall and will offer a variety of housing options in the area to a wider subset of the low-income community.

The proposed contract for the construction of a single-family unit will generate property tax revenue for the City once the sale is completed. The operating contract is contingent upon approval of the project agreement for construction of a single-family unit at 810 E Park Street. The decision to designate the 5 percent set-aside for operating funds to eligible CHDOs annually is not required and does reduce the amount of grant funds disbursed amongst the Consortium members. However, the HOME Technical Committee has agreed that the impact of the administrative support provided through the CHDO set-aside far outweighs any negative impact of a minor reduction in the Consortium's overall grant pool. The funds have already been earmarked for certified CHDOs as outlined in the Annual Action Plan and will not change the overall amount designated for CHDO administration in the City budget.

## Recommendations

Staff recommends that the Community Development Commission forward the Resolutions to the Urbana City Council with a recommendation for approval.

Memorandum Prepared By:

  
Jen Gonzalez  
HOME Grant Coordinator  
Grants Management Division

## Attachments:

### Certification:

1. A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM (Habitat)
2. *Application for CHDO Certification – Habitat for Humanity of Champaign County*

### Project Agreement:

3. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat Affordable Homeownership Program 810 East Park Street)
4. *An Urbana HOME Consortium Community Housing Development Organization Developer Agreement (Habitat CHDO Developer Affordable Homeownership Program 810 East Park Street)*
5. Application for Funding

### Operating Agreement:

6. A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF AN URBANA HOME CONSORTIUM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION AGREEMENT (Habitat CHDO Operating August 2013)
7. *An Urbana HOME Consortium Community Housing Development Organization Agreement (Habitat CHDO Operating August 2013)*
8. Application for Funding



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

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION  
FOR THE URBANA HOME CONSORTIUM FOR FY 2013-2014  
(Habitat)

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of the Champaign County Neighborhood Alliance for Habitat as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2013-2014 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan*,

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

Section 1. That the Habitat for Humanity of Champaign County (Habitat) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for FY 2013-2014, and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect until June 30, 2014, or until such time that Council be informed of conditions necessitating a change in the status of Habitat as a CHDO.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor



400 South Vine St.

Urbana, IL 61801

(217) 384-2335

[jmgonzalez@urbanailinois.us](mailto:jmgonzalez@urbanailinois.us)

City of Urbana

City of Champaign

Champaign County

## Community Housing Development Organization (CHDO) Certification Application

Legal Name of Organization: Habitat for Humanity of Champaign County

Address: 119 E University Ave, Champaign, IL

Contact Person/Title: Sheila Dodd, Executive Director for Habitat

Phone: 217-819-5111 Fax: 217-363-3373

E-mail Address: director@cuhabitat.org

Chief Executive Officer: \_\_\_\_\_

*The following documentation must be submitted with certification form in order for the applying organization to be considered for Community Housing Development Organization (CHDO) designation. Organizations already certified must complete this application each time funding is awarded. Please indicate in the spaces provided the section in the application package and the page number containing each of the requirements. CHDO designation must be approved by the Urbana HOME Consortium (UHC) prior to competing for CHDO set-aside funding.*

### DO NOT COMPLETE THIS SECTION – FOR UHC USE ONLY

Date Application Received: \_\_\_\_\_

Date Reviewed by UHC Technical Committee: \_\_\_\_\_

Approved or Declined: \_\_\_\_\_

Date Notification Letter Sent to Applicant: \_\_\_\_\_

Please indicate page number:

1. ✓ ✓

The organization must provide UHC with **each** of the following:

- Articles of Incorporation
- Bylaws

2. Page 4 (a)

A provision "to provide decent and affordable housing to very low- and low-income persons" must be included in the Articles of Incorporation.

3. ✓

A copy of the ruling letter from the Internal Revenue Service that indicates the organization has been conditionally designated or has received 501(c) tax-exempt status.

4. ✓

Documentation from the Office of the Illinois Secretary of State that the Organization is in good standing. If the organization is newly created and is less than one year old, incorporation documents will suffice.

5. Preamble Bylaws

Indicate the organization's service area (i.e., city, town, or county). This must be included in the Articles and/or Bylaws.

6. \_\_\_\_\_

A certification from a Certified Public Accountant that the organization meets standards of financial management and accountability that conform to Attachment F of OMB Circular A-110 (24 CFR Part 84), A-133 and A-122.

7. ✓

A signed resolution from the applicant organization's Board of Directors approving the submittal of this application.

8. ✓

A listing of the CHDO Board of Directors. Each director must be identified by name, occupation, employer and which sector (private, public or low-income) he/she will represent. In addition, board members who are to represent low-income residents must supply verification that they are either low-income themselves, a resident of a low-income neighborhood or an elected representative of a low-income neighborhood or organization.

- At a minimum, one-third of the board must be comprised of low-income representatives and a maximum of one-third of the board may be public officials, appointees or employees of the UHC. Furthermore, this board composition requirement and election procedure must be included in the bylaws.
- Each director may only represent a single sector (i.e., low-income or public official, but not both).

9. Page 4

A description of the formal process the organization has established for low-income beneficiaries to advise the CHDO on project design, location of sites, development and management of affordable housing. This process must be included in the bylaws.

*Plus Family  
Sel Bylaws*



10. see CB Grant  
Start Plan

- The low-income advisory process is not satisfied by having low-income representatives on the board of directors, nor by participating in the City of Urbana's, City of Champaign's, nor the Urbana HOME Consortium's public meetings and hearings.

A projected five-year strategic business plan to include all anticipated funding sources.

- The business plan must be delineated by year and contain specific, measurable goals regarding affordable housing unit production and number of households to be assisted, as well as other long-range individual and community development goals of the CHDO.

11. ✓

A list and description of the community service and affordable housing experience of the organization, it's key personnel and board, and/or consultants, including both successful and non-successful projects.

- If the applicant organization has been in existence for less than one year, it must demonstrate that its parent organization (if applicable) has at least one year's experience serving the community.

12. If the CHDO Applicant is sponsored or created by a for-profit entity, please talk to Jen Gonzalez for additional information at 217-384-2335.

The undersigned does hereby certify that to the best of his/her knowledge, the above assertions and document submissions are true and accurate. Further, the undersigned certifies to the best of his/her knowledge that said agency is in compliance with all HOME Program regulations.

Shirley D. Welch  
Chief Executive Officer

6/20/13  
Date

*The Urbana HOME Consortium is supported by Federal HUD funds. Applicants and their representatives are subject to penalties for false or fraudulent statements as set forth by U.S.C. Title 18, Section 1001: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."*



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

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

**(Habitat Affordable Homeownership Program 810 E Park Street)**

WHEREAS, The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2010-2014 Consolidated Plan*.

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

Section 1. That an Agreement providing \$35,000 in HOME Program funds, for the construction of one (1) affordable single family unit at 810 E Park Street, between the City of Urbana and Habitat for Humanity of Champaign County, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

**URBANA HOME CONSORTIUM**  
**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION**  
**DEVELOPER AGREEMENT**

**(Habitat CHDO Developer Affordable Homeownership Program 810 E Park Street)**

THIS Affordable Homeownership Program Agreement, hereafter referred to as the **"AGREEMENT"**, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, acting as lead entity for the Urbana HOME Consortium (hereinafter the **"GRANTOR"**), and HABITAT FOR HUMANITY OF CHAMPAIGN COUNTY, an Illinois Not-For-Profit Organization (hereinafter **"DEVELOPER"**).

WITNESSETH

WHEREAS, the City of Urbana, the City of Champaign, and Champaign County have been jointly designated as a Participating Jurisdiction by the U.S. Department of Housing and Urban Development (hereinafter **"HUD"**) for purposes of receiving HOME Investment Partnerships (hereinafter **"HOME"**) Program funds in the name of the Urbana HOME Consortium under provisions of Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 *et seq.*) (herein after the **"National Affordable Housing Act"**); and

WHEREAS, the Urbana HOME Consortium, CFDA #14.239, has received HOME Program funds from HUD for the period beginning **July 1, 2013**, and ending **June 30, 2014**, to increase affordable housing opportunities for low-income residents of Urbana, Champaign, and unincorporated Champaign County; and

WHEREAS, the Urbana City Council has adopted a Consolidated Plan for Program Years 2010-2014 (hereinafter the **"Consolidated Plan"**) and the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2013-2014, which budgets Urbana HOME Consortium funds, including a fifteen percent set-aside for use by Community Housing Development Organizations (hereinafter **"CHDOs"**) in accordance with an Intergovernmental Agreement Concerning Administration of a Champaign/ Urbana/ Champaign County HOME Investment Partnerships Consortium executed by Mayor Tod Satterthwaite on behalf of the City on July 16, 2003 (hereinafter the **"Intergovernmental Agreement"**); and

WHEREAS, the GRANTOR, as the administrator of a HOME Program, has authority of the under the provisions of the HOME Program to provide financial assistance for the development of an affordable homeownership program; and

WHEREAS, DEVELOPER has applied to the GRANTOR for Urbana HOME Consortium funding for development assistance to provide financial assistance to families participating in DEVELOPER'S Affordable Homeownership Program, for sale to very low-income and low-income households (hereinafter the **"Project"**); and

WHEREAS, the Consolidated Plan promotes expansion of homeownership opportunities and recommends that the Urbana HOME Consortium expand homeownership opportunities for low-income households; and

WHEREAS, DEVELOPER has fulfilled all HOME Program requirements necessary to be certified as a CHDO; and

WHEREAS, DEVELOPER desires to serve as a project developer of an Affordable Homeownership Program (hereinafter the "PROGRAM") within the City of Champaign, the City of Urbana, and unincorporated Champaign County; and

WHEREAS, the GRANTOR has determined that the PROGRAM is eligible for funding under the HOME Program; and

WHEREAS, the GRANTOR has determined that the DEVELOPER has the ability to provide the required private matching funding to cover the cost of the PROGRAM; and

WHEREAS, the DEVELOPER has been fully informed regarding all requirements or obligations that must be met by DEVELOPER in order to utilize HOME Program funds for the PROGRAM, including but not limited to, the requirement that the assisted housing units must remain affordable to low-income households for a period of five (5) or more years, in accordance with 24 CFR Part 92, Sections 203, 251-253, and

WHEREAS, the DEVELOPER, having been fully informed regarding the requirements of the HOME Program, is committed to starting the PROGRAM with the assistance of HOME Program funds on or before **August 31, 2013** and has made necessary arrangements to provide any required matching private contribution towards the cost of said PROGRAM.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

## **ARTICLE I: HOME REQUIREMENTS**

### **Section 1: Use of HOME CHDO Funds**

The GRANTOR agrees to provide the DEVELOPER an amount not to exceed **\$35,000** from its Federal Fiscal Year **FY 2013-2014** HOME Community Housing Development Organization (CHDO) set-aside to be used primarily for development subsidy as well as providing down payment assistance to low- to moderate-income households for homeownership opportunities. The DEVELOPER shall use the Funds in accordance with the HOME program guidelines outlined in 24 CFR Part 92 in carrying out the PROGRAM in the manner as described below:

- a.) The DEVELOPER may only request HOME funds to be used for down payment assistance in combination with the development of a property wherein a development subsidy is being provided as part of an eligible CHDO project.

- b.) The DEVELOPER shall comply with the PROGRAM MANUAL prior to commitment of any work pursuant to this agreement. DEVELOPER shall provide GRANTOR a copy of its PROGRAM MANUAL in accordance with the HOME Program regulations for approval by Urbana City staff. The DEVELOPER shall provide the GRANTOR with the budget and financial projection for each home from the preliminary budget for the construction of each house as provided in "Attachment 3" or in a similar document format as approved by the GRANTOR.
- c.) The DEVELOPER shall own or purchase the real property for the Project in the following locations: **810 E Park Street, Urbana.**
- d.) The DEVELOPER shall complete the Affordable Homeownership Program in accordance with the homebuyer contract provisions as described in the Program Manual approved by Consortium staff, by reference made a part hereof.
- e.) The DEVELOPER shall incorporate the sample documents for the PROGRAM as part of the PROGRAM MANUAL, which is to be submitted to Urbana City staff prior to commitment of funds.

## **Section 2: Affordability**

The DEVELOPER shall comply with all income determinations and affordability requirements of the HOME Program as set forth in HUD Regulations 24 CFR 92.203 or 92.254, as applicable. The DEVELOPER shall determine each family's income eligibility by determining the family's annual income in accordance with the Part 5 (Section 8) methodology allowed in 24 CFR 92.203. The DEVELOPER is not required to re-examine the family's income at the time the HOME assistance is provided, unless more than six (6) months has elapsed since the DEVELOPER determined that the family qualified as income eligible.

