



**DATE:** Tuesday, March 26, 2024  
**TIME:** 6:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

---

## AGENDA

- A. Call to Order and Roll Call**
- B. Approval of Minutes of Previous Meeting**
  - 1. January 30, 2024 – Public Hearing
  - 2. January 30, 2024 – Regular Meeting
- C. Additions to Agenda**
- D. Public Input**
- E. Presentations**
  - 1. Staff Report
- F. Unfinished Business**
- G. New Business**
  - 1. A Resolution Approving the City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2024-2025 Annual Action Plan
  - 2. A Resolution Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds, and Related Matters (Private Bond Cap Allocation – EIEDA, Series 2024)
  - 3. A Resolution Approving the Transfer of Volume Cap in Connection with Private Activity Bond Issues, Single-Family Mortgage Revenue Bonds, and Related Matters (Private Bond Cap Allocation – IHDA, Series 2024)
- H. Adjournment**



*DRAFT*

**MINUTES**

**COMMUNITY DEVELOPMENT COMMISSION PUBLIC HEARING**

**Tuesday, January 30, 2024, City Council Chambers**

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

**Call to Order:** At 6:00 p.m., Chairperson Anne Heinze-Silvis called the meeting to order.

**Roll Call:** The roll was called by Grants Management Division Manager, Breaden Belcher. A quorum was present.

**Commission Members Present:** Anne Heinze-Silvis, Rev. Robert Freeman, DeShawn Williams, and Patricia Jones

**Commission Members Excused/Absent:** Chris Diana

**Others Present:** Breaden Belcher, Grants Management Division Manager; Nick Olsen, Community Development Coordinator; Hillary Ortiz, Executive Assistant; Chad Hoffman, Habitat for Humanity of Champaign County Executive Director; Marlon Mitchell, First Followers Executive Director

**Staff Presentation:** Mr. Belcher gave a brief presentation on the City's Annual Action Plan for FY 2024-2025. Mr. Belcher started by explaining the HUD planning and reporting process.

He shared some of the accomplishments from the current Annual Action Plan period, 2023-2024.

The City expects to receive an approximate \$450,000 CDBG funding allocation. These funds can be used for activities to benefit low-income residents, such as public services public facility improvements, infrastructure improvements, removal of slum and blight, down payment assistance, housing rehabilitation assistance

The City expects to receive an approximate \$750,000 Home Investment Partnership funding allocation, which is shared among the entities of the Urbana HOME Consortium. Eligible uses include rental assistance, constructing housing, and special needs housing.

Mr. Belcher detailed the Annual Action Plan public input process, which will consist of a 30-day public comment period, a community needs survey, and presenting the AAP to community focus and interest groups. He stated that during the public comment period, the draft annual action plan would be available for the public to review and provide written comments.

Mr. Belcher shared the Grants Management Division phone number and email address for convenience in providing public comments.

**Public Input:** There was none.

**Audience Participation:** There was none.

**Adjournment:** At 6:09 p.m., Chairperson Anne Heinze-Silvis adjourned the meeting.

Recorded by:

Nick Olsen  
Community Development Coordinator



*DRAFT*  
**MINUTES**  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, January 30, 2024, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** At 6:00 p.m., Chairperson Anne Heinze-Silvis called the meeting to order.

**Roll Call:** The roll was called by Grants Management Division Manager, Breaden Belcher. A quorum was present.

**Commission Members Present:** Anne Heinze-Silvis, Rev. Robert Freeman, DeShawn Williams, and Patricia Jones

**Commission Members Excused/Absent:** Chris Diana

**Others Present:** Breaden Belcher, Grants Management Division Manager; Nick Olsen, Community Development Coordinator; Hillary Ortiz, Executive Assistant; Chad Hoffman, Habitat for Humanity of Champaign County Executive Director; Marlon Mitchell, First Followers Executive Director

**Approval of Minutes:** Commissioner Freeman moved to approve the minutes of the January 9, 2024 Regular Meeting. Commissioner Jones seconded the motion, which was carried unanimously.

**Petitions and Communications:** There were no Petitions or Communications to discuss.

**Audience Participation:** Chairperson Heinze-Silvis noted that there were no audience members present to give public input. Mr. Belcher confirmed that the city had not received any public input via mail or email either.

**Staff Report:** Mr. Belcher began the Staff Report by noting that the Consolidated Annual Performance Evaluation Report (CAPER) for Fiscal Year 2022-2023 was approved by HUD. He also reminded the Community Development Commission to send staff Open Meetings Act completion certificates to keep on file.

Mr. Belcher discussed the Youth Services Grant funding opportunity for organizations with programming benefiting low-income youth, mentioning that the application period is from February 1, 2024 to April 1, 2024, and staff would be holding grant assistance workshops on February 9, 2024 and March 14, 2024.

**Old Business:** There was no Old Business to discuss.

**New Business:** Mr. Belcher noted that every year the Urbana HOME Consortium provides home funding to the City's Community Housing Development Organizations (CHDOs). He presented (6) resolutions concerning certification, development agreements, and operating agreements for Urbana's (2) CHDOs—Habitat for Humanity and First Followers—for Fiscal Year 2023-2024.

Habitat for Humanity will receive \$125,000 in funding for development costs and \$26,000 in funding for operating costs, which will help the organization fund (5) new construction home builds throughout Urbana and Champaign.

First Followers will receive \$30,000 for development costs and \$6,500 for operating costs to help fund the construction of (1) new rental unit in Champaign. The commissioners were asked to forward the resolutions to the Committee of the Whole for approval.

Commissioner Freeman motioned to create an omnibus package with the resolutions, which was seconded by Commissioner Jones and approved unanimously.

Commissioner Jones motioned to forward the resolution omnibus to Committee of the Whole with a recommendation of approval, seconded by Commissioner Williams. The motion was approved unanimously.

Marlon Mitchell, Executive Director of First Followers, thanked the Commission for forwarding the resolutions for approval to City Council. Mr. Mitchell spoke on the mission and history of his organization.

Chad Hoffman, Executive Director of Habitat for Humanity of Champaign County, also thanked the Commission for its support.

**Study Session:** There were no Study Session items to discuss.

**Adjournment:** Seeing no further business, Chairperson Heinze-Silvis adjourned the meeting at 6:27 p.m.

Recorded by:

Nick Olsen  
Community Development Coordinator



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

**TO:** Community Development Commission Members  
**FROM:** Breaden Belcher, Grants Division Manager  
**DATE:** March 26, 2024  
**SUBJECT:** Staff Briefing

---

*Welcome new staff – Nick Olsen, Community Development Coordinator*

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

- FY 2024 – 2025 Annual Action Plan Timeline

**Other Grants Management Division Activities**

- Youth Services Grant Program
- National Community Development Week: April 1 – 5



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**Meeting:** March 26, 2024 Community Development Commission  
**Subject:** **A RESOLUTION APPROVING THE CITY OF URBANA AND URBANA HOME CONSORTIUM (CHAMPAIGN/URBANA/CHAMPAIGN COUNTY) ANNUAL ACTION PLAN FOR FISCAL YEAR 2024-2025**

---

**Summary**

*Action Requested*

The City of Urbana Grants Management Division requests that the Community Development Commission forward the attached Resolutions, approving the CITY OF URBANA AND URBANA HOME CONSORTIUM (CHAMPAIGN/URBANA/CHAMPAIGN COUNTY) ANNUAL ACTION PLAN for FY 2024-2025 to the Urbana Committee of the Whole with a recommendation of approval.

*Brief Background*

**The Consolidated Plan FY 2020-2024** was adopted by City Council on June 8, 2020. As a recipient of CDBG and HOME entitlement funding from HUD, the City of Urbana and the Urbana HOME Consortium are required to submit a Five-Year Consolidated Plan. The Consolidated Plan guides utilization of the City's HOME and CDBG resources. Every activity funded through the CDBG and/or HOME programs must be consistent with the goals, strategies, and objectives included in the Consolidated Plan.