The maximum purchase price shall not exceed **\$190,152**, which is 95% of the median purchase price for the metropolitan area as defined by the Single Family Mortgage Limits under Section 203(b) of the National Housing Act. The project shall be single-family housing, which includes one (1) to four (4) family residence or condominium unit.

The HOME-assisted housing shall be the principal residence of the qualified income eligible homebuyer from the date of initial occupancy (loan closing for purchase of the property) and shall remain the principal residence of the family for a period of ten years from the date of project completion (the Affordability Period). For purposes of this AGREEMENT, project completion means that all necessary title transfer requirements to the DEVELOPER have been performed; construction has been completed; the project complies with the requirements of 24 CFR Part 92 (including the property standards under 24 CFR 92.251); the final drawdown has been disbursed for the project; the DEVELOPER has submitted all necessary demographic and financial information to the GRANTEE in the form of the Activity Completion Report provided in "Attachment 6"; and the project completion information has been entered in the integrated disbursement and information system (IDIS) established by HUD.

The affordability requirements as listed in Section 24 CFR 92.254(a) (4) apply without regard to the term of any loan or mortgage or the transfer of ownership. The affordability requirements

shall be imposed by deed restrictions, covenants running with the land or other mechanism approved by HUD, except that the affordability restrictions may terminate upon foreclosure or transfer in lieu of foreclosure. Said restrictions shall include that The GRANTOR may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure or deed in lieu of foreclosure to preserve affordability.

#### Affordability Period

For allotted time period following project completion (hereinafter referred to “the Affordability Period”), the following restrictions shall apply. The DEVELOPER agrees to assist the GRANTOR in restricting the use of the property by recording a Mortgage, and Note (hereinafter the “DOCUMENTS”) in form and with the same content as that executed under even date herewith. DOCUMENTS shall be identical in substantial form as the forms in “Attachment 4” attached hereto and by reference made a part hereof.

In the event the housing does not continue to be the principal residence of the family for the duration of the Period of Affordability, the GRANTOR shall recapture a portion of the HOME Program assistance provided to the homebuyers in accordance with the terms and conditions provided in the loan agreement and note. The HOME Program funds provided under this AGREEMENT will be recaptured in accordance with 24 CFR 92.254(a)(5)(ii) and shall be repaid to the GRANTOR, recorded as CONSORTIUM program income in accordance with 24 CFR 92.503, and used in accordance with the requirements of the HOME Program.

Should the DEVELOPER sell and transfer ownership of property assisted with HOME funds to a homeowner who does not meet the income eligibility of the HOME program, DEVELOPER shall reimburse the CONSORTIUM the amount of HOME funds disbursed on the project by the CONSORTIUM. The CONSORTIUM shall deposit said funds in the local HOME Trust Account to be utilized for other affordable housing activities at the discretion of the CONSORTIUM.

### **Section 3: HOME Project Requirements**

#### Project Requirements:

The GRANTOR shall provide HOME funds not to exceed **\$35,000** in accordance with 24 CFR 92.205(b) for eligible costs as described in 24 CFR 92.206 and 92.207. HOME Program funds will be disbursed on behalf of the DEVELOPER under the following terms and conditions;

HOME funds provided by the DEVELOPER to the eligible homebuyer as down payment assistance shall be in the form of a **Forgivable Loan** at 0% interest.

DEVELOPER shall comply with all HOME project requirements in subpart F of 24 CFR Part 92, including 92.250: Maximum per-unit subsidy amount and layering, which stipulates that the amount of HOME funds that a grantee may invest in affordable housing on a per-unit basis may not exceed the per-unit dollar limits established by HUD under 221.514(b)(1) and (c) of this title



for elevator-type projects, involving nonprofit mortgagors, insured under section 221(d)(3) of the National Housing Act that apply to the area in which the housing is located.

The GRANTOR and DEVELOPER agree that the DOCUMENTS will be executed between the GRANTOR and the HOMEBUYER at the initial purchase closing for any housing unit receiving funds under the PROGRAM pursuant to this AGREEMENT. The DOCUMENTS shall include language to ensure that the affordability period will be honored through the duration of this AGREEMENT and include provision for recapture of the HOME Program funds invested in the housing unit. GRANTOR staff will prepare these DOCUMENTS and the GRANTOR will pay recording fees for the DOCUMENTS.

This period of affordability shall commence the date that all necessary project information is provided to HUD via HUD's Integrated Disbursement and Information System (IDIS). GRANTOR agrees to enter all information provided into IDIS within 30 days of receipt. Should the PROJECT be modified after initial commencement date of the affordability period, a new affordability period may be re-structured.

The terms of the recapture provision will be such that they reflect the HUD provisions in the HOME Final Rule 24 CFR 92.254. Details of a recapture provision will be provided in the DOCUMENTS. Failure to ensure that the DOCUMENTS are executed at the initial purchase closing will result in withholding HOME Program funds until said item is addressed. DEVELOPER also agrees to reference these required DOCUMENTS in each of their PROGRAM Agreements with the Homebuyers.

#### List of Documents

The following documents are included as "Attachment 4- Affordable Homeownership Program Sample Documents," have been added to or made a part hereof by reference:

Mortgage  
Note

#### **Section 4: Property Standards**

The DEVELOPER agrees that all housing purchased with HOME Funds shall meet the property standards, as established by the GRANTOR, as well as all applicable State and local construction codes, rehabilitation standards, and zoning ordinances at the time of project completion.

DEVELOPER will provide homebuyers with a "walk-through" of the house and explain all maintenance concerns that are necessary to ensure the house remains in good repair and provide a bound document that includes information on all aspects of the home, including but not limited to architectural drawings, home warranty, appliance warranty, etc.

## **Section 5: Other Program Requirements**

### **A. Affirmative Marketing of Vacant Units**

DEVELOPER must adopt an affirmative marketing policy and procedure acceptable to HUD for homebuyers of newly renovated/constructed houses per 24 CFR 92.351.

Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability. The affirmative marketing requirements and procedures adopted must include:

1. Methods for informing the public, owners, and potential tenants about Federal fair housing laws and the CONSORTIUM's affirmative marketing policy.
2. Requirements and practices DEVELOPER must adhere to in order to carry out the affirmative marketing procedures and requirements.
3. Procedures to be used by DEVELOPER to inform and solicit applications from persons, in the housing market area, who are not likely to apply for the housing without special outreach.
4. Records that will be kept describing actions taken by DEVELOPER to affirmatively market units and records to assess the results of these actions.
5. A description of how the DEVELOPER will annually assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.

### **B. Non-discrimination and Equal Opportunity**

DEVELOPER agrees that there shall be no discrimination against any person who is employed in carrying out the PROGRAM, or against any applicant for such employment, because of race, color, religion, sex, age, or national origin, or any other discrimination prohibited by Federal, State, County or local laws, including but not limited to employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. DEVELOPER further agrees to the following:

1. It shall be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the GRANTOR and HUD.
2. It shall furnish the GRANTOR and HUD with information as they may require for the supervision of such compliance and will otherwise assist the GRANTOR and HUD in the discharge of primary responsibility for securing compliance.
3. It shall carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the GRANTOR, or HUD.
4. It shall abide by the Human Rights Ordinance as set forth in Chapter 12 of the Urbana Code of Ordinances.

### **C. Displacement, Relocation and Acquisition**

If applicable, DEVELOPER agrees to assist the GRANTOR to provide relocation

assistance to persons temporarily relocated or permanently displaced at the levels described in and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C.4201 to 4655) and 49 CFR, Part 24 and Section 104(d) of the Housing and Community Development Act, as applicable.

D. Labor and Contracting Requirements

PROJECT DEVELOPER and its contractors and subcontractors shall comply with the Davis-Bacon Act (40 U.S.C. 276a-276a-5) with regard to all its requirements including wage rates paid pursuant to or as a result of this AGREEMENT. Any contracts executed as a result of this AGREEMENT may also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332).

E. Disbarment & Suspension

The DEVELOPER certifies that it is not debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. The DEVELOPER shall establish procedures to ensure they do not make any award to grantees and subgrantees (including contractors) at any tier in violation of the nonprocurement debarment and suspension common rule. **The DEVELOPER shall verify and document that none of its grantees, subgrantees or contractors are debarred, suspended or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Non procurement programs ("List").** The DEVELOPER may request assistance from the GRANTOR to access the List and document results.

F. Conflict of Interest

The DEVELOPER guarantees that no member of, or Delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit to arise from the same. The DEVELOPER agrees that no members of the governing body of the locality in which the DEVELOPER is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the AGREEMENT during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the services performed under this AGREEMENT. Unless expressly permitted by U.S. Department and Housing and Urban Development ("HUD"), DEVELOPER agrees that no person who is an employee, agent, consultant, officer, or elected or appointed official of the DEVELOPER and who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds, or who is in a position to participate in a decision making process to gain inside information with regard to such HOME-assisted activities, may obtain a financial interest or benefit from the HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter. Unless expressly permitted by the GRANTOR; no

DEVELOPER, or officer, employee, agent or consultant of the DEVELOPER, may occupy a HOME-assisted affordable housing unit in a project.

**G. Air and Water**

The DEVELOPER agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

1. Clean Air Act, 42 U.S.C. 7401, *et seq.*;
2. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder; Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

**Section 6: Records and Reports**

**A. Records**

DEVELOPER authorizes the GRANTOR and HUD to conduct on-site reviews, examine personnel records, and to conduct any other procedure or practice necessary to assure compliance with this AGREEMENT and applicable HUD regulations. DEVELOPER will ensure that all documents related to this Project shall be kept for a period of five (5) years after project's affordability period has been completed (estimated at 2028). Records to be retained include, but are not limited to timesheets; receipts and invoices for materials, supplies, and services; and documentation used to request re-imbursement of expenses.

DEVELOPER shall maintain such records and accounts, including program records, project records; financial records; program administration records; equal opportunity and fair housing records; affirmative marketing and MBE/WBE records; records demonstrating compliance with the income determination and requirements of 24 CFR 92.203; record keeping requirements of 24 CFR 92.508; records demonstrating compliance with the labor requirements of 24 CFR 92.354; records demonstrating compliance with the lead-based paint requirements of 24 CFR 92.355; records supporting exceptions to the conflict of interest prohibition pursuant to 24 CFR 92.356; debarment and suspension certifications required by 24 CFR parts 24 and 91; and any other records as are deemed necessary by the GRANTOR to assure a proper accounting and monitoring of all HOME Funds. In the event the GRANTOR determines that such records are not being adequately maintained by DEVELOPER, the GRANTOR may cancel this AGREEMENT in accordance with Article I Section 7 and Article II herein.

With respect to all matters covered by this AGREEMENT, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as the GRANTOR, HUD, representatives of the Comptroller General of the United States or other Federal agency may require. DEVELOPER will permit same to be examined and excerpts or transcriptions made or

duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this AGREEMENT. The GRANTOR'S right of inspection and audit shall obtain likewise with reference to any audits made by any other agency, whether local, State or Federal.

The DEVELOPER shall retain all records and supporting documentation applicable to this AGREEMENT for the most recent five (5) year period, except as provided below:

- (a) For homeownership housing projects, records shall be retained for five (5) years after the project completion date, except for documents imposing recapture provisions, which must be retained for five (5) years after the affordability period terminates.
- (b) Written agreements must be retained for five (5) years after the AGREEMENT terminates.
- (c) If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the required period, whichever is later.

#### **B. Reports**

The Developer must submit quarterly reports no more than ten (10) days after the end of each quarter. The following table lists the end of the quarter and the corresponding quarterly report due date:

Quarter	Period	Quarterly Report Due Date
1	July 1 – September 30	October 10, 2013
2	October 1 – December 31	January 10, 2014
3	January 1 – March 31	April 10, 2014
4	April 1 – June 30	July 10, 2014

The quarterly reports shall be submitted by the DEVELOPER quarterly until the final house has been constructed and transferred to the homebuyer. A sample is attached as "Attachment 5".

#### **Section 7: Enforcing of Agreement**

A default shall consist of any use of HOME Program funds for a purpose other than as authorized by this AGREEMENT, noncompliance with the HOME Program guidelines as outlined in 24 CFR Part 92, any material breach of the AGREEMENT, failure to timely comply with the audit requirements in Article XIII, failure to expend HOME Program funds in a timely manner, or a misrepresentation in the application submission which, if known by GRANTOR and/or HUD, would have resulted in HOME Program funds not being provided. Upon due notice to the DEVELOPER of the occurrence of any such default and the provision of a reasonable opportunity to respond, the GRANTOR may take one or more of the following actions:

- (a) Direct the DEVELOPER to prepare and follow a schedule of actions for carrying out the affected activities, consisting of schedules, timetables and milestones necessary to implement the affected activities;
- (b) Direct the DEVELOPER to establish and follow a management plan that assigns responsibilities for carrying out the remedial actions;
- (c) Cancel or revise activities likely to be affected by the performance deficiency, before expending HOME Program funds for the activities;
- (d) Reprogram HOME funds that have not yet been expended from affected activities to other eligible activities or withhold HOME Program funds;
- (e) Direct the DEVELOPER to reimburse the GRANTOR's program accounts in any amount not used in accordance with the requirements of 24 CFR Part 92, et al;
- (f) Suspend disbursement of HOME Program funds for affected activities;
- (g) Other appropriate action including, but not limited to, any remedial action legally available, such as litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions, termination of the AGREEMENT and any other available remedies.

For purposes of this AGREEMENT, a reasonable opportunity to respond to any default shall be thirty (30) days from receipt by DEVELOPER of the GRANTOR'S written notice of default. No delay or omission by GRANTOR and/or HUD in exercising any right or remedy available to it under the AGREEMENT shall impair any such right or remedy or constitute a waiver or acquiescence in any DEVELOPER default.

Unless the DEVELOPER'S default is waived, the GRANTOR may, upon twenty-four (24) hour written notice, terminate this AGREEMENT for said default. Waiver by the GRANTOR of DEVELOPER'S default under this AGREEMENT shall not be deemed to be a waiver of any other default nor shall it be termination notice.

Notices required herein, shall be considered received by the DEVELOPER and the GRANTOR if delivered in person, or when deposited in the U.S. Mail, postage prepaid certified mail, return receipt requested.

#### **Section 8: Request for Disbursement of Funds**

DEVELOPER shall not request disbursement of HOME Program funds until HOME Program funds are needed to pay eligible costs related to the PROGRAM. The amount of any request for funds shall not exceed the amount needed and shall be supported by appropriate documentation such as a sales contract, invoice, completed property maintenance inspection report, and performance-progress reports, and settlement statements from HOMEBUYER mortgage closings. The GRANTOR shall make payment to DEVELOPER within fourteen (14) calendar days of receipt of a complete and acceptable request by the GRANTOR. The GRANTOR reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All checks shall be made payable to "Habitat For Humanity of Champaign County"

All monies granted to DEVELOPER pursuant to this AGREEMENT shall be expended by **July 1, 2015**.

Further, no payments shall be released to DEVELOPER prior to the GRANTOR receiving environmental clearance from the Illinois Historic Preservation Agency stating no historical significance has been identified at the properties being developed with HOME Program funds and a flood plain map has been reviewed to prove the property is not located within a floodplain. GRANTOR will be responsible for obtaining the necessary environmental clearance documentation.

#### **Section 9: Duration of Agreement**

This AGREEMENT shall be effective as of the date executed by the Mayor and attested by the City Clerk and shall remain in effect until the latest of the following dates or events: **five years after the closing date of the project in the federal Integrated Disbursement & Information System (IDIS), which is the date that a request to destroy confidential client information will be considered by the City of Urbana;** the date that any ongoing investigation is formally concluded in writing regarding the project described herein by the United States Department of Housing and Urban Development or any of its agents.

#### **Section 10: Conditions for Religious Organizations**

The DEVELOPER ensures that HOME Program funds shall not be provided to primarily religious organizations, such as churches, for any activity including secular activities. In addition, HOME Program funds shall not be used to rehabilitate or construct housing owned by primarily religious organizations or to assist primarily religious organizations in acquiring housing. However, HOME Program funds may be used by a secular entity to acquire housing from a primarily religious organization, and a primarily religious entity may transfer title to its property to a wholly secular entity and the entity may participate in the HOME Program in accordance with the requirements of this 24 CFR Part 92.257. The entity may be an existing or newly established entity, which may be an entity established by the religious organization. The completed housing project must be used exclusively by the owner entity for secular purposes, available to all persons regardless of religion. In particular, there must be no religious or membership criteria for tenants of the property.

#### **Section 11: Community Housing Development Organization (CHDO Provisions)**

CHDO has been certified by the CONSORTIUM and has been found to be in compliance with the composition of a CHDO under the HOME Requirements. The CHDO agrees to maintain their CHDO status for the duration of the AGREEMENT.

Any program income generated from the PROGRAM may be kept and used by the CHDO and does not need to be returned to the GRANTOR.

## **ARTICLE II: COMPLIANCE WITH VISITABILITY STANDARDS**

Any residence constructed pursuant to this Agreement within the corporate limits of the City of Urbana and the City of Champaign shall incorporate applicable visitability for the jurisdiction in which the project is located.

## **ARTICLE III: FINANCIAL RESPONSIBILITY**

The allocation of funds by the GRANTOR pursuant to this AGREEMENT shall in no way obligate the GRANTOR for any financial responsibility incurred by the PROGRAM in excess of the funding pledged herein. The GRANTOR reserves the right to withhold pledged funds if the GRANTOR is not satisfied with the DEVELOPER'S compliance with the terms and conditions of performance outlined in this AGREEMENT.

## **ARTICLE IV: CERTIFICATIONS**

DEVELOPER represents the following with respect to this AGREEMENT.

- A. DEVELOPER possesses legal authority to receive HOME Program funds from the GRANTOR and to execute the PROGRAM as described herein.
- B. The governing body of DEVELOPER has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this AGREEMENT including all understandings and assurances contained herein, and directing and designating the authorized representative of DEVELOPER to act in connection with this AGREEMENT and to provide such additional information as may be required.
- C. DEVELOPER, its successors and assigns, agrees to develop and operate the PROJECT in accordance with HOME Program regulations promulgated at 24 CFR Part 92 and with applicable building codes.
- D. DEVELOPER, its successors and assigns, agrees to comply with Section 3 of the Fair Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u), hereinafter referred to as "Section 3", which provides that, to the greatest extent feasible, opportunities for training and employment that arise through the PROGRAM shall be given to low-income residents of the Cities of Champaign, Urbana or Unincorporated Champaign County and that contracts in connection with the PROGRAM be awarded to business concerns located in or owned in substantial part by persons residing in the Cities of Champaign, Urbana or Unincorporated Champaign County. DEVELOPER agrees to comply with provisions of said Section 3 and the regulations as issued pursuant thereto by the Secretary of HUD set forth in 24 CFR Part 135, and all applicable rules and orders of HUD issued there under. DEVELOPER certifies and agrees that it is under no contractual or other disability that would prevent DEVELOPER from



complying with these requirements. DEVELOPER'S responsibility to comply with Section 3 regulations includes the following:

1. Including in each subcontract in excess of \$100,000 a requirement that the subcontractor comply with Section 3.
  2. Sending each labor organization or representative of workers with which DEVELOPER has a collective bargaining agreement or other understanding a notice of the DEVELOPER commitment under Section 3.
  3. Posting copies of the notice in conspicuous places at work sites where both employees and applicants for employment positions can see the notice.
  4. Refraining from allowing a subcontractor to postpone filling any vacant employment and training positions after the subcontractor is selected but before the contract with the subcontractor is executed for the purpose of circumventing obligations under Section 3.
  5. Refraining from entering into any contract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of Section 3 regulations.
  6. Directing efforts to award covered contracts to Section 3 business concerns in order of priority.
  7. Directing efforts to employ and train Section 3 residents in the order of priority.
  8. Documenting actions taken to comply with Section 3 requirements.
  9. Submitting required Section 3 reports.
- E. DEVELOPER agrees to give maximum feasible priority to very low-income persons when administering the PROGRAM described herein.
- F. DEVELOPER acknowledges it shall match HOME Program funds disbursed by the GRANTOR and pursuant to this AGREEMENT in the amount of \$8,750 in non-federal funds as defined in 24 CFR Part 92.220.
- G. DEVELOPER shall comply with the regulations, policies, guidelines, and requirements of federal management circulars as they relate to the acceptance and use of Federal funds for the PROGRAM. DEVELOPER agrees to maintain financial records in accordance with applicable Federal guidelines; OMB circulars A-110, A-122, and A-133; the following requirements of 24 CFR Part 84: 84.2, 84.5, 84.13, 84.16, 84.21, 84.22, 84.26 - 84.28, 84.30, 84.31, 84.34 - 84.37, 84.40 - 84.48, 84.51, 84.60 - 84.62, 84.72, and 84.73. DEVELOPER shall separately and accurately identify use of HOME funds pursuant to this AGREEMENT.
- H. DEVELOPER shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be

otherwise subjected to discrimination under any program or activity for which DEVELOPER receives federal financial assistance.

- I. DEVELOPER shall comply with Executive Order 11246, and all regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- J. DEVELOPER shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- K. No Federal appropriated funds have been paid or will be paid, by or on behalf of DEVELOPER, to any person for influencing or attempting to influence an officer or employee of any agency including the GRANTOR, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.  
  
If any funds other than Federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the GRANTOR, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, DEVELOPER will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- L. DEVELOPER shall give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the PROGRAM.
- M. DEVELOPER shall at all times observe and comply with all laws, ordinances, or regulations of Federal, State, and local governments which may in any manner affect the performance of this AGREEMENT. DEVELOPER shall be liable to perform all acts to the GRANTOR in the same manner as the GRANTOR performs these functions to the Federal government.

- N. DEVELOPER shall be responsible for any and all claims, costs, causes, actions, and expenses, including, but not limited to, attorneys' fees incurred by reason of a law suit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, subcontractors, or agents of DEVELOPER, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this PROGRAM, whether such loss, damage, injury, or liability is contributed to by the negligence of the GRANTOR or its officers, employees, or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that DEVELOPER shall have no liability for damages or the costs incident thereto caused by the sole negligence of the GRANTOR, or its officers, employees, or agents.
- O. DEVELOPER shall have full control of the ways and means of performing the services referred to herein. DEVELOPER acknowledges and agrees that its employees, representatives, subcontractors, and agents may in no respect be considered employees of the GRANTOR.
- P. DEVELOPER agrees that, to the greatest extent feasible, all construction-related expenditures made for the PROGRAM shall be made to City of Champaign, Urbana and Unincorporated Champaign County firms or individuals.

#### **ARTICLE V: PROHIBITION AGAINST LOBBYING**

PROJECT SPONSOR acknowledges that no funds disbursed pursuant to this Agreement shall be used to finance lobbying activities. Furthermore, PROJECT SPONSOR acknowledges that no PROJECT SPONSOR employee funded in whole or part pursuant to this Agreement shall engage in lobbying activities at any time during the term of this Agreement. For purposes of this Agreement the term "lobbying activities" shall include the following.

- A. Any activity related to the election or appointment of an individual to public office, including, but not limited to, contributions to campaign funds, solicitation in an attempt to influence the outcome of an election for public office, and preparation and dissemination of campaign materials
- B. Sponsorship of candidate forums
- C. Sponsorship of voter registration drives
- D. Provision of transportation to polling places
- E. Contributing financially to elected or appointed public officials in an attempt to influence legislation

- F. Hiring an individual or individuals to represent an organization and/or its position before elected or appointed public officials.

## **ARTICLE VI: NOTICES**

Notices and communications under this AGREEMENT shall be sent first class, prepaid to the respective parties as follows.

TO THE GRANTOR: Grants Management Division  
Attn: Manager  
400 South Vine Street  
Urbana, Illinois 61801

TO THE DEVELOPER: Habitat for Humanity of Champaign County  
Attn: Executive Director  
119 E. University Ave  
Champaign, IL 61820

## **ARTICLE VII: CONTINGENCIES**

This AGREEMENT, including the provision of funds by the GRANTOR for the PROJECT as described herein, is contingent upon GRANTOR'S receipt of HOME Investment Partnerships Program grant funds from the Department of Housing and Urban Development and the signing of GRANTOR and the DEVELOPER.

## **ARTICLE VIII: ASSIGNMENT**

DEVELOPER shall not assign this AGREEMENT, nor any part thereof, without prior written approval of the GRANTOR.

## **ARTICLE IX: MODIFICATION**

No modification of this AGREEMENT, including modification of the PROGRAM budget in "Attachment 3", shall be effective unless in writing and executed by the parties hereto.

## **ARTICLE X: EXECUTION OF AGREEMENT**

This AGREEMENT shall be binding upon the GRANTOR and DEVELOPER, their successors and assigns, and shall be effective as of the date executed by the Mayor of Urbana and attested by the City Clerk.