**The Annual Action Plan FY 2024-2025** outlines activities that the City and Consortium will undertake during the 2024-2025 Fiscal Year in order to meet the goals outlined in the Consolidated Plan. The Annual Action Plan is completed electronically and submitted to HUD through the Integrated Disbursement and Information System (IDIS). The beginning of the FY 2024-2025 program year is July 1, 2024. HUD requires submission of the Annual Action Plan no fewer than 45 days prior to the beginning of the program year.

**Relationship to City Services and Priorities**

*Impact on Core Services*

There are considerable impacts on Core Services associated with the preparation of the FY 2024-2025 Annual Action Plan. Failure to submit an Action Plan for FY 2024-2025 by the deadline will result in the loss of FY 2024-2025 CDBG and HOME funds to the City. The City annually utilizes CDBG or HOME funding for projects that are consistent with the goals and strategies of the Consolidated Plan.

*Strategic Goals and Plans*

Approval of an Annual Action Plan is required for every fiscal year contained in the previously

approved Consolidated Plan FY 2020-2024 framework. HUD requires that the strategies contained in annual Action Plan be consistent with the goals and strategies of the current Consolidated Plan, unless the latter is amended.

#### *Previous City Council Actions*

The Consolidated Plan FY 2020-2024 was adopted by City Council on June 8, 2020. City Council has approved Annual Action Plans for each prior fiscal year within the current Consolidated Plan timeframe. Most recently, City Council approved the current fiscal year's Annual Action Plan FY 2023-2024 on April 24, 2023.

#### **Discussion**

Expected HOME and CDBG resources are outlined on pages 15-17 of the Plan. Because Congress has not yet determined official allocation amounts for 2024-2025, current funding estimates in the Draft Annual Action Plan are based on HOME and CDBG allocations for the 2023-2024 Fiscal Year. The Annual Action Plan will be updated to reflect actual allocation amounts when that information is available. Based on the previous year's allocation, the City of Urbana expects to receive an estimated CDBG allocation of \$498,343 in FY 2024-2025, and the Urbana HOME Consortium expects to receive an estimated HOME allocation of \$779,013 in FY 2024-2025.

The Executive Summary of the Plan provides a description of the performance measurement framework required by HUD. The demographic information, including housing data, is based on information from the Census and other resources provided by HUD. The AP-20 section of the Plan, which can be found on pages 16-21, summarizes the specific goals that the City & Consortium intends to initiate and/or complete within the term of the program year. A goal must be listed in the Consolidated Plan in order to be included in the Action Plan. The AP-35 section of the Plan, which can be found on pages 22-31, provides a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the AP-20 section. Each project must be associated with one or more goals.

#### *Public Input Process*

Staff developed the Annual Action Plan in accordance with the City's Citizen Participation Plan. A draft of the Annual Action Plan was available for public review and comment from February 23, 2024 to March 25, 2024. Staff held two public hearings to gain citizen input on community needs on October 24, 2023 and January 30, 2024. Staff disseminated information regarding these meetings through neighborhood groups, the City's website, and social media. Staff also solicited feedback on the Plan from social service agencies in the community including the Champaign County Continuum of Service Providers to the Homeless, the Community Reinvestment Group, and the Champaign County Human Services Council.

In addition, staff sent out a community needs survey to gather input on housing and community development needs in Urbana. The survey was sent via direct email, postcards to addresses in Community Development Target Areas, and was posted on the City's website and social media accounts. A summary of the survey results is attached to the Plan.

#### *Recommendation*

Staff recommends the Community Development Commission forward the resolution to the Urbana Committee of the Whole with a recommendation of approval.



**Summary of Estimated Budget & Recommendations**  
**Fiscal Year 2024 – 2025**

<b>CDBG</b>	
FY24-25 Allocation <i>*estimated</i>	\$498,343.00
Carryover	\$780,761.66
<b>Total Funding:</b>	<b>\$1,279,104.66</b>
<b>Set Asides</b>	
<i>Admin (20%)</i>	\$99,000.00
<i>Public Service (15%)</i>	\$74,700.00
<b>Subtotal:</b>	<b>\$173,700.00</b>
<b>Neighborhood Revitalization</b>	
<i>Capital Improvement</i>	\$900,000.00
<i>Code Enforcement</i>	\$40,000.00
<b>Subtotal:</b>	<b>\$940,000.00</b>
<b>Housing Programs and Program Delivery</b>	
<i>Housing rehab grants</i>	\$130,500.00
<i>Property acquisition, demo, new const.</i>	\$33,922.00
<b>Subtotal:</b>	<b>\$164,422.00</b>
<b>Total Committed:</b>	<b>\$1,278,122.00</b>

<b>HOME</b>	
FY24-25 Allocation <i>*estimated</i>	\$779,013.00
Carryover	\$2,949,744.04
<b>HOME Subtotal</b>	<b>\$3,728,757.04</b>
HOME ARP	<b>\$2,065,200.81</b>
<b>Total Funding:</b>	<b>\$5,793,957.85</b>
<b>HOME Set Asides</b>	
<b>Admin (10%)</b>	\$77,000.00
<b>CHDO Set-Aside</b>	\$180,000.00
<b>CHDO Operating</b>	\$26,000.00
<b>HOME Subtotal:</b>	<b>\$5,510,957.85</b>
<b>HOME ARP</b>	
<b>Prior-Year Rollover</b>	\$2,065,200.81
<b>Admin</b>	\$192,632.42
<b>Affordable Housing Development</b>	\$1,000,000.00
<b>Support Services Contracts</b>	\$678,981.29
<b>Subtotal:</b>	<b>\$1,574,143.33</b>
<b>Consortium Split</b>	
<i>City of Champaign (53%)</i>	\$834,295.79
<i>City of Urbana (47%)</i>	\$739,847.21

CDBG	Planned Activities	<p>Funding will support neighborhood revitalization, public services, acquisition and demolition, and housing rehabilitation activities. Public Services include the City’s Youth Services Grant Program, and annual Neighborhood Cleanup Day. Rehabilitation activities include the Emergency Grant, Access Grant, and Senior Repair Service Grant. The Emergency Grant Program allows up to \$15,000 in repairs to address risks to the health and safety of household occupants, and the Access Grant provides \$15,000 for improvements necessary to remove barriers to accessibility to a person with disabilities. The Senior Repair Service Program provides home maintenance repair for the elderly or persons with disabilities who are at or below 80% of the Median Family Income. The ultimate goal of these programs is to sustain housing so occupants can remain in their homes. All CDBG activities must benefit renters or homeowners who earn less than 80% of the Median Family Income.</p>
HOME	Planned Activities	<p>Funding will support acquisition, homebuyer assistance, homeowner rehab, multifamily rental new construction, multifamily rental rehab, new construction for ownership, and TBRA. Funds, including carryover funds, may be allocated by the City of Urbana to programs such as Acquisition-Rehab, Purchase- Rehab-Resale, Rental Rehab, Lot Acquisition/Demolition, and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Community Development Services Department. Funds may be allocated by the City of Champaign to new or existing programs, such as TBRA, the Acquisition-Rehab, Full Home Improvement, or Lot Acquisition programs, to promote revitalization efforts of targeted neighborhoods. Funds may be allocated by Champaign County to TBRA or to provide rehabilitation assistance to both investor-owned properties as well as single-family owner-occupied projects. Admin and Planning: Funds will be contributed to personnel costs as well as supplies and other expenses.</p>

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

**A RESOLUTION APPROVING THE CITY OF URBANA  
AND URBANA HOME CONSORTIUM (CHAMPAIGN/URBANA/CHAMPAIGN  
COUNTY)**

**FY 2024-2025 ANNUAL ACTION PLAN**

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

**WHEREAS**, the City of Urbana has been designated lead entity for the Urbana HOME Consortium in accordance with the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, and as such is eligible to receive HOME Investment Partnerships (hereinafter "HOME") funds on behalf of the City of Urbana, City of Champaign, and Champaign County; and