## **ARTICLE XI: PROJECT PUBLICITY**

Any news release or other type of publicity pertaining to the work performed pursuant to this AGREEMENT must recognize GRANTOR as a DEVELOPER, funded by HUD.

## **ARTICLE XII: MONITORING AND EVALUATING**

The GRANTOR shall be responsible for monitoring and/or evaluating all aspects of the services provided by DEVELOPER under this AGREEMENT. The GRANTOR shall have access to and be able to make copies and transcriptions of such records as may be necessary in the determination of the GRANTOR or HUD to accomplish this monitoring and/or evaluation. In order to properly monitor or evaluate the DEVELOPER'S performance under this AGREEMENT, the GRANTOR shall make on-site inspections annually or as often as it deems necessary. Failure by the DEVELOPER to assist the GRANTOR in this effort, including allowing the GRANTOR to conduct the on-site inspections and have access to the DEVELOPER'S records, shall result in the imposition of sanctions as specified in Article I Section 7 herein.

Said evaluation may be accomplished by the GRANTOR through a management evaluation of the services provided under this AGREEMENT during the term of this AGREEMENT.

During the period of affordability, the GRANTOR shall perform on-site inspections to ensure units are the principal residence of the homebuyers and they are maintained to minimum property standards as determined by the code requirements as adopted by the local jurisdiction the Project is located in.

## **ARTICLE XIII: INDEMNIFICATION**

DEVELOPER shall to the fullest extent allowed by law defend, hold harmless and indemnify the GRANTOR from and against any and all liability, injury, loss, claims, damages, costs, attorneys' fees and expenses of whatever kind or nature which the GRANTOR may sustain, suffer or incur or be required to pay by reason of:

- A. The loss of any monies paid to DEVELOPER;
- B. Fraud, defalcation or dishonesty on the part of any person representing, employed by, contracted or subcontracted by DEVELOPER;
- C. Any act, omission, wrongdoing, misconduct, want of care or skill, negligence or default on the part of DEVELOPER or any of its contractors, subcontractors, sub-subcontractors, materialmen, suppliers and laborers in the execution or performance of this AGREEMENT; or

The indemnity hereunder shall survive termination of the AGREEMENT. In the event that any action, suit or proceeding is brought against the GRANTOR upon any liability arising out of the

AGREEMENT, or any other matter indemnified against, the GRANTOR at once shall give notice in writing thereof to DEVELOPER by registered or certified mail addressed to DEVELOPER. Upon receipt of such notice, DEVELOPER, at its own expense, shall defend against such action and take all such steps as may be necessary or proper to prevent the obtaining of a judgment against the GRANTOR.

**GRANTOR:**

\_\_\_\_\_  
Laurel Prussing, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

**DEVELOPER:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

- Attachment 1 - Notice (the State of Illinois Prevailing Wage Act)**
- Attachment 2- Schedule of Program**
- Attachment 3- Sample Budget/ Financial Projections per Property**
- Attachment 4- Affordable Homeownership Program Sample Documents: Mortgage, and Note**
- Attachment 5- Sample Quarterly Report Required by the Urbana HOME Consortium**
- Attachment 6- LLL-Disclosure to Report Lobbying Activity**
- Attachment 7- MBE/WBE**

## Attachment 1

### Notice

The Illinois State Prevailing Wage Act (820 ILCS 130/0.01 et seq.) provides in part as follows: "Not less than the general prevailing rate of hourly wages for work of a similar character on public works in the locality in which the work is performed, and not less than the general prevailing rate of hourly wages for a legal, holiday and overtime work, shall be paid to all laborers, workers and mechanics employed by or on behalf of any public body engaged in the construction of public works." (820 ILCS 130/3, quoted in part).

The Act defines a public body as follows: "'Public body' means the state or any officer, board or commissioner of the state or any political subdivision or department thereof, or any institution supported in whole or part by public funds, authorized by law to construct public works . . ." (820 ILCS 130/2, quoted in part).

The Department of Labor has recently applied this provision to a not-for-profit corporation, indicating that it was the opinion of the Department that the not-for-profit, because of its State funding, was considered a public body for the purposes of the Prevailing Wage Act. You are encouraged to contact the Department of Labor for its guidance with respect to whether or not it considers your organization a "public body" under the Act for the purposes of the Prevailing Wage Act. If the Prevailing Wage Act applies, you are required to compensate all workers on the project, including volunteers, for work done on the project.

Since, by the terms of this agreement you are required to follow all local, State and Federal laws, if the State Prevailing Wage Act is applicable to your organization, then you are required to comply with the Act by the terms of this contract."

DEVELOPER: **Habitat for Humanity of Champaign County**

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 2  
Program Schedule**

**HABITAT AFFORDABLE HOMEOWNERSHIP PROGRAM**

**SCHEDULE OF ACTIVITIES 810 E Park Street, Urbana**

**[see attached]**



**Attachment 3**  
**Sample Budget/ Financial Projections per Property**

**[see attached]**

**URBANA HOME CONSORTIUM  
HOMEBUYER ASSISTANCE  
Habitat Affordable Homeownership Program**

by this Mortgage and has the full right and power to mortgage, grant and convey the Property and that the Property is unencumbered, except for the encumbrances of record described in Exhibit "B" hereto acceptable to the Grantor (the "Permitted Encumbrances"). Borrower warrants and will defend generally the title to the Property against all claims and demands, subject to any Permitted Encumbrances.

Borrower covenants to the Grantor as follows:

1. **Payment Under the Note.** Borrower agrees to promptly pay when due any amounts required to be paid by the Note.

2. **Application of Payments.** Unless applicable law provides otherwise, all payments received by the Grantor under paragraph 1 will be applied to principal due under the Note.

3. **Charges and Liens.** Borrower will pay all taxes, assessments, charges and fines attributable to the Property which may attain priority over this Mortgage. Borrower will pay these obligations on time directly to the person to whom payment is owed.

Borrower will promptly discharge any lien which may attain priority over this Mortgage unless Borrower: (a) agrees in writing to pay the obligation secured by the lien in a manner acceptable to the Grantor; (b) contests in good faith the lien by, or defends against enforcement of the lien in, legal proceedings which, in the Grantor's opinion, operate to prevent the enforcement of the lien or forfeiture of any part of the Property; or (c) secures from the holder of the lien an agreement satisfactory to the Grantor subordinating the lien to this Mortgage. If the Grantor determines that any part of the Property is subject to a lien which may attain priority over this Mortgage, the Grantor may give Borrower a notice identifying the lien. Borrower will satisfy the lien or take one or more of the actions set forth above within ten (10) days of the Grantor's giving of such notice.

4. **Hazard Insurance.** Borrower will keep the improvements now existing or hereafter erected on the Property insured against loss by fire, hazards included within the term "extended coverage", and any other hazards for which the Grantor requires insurance. All policies of insurance hereunder will be from such companies and in such form and amounts as may be satisfactory to the Grantor, will name the Grantor as a loss payee and will include a provision requiring 30 days advance written notice to the Grantor prior to the termination or modification of such policy.

All insurance policies and renewals must be acceptable to the Grantor and must include a standard mortgage clause. The Grantor may hold the policies and renewals and, if the Grantor requires, Borrower will promptly give to the Grantor all receipts of paid premiums and renewal notices. Upon the occurrence of a loss covered by insurance, Borrower will give prompt notice to the insurance carrier and the Grantor. The Grantor may make proof of loss if not made promptly by Borrower.

Insurance proceeds will be applied to restoration or repair of the Property damaged if the Grantor determines that the restoration or repair is economically feasible and the Grantor's security is not lessened by such restoration or repair. In such event, the Grantor has the right to collect and hold the insurance proceeds and make the proceeds available to Borrower from time

to time for the payment of the cost and expense of repair and restoration upon receipt of satisfactory evidence that such cost or expense has been incurred. If the Grantor determines that the restoration or repair is not economically feasible or the Grantor's security would be lessened, the insurance proceeds shall be applied to the sums secured by this Mortgage, whether or not then due, with any excess paid to Borrower. If Borrower abandons the Property or does not answer within 30 days a notice from the Grantor that the insurance carrier has offered to settle a claim, then the Grantor may settle the claim with the insurance carrier and collect the insurance proceeds from the insurance carrier and may use the proceeds to repair or restore the Property or to pay sums secured by this Mortgage, whether or not then due.

If under paragraph 19 the Property is acquired by the Grantor, Borrower's right to any insurance policies and all insurance proceeds resulting from damage to the Property prior to the Grantor's acquisition shall pass to the Grantor to the extent of the sums secured by this Mortgage immediately prior to such acquisition.

**5. Preservation and Maintenance of Property.** Borrower shall not destroy, damage or substantially change the Property, allow the Property to deteriorate, or commit waste. Borrower shall cause the Property to comply with all local codes, ordinances, zoning ordinances, the Model Energy Code and the United States Department of Housing and Urban Development's ("HUD") Section 8 Housing Quality Standards, as set forth in Section 370.601 of the Rules.

**6. Occupancy and Resale Restrictions.** Borrower covenants that during the Affordability Period, the property shall be occupied and maintained as the principal residence of the Borrower.

Any sale or use of the Property for a purpose other than the principal residence of the Borrower within the Affordability Period, shall be considered a default of this agreement, and shall initiate repayment of the loan as required by the Note.

In the event of a foreclosure or deed in lieu of foreclosure relating to any other loan encumbering the Property, the Grantor shall have the right, but not the obligation, to acquire the Property prior to such foreclosure or deed in lieu of foreclosure to preserve the foregoing affordability provisions as provided in 24 CFR Part 92.254 (a)(4) of the Regulations.

**7. Protection of the Grantor's Rights in the Property: Mortgage Insurance.** If Borrower fails to perform the covenants and agreements contained in this Mortgage or there is a legal proceeding that might significantly affect the Grantor's rights in the Property (such as a proceeding in bankruptcy, probate, for condemnation or to enforce laws or regulations), then the Grantor may do and pay for whatever is necessary to protect the value of the Property and the Grantor's rights in the Property. The Grantor's actions may include paying any sums secured by a lien which has priority over this Mortgage, appearing in court, paying reasonable attorneys' fees and entering on the Property to make repairs. Although the Grantor may take action under this paragraph 7, the Grantor does not have to do so. Any amount disbursed by the Grantor under this paragraph 7 shall become additional debt of Borrower secured by this Mortgage.

8. **Inspection.** The Grantor or its agents may make reasonable entries upon and inspections of the Property. The Grantor shall give Borrower notice prior to the time of an inspection specifying reasonable cause for the inspection.

9. **Condemnation.** The proceeds of any award or claim for damages, direct or consequential, in connection with any condemnation or other taking of any part of the Property or for conveyance in lieu of condemnation are hereby assigned and shall be paid to the Grantor and shall be applied to the sums secured by this Mortgage as if the Note had been prepaid on the date the condemnation award is approved, whether or not then due, with any excess paid to Borrower. If the Property is abandoned by Borrower or if, after notice by the Grantor to Borrower that the condemnor offers to make an award or settle a claim for damages, Borrower fails to respond to the Grantor within 30 days after the date the notice is given, the Grantor is authorized to accept such award or settlement and to collect and apply the proceeds, at its option, either to restoration or repair of the Property or to the sums secured by this Mortgage, whether or not then due.

10. **Borrower Not Released; Forbearance Not a Waiver.** Extension of the time for payment or modification of payment of the sums secured by this Mortgage granted by the Grantor to any successor in interest of Borrower shall not operate to release the liability of the original Borrower or Borrower's successors in interest. The Grantor shall not be required to commence proceedings against any successor in interest and may refuse to extend time for payment or otherwise modify payment of the sums secured by this Mortgage by reason of any demand made by the original Borrower or Borrower's successors in interest. Any forbearance by the Grantor in exercising any right or remedy shall not be a waiver of or preclude the exercise of any right or remedy.

11. **Successors and Assigns Bound.** The covenants and agreements of this Mortgage shall bind and benefit the successors and assigns of the Grantor and Borrower and shall be covenants running with, binding and burdening the Property, subject to the provisions of paragraphs 17 and 21.

12. **Loan Charges.** If the loan secured by this Mortgage is subject to a law which sets maximum loan charges, and that law is finally interpreted so that the loan charges collected or to be collected in connection with the loan exceed the permitted limits, then: (a) any such loan charge shall be reduced by the amount necessary to reduce the charge to the permitted limit; and (b) any sums already collected from Borrower which exceeded permitted limits will be refunded to Borrower. The Grantor may choose to make this refund by reducing the principal owed under the Note or by making a direct payment to Borrower. If a refund reduces principal, the reduction will be treated as a partial prepayment without any prepayment charge under the Note. Notwithstanding anything to the contrary set forth in this paragraph 12, no interest or prepayment charge is payable under the Note.

13. **Legislation Affecting the Grantor's Rights.** If enactment or expiration of applicable laws has the effect of rendering any provision of the Note or this Mortgage unenforceable according to its terms, the Grantor, at its option, may require immediate payment in full of all sums secured by this Mortgage and may invoke any remedies permitted by

paragraph 19. If the Grantor exercises this option, the Grantor shall take the steps specified in paragraph 19.

14. **Notices.** Any notices, demand, request or other communication that any party may desire or may be required to give to any other party hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) overnight courier; or (b) registered or certified United States mail, postage prepaid, return receipt requested.

**The Borrower:**

<Borrower name>

<Address >

<Contact Number>

**The Grantor:**

Urbana HOME Consortium

C/O City of Urbana – Administrative Agent

ATTN: Grants Management Division Manager

400 S. Vine Street

Urbana, IL 61801

217-384-2447

Such addresses may be changed by notice to the other party given in the same manner as herein provided. Any notice, demand, request or other communication sent pursuant to subsection (a) shall be served and effective one (1) business day after deposit with the overnight courier. Any notice, demand, request or other communication sent pursuant to subsection (b) shall be served and effective three (3) business days after proper deposit with the United States Postal Service.

15. **Governing Law; Severability.** This Mortgage shall be governed by the laws of the State of Illinois (without giving effect to Illinois choice of law principles). In the event that any provision or clause of this Mortgage or the Note conflicts with applicable law, such conflict shall not affect other provisions of this Mortgage or Note, as the case may be, which can be given effect without the conflicting provision. To this end, the provisions of this Mortgage and the Note are declared to be severable.

16. **Borrower's Copy.** Borrower shall be given one conformed copy of the Note and this Mortgage.

17. **Transfer of the Property or a Beneficial Interest in Borrower.** In the event of (a) a default by Borrower, beyond any applicable cure period, of its obligations under the Note or this Mortgage, or (b) a sale, conveyance or other transfer of the Property for consideration, excluding, however, if Borrower are individuals, any sale, conveyance or transfer to a spouse upon a dissolution of marriage, or to a surviving spouse upon the death of a Borrower, then Borrower shall repay to the Grantor the Loan, or such portion of the Loan as may be due and payable under the terms of the Note.

Upon the occurrence of either of the foregoing events, the Grantor shall give Borrower notice of acceleration. This notice shall provide a period of not less than 30 days from the date the notice is given within which Borrower must pay all sums required by this paragraph 17. If Borrower fails to pay these sums prior to the expiration of this period, the Grantor may invoke any remedies permitted by this Mortgage without further notice or demand on Borrower.

18. **Borrower's Right to Reinstate.** If Borrower meets certain conditions, Borrower will have the right to have enforcement of this Mortgage discontinued at any time prior to the earlier of: (a) five (5) days (or such other period as applicable law may specify for reinstatement) before sale of the Property pursuant to any power of sale contained in this Mortgage; or (b) entry of a judgment enforcing this Mortgage. Those conditions are that Borrower: (w) pays the Grantor all sums which then would be due under this Mortgage and the Note had no acceleration occurred; (x) cures any default of any other covenants or agreements; (y) pays all expenses incurred in enforcing this Mortgage, including, but not limited to, reasonable attorneys' fees; and (z) takes such action as the Grantor may reasonably require to assure that the lien of this Mortgage, the Grantor's rights in the Property and Borrower's obligations to pay the sums secured by this Mortgage shall continue unchanged. Upon reinstatement by Borrower, this Mortgage and the obligations secured hereby shall remain fully effective as if no acceleration had occurred. However, this right to reinstate shall not apply in the case of acceleration under paragraphs 13 or 17.

19. **Acceleration; Remedies.** Prior to any acceleration of the amounts owed to the Grantor under the Note or this Mortgage (other than an acceleration under paragraphs 13 and 17 unless applicable law provides otherwise) the Grantor shall give notice to Borrower following Borrower's breach of any covenant or agreement in this Mortgage (the "Default"). The notice shall specify: (a) the Default; (b) the action required to cure the Default; (c) a date, not less than 30 days from the date the notice is given to Borrower, by which the Default must be cured; and (d) that failure to cure the Default on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage, foreclosure by judicial proceeding and sale of the Property. The notice shall further inform Borrower of the right to reinstate after acceleration and the right to assert, in the foreclosure proceeding, the non-existence of a default or any other defense of Borrower to acceleration and foreclosure. If the Default is not cured on or before the date specified in the notice, the Grantor at its option may require immediate payment in full of all sums secured by this Mortgage without further demand and may foreclose this Mortgage by judicial proceeding. The Grantor shall be entitled to collect all expenses incurred in pursuing the remedies provided in this paragraph 19, including, but not limited to, reasonable attorneys' fees and costs of title evidence, and such sums shall be immediately due and payable and shall be secured by this Mortgage. Upon any sale of the Property made by virtue of judicial proceedings or a decree of foreclosure and sale, the Grantor may bid for and acquire the Property and in lieu of paying cash therefore may make settlement for the purchase price by crediting upon Borrower's indebtedness secured by this Mortgage, the sale price, after first deducting from the sale price the expenses of the sale and the cost of the foreclosure. The proceeds of any foreclosure sale of the Property shall be distributed and applied in the following order of priority: first, on account of all costs and expenses of the foreclosure proceedings; second, to repayment of the indebtedness of Borrower secured by this Mortgage; and third, any excess to Borrower, its successors and assigns.

20. **Possession.** Upon acceleration under paragraph 19 or abandonment of the Property and at any time prior to the expiration of any period of redemption following judicial sale, the Grantor (in person, by agent or by judicially appointed receiver) shall be entitled to enter upon, take possession of and manage the Property and to collect the rents of the Property including those past due. Any rents collected by the Grantor or the receiver shall be applied first to payment of the costs of management of the Property and collection of rents, including, but not

limited to, receiver's fees, premiums on receiver's bonds and reasonable attorneys' fees, and then to the sums secured by this Mortgage.

21. **Release.** Upon the expiration of the Affordability Period, the Grantor shall release this Mortgage without charge to Borrower. Borrower shall pay any recordation costs.

22. **Waiver of Homestead.** Borrower waives all right of Homestead Exemption in the Property, as described in 735 ILCS 5/12-901. The Borrower reserves the right, however, to seek a reduced assessment based on Homestead under 30 ILCS 200/16-80.

23. **Filing and Recording Fees.** Borrower shall pay all title insurance premiums, escrow charges, filing, registration or recording fees, and all expenses incident to the execution and acknowledgement of this Mortgage and all federal, state, county and municipal taxes and other taxes, duties, imposts, assessments and charges arising out of or in connection with the execution, delivery and performance of this Mortgage.

By signing below, Borrower accepts and agrees to be bound by the terms and covenants in this Mortgage.

\_\_\_\_\_  
Borrower – < Name >

Approved:

\_\_\_\_\_  
City of Urbana, IL

\_\_\_\_\_  
Habitat for Humanity

STATE OF ILLINOIS            )  
  ) ss.  
COUNTY OF CHAMPAIGN    )

I, the undersigned, a Notary Public in and for said county and state, do hereby certify that ≤ Borrower Name ≥ personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and official seal, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public



EXHIBIT "A" (to mortgage)

PROMISSORY NOTE

U.S. \$ \_\_\_\_\_

FOR VALUE RECEIVED, the undersigned, <Borrower Name >, ("Borrower") covenants and promise(s) to pay to the order of the City of Urbana (the "Payee"), a unit of local government, the principal sum of \_\_\_\_\_ and 00/100 Dollars (\$ \_\_\_\_\_), with interest in the amount of zero percent (0%) ("HOME Investment").

If, during the Affordability Period, as defined in the Mortgage, the subject property is sold, the amount due and payable under the Note shall be a proportional share of the net proceeds of the sale determined as set forth below. For the purposes of this Note, the net proceeds are defined as the sale price minus:

- (a) (Sale in other than foreclosure proceeding) the amount of the loan repayment, other than the HOME Investment, the verified cost of any capital improvements made by the Borrower since purchase and reasonable closing costs, or
- (b) (Sale in foreclosure proceeding) the amount stated to be "surplus funds" as indicated in the "Report of Sale" filed with the Court.

The net proceeds shall be divided proportionately as set forth in the following mathematical formulas:

$$\frac{\text{HOME Investment}}{\text{HOME investment} + \text{Homeowner investment}} \times \text{Net Proceeds} = \text{Recaptured HOME Investment}$$

$$\frac{\text{Homeowner Investment}}{\text{HOME investment} + \text{Homeowner investment}} \times \text{Net Proceeds} = \text{Amount to Homeowner}$$

The amount due shall not exceed the total amount of the original HOME investment. The period from the date of this Promissory Note to the date that is ten (10) years after the date of the execution of the sales contract for the property between Buyer and Habitat for Humanity which is \_\_\_\_\_ is referred to herein as the "Affordability Period". This note will be forgiven in its full amount upon expiration of the Affordability Period.

Borrower agrees to repay to the Payee, and the Payee shall have the right to accelerate payment of, the outstanding principal balance upon the earliest to occur, within the Affordability Period, of the following:

- (i) a default by the Borrower, beyond any applicable cure period, under the Mortgage or any other document evidencing or securing the Loan; or

- (ii) the sale, conveyance or transfer of ownership of the Property, provided, however, that if the Borrower is an individual, that no transfer to a spouse upon a dissolution of a marriage or to a surviving spouse upon the death of Borrower, as the case may be, shall be deemed to be a sale, conveyance or transfer for purposes of this subparagraph.

The Payee may exercise the foregoing right to accelerate, regardless of any prior forbearance, in accordance with the terms of the Mortgage. If suit is brought to collect the sums due under this Note, the Payee shall be entitled to collect all reasonable costs and expenses of suit, including, but not limited to, reasonable attorneys' fees.

Presentment, notice of dishonor and protest are hereby waived by all Borrower, sureties, guarantors and endorsers hereof. This Note shall be the joint and several obligation of all Borrowers, sureties, guarantors and endorsers, and shall be binding upon them and their successors and assigns. Any subsequent holder of this Note shall have the same rights under this Note as Payee.

Any notice to Borrower provided for in this Note shall be given as set forth in Paragraph 14 of the Mortgage securing payment of this Note.

This Note is governed by the Mortgage securing the same executed on the same date as this Note and evidences money borrowed by Borrower for the Property.

Property Address:      < Insert address , City, State >

---

Borrower – < Borrower Name >

STATE OF ILLINOIS )  
 ) ss.  
COUNTY OF CHAMPAIGN )

I, the undersigned, a Notary Public in and for said county and state, do hereby certify that < Borrower Name > personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Notary Public

---

**EXHIBIT "B" (to mortgage)**

**PERMITTED ENCUMBRANCES:**

First mortgage in the amount of \$ <Amount of First Mortgage> with < Insert Name of First Mortgage Holder>.

**Prepared by and Return to:**

City of Urbana -Grants Management Division  
Attn: Manager  
400 South Vine Street  
Urbana, Illinois 61801  
(217) 384-2447

**Attachment 5**  
**Sample Quarterly Report Required By the Urbana HOME Consortium**

**Habitat Affordable Homeownership Program**

**Quarterly Progress Report**

Month: \_\_\_\_\_  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**I. Property & Planning**

Site Preparation Status:  
IN PROGRESS      Date: \_\_\_\_\_  
COMPLETE        Date: \_\_\_\_\_

If not complete, explain how this goal is being accomplished: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Design Documents:**

Development	Completion Date	_____
Review	Completion Date	_____
Approved By Building Safety	Date	_____ Permit Issued _____

Have there been changes to the design documents? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Homebuyer Outreach**

Outreach: List the agencies and/or activities which you have undertaken this month toward the goal of identifying homebuyers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Homebuyers Identified: \_\_\_\_\_

Income Verification Process For Potential Homebuyer

In Progress \_\_\_\_\_  
Not Approved \_\_\_\_\_ Reason \_\_\_\_\_  
Approved \_\_\_\_\_ Income at \_\_\_\_\_ %MFI

Approval by Financial Institution Lender

In Progress \_\_\_\_\_

Not Approved \_\_\_\_\_ Reason \_\_\_\_\_

Approved \_\_\_\_\_

#### IV. Contractor/Construction

Bidding Process:

Trade	BID ANNOUNCED	# BIDS RECEIVED	BIDS OPENED/ REVIEWED	BID ACCEPTED	CONTRACT SIGNED

CONTRACTOR	Name Address Phone #	Permit Issued	Start Date	Schedule # days to complete	Status In Progress / Delayed, etc	Final Inspection	Complete
General							
Foundation/ Concrete							
Structural							
Plumbing							
Electrical							
Mechanical							
Insulation							
Drywall							

#### V. Overall Project Progress

Is the project proceeding according to the Projected Schedule of Activities submitted? \_\_\_\_\_

If not, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the project staying within the budget established? \_\_\_\_\_

If not, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. NOTES MISC

**Attachment 6**  
**Sample Standard Form –LLL, Disclosure Form to Report Lobbying**

**DISCLOSURE OF LOBBYING ACTIVITIES** Approved by OMB Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 0348-0046 (See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

PRINT

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
  2. Identify the status of the covered Federal action.
  3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
  4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
  5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
  6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
  7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
  8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
  9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
  10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
  11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.
- . According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



## MBE-WBE Report

U.S. Department of Housing and Urban Development

OMB Approval No.:

2577-0088 (exp. 06/30/04)

2502-0355

(exp. 10/31/04)

Public reporting burden for this collection of information is estimated to average .50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is voluntary. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Executive order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals.