**WHEREAS**, on January 5, 1995, HUD published a final rule in the Federal Register requiring a five-year consolidated plan and annual action plans for all HUD community planning and development formula grant programs, consolidating into a single annual submission the planning, application, and reporting aspects of the CDBG, HOME, Emergency Shelter Grants, and Housing Opportunities for Persons with AIDS Programs, and the Comprehensive Housing Affordability Strategy; and

**WHEREAS**, the Urbana City Council approved the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan* on June 8, 2020; and

**WHEREAS**, the Urbana Community Development Commission, assisted by Urbana Community Development Services staff, has prepared the *City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2024-2025* (hereinafter the "Annual Action Plan"); and

**WHEREAS**, on October 18, 2023 and January 22, 2024, notices were published on the City of Urbana website describing the Annual Action Plan, requesting public input, and announcing public hearings that were held on October 24, 2023 and January 30, 2024; and

**WHEREAS**, on February 23, 2024, a notice was published on the City of Urbana social media and website describing the Annual Action Plan; announcing a public review period beginning February 23, 2024 and ending March 25, 2024 during which members of the public are able to view a Draft Annual Action Plan and provide input;

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

Section 1. That the *City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2024-2025*, in substantially the form as attached hereto and incorporated herein by reference, is hereby approved.

Section 2. That the Mayor is hereby designated as the authorized representative of the City of Urbana to take any action necessary in connection with said Annual Action Plan to implement the CDBG and HOME programs and to provide such additional information as may be required.

Section 3. That upon review and comment by the Urbana City Council, the Mayor is hereby designated to execute subgrantee agreements for programs and activities identified in said Annual Action Plan.

Section 4. That subgrantee agreements for programs and activities identified in said Annual Action Plan shall be subject to review and approval by the Urbana City Council before execution by the Mayor.

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

AYES:

NAYS:

ABSTAINS:

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

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

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

# City of Urbana and Urbana HOME Consortium

## Draft Annual Action Plan FY 2024-2025

## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

The Urbana HOME Consortium and the City of Urbana Annual Action Plan for FY 2024-2025 identifies activities that Consortium members and the City plan to implement during the period beginning July 1, 2024, and ending June 30, 2025. This Annual Action Plan budgets the use of two federal housing entitlement funds, the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Program. The Annual Action Plan for FY 2024-2025 furthers strategies that were identified in the Urbana HOME Consortium and City of Urbana Consolidated Plan for Program Years 2020-2024.

Because FY 2024-2025 allocations have not been made at the time of posting of this draft document, funding estimates are based on the FY 2023-2024 Annual Action Plan. These estimates will be updated to reflect actual allocation amounts when that information becomes available.

The City of Urbana and the Urbana HOME Consortium will undertake the activities identified in this Annual Action Plan during the fifth year of the five-year Consolidated Plan period. The CDBG portion of the Annual Action Plan identifies the planned uses of CDBG entitlement funds by the City of Urbana for FY 2024-2025. The HOME portion of the Annual Action Plan identifies uses of HOME funds by members of the Urbana HOME Consortium. The members of the Urbana HOME Consortium are the City of Urbana, the City of Champaign, and Champaign County.

The Annual Action Plan Draft will be on file for public review and comment during the period beginning February 23, 2024, through March 25, 2024. The City held two public hearings to obtain citizen comments regarding the draft Annual Action Plan on October 24, 2023 and January 30, 2024. All hearings have been held in person in the City of Urbana Council Chambers. Information regarding the hearings was published on the City's website, via the City's social media accounts, and sent to local social services listservs. All comments received at these hearings either in person or electronically, as well as other written comments submitted during the public review period, will be included in the Annual Action Plan.

The City of Urbana and Consortium members continue to partner with local nonprofit agencies and the IL-503 Continuum of Care to identify needs and resources for residents. Staff have worked closely with Illinois Emergency Management Agency to increase the Cities' readiness for disaster prevention, recovery, and resiliency, and to ensure the needs of vulnerable individuals and families in protected classes are integrated into disaster plans and activities.

## 2. Summarize the objectives and outcomes identified in the Plan

Below is a summary of the Consolidated Plan Objectives and Outcomes. Each project identified in this Annual Action Plan provides the applicable Objectives and Outcomes. The anticipated results are provided as “Outcome Indicators.”

## 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Many FY 2023-2024 projects are ongoing at the time of publication of this draft. Full accomplishment data will be reflected on the final draft submitted to HUD.

CDBG funds committed by the City of Urbana resulted in twelve (14) owner-occupied housing units being rehabilitated through the City's Emergency, Access, and Senior Repair Program. In FY 2023-2024, CDBG Public Service funds supported the City's Youth Services grant program, which provided funding to thirteen (13) community-based organizations and public entities to support seventeen (17) programs. The programs and services provided by these agencies address violence prevention, trauma support, after-school programming, and recreation, and are targeted toward Urbana youth from low-income families. The grant period for the Youth Services funding expires on June 30, 2024, and accomplishments will be reported in the FY 2023-2024 CAPER. Public service funds were also used to provide three formerly homeless families with stable housing and case management through the City of Urbana's Transitional Housing Program.

HOME funds were used to support TBRA programs through the Champaign County Regional Planning Commission (CCRPC) and Courage Connection. Habitat for Humanity of Champaign County continues its outstanding work as a high-performing local Community Housing Development Organization (CHDO) with funding for four (4) new affordable single-family home projects. FirstFollowers received funding as a CHDO for renovation of a multi-family rental unit.

On March 11, 2021, the American Rescue Plan (ARP) was signed into law to address the continued impact of the COVID-19 pandemic. The Urbana HOME Consortium received a HOME ARP allocation of \$2,970,773. The Consortium's Allocation Plan was approved by HUD in September 2022. Based on the public input and other information gathered during the planning process, the Consortium has allocated \$1,000,000 to Supportive Services, \$1,000,000 to Development of Affordable Rental Housing, \$400,000 to Acquisition and Development of Non-Congregate Shelter, \$148,359 to Non-Profit Operating, \$148,539 to Non-Profit Capacity Building, and \$273,875 to Administration and Planning. In November 2022, the Cities of Urbana and Champaign jointly issued a Request for Proposals for agencies and



developers to address affordable housing and homelessness issues in the community. To date, \$2,463,771 in HOME ARP funding has been committed to projects and program.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Annual Action Plan is developed by the City of Urbana in accordance with its Citizen Participation Plan included as part of the 2020-2024 Consolidated Plan process. The public comment period will take place from February 23, 2024 – March 25, 2024. During that period, City staff will post a Community Needs Survey on the City’s website and social media accounts, and also send the survey to various community groups. City staff also held two public hearings to gain citizen input on the plan, and will present the draft to City Council in order to receive feedback. To encourage public participation by the broadest audience possible, staff will present the Annual Action Plan to various community groups made up of housing, social service, and financial agencies, including the Champaign County Continuum of Care.

#### **5. Summary of public comments**

The results of the Community Needs Survey and will be attached to the final draft of this action plan.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no comments or views not accepted during this process.

#### **7. Summary**

The Annual Action Plan reflects the coordinated efforts of the Urbana HOME Consortium and its citizens, as well as the expansive network of housing and human service providers in Champaign County. Through strategies documented in this plan, the effectiveness and impact of federal funds will be maximized through thoughtful investment of resources, reduced duplication of services, and improved service delivery. The goals and objectives identified in this plan aim to improve the quality of life in Champaign County, particularly for low-income, homeless, elderly, and/or special-needs individuals and families.