While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

**Privacy Act Notice—**The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq. and regulations promulgated thereunder at Title 12, Chapter 986-Subchapter D-Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

[illegible]

(86/8)





400 South Vine St.  
Urbana, IL 61801  
(217) 384-2335

[jmgonzalez@urbanailinois.us](mailto:jmgonzalez@urbanailinois.us)

City of Urbana

City of Champaign

Champaign County

City of Urbana and Urbana HOME Consortium  
FY 2013-2014 HOME Funding Application Packet

Name of Organization: ____Habitat for Humanity of Champaign County____	
HOME Funds Requested:   \$ <u>35,000</u>	
<b>Points Possible*</b>	<b>Application Components</b>
5	A. Applicant Information
5	B. Executive Summary
20	C. Project Location
5	D. Project Objectives
30	E. Targeted Population
20	F. Project Schedule
20	G. Matching Funds
30	H. Project Management and Capacity
60	I. Program and Procedures
30	J. Affirmative Marketing Plan
20	K. Tenant Selection Plan
5	L. Board Resolution
-	M. Procedural Information
5	N. Applicant Certification and Commitment of Responsibility

\*Note: See page 4 for details regarding point allocation

# HOME Grant Application Information

## HOME Grant Objectives

The National Affordable Housing Act of 1990 created the Home Investment Partnerships (HOME) Program. The federal program is designed to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary and affordable housing for low and very-low income families. The Urbana HOME Consortium receives annual federal entitlement of HOME funds to implement the Act locally.

HOME funds are used to achieve the following objectives:

- To provide decent affordable housing to lower-income households
- To expand the capacity of non-profit housing providers
- To strengthen the ability of state and local governments to provide housing
- To leverage private sector participation

Eligible HOME activities are defined within the following categories:

- Housing Rehabilitation
- Homebuyer Activities
- Rental Housing Activities
- Tenant Based Rental Assistance

## Eligible Applicants

Individuals, non-profit organizations, public agencies, and for-profit entities are eligible to apply for HOME funds. A private non-profit organization, when acting as the developer, sponsor, and/or owner of affordable housing, may also apply for designation as a "Community Housing Development Organization" (CHDO), and may apply for a special set-aside percentage of HOME funds for eligible operational costs.

## Application Submittal

The City of Urbana has a rolling CHDO application process – eligible CHDOs or those seeking certification may apply at any time.

To: City of Urbana  
Grants Management Division  
400 S. Vine St.  
Urbana, IL 61801

Questions regarding the application or application process should be directed to Jen Gonzalez or Kelly Mierkowski at 217-384-2447.



## **HOME Program**

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at [www.urbanailinois.us](http://www.urbanailinois.us) or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and the Urbana HOME Consortium. The following objectives have been set for HOME funded activities and are explained in detail in the Consolidated Plan.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

## **Application Review**

All complete applications submitted by the deadline will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.

In its recommendation to the Community Development Commission and City Council, consideration will be given to the past performance of the applicant in undertaking and completing previous HOME funded projects. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards. The rating system follows on the next page.



# Application Rating System *(office use only)*

Application Components	Maximum Points	Points Earned
<b>A. Applicant Information</b> <i>Five points will be awarded if completed as required.</i>	5	
<b>B. Executive Summary</b> <i>Five points will be awarded if this section is completed as required.</i>	5	
<b>C. Project Location</b> <i>10 points will be awarded if a site has been identified for the project, and another 10 points will be awarded if the property is secured. Proof of a secure title must be included to earn these extra points.</i>	20	
<b>D. Project Objectives</b> <i>Five points will be awarded if the project meets at least one of the goals listed in Attachment "A"</i>	5	
<b>E. Targeted Population</b> <i>30 points will be awarded if the proposed project will serve families at or below 30% Median Family Income (MFI), 20 points will be awarded if serving families between 31-50% MFI, and 10 points will be awarded for serving families between 51-80% MFI.</i>	30	
<b>F. Project Schedule</b> <i>Points will be awarded based on the level of detail provided (10) and the reasonableness of the project timeline (10).</i>	20	
<b>G. Matching Funds</b> <i>20 points will be awarded for projects leveraging match funds that are already secured or inherent to the project. 10 points will be awarded for projects relying on match credit from previously completed projects.</i>	20	
<b>H. Project Management and Capacity</b> <i>40 points will be awarded to applicants demonstrating significant capacity to manage the project independently and in compliance with all HOME Program regulations, as evidenced by staff experience. 20 points will be awarded to applicants demonstrating access to skilled individuals who have knowledge of HOME Program procedures or who have worked with similar HUD programs.</i>	30	
<b>I. Program and Procedures</b> <i>A maximum of 30 points will be awarded for submission of each of these documents. Points will be allocated based on the detail provided, compliance with HOME Program regulations, and the scope of relevant issues described in each document.</i>	60	



<b>J. Affirmative Marketing Plan</b> <i>A maximum of 30 points will be awarded for this document on the basis of compliance with applicable Federal regulations, measure of outreach to be undertaken, level of detail, as well as any examples submitted of proposed marketing efforts (i.e. copies of flyers, newspaper advertisements, etc).</i>	30	
<b>K. Tenant Selection Plan</b> <i>This is a required component of all proposed rental projects, and points are awarded based on the level of detail provided regarding the basis for accepting or rejecting potential tenants. To receive the maximum number of points, samples of the rental application, income verification procedures, and other written materials should be included in the plan.</i>	20	
<b>L. Board Resolution</b> <i>A signed resolution must be submitted regarding the Board's approval of the application in its final form. Minutes from the meeting must also be attached.</i>	5	
<b>M. Procedural Information</b> <i>This is for information purposes only. Applicants will be expected to present their application at one or more of the meetings listed in this section.</i>	-	
<b>N. Applicant Certification and Commitment of Responsibility</b> <i>Signature must be provided by the person granted rights to sign on behalf of the organization, as indicated in the agency's bylaws or articles of incorporation.</i>	5	
<b>Total Points</b>	255	



## A. Applicant Information

### Legal Applicant

Name of Organization	Habitat for Humanity of Champaign County
Street Address	119 E University Ave
City, State, Zip	Champaign, IL 61820
Telephone Number	217-819-5111
Fax Number	217-363-3373
Federal ID Number	37-1277094
Executive Director	Sheila Dodd
Telephone Number	217-819-5111
E-Mail Address	<a href="mailto:director@cuhabitat.org">director@cuhabitat.org</a>

## B. Executive Summary

Construct new home at 810 E Park in Urbana, IL We have a signed real estate contract for acquisition of completed project.

## C. Project Location

Address:

\_\_\_\_\_ 810 E Park, Urbana, IL \_\_\_\_\_

## D. Project Objectives

Indicate which HOME Objective this project meets. Please check all that apply.

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	
XX	Provision of affordable housing
	Expansion of capacity of non-profit housing developers
	Strengthening public housing agency housing programs
	Leveraging private sector participation





Please indicate below one strategy or activity that this project will address as identified in the "Goals, Strategies, and Activities to Address," excerpted from *City of Urbana and the Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2010-2014 Consolidated Plan* (See Attachment A):

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: Support new construction of homeownership sponsored by CHDO's.

## E. Targeted Population

Indicate the number of households that will be assisted by income range of Median Family Income. (Refer to Chart below)

#	Income Level
	0-30%
XX	31-50%
	51-80%

**Median Family Income (MFI) Limits 2011**  
**Median Income: \$67,100**

Family Size	30% MFI (extremely low income)	50%MFI (very low income)	80% MFI (low income)
1 person	14,150	23,500	37,600
2 persons	16,150	26,850	43,000
3 persons	18,150	30,200	48,350
4 persons	20,150	33,550	53,700
5 persons	21,800	36,250	58,000
6 persons	23,400	38,950	62,300
7 persons	25,000	41,650	66,600
8 persons	26,600	44,300	70,900



Will your project assist residents of Champaign, Urbana, Champaign County or a combination thereof? Please check all that apply.

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Champaign residents
XX	Urbana residents
<input type="checkbox"/>	Champaign County residents

Will your project *target* special needs populations? Please circle:

YES

NO

If yes, which special needs populations will be *targeted*? Please check all that apply:

<input checked="" type="checkbox"/>	<b>Please check all that apply</b>		
<input type="checkbox"/>	Homeless	<input type="checkbox"/>	Developmentally Disabled
<input type="checkbox"/>	Chronically Homeless	<input type="checkbox"/>	Elderly
<input type="checkbox"/>	Seriously Mentally Ill	<input type="checkbox"/>	Frail Elderly
<input type="checkbox"/>	Chronic Substance Abuse	<input type="checkbox"/>	Veterans
<input type="checkbox"/>	Physically Disabled	<input type="checkbox"/>	Persons with HIV/AIDS
<input type="checkbox"/>	Victims of Domestic Violence	<input type="checkbox"/>	Other

Please list 'Other' Special Needs Populations if applicable:

---

## F. Project Schedule

810 E Park – Student Chapter of Habitat for Humanity will contribute up to \$35,000 towards construction of the home. Groundbreaking will start end of August with construction completion by February 1, 2014.

## G. Matching Funds

Applicants are required to provide at least 25% of the total project cost. Match is defined as any funds or resources, **other than federal funds**, dedicated by the applicant toward the successful completion of the proposed project. Please list all sources of matching funds. Use a separate sheet if necessary and attach it to this section of the application.

Source	Amount	Secured or Requested
Student Chapter of Habitat for Humanity	\$35,000	Yes – Secured

## H. Project Management & Capacity

Please indicate the person(s) responsible for the on-going management of the project to ensure compliance with the HOME regulations throughout the affordability period? Please also note any prior experience your staff has with HUD requirements and regulations in a narrative below. Be sure to include the names of each specific grant and/or HUD program.

Please provide contact information for the staff above (if other than applicant):

Name	Phone	Email Address
Sheila Dodd	217-819-5111	director@cuhabitat.org



## I. Program and Procedures

Include a copy of a *Program Manual* and a *Policies & Procedures Manual* that will be followed in carrying out this program. (Note: this section is optional; however, if you choose not to submit this portion of the application, you will not receive any points for this section.)

## J. Affirmative Marketing Plan

Include a copy of the *Affirmative Marketing Plan* that will be followed in carrying out this program.

## K. Tenant Selection Plan

Include a copy of the Tenant Selection Plan that will be followed in carrying out this program. (Note: This only applies to rental projects.)

## L. Board Resolution

All not-for-profit organizations must include a copy of a Board Resolution indicating the Board's approval of this application in its final form. A copy of the minutes from the meeting must also be attached.

## M. Applicant Certification and Commitment of Responsibility

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the \_\_\_Champaign County Neighborhood Alliance for Habitat (applicant name) assumes the responsibilities specified in the HOME regulations at 24 CFR Part 92 and certifies that:

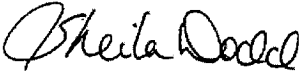
- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;



- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;
- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap;
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein;
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.



This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.



Authorized Signature

\_\_\_\_ Executive Director \_\_\_\_  
Title

\_\_\_\_ Sheila Dodd \_\_\_\_  
Print Name

\_\_\_\_ June 20, 2013 \_\_\_\_  
Date

## Attachment A

### Consolidated Plan 2010-2014 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 as 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.





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

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

**(Champaign County Neighborhood Alliance for Habitat CHDO Operating  
August 2013)**

WHEREAS, The City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2010-2014 Consolidated Plan*.

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

Section 1. That an Agreement providing \$7,000 in HOME Program Operating funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and Champaign County Neighborhood Alliance for Habitat, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor

**URBANA HOME CONSORTIUM  
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION  
AGREEMENT**

**(Habitat CHDO Operating FY 2012-2013)**

THIS AGREEMENT, made and entered into by and between the CITY OF URBANA, an Illinois Municipal Corporation, acting as lead entity for the Urbana HOME Consortium (hereinafter the "City"), and **Habitat for Humanity of Champaign County**, a not-for-profit corporation incorporated under the laws of the State of Illinois (hereinafter "**Habitat**").

WITNESSETH:

WHEREAS, the City of Urbana, the City of Champaign, and Champaign County have been jointly designated as a Participating Jurisdiction by the U.S. Department of Housing and Urban Development (hereinafter "HUD") for purposes of receiving HOME Investment Partnerships (hereinafter "HOME") Program funds in the name of the Urbana HOME Consortium under provisions of Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended (42 U.S.C. 12701 *et seq.*) (hereinafter the "National Affordable Housing Act"); and

WHEREAS, the Urbana HOME Consortium, CFDA 14.239, will receive HOME Program funds from HUD for the period beginning **July 1, 2012**, and ending **June 30, 2013**, to increase affordable housing opportunities for low-income residents of Urbana, Champaign, and unincorporated Champaign County; and

WHEREAS, the Urbana City Council has adopted the *City of Urbana and Urbana HOME Consortium FY 2010-2014 Consolidated Plan* (hereinafter the "Consolidated Plan"), and the *City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2012-2013* (hereinafter the "AAPs") which budgets administrative costs incurred by Community Housing Development Organizations in accordance with an Intergovernmental Agreement Concerning Administration of a Champaign/Urbana/Champaign County HOME Investment Partnerships Consortium executed by Mayor Tod Satterthwaite on behalf of the City on July 16, 2003 (hereinafter the "Intergovernmental Agreement"); and

WHEREAS, the Consolidated Plan encourages the development of non-profit housing development organizations eligible for CHDO status and promotes increasing the capacity for affordable housing production at the neighborhood level; and

WHEREAS, **Habitat** has fulfilled all HOME Program requirements necessary to be certified as a CHDO; and

WHEREAS, **Habitat** has been designated as an eligible recipient of CHDO funds for the Urbana HOME Consortium for **FY 2012-2013**; and

WHEREAS, **Habitat** has applied to the City for Urbana HOME Consortium funding for administration and operating costs related to the continued operation of HOME funded rental

housing properties and new homebuyer assistance programs, and for the building of agency capacity (hereinafter the "Operating Activities"); and

WHEREAS, the City has the right and authority, pursuant to both the HOME Program and the Intergovernmental Agreement to allocate Urbana HOME Consortium funds to **Habitat** for the Operating Activities.

NOW, THEREFORE, the parties hereby agree as follows.

1. **Preamble** The preamble set forth above is hereby incorporated and made part of this Community Housing Development Organization Agreement (hereinafter the "Agreement").
2. **Purpose** The purpose of this Agreement is to pledge **FY 2012-2013** Urbana HOME Consortium funds to provide **Habitat** with administrative and operating activities to complete the Operating Activities.
3. **Pledge of HOME and Match Funds** The City pledges to **Habitat** **\$7,000** in Urbana HOME Consortium funds for the Operating Activities.

Specific uses of said funds are for administration and operating activities related to the continued operation and capacity building of the organization as shown in Exhibit 1.

**Habitat** shall not request disbursement of HOME funds until HOME funds are needed to pay eligible costs related to the Operating Activities. The amount of any request for funds shall not exceed the amount needed and shall be supported by appropriate documentation (i.e. payroll documentation, receipts, invoices). The City shall make payment to **Habitat** within fourteen (14) calendar days of receipt of a complete and acceptable request by the City. The City reserves the right to withhold disbursement of funds until appropriate documentation is submitted. All checks shall be made payable to "**Habitat for Humanity of Champaign County**." All monies granted to **Habitat** pursuant to this Agreement shall be expended by **Habitat** by **July 31, 2014**.

4. **Eligible Uses of Funds.** **Habitat** may expend funds per 24 CFR 92.208(a) and 24 CFR 92.300(f).

*24 CFR 92.208(a): Up to 5 percent of a participating jurisdiction's fiscal year HOME allocation may be used for the operating expenses of community housing development organizations (CHDOs). These funds may not be used to pay operating expenses incurred by a CHDO acting as a subrecipient or contractor under the HOME Program. Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies. The requirements and limitations on the receipt of these funds by CHDOs are set forth in 92.300(f).*



*24 CFR 92.300(f): Limitation on community housing development organization operating funds. A community housing development organization may not receive HOME funding for any fiscal year in an amount that provides more than 50 percent or \$50,000, whichever is greater, of the community housing development organization's total operating expenses in that fiscal year. This also includes organizational support and housing education provided under section 233(b)(1), (2), and (6) of the Act, as well as funds for operating expenses provided under 92.208.*

5. **Financial Responsibility** The allocation of funds by the City pursuant to this Agreement shall in no way obligate the City for any financial responsibility incurred by the Operating Activities in excess of the funding pledged herein.
6. **Equal Employment** **Habitat** agrees that there shall be no discrimination against any person who is employed in carrying out the Operating Activities, or against any applicant for such employment, because of race, color, religion, sex, age, or national origin, or any other discrimination prohibited by Urbana law, including but not limited to employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. **Habitat** further agrees to the following.
  - A. It shall be bound by said equal opportunity clause with respect to its own employment practices during the duration of its participation with the City and HUD.
  - B. It shall furnish the City and HUD with information as they may require for the supervision of such compliance and will otherwise assist the City and HUD in the discharge of primary responsibility for securing compliance.
  - C. It shall carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the Secretary of Labor, the City, or HUD.
  - D. It shall abide by the Urbana Human Rights Ordinance regarding equal employment.
7. **Certifications** **Habitat** represents the following with respect to this Agreement.
  - A. **Habitat** possesses legal authority to receive HOME Program funds from the City and to execute the Operating Activities as described herein.
  - B. The governing body of **Habitat** has duly adopted or passed as an official act a resolution, motion, or similar action authorizing execution of this Agreement including all understandings and assurances contained herein, and directing and designating the authorized representative of **Habitat** to act in connection with this Agreement and to provide such additional information as may be required.
  - C. **Habitat**, its successors and assigns, agrees to fulfill the Operating Activities in accordance with HOME Program regulations promulgated at 24 CFR Part 92.

- D. **Habitat** acknowledges there is no match requirement for these HOME CHDO funds disbursed by the City in the amount of \$7,000.
- E. **Habitat** shall comply with the regulations, policies, guidelines, and requirements of federal management circulars as they relate to the acceptance and use of federal funds for the Operating Activities. **Habitat** agrees to maintain financial records in accordance with applicable Federal guidelines; OMB circulars A-110, A-122, and A-133; the following requirements of 24 CFR Part 84: 84.2, 84.5, 84.13, 84.16, 84.21, 84.22, 84.26 - 84.28, 84.30, 84.31, 84.34 - 84.37, 84.40 - 84.48, 84.51, 84.60 - 84.62, 84.72, and 84.73. **Habitat** shall separately and accurately identify use of HOME funds pursuant to this Agreement.
- F. **Habitat** shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which **Habitat** receives federal financial assistance.
- G. **Habitat** shall comply with Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted contracts. Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- H. **Habitat** shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties in accordance with 24CFR92.356, and enforce such safeguards. Further, it will immediately report to the City any suspected or actual conflict situation.
- I. No Federal appropriated funds have been paid or will be paid, by or on behalf of **Habitat**, to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any agency including the City, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, **Habitat** will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form must be completed and submitted to the City prior to the execution of this agreement and prior to any disbursement of funds.

- J. **Habitat** shall give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the Operating Activities.
- K. **Habitat** authorizes the City and HUD to conduct on-site reviews, examine personnel records, and to conduct any other procedure or practice necessary to assure compliance with this Agreement. **Habitat** will ensure that all documents related to this Operating Activities shall be kept for a period of five years after project completion and final payout (**estimated July, 2019**). Records to be retained include, but are not limited to timesheets; receipts and invoices for materials, supplies, and services; and documentation used to request reimbursement of expenses.
- L. **Habitat** shall at all times observe and comply with all laws, ordinances, or regulations of Federal, State, and local governments which may in any manner affect the performance of this Agreement. **Habitat** shall be liable to perform all acts to the City in the same manner as the City performs these functions to the Federal government.
- M. **Habitat** shall be responsible for any and all claims, costs, causes, actions, and expenses, including, but not limited to, attorneys' fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, subcontractors, or agents of **Habitat**, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting under this Operating Activities, whether such loss, damage, injury, or liability is contributed to by the negligence of the City or its officers, employees, or agents, or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that **Habitat** shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City, or its officers, employees, or agents.
- N. **Habitat** shall have full control of the ways and means of performing the services referred to herein. **Habitat** acknowledges and agrees that its employees, representatives, subcontractors, and agents may in no respect be considered employees of the City.

8. **Affirmative Marketing.** **Habitat** must adopt an affirmative marketing policy and procedure acceptable to HUD to attract beneficiaries for their HOME-funded projects per 24 CFR 92.351. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability. The affirmative marketing requirements and procedures adopted must include:
- Methods for informing the public, owners, and potential beneficiaries about Federal fair housing laws and the City's affirmative marketing policy
  - Requirements and practices **Habitat** must adhere to in order to carry out the affirmative marketing procedures and requirements
  - Procedures to be used by **Habitat** to inform and solicit applications from persons in the housing market area who are not likely to apply for the housing without special outreach
  - Records that will be kept describing actions taken by **Habitat** to affirmatively market units and records to assess the results of these actions
  - A description of how the **Habitat** will annually assess the success of affirmative marketing actions and what corrective actions will be taken where affirmative marketing requirements are not met.
9. **Prohibition Against Lobbying** **Habitat** acknowledges that no funds disbursed pursuant to this Agreement shall be used to finance lobbying activities. Furthermore, **Habitat** acknowledges that no **Habitat** employee funded in whole or part pursuant to this Agreement shall engage in lobbying activities at any time during the term of this Agreement. For purposes of this Agreement the term "lobbying activities" shall include the following.
- any activity related to the election or appointment of an individual to public office, including, but not limited to, contributions to campaign funds, solicitation in an attempt to influence the outcome of an election for public office, and preparation and dissemination of campaign materials
  - sponsorship of candidate forums
  - sponsorship of voter registration drives
  - provision of transportation to polling places
  - contributing financially to elected or appointed public officials in an attempt to influence legislation
  - hiring an individual or individuals to represent an organization and/or its position before elected or appointed public officials .
10. **Request for Disbursement of Funds** **Habitat** may request disbursement of HOME funds on a calendar quarter basis for reimbursement of eligible CHDO Operating expenses incurred during the previous quarter. An exception to this will be made for the fourth quarter in order to facilitate financial close-out procedures associated with the end of the fiscal year. The schedule for disbursement requests is as follows:

Expenses Incurred During:

July-September  
October-December  
January-March  
April-June

Pay Request Submitted:

by October 14<sup>th</sup>  
by January 13<sup>th</sup>  
by April 13<sup>th</sup>  
by June 15<sup>th</sup>

Each request for payment shall be accompanied by documentation supporting the amount requested including, but not limited to, payroll documentation, receipts, and invoices. The City shall make payment to **Habitat** within fourteen (14) calendar days of submission of a complete and acceptable payment request to the City. The City reserves the right to withhold disbursement of funds until appropriate documentation is submitted.

HUD regulations mandate that CHDOs utilizing CHDO Operating HOME funds must also be working on or toward an eligible housing project utilizing CHDO Project HOME funds. Such a project must be underway and to the point of drawing HOME Project funds within 24 months of the effective date of the CHDO Operating Agreement. If this requirement is not fulfilled, **Habitat** shall repay to the City all HOME funds disbursed pursuant to this agreement. Although the disbursement of CHDO Operating funds is not tied directly to the draw down of CHDO Project funds, the City reserves the right to delay disbursement of Operating Funds if it is evident that the CHDO project is experiencing excessive delays.