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	URBANA		Community Development/Grants Management Division
HOME Administrator	URBANA		Community Development/Grants Management Division

**Table 1 – Responsible Agencies**

**Narrative**

The City of Urbana, through the Grants Management Division of its Community Development Services Department, acts as the lead agency for the Urbana HOME Consortium. As such, Urbana staff took the lead role in developing the City of Urbana and Urbana HOME Consortium Annual Action Plan for FY 2024-2025 especially as it relates to policies, procedures, programs, and activities, and other issues specifically involving the City. However, the overall development of the Annual Action Plan is a cooperative effort involving the City of Urbana, the City of Champaign, and the Champaign County Regional Planning Commission (representing the unincorporated areas of Champaign County). These regions are geographically contiguous and the areas of responsibility of the entities tend to overlap. These factors have contributed to an open and cooperative relationship among the municipalities, which extends to both staff and elected officials. This cooperation is essential in assessing and attending to the needs of the greater community and is the foundation for the Consortium's successes. The Grants Management Division also administers the Community Development Block Grant (CDBG), on behalf of the City of Urbana.

**Consolidated Plan Public Contact Information**

During the public comment period, copies of the draft Annual Action Plans for the City of Urbana and City of Champaign will be available for public review on the City of Urbana website at [www.urbanaininois.us](http://www.urbanaininois.us) and [www.champaignil.gov/neighborhood-services/](http://www.champaignil.gov/neighborhood-services/) and at the following locations:

- Urbana Free Library, 210 West Green Street, Urbana

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

- Champaign Public Library, 200 West Green Street, Champaign

DRAFT

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The Consortium regularly participates in meetings and public hearings with community organizations, commissions, and citizen groups. These meetings occurred regularly throughout the year, and enable staff to develop and maintain partnerships with community organizations, and receive continual feedback on the needs and trends in the community. Consortium members also continually look for new opportunities to disseminate information about the programs and services it provides. Staff members of the Consortium entities often serve on committees and sub-committees, taking a very active and visible role in the community. In addition to the municipalities, many public and private entities play key roles in the health of the community. The Consortium makes every effort to include these organizations in the planning and implementation of the Annual Action Plan. Input from the public was also sought through public hearings and virtual meetings.

The Housing Authority of Champaign County continues to inform local jurisdictions of major housing opportunities and collaborates on major redevelopments in Champaign and Urbana. Consortium members provided feedback to the Housing Authority on the creation of a landlord incentive program and collaborated to develop tenant's rights workshops that were available to landlords, tenants, and service providers county-wide. Consortium members also collaborated closely with the CoC and Housing Authority on development projects that aim to increase the local stock of affordable housing. City staff regularly meet with the Housing Authority to discuss potential development projects, and are working on a Supportive Housing grant that will be submitted in FY24.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The Champaign County Mental Health Board is an active member of the Champaign County Continuum of Service Providers to the Homeless, as are several large health care providers and mental health providers. Each of these agencies are involved in the coordination and planning of services community-wide.

City staff have been actively involved in a committee of local funding agencies convened by United Way. The Champaign County Mental Health Board is also a member of the committee, and provides important information and guidance on how the municipalities should be targeting their federal and state resources.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Members of the Urbana HOME Consortium have all served as current or past chairs for the IL-503 Continuum of Care, which is known locally as the Champaign County Continuum of Service Providers to the Homeless (CSPH). In FY 2021-2022 and 2022-2023, the City of Urbana administered Emergency Solutions Grant (ESG) and Emergency Solutions Grant CARES Act (ESG-CV) funding for Cunningham Township Supervisor's Office, which works closely with homeless populations to operate street outreach, emergency shelter, and rapid rehousing programs in Urbana and county-wide. The CSPH also coordinates closely with the local homeless shelter to develop training and funding opportunities related to mental health and substance abuse support.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The CoC receives an annual allocation of ESG funding from the State of Illinois. Agencies in Champaign County are invited to apply to the CoC for ESG funds. During the review process, the CoC Rating & Ranking Committee convenes to review agency applications and make funding determinations. Staff from Consortium members have served as past and present Chairs of the Rating & Ranking Committee.

The Committee uses standardized scoring criteria for each review. The Rating & Ranking Committee also takes into account the past performance of agencies that have received ESG funding, to determine how to allocate ESG funds in the community. Once the Committee has reviewed the applications, recommendations for ESG funding are presented to the full membership of the CoC for a vote. The Champaign County Regional Planning Commission administers the HMIS system under an agreement with the CoC. HMIS staff assigns access and provides initial training for authorized users, maintains oversight and continuing training updates for quality of data entry, collects HMIS data for HUD Exchange and other grant reports, and supports CoC planning efforts requiring data about clients served. At this time, most data is entered by a single user from hard copy documents collected at agency intake and data is shared among agencies only in aggregated formats to preserve the confidentiality of households.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

Upon completion of the consultation process, an updated table will be provided indicating the organizations the participated in the consultation process.

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable

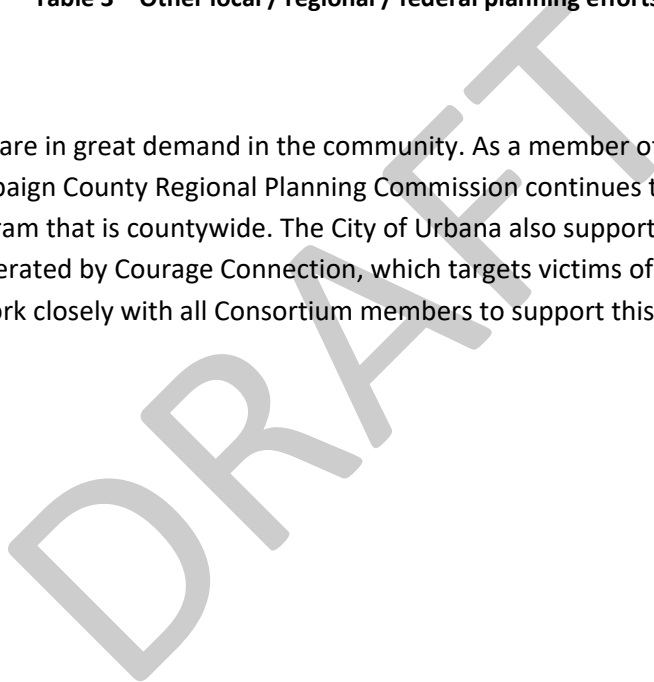
**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	CCRPC	The CoC Strategic Plan overlaps with regard to housing, i.e. by PROVIDING A COMPREHENSIVE CONTINUUM OF HOUSING SERVICES, Increase affordable housing

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

Affordable rental units are in great demand in the community. As a member of the Urbana HOME Consortium, the Champaign County Regional Planning Commission continues to operate a Tenant Based Rental Assistance Program that is countywide. The City of Urbana also supports a Tenant Based Rental Assistance Program operated by Courage Connection, which targets victims of domestic violence. The City will continue to work closely with all Consortium members to support this important program in the community.



**AP-12 Participation - 91.401, 91.105, 91.200(c)****1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

A draft of the FY 23-24 Annual Action Plan will be available to the public during the public comment period, from February 23, 2024, to March 25, 2024. Copies will be made available at the Urbana City Building, the Urbana Free Library, and the City's website. Information about public hearings is posted on the City of Urbana's website, and the city's calendar for public review.

In-person public hearings were held before the regularly scheduled Community Development Commission Meetings on October 24, 2023 and January 30, 2024 in the City of Urbana Council Chambers. The purpose of these public hearings is to obtain resident input regarding community development and housing needs. City Staff will also present the Annual Action Plan at regular meetings of various community groups made up of housing, social service, and financial agencies. The plan was also sent to the CSPH listserv for local service providers to have an opportunity to review the draft plan and provide comments. City staff will also send out a community needs survey to various neighborhood groups to gather input on the needs residents are seeing in their neighborhoods.

**Citizen Participation Outreach**

A chart of citizen participation outreach efforts will be included in the final draft of the Plan.

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

Because Congress has not yet determined HOME and CDBG allocation amounts for FY 2024-2025, estimates included in this draft are based on FY 2023-2024 allocations. The Urbana HOME Consortium allocation is estimated to be \$779,013 in FY 2024-2025. Prior year resources as noted in the FY 2024-2025 budget consist of uncommitted HOME-ARP funds. The City of Urbana is estimated to receive a CDBG allocation of \$498,343. Funds will be allocated to priorities set by the community and staff over the five years of the 2020-2024 Consolidated Plan Period. Prior Year Resources are unexpended CDBG from FY 2019 through FY 2023.

DRAFT



**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	498,343	0	750,000	1,248,343	1,248,343	Funding will support neighborhood revitalization, public services, acquisition and demolition, and housing rehabilitation activities. Public Services include the City's Youth Services Grant Program and annual Neighborhood Cleanup Day. Rehabilitation activities include the Emergency Grant, Access Grant, and Senior Repair Service Grant. The Emergency Grant Program allows up to \$15,000 in repairs to address risks to the health and safety of household occupants, and the Access Grant provides \$15,000 for improvements necessary to remove barriers to accessibility to a person with disabilities. The Senior Repair Service Program provides home maintenance repair for the elderly or persons with disabilities who are at or below 80% of the Median Family Income. The ultimate goal of these programs is to sustain housing so occupants can remain in their homes. All CDBG activities must benefit renters or homeowners who earn less than 80% of the Median Family Income.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	779,013	0	1,756,824	2,535,837	2,535,837	Acquisition, Homebuyer assistance, Homeowner rehab, Multifamily rental new construction, multifamily rental rehab, new construction for ownership, and TBRA. Funds, including carryover funds, may be allocated by the City of Urbana to programs such as Acquisition-Rehab, Purchase-Rehab-Resale, Rental Rehab, Lot Acquisition/Demolition, and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Community Development Services Department. Funds may be allocated by the City of Champaign to new or existing programs, such as TBRA, the Acquisition-Rehab, Full Home Improvement, or Lot Acquisition programs, to promote revitalization efforts of targeted neighborhoods. Funds may be allocated by Champaign County to TBRA or to provide rehabilitation assistance to both investor-owned properties as well as single-family owner-occupied projects. Admin and Planning: Funds will be contributed to personnel costs as well as supplies and other expenses.

Table 2 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

All Consortium members continue to seek private investment, tax credits, and grant opportunities from the State of Illinois that further the goals outlined in the Consolidated Plan. The City of Champaign and Urbana continue to work with private developers applying for tax credit incentives on future developments. The City of Urbana is in the process of identifying a developer for an affordable housing development on what is currently city-owned property on Lierman Avenue. Champaign will focus its HOME funds on Phase II development of Bristol Place and owner-occupied rehab programs. The City of Urbana is also continuing to collaborate with non-profit stakeholders and healthcare providers in the community to develop a tiny homes facility that will support medically fragile individuals who are experiencing homelessness.

The 25% match requirement for the HOME program utilizes a variety of leveraging sources to fulfill this obligation. The City of Urbana and Champaign contribute cash matches towards its HOME projects from private investment in development projects. Land donations for developments will contribute to the program in the coming year, as well as sweat equity and cash contributions provided by the volunteers of Habitat for Humanity of Champaign County. The Consortium has a large carryover match balance that will exceed the anticipated match requirement in the coming years.

CDBG funded City of Urbana projects for public facility and infrastructure leverage general funds and State of Illinois Motor Fuel Tax dollars to have a greater impact on the projects. The City of Urbana has also leveraged funds through the State of Illinois Department of Commerce and Economic Opportunity to support public service programming and capital improvement projects. This practice will continue through the 2020-2024 Consolidated Plan.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

City Code Enforcement staff will continue to identify blighted properties that may be purchased with CDBG funds, demolished, and then donated to a not-for-profit developer or CHDO such as Habitat for Humanity or First Followers. These lots will be used to address affordable housing needs identified in the Consolidated Plan. The city does not keep an inventory of land.

**Discussion**

Not applicable

DRAFT

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide decent affordable housing opportunities	2020	2024	Affordable Housing	Urbana Consortium-wide Area	Affordable Housing	CDBG: \$149,343 HOME: \$1,744,855	Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Added: 4 Household Housing Unit Homeowner Housing Rehabilitated: 3 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 30 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Address Barriers to Affordable Housing	2020	2024	Affordable Housing Non-Housing Community Development	Beardsley Park Neighborhood Improvement Plan Area Garden Hills United Neighborhood Association Action Plan Urbana Consortium-wide Area Bristol Park Neighborhood Plan Area	Community Development Needs	CDBG: \$49,000 HOME: \$59,926	Public service activities for Low/Moderate Income Housing Benefit: 60 Households Assisted Homeowner Housing Rehabilitated: 5 Household Housing Unit
3	Preserve Existing Affordable Housing Supply	2020	2024	Affordable Housing	Census Tracts 53, 54,55,56, and 57	Affordable Housing	CDBG: \$87,500	Homeowner Housing Rehabilitated: 5 Household Housing Unit
4	Coordinate with Housing Authority	2020	2024	Affordable Housing Public Housing	Urbana Consortium-wide Area	Affordable Housing	HOME: \$331,056	Rental units constructed: 6 Household Housing Unit Rental units rehabilitated: 12 Household Housing Unit
5	Support Services & Training for Low-Income Persons	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	Census Tracts 53, 54,55,56, and 57	Youth Services	CDBG: \$25,000 HOME: \$0	Public service activities for Low/Moderate Income Housing Benefit: 100 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Support Homeless Needs	2020	2024	Homeless Non-Housing Community Development	Urbana Consortium-wide Area	Homeless Prevention & Services	HOME: \$400,000	Homeless Person Overnight Shelter: 30 Persons Assisted
7	Reduce Lead Exposure Risk	2020	2024	Lead Based Paint Hazard Removal	Census Tracts 53, 54,55,56, and 57	Community Development Needs	CDBG: \$12,500 HOME: \$0	Homeowner Housing Rehabilitated: 5 Household Housing Unit
8	Support Infrastructure Improvements	2020	2024	Non-Housing Community Development	Census Tracts 53, 54,55,56, and 57	Community Development Needs	CDBG: \$875,000 HOME: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 25 Households Assisted
9	Preserve Consortium Neighborhoods	2020	2024	Non-Housing Community Development	Census Tracts 53, 54,55,56, and 57	Community Development Needs	CDBG: \$50,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 25 Households Assisted Buildings Demolished: 2 Buildings

Table 3 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Provide decent affordable housing opportunities
	<b>Goal Description</b>	Increase supply of affordable housing available to low and moderate income households, by providing 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, support new construction for homeownership sponsored by CHDOs and other nonprofits, support new construction of affordable rental units sponsored by CHDOs and other nonprofits, support and provide guidance to for-profit developers building new affordable renter and owner units, support construction of new affordable rental units through LIHTC including the Bristol Park Phase II Redevelopment Project, in compatible areas, encourage the development of non-profit housing development organizations eligible for CHDO status. Expand homeownership opportunities for low and moderate-income households, by providing support and encourage homeownership education programs, support the Housing Authority of Champaign County Section 8 Homeownership program, support the development of local Lease Purchase Programs.
2	<b>Goal Name</b>	Address Barriers to Affordable Housing
	<b>Goal Description</b>	Address barriers to obtaining affordable housing, by addressing issues faced by certain special populations, such as seniors and individuals in need of supportive services, provide assistance for affordable permanent housing for persons with targeted disabilities; support efforts to increase accessible and visit-able housing units for persons with disabilities; encourage housing developers to include visit-ability/accessibility measures in new construction efforts; Access Grants that provide grants for approximately 5 low-income residents to increase the supply of accessible and visit-able housing; 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; Education and training opportunities, which focus on eliminating barriers to affordable housing, will be encouraged; 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; support tenant advocacy and educational efforts by agencies such the C-U Tenant Union; encourage landlord and community group distribution of information in multiple languages to help overcome language and/or cultural barriers; and the City could consider undertaking a discrimination testing program to obtain preliminary results to determine if further programs are necessary. City will also continue to provide its Neighborhood Cleanup program, which offers complimentary junk pickup for seniors and individuals with disabilities.



3	<b>Goal Name</b>	Preserve Existing Affordable Housing Supply
	<b>Goal Description</b>	Housing rehabilitation activities will take place in order to preserve existing affordable housing. Programs will include the Emergency Grant and Senior Repair Service Grants. The Emergency Grant Program allows up to \$15,000 in repairs to address risks to the health and safety of household occupants, and the Access Grant provides \$15,000 for improvements necessary to remove barriers to accessibility to a person with disabilities. The Senior Repair Service Program provides home maintenance repair for the elderly or persons with disabilities who are at or below 80% of the Median Family Income. The ultimate goal of these programs is to sustain housing so occupants can remain in their homes.
4	<b>Goal Name</b>	Coordinate with Housing Authority
	<b>Goal Description</b>	Consortium members will partner with the Housing Authority of Champaign County to develop affordable housing opportunities county-wide.
5	<b>Goal Name</b>	Support Services & Training for Low-Income Persons
	<b>Goal Description</b>	The City will utilize CDBG public service funding to support the Youth Services Grant Program, a competitive funding opportunity that provides grants to local public and private non-profit agencies that support the documented needs of low-income Urbana youth from early childhood (Kindergarten, Pre-K) through 22 years of age.
6	<b>Goal Name</b>	Support Homeless Needs
	<b>Goal Description</b>	HOME ARP development or acquisition of non-congregate shelter
7	<b>Goal Name</b>	Reduce Lead Exposure Risk
	<b>Goal Description</b>	Maintain lead training and certifications for building inspectors who work on the City's CDBG funded housing rehab program.
8	<b>Goal Name</b>	Support Infrastructure Improvements
	<b>Goal Description</b>	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit

9	<b>Goal Name</b>	Preserve Consortium Neighborhoods
	<b>Goal Description</b>	Projects that support the stability of low/mod neighborhoods including blight reduction activities achieved through property acquisition, demolition, new construction, and code enforcement activities.

DRAFT

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City of Urbana made its funding allocation decisions based on public input received during the Consolidated Plan and Annual Action Plan process. Social service funding allocations are determined by a committee of City staff and City Council representatives, with input and direction provided by the City's Community Development Commission. Funding is awarded based on eligible activities and priorities identified in the application. The following is a list of proposed programs for the 5-year Consolidated Plan period. All of the proposed projects are in response to an identified need in the Consolidated Plan. Consideration has also been given to program delivery and staffing requirements to successfully operate the grant activities, various objectives of leveraged funding available, as well as programmatic constraints of both the HOME Investment Partnerships and Community Development Block Grant programs. The projected target start date for the proposed programs is July 1, 2024, and the projected commencement of proposed programs is June 30, 2025.

#	Project Name
1	CDBG Planning & Administration
2	CDBG Neighborhood Revitalization
3	CDBG Public Services
4	CDBG Housing Activities
5	CDBG Property Acquisition/Demo/ New Constr.
6	HOME Planning & Admin
7	HOME CHDO Reserve
8	HOME CHDO Operation
9	HOME Champaign Neighborhood Revitalization
10	HOME Urbana Neighborhood Revitalization
11	HOME ARP Supportive Services
12	HOME ARP Acquisition & Dev of Non-Congregate Shelter
13	HOME ARP Dev of Affordable Housing
14	HOME ARP Non-Profit Operating
15	HOME ARP Non-Profit Capacity Building

**Table 4 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation priorities are based on the statutory requirements of the HOME Investment Partnership program, Community Development Block Grant programs, and HOME ARP program. Needs have been prioritized in keeping with identified needs in the Consolidated and HOME-ARP Allocation Plans. Although the City of Urbana is not a recipient of ESG funds directly from HUD, the City of Urbana may receive ESG funds from the State of Illinois Department of Human Services.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	CDBG Planning & Administration
	<b>Target Area</b>	Census Tracts 53, 54,55,56, and 57
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing Homeless Prevention & Services Community Development Needs
	<b>Funding</b>	CDBG: \$99,343
	<b>Description</b>	Funds will be used to support the administrative activities associated with carrying out the goals and objectives of the CDBG program.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Low to moderate-income households from community development target areas will be served.
	<b>Location Description</b>	The City of Urbana and targeted neighborhoods.
	<b>Planned Activities</b>	Funds will be used to support administrative activities for the Community Development Block Grant funds.
2	<b>Project Name</b>	CDBG Neighborhood Revitalization
	<b>Target Area</b>	Census Tracts 53, 54,55,56, and 57
	<b>Goals Supported</b>	Support Infrastructure Improvements Preserve Consortium Neighborhoods
	<b>Needs Addressed</b>	Community Development Needs
	<b>Funding</b>	CDBG: \$925,000
	<b>Description</b>	Funds will be used to support neighborhood revitalization programs including code enforcement, blight reduction, and capital improvement projects.
	<b>Target Date</b>	6/30/2025

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Low to moderate-income individuals and households within the City of Urbana will benefit from the proposed activities.
	<b>Location Description</b>	The City of Urbana and targeted neighborhoods.
	<b>Planned Activities</b>	Capital improvement projects, blight reduction, public facilities, property acquisition/demolition/new construction
<b>3</b>	<b>Project Name</b>	CDBG Public Services
	<b>Target Area</b>	Census Tracts 53, 54,55,56, and 57
	<b>Goals Supported</b>	Address Barriers to Affordable Housing Support Services & Training for Low-Income Persons
	<b>Needs Addressed</b>	Community Development Needs Youth Services
	<b>Funding</b>	CDBG: \$74,000
	<b>Description</b>	Funds will be used to support the public services undertaken by the City of Urbana.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Assistance estimated at 100 households
	<b>Location Description</b>	The City of Urbana and targeted neighborhoods.
	<b>Planned Activities</b>	Neighborhood cleanup, youth services funding
<b>4</b>	<b>Project Name</b>	CDBG Housing Activities
	<b>Target Area</b>	Census Tracts 53, 54,55,56, and 57
	<b>Goals Supported</b>	Preserve Existing Affordable Housing Supply Reduce Lead Exposure Risk
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	Funds will be used to support housing rehabilitation activities undertaken by the City of Urbana, as well as the acquisition of available properties to further affordable housing.

	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated ten low-mod income households will be assisted by these activities
	<b>Location Description</b>	The City of Urbana and targeted neighborhoods
	<b>Planned Activities</b>	Emergency Grant, Access Grant, Senior Grant, and Roof Repair Grant programs will be funded under this project.
5	<b>Project Name</b>	CDBG Property Acquisition/Demo/ New Constr.
	<b>Target Area</b>	Census Tracts 53, 54,55,56, and 57
	<b>Goals Supported</b>	Preserve Consortium Neighborhoods
	<b>Needs Addressed</b>	Community Development Needs
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Funds will be used to support property acquisition, demolition, and new construction projects undertaken by the City of Urbana.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Low to moderate-income individuals and households within the City of Urbana will benefit from the proposed activities.
	<b>Location Description</b>	The City of Urbana and targeted neighborhoods
	<b>Planned Activities</b>	Anticipate removing or rehabilitating two abandoned blighted homes from targeted neighborhoods
6	<b>Project Name</b>	HOME Planning & Admin
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$77,901
	<b>Description</b>	Funds will be used to support the administrative activities associated with carrying out the HOME program goals and strategies.
	<b>Target Date</b>	6/30/2025

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds will be used to support City staff administering the HOME. Low-mod households across the Urbana Consortium-wide area will benefit from the HOME program.
	<b>Location Description</b>	Urbana Consortium-wide Area
	<b>Planned Activities</b>	Reporting and ongoing monitoring of subrecipients and CHDOs.
7	<b>Project Name</b>	HOME CHDO Reserve
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$116,852
	<b>Description</b>	Funds will be used to support the projects undertaken within the Consortium-wide area by Community Housing Development Organizations. CHDO Reserve funds are being set aside to be allocated to CHDOs whose proposed project(s) meet project readiness requirements. To meet project readiness, the CHDO project(s) receiving reserve allocations must be able to begin construction within one year from the date of execution of the agreement. Staff is continuing to work to identify feasible projects in the Consortium area. A rolling CHDO project application is utilized.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Primary estimates indicate 5 households will benefit from the proposed activities.
	<b>Location Description</b>	Urbana Consortium-wide Area
	<b>Planned Activities</b>	Funds will be used to construct or rehab five new affordable housing projects for homeownership and rental
8	<b>Project Name</b>	HOME CHDO Operation
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing

	<b>Funding</b>	HOME: \$32,500
	<b>Description</b>	Funds will be used to support projects undertaken within the Consortium-wide area by Community Development Housing Operations.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds will go to certified CHDOs to build or renovate an estimated 5 units for rental or homeownership for low-mod residents in Champaign County.
	<b>Location Description</b>	Urbana Consortium-wide area
	<b>Planned Activities</b>	Funds will be used to support projects undertaken by CHDOs within the Consortium-wide area.
9	<b>Project Name</b>	HOME Champaign Neighborhood Revitalization
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities Coordinate with Housing Authority
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$331,056
	<b>Description</b>	Funds will be used to support neighborhood revitalization activities undertaken by the City of Champaign including acquisition-rehab, purchase rehab resell, rental rehab, new construction activities, tenant based rental assistance, owner-occupied rehab, lot acquisition/demolition and/or other programs currently under development or may be proposed that further the affordable housing goals and missions of the City and Council. Programs must comply with applicable local, state, and federal regulations including. but not limited to, HOME regulations.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds will support proposed activities and projects that benefit low-mod income Champaign residents.
	<b>Location Description</b>	Urbana Consortium-wide Area.



	<b>Planned Activities</b>	HOME funds will be used to support the neighborhood revitalization activities undertaken by the City of Champaign, including Phase II of the Bristol Place housing development.
10	<b>Project Name</b>	HOME Urbana Neighborhood Revitalization
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing Homeless Prevention & Services
	<b>Funding</b>	HOME: \$220,704
	<b>Description</b>	Funds will be used to support neighborhood revitalization activities undertaken by the City of Urbana, acquisition rehab resell, rental rehab, new construction activities, tenant-based rental assistance, owner-occupied rehab, lot acquisition/demolition and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Grants Management Division. Programs must comply with applicable local, state, and federal regulations including, but not limited to, HOME regulations.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds will support proposed programs and activities that benefit low-income residents of Urbana and Champaign County.
	<b>Location Description</b>	Urbana Consortium-wide area
	<b>Planned Activities</b>	New construction activities for homeownership and rental, and Tenant Based Rental Assistance
11	<b>Project Name</b>	HOME ARP Supportive Services
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Address Barriers to Affordable Housing
	<b>Needs Addressed</b>	Homeless Prevention & Services
	<b>Funding</b>	HOME: \$59,926
	<b>Description</b>	Supportive Services funding to nonprofit agencies to assist homeless or near homeless individuals

	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Assist an estimated 30 individuals with supportive services and case management to address the needs of homeless and near-homeless individuals
	<b>Location Description</b>	Services will be available consortia wide
	<b>Planned Activities</b>	This funding allocation will allow the Consortium to address underlying issues and the underlying struggles that qualified populations are coping with and contribute to instability. Investments in case management and other supportive services will allow the funding to serve the distinct needs of the many vulnerable populations in our community
<b>12</b>	<b>Project Name</b>	HOME ARP Acquisition & Dev of Non-Congregate Shelter
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Support Homeless Needs
	<b>Needs Addressed</b>	Homeless Prevention & Services
	<b>Funding</b>	HOME: \$400,000
	<b>Description</b>	Acquisition and Development of Non-Congregate Shelter provide the flexibility of safe shelter for a variety of household compositions and identities that is difficult in congregate shelters.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimate serving 30 families
	<b>Location Description</b>	Urbana Consortium-wide area
	<b>Planned Activities</b>	Acquisition and development of non-congregate shelter
<b>13</b>	<b>Project Name</b>	HOME ARP Dev of Affordable Housing
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$1,000,000

	<b>Description</b>	The affordable housing produced with HOME-ARP funding will address the lack of area housing that is simultaneously affordable, high quality, accessible, and available to low-income households or those seeking public assistance. Building brand new units funded through HOME-ARP would ensure that all of these attributes are met, while renovations would more significantly increase the number of quality affordable housing units.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimate 4 new affordable housing units
	<b>Location Description</b>	Urbana Consortium-wide area
	<b>Planned Activities</b>	Construction of four new affordable housing units or rehabilitation of 15 housing units
<b>14</b>	<b>Project Name</b>	HOME ARP Non-Profit Operating
	<b>Target Area</b>	Urbana Consortium-wide Area
	<b>Goals Supported</b>	Provide decent affordable housing opportunities
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$148,359
	<b>Description</b>	HOME ARP funds will be provided to Non-Profit agencies for operating costs
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 30 families
	<b>Location Description</b>	Urbana Consortium-wide area
	<b>Planned Activities</b>	HOME ARP funds will be provided to Non-Profit agencies for operating costs
<b>15</b>	<b>Project Name</b>	HOME ARP Non-Profit Capacity Building
	<b>Target Area</b>	Urbana Consortium-wide Area

<b>Goals Supported</b>	Provide decent affordable housing opportunities
<b>Needs Addressed</b>	Affordable Housing
<b>Funding</b>	HOME: \$148,539
<b>Description</b>	HOME ARP funds will be provided to Non-Profit agencies for capacity building
<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 families may be assisted with the increased capacity
<b>Location Description</b>	Urbana Consortia-wide Area
<b>Planned Activities</b>	HOME ARP funds will be provided to Non-Profit agencies for programs, projects, and activities that help build agency capacity.

DRAFT

## AP-50 Geographic Distribution - 91.420, 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Urbana is the county seat of Champaign County, Illinois. The population is estimated at 38,336 as of June 1, 2020. Urbana is the tenth-most populous city in Illinois outside of the Chicago metropolitan area. Urbana is notable for sharing the campus of the University of Illinois at Urbana–Champaign with its sister city of Champaign. The three largest employers in Urbana are two non-profit hospitals and the University of Illinois.

The City of Urbana focuses its community development activities, goals, and objectives in its low-income census tracts which includes CT 53, 54, 55, 56 and 57. The Code Enforcement activities are focused in these areas as well.

### Geographic Distribution

Target Area	Percentage of Funds
Beardsley Park Neighborhood Improvement Plan Area	0
Garden Hills United Neighborhood Association Action Plan	0
Urbana Consortium-wide Area	100
Bristol Park Neighborhood Plan Area	0
Census Tracts 53, 54, 55, 56, and 57	80

Table 5 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Target neighborhoods are those census tracts with populations for which at least 51% of the total number of households are at or below 80% of the area median family income.

### Discussion

Federal funds are targeted to low- moderate-income families throughout the Urbana Consortium-wide area.

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

The City of Urbana will use its HOME funds to support its Neighborhood Revitalization program activities, including: Down Payment Assistance, Acquisition-Rehab, Purchase-Rehab-Resale, Rental Rehab, New Construction activities, Tenant Based Rental Assistance, Owner-Occupied Rehabilitation, Lot Acquisition/Demolition, and/or other programs currently under development or may be proposed that further the affordable housing goals and mission of the City, Council, and Grants Management Division. Programs must comply with applicable local, state and federal regulations, including but not limited to HOME regulations.

One Year Goals for the Number of Households to be Supported	
Homeless	60
Non-Homeless	75
Special-Needs	0
Total	135

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	5
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	35

**Table 7 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Not applicable.

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

#### **Actions planned during the next year to address the needs to public housing**

The Housing Authority of Champaign County (HACC) is a Move to Work (MTW) organization. This innovative approach to housing takes into account the impact work has on an individual, his or her personal growth, as well as an ability to provide for themselves and any other members of the household. Able-bodied public housing residents are required to work a minimum of 20 hours a week, and case management is provided to assist tenants in the job search process. Move to Work (MTW) is a demonstration that provides a limited number of Public Housing Authorities with the ability to design and test innovative approaches tailored to their communities, using federal dollars more efficiently, providing increased support for families to become economically self-sufficient, and increasing housing choice for low-income households. The broad flexibility to waive statutes and regulations allows HACC to better serve and house residents while streamlining internal operations.

The seven-member HACC Board of Commissioners consists of two commissioners appointed by each of the Cities of Urbana and Champaign, an appointee that rotates between the two cities called a “floating” appointee, a commissioner appointed by the Champaign County Board, and a commissioner appointed from among residents of the HACC properties.

Last year, consortium members, in coordination with the Housing Authority and CSPH, organized a series of workshops on tenant rights. These workshops were made available for tenants, landlords, and service providers and were well attended. In addition, the city continues to work with the HACC to develop other collaborative measures to further each organization's programmatic goals in the community regarding affordable housing initiatives. For example, consortium member agencies are collaborating with the Housing Authority and other housing service providers in the community to pilot a landlord risk mitigation fund. This program provides reimbursements to landlords who have agreed to participate in voucher programs, and have experienced damage to their units from voucher holders.

#### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The HACC continues its partnership with Habitat for Humanity of Champaign County and FirstFollowers to provide affordable homeownership and rental opportunities to residents. Habitat and FirstFollowers are both certified Community Housing Development Organizations for the Urbana HOME Consortium. The Consortium will seek ways to continue to support Habitat and FirstFollowers, which will in turn further the goals set by the HACC for its public housing residents seeking to transition into

homeownership.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Housing Authority of Champaign County is not designated as a troubled PHA.

**Discussion**

Not applicable.

DRAFT



## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The Champaign County Continuum of Service Providers to the Homeless conducts the annual Point-in-Time count of homeless persons each January as required by HUD. The data collected during the PIT helps community stakeholders including the city better plan and strategize services that will effectively address the needs of this population. The 2024 Point in Time Count took place on Thursday, January 24, 2024. Data from the 2024 PIT Count will be made available in April of 2024. The 2023 Point in Time Count identified 215 individuals and 153 households as homeless in Champaign County. This included 9 that were identified as unsheltered.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In 2023, the CSPH Executive Committee developed a three-year strategic plan to eliminate homelessness in Champaign County. The plan, which was presented to the Urbana City Council in January 2024, identified five key priority areas that will be addressed over the next three years in order to achieve this goal. These areas are: 1) Increase stock of permanent housing; 2) Improve data utilization and quality; 3) Enhance landlord engagement; 4) Improve equity in service provision; and 5) Increase participation of individuals with lived experience. Staff from the City of Urbana will coordinate closely with the Champaign County Continuum of Service Providers to implement this plan.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Strides Shelter, which is operated by the City of Champaign Township, is the only low-barrier emergency shelter option in Champaign County. The current capacity of Strides is approximately 60 beds per night. County-wide, there are a variety of other non-congregate shelter options available for individuals and families.

The CSPH continues to seek ways to expand emergency shelter capacity, especially during the winter months. During the COVID-19 pandemic, a variety of different funding sources made it possible for shelters to expand services. However, as these funding sources have now largely dissipated, other means must be sought.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals**

**and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Champaign County Continuum of Service Providers to the Homeless seeks to address homelessness at each stage of homelessness, beginning with prevention. Several CoC member agencies provide utility assistance, as well as connections to job training programs in the community. In addition, the Champaign County Regional Planning Commission continues to provide security deposit assistance to low-income households. The City of Urbana uses CDBG Public Service funding to support the City's Youth Services Grant Program. The goal of this funding opportunity is to fund community-based solutions for youth from low-income households. In past years, this funding has gone toward recidivism prevention programs, job training opportunities, and violence intervention programming.

#### **Discussion**

Not applicable.

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

Barriers to affordable housing are largely financial. The need for affordable housing units far outweighs the current funding available to construct or subsidize those units, or to acquire land for affordable housing purposes. A related issue is that existing affordable housing developer capacity is limited; other than the Housing Authority of Champaign County, local affordable housing developers tend to work on small scale projects for which prospective applicants outpace the number of units being built.

In addition to financial gaps, other social aspects play a role in an individual or family's ability to secure affordable housing, including mental illness, unemployment, drug and/or alcohol addictions, as well as a criminal record, though some progress has been made in addressing these barriers. In 2020, the Housing Authority of Champaign County revised its criminal background screening policy to only review offenses explicitly required by HUD. The City of Urbana prohibits discrimination based on arrest or conviction record. In Champaign, landlords may still refuse prospective tenants for certain felonies within two years of incarceration.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Champaign, the City of Urbana, and Champaign County have policies on taxation, land use, zoning, building codes, fees, etc., that are generally similar to other downstate Illinois and Midwest communities.

Because zoning is one of the primary tools used to regulate development, staff from City Planning Divisions within the HOME Consortium actively monitor its use. Zoning designations that restrict multifamily land uses and mandate large lot size minimums can increase development costs and restrict supply, which may contribute to lack of affordability. Overly restrictive zoning policies also reinforce patterns of segregation and unfair housing practices by separating single-family homes and multifamily rental housing, which tend to serve different demographics. Currently, much of Urbana's residentially zoned land only allows single-family residential uses by-right. The City of Urbana is currently in the process of completing its Comprehensive Plan. This plan will highlight barriers to affordable housing city-wide and will be followed by zoning policy revisions related to addressing identified housing needs and goals.

Housing costs are also influenced by a large number of transient tenants and homebuyers who are attending the University of Illinois. This high demand for housing has resulted in increased housing costs,

especially in the rental housing market.

**Discussion**

Not applicable.

DRAFT

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

Proposed actions associated with the City's 2024-2025 Annual Action Plan are described primarily in the specifically related sections of the Plan. This section describes any actions to be undertaken by the City of Urbana that will further the goals of the 2020-2024 Consolidated Plan.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Urbana will continue to focus its community development efforts on expanding affordable housing opportunities and fostering strong and vibrant neighborhoods to meet underserved needs in the community. Affordable housing needs will be addressed by focusing on the housing cost burden. Investments made in affordable housing developments will continue to address the limited supply and rising cost of housing, which has exacerbated challenges like homelessness and racial inequity in housing. The creation of strong and vibrant neighborhoods will focus on support for low- and moderate-income persons. Strategic investments in infrastructure, public facility improvements, and community assets will address needs and strengthen and enhance the health of the neighborhoods.

### **Actions planned to foster and maintain affordable housing**

City staff manage a comprehensive housing rehabilitation program using CDBG funds. This program targets low-income homeowners in the City's targeted census tracts. Funds can provide emergency repair assistance to address health or safety concerns, accessibility modifications and improvements for individuals with a disability, and minor repairs to help senior citizens maintain independent living. The City also uses CDBG funds for code enforcement and blight reduction activities intended to maintain healthy and livable neighborhoods.

### **Actions planned to reduce lead-based paint hazards**

Staff use