11. **Agency Training** In order to ensure that the specific housing needs of the community continue to be addressed in ways that include current best practices, and that **Habitat** understands and abides by all applicable local state and federal regulations involved in the use of HOME funds, the City requires that **Habitat** completes a minimum of two (2) approved workshops, conferences or training opportunities annually. The City may directly administer such training, or may recommend opportunities conducted by other agencies.
12. **Compliance** **Habitat** agrees that if the City determines that **Habitat** has not complied with or is not complying with the provisions of this Agreement and so notifies **Habitat** by written notice of said violations and **Habitat** fails to correct said violations within thirty (30) days from receipt of said notice, the City may terminate this Agreement by written notice and may take any other action as may be permitted pursuant to this Agreement.
13. **Notices** Notices and communications under this Agreement shall be sent first class, prepaid to the respective parties as follows:

TO THE CITY:

Grants Management Division  
Attn: Manager  
400 South Vine Street  
Urbana, Illinois 61801

TO CHDO:

Executive Director  
Habitat for Humanity of Champaign County  
119 E University Ave  
Champaign, IL 61820

14. **Contingencies** This Agreement, including the provision of funds by the Urbana HOME Consortium for the Operating Activities as described herein, is contingent upon the following the construction of four single-family units as described in Agreement Number FY01213-NA-CD.
15. **Assignment** **Habitat** shall not assign this Agreement, nor any part thereof, without prior written approval of the City.
16. **Modification** No modification of this Agreement, including modification of the budget in *Exhibit I*, shall be effective unless in writing and executed by the parties hereto.
17. **Disbarment & Suspension** The undersigned, **Habitat**, certifies that it is not debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

**Habitat** shall establish procedures to ensure they do not make any award to grantees and subgrantees (including contractors) at any tier in violation of the non procurement, debarment, and suspension common. No award of the contracts covered under the subject Agreement shall be made to any contractor who is at the time ineligible under the provisions of any applicable regulations of the City of Urbana, Illinois or the Federal Government to receive an award of such contract.

**Habitat** shall verify and document that none of its grantees, subgrantees or contractors are debarred, suspended or otherwise excluded from participation through the effective use of the List of Parties Excluded from Federal Procurement or Nonprocurement programs ("List"). **Habitat** may request assistance from the City of Urbana, to access the List and document results to the file.

18. **Termination** Unless otherwise extended through written confirmation, this Agreement shall terminate on **July 31, 2020**.

19. **Execution of Agreement.** This Agreement shall be binding upon the City and **Habitat**, their successors and assigns, and shall be effective as of the date executed by the Mayor and attested by the City Clerk.

**CITY OF URBANA**

---

Laurel Prussing, Mayor

Date

---

Attest: Phyllis D. Clark, City Clerk

**Habitat for Humanity of Champaign County**

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Printed Name

Signature

Date

*Exhibit 1*

**Habitat HOME Operating Budget**

**Examples of Eligible Expenses Under the HOME Program:**

Staff Salaries & Benefits  
Employee Education  
Utilities  
Communication  
Taxes  
Insurance  
Office Equipment  
Office Supplies  
Marketing

**TOTAL EXPENSES** **\$7,000**





400 South Vine St.  
Urbana, IL 61801  
(217) 384-2335

jmgonzalez@urbanailinois.us

City of Urbana

City of Champaign

Champaign County

City of Urbana and Urbana HOME Consortium  
FY 2012-2013 CHDO Operating Application

Name of Organization: <u>Habitat for Humanity of Champaign County</u>		
Operating Funds Requested: \$ <u>7,000</u>		
<b>Application Component Checklist</b>		
✓	A. Applicant Submittal	
	B. Application Rating System	
	C. Applicant Information	
	D. Reporting	
	E. Operating Objectives	
	F. Budget and Funding Information	
	G. Procedural Information	
	H. Applicant Certification and Commitment of Responsibility	
✓	<b>Additional Required Documentation to Include</b>	
	Board Resolution Approving Application	
	Strategic Business Plan	
	Most Recent Audit Report & Auditor Letters	Date of Audit:

# A. Application Submittal

To be considered for funding, applications must be submitted no later than:

**4:00 pm, Wednesday, February 07, 2012**

To: The City of Urbana  
Grants Management Division  
400 S. Vine St.  
Urbana, IL 61801

Applications submitted after this deadline or that are incomplete may not be considered for funding. Questions regarding the application or application process should be directed to Jen Gonzalez at 217-384-2335 or Kelly Mierkowski at 217-384-2447.

The City of Urbana Consolidated Plan for Program Years 2010-2014 is available online at [www.urbanailinois.us](http://www.urbanailinois.us) or in the Community Development Office of the City of Urbana. The Consolidated Plan outlines the funding priorities for the City of Urbana and of the Urbana HOME Consortium. The following priorities have been set for the 2011-2012 HOME funded activities and are explained in detail in the Consolidated Plan.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

## **Application Review**

All complete applications submitted by the deadline will be reviewed and evaluated by Grants Management Division Staff. The review process is designed to ensure that HOME funds are allocated to proposals that demonstrate need for financial assistance, an ability to carry out well-designed projects, and are consistent with the City of Urbana and the HOME Consortium's affordable housing goals.



## B. Application Rating System *(office use only)*

In its recommendation to the Community Development Commission and City Council, consideration will be given to the past performance of the applicant in undertaking and completing previous HOME funded projects. Proposal awards are subject to available funding. The Urbana City Council makes the final determination of grant awards. The rating system below is a component of this decision process.

Category	Max. Points	
<b>Funding Description</b>	<b>50</b>	
Compliance with Con Plan goals & strategies	25	
Proposed accomplishments	25	
<b>Past Performance</b>	<b>50</b>	
Adherence to project schedules, timeliness of expenditures	20	
Submission of Quarterly Reports	10	
If Operating Funds previously received, evidence of increased program delivery since last FY (marketing, bricks and mortar, staff accessibility, timeliness of responses, etc)	20	
<b>Financial Feasibility</b>	<b>50</b>	
Eligibility of proposed expenditures	25	
Operating Budget: level of detail, reasonableness of requested costs	25	
<b>Current Capacity Needs</b>	<b>50</b>	
Gap identified in current staff capacity?	10	
Need for marketing opportunities	10	
Proposed use of funds will address identified gap in capacity	30	
<b>Total Points Possible</b>	<b>200</b>	



## C. Applicant Information

### Legal Applicant

Name of Organization	Habitat for Humanity of Champaign County		
Street Address	119 E University Ave		
City, State, Zip	Champaign, IL 61820		
Telephone Number	217-819-5111		
Fax Number	217-363-3373		
Federal ID Number	37-1277094		
Executive Director	Sheila Dodd		
Telephone Number	217-819-5111		
E-Mail Address	<a href="mailto:director@cuhabitat.org">director@cuhabitat.org</a>		
Type of Applicant (Check one)		Public Non-Profit	<input type="checkbox"/>
Unit of Government	<input type="checkbox"/>	Private Non-Profit	<input type="checkbox"/>
Public Agency	<input type="checkbox"/>	CHDO	<input checked="" type="checkbox"/>

If application preparer and/or project contact person is not the Executive Director:

Application Preparer Name	Sheila Dodd
Title	Executive Director, Habitat for Humanity
Telephone & Fax Numbers	217-819-5111
E-Mail Address	<a href="mailto:director@cuhabitat.org">director@cuhabitat.org</a>
Project Contact Person	
Title	
Telephone & Fax Numbers	
E-Mail Address	



## D. Reporting

In order to be considered for future CHDO operating funds, all outstanding quarterly reports must be completed and submitted with this application. To this section of the application, please attach any reports for the first and second quarters of Fiscal Year 2011-2012.



## E. Operating Objectives

CHDO Operating Funds Requested:	\$ <u>7,000</u>		
<b>Type of Projects currently underway (indicate number of units for each activity)</b>			
Homebuyer New Construction	1	Rental New Construction	
Acquisition Rehabilitation		Rental Rehabilitation	

Please list the current projects underway by project name and address below.

**810 E Park St., Urbana, IL**

Families have selected lot on Park St. in Urbana and construction is planned to begin in September 2013.

1411 and 1409 Beech St., Urbana, IL are 80% complete and is due to be completed in August 2013. 605 Louisiana and 1304 Williamsburg, Champaign are 50% complete and are due to be completed in September.

## Budget and Funding Information

### Agency General Budget

Does the organization receive operating funds from other sources? ☒ Yes ☐ No

How much annually and from what other sources? Attach documentation if necessary.

Funding Source	Amount
Habitat for Humanity of Champaign County – fund for development, United Way grant, donations.	\$25,000 per house



- Please describe the effect on the staffing capacity if operating funding is not awarded during this fiscal period:

Habitat for Humanity of Champaign County has operational funding received through the ReStore proceeds and unrestricted donations which are utilized to operate the CHDO. If the operating funds are not received, it will have an impact on the available unrestricted donations and funds available for construction projects.

Operating funds will be used to support the Construction Manager and Volunteer Coordinator whose primary function is to ensure the construction projects are completed successfully.

**Please provide a budget that provides, at a minimum, the same level of detail as the example provided below. HUD defines the following activities below as eligible operating costs under the HOME Program. Please indicate which of these activities would be funded using operating funds, as well as how much is requested for each activity:**

*Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials and supplies.*

*Sample Budget:*

Activity	HOME Funds Requested
Rent	
Utilities	
Wages/Salaries	\$7,000
Employee Education/Training	
Marketing materials	
Office Supplies	
Office Equipment, etc...	
<b>TOTAL OPERATING FUNDS REQUESTED</b>	<b>\$7,000</b>

**Salary and training line items will cover the Volunteer Coordinator and Construction Manager positions.**



# Procedural Information

*\*Note: Please see the City of Urbana website for changes to scheduled meetings:  
[www.urbanainillinois.us](http://www.urbanainillinois.us)*

- The Community Development Commission (CDC) is scheduled to review the HOME and CDBG Applications on March 27, 2012. It is strongly recommended that Organizations present their Applications at this meeting, as there will not be another opportunity to do so before the CDC makes its recommendations to the Urbana City Council. A Public Hearing is tentatively scheduled this date. Staff will formally present all project funding recommendations as part of the FY 2012-2013 Annual Action Plan (AAP) draft.
- The Urbana City Council will review the FY 2012-2013 AAP and subsequent recommendations of the CDC at one of the regularly scheduled Committee of the Whole meetings held in April 2012.
- Once the Committee of the Whole has approved the Annual Action Plan (with any changes) at its regular meeting in April, the following week the City Council will vote on the Final AAP.





## **F. Applicant Certification and Commitment of Responsibility**

As the official designated by the governing body, I hereby certify that if approved by the Urbana HOME Consortium, the City of Urbana, the City of Champaign, or Champaign County for a HOME funding allocation, the \_\_\_Habitat for Humanity of Champaign County assumes the responsibilities specified in the HOME regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute the proposed activity;
- B. It has resolved any audit findings for the prior fiscal year to the satisfaction of the Urbana HOME Consortium, the City of Urbana, the City of Champaign, Champaign County or any other federal agency by which the finding was made;
- C. It is not currently suspended or debarred from receiving federal funds;
- D. Before committing funds to a project, it will evaluate the project in accordance with the guidelines it adopts for the purpose and will not invest any more HOME funds in combination with other governmental assistance than is necessary to provide affordable housing;
- E. If a CHDO, its board composition complies with and will continue to comply with the requirements for CHDOs in the definition contained in 24 CFR Section 92.2;
- F. It will comply with all statutes and regulations governing the HOME program;
- G. The information, statements and attachments contained in support of this application are given for the purpose of obtaining financial assistance from the Urbana HOME Consortium, the City of Urbana, the City of Champaign, and Champaign County are true and correct to the best of my knowledge and belief. Representations made in the application will be the basis of the written HOME agreement if funding is awarded. All information contained in this application is acknowledged to be public information;
- H. The applicant understands and agrees that if false information provided in this application has the effect of increasing the applicant's competitive advantage, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County will disqualify the applicant and may hold the applicant ineligible to apply for HOME funds until any issue of restitution is resolved;



- I. If false information is discovered after the award of HOME funds, the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County may terminate the applicant's written agreement and recapture all HOME funds expended;
- J. The applicant shall not, in the provision of services or in any other manner, discriminate against any person on the basis of race, religion, sex, national origin, familial status, or handicap.
- K. The applicant agrees that verification of any of the information contained in this application may be obtained from any source named herein.
- L. The applicant will at all times indemnify and hold the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County harmless against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Urbana HOME Consortium, the City of Urbana, the City of Champaign and Champaign County's acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of HOME funds herewith.

**This certification must be signed by the individual authorized to submit the application as determined by applicant's governing Board of Directors and who will be authorized to execute HOME Program agreements.**

*Sheila Dodd*

Executive Director

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Sheila Dodd

Print Name

\_\_\_\_\_  
July 9, 2013

\_\_\_\_\_  
Date

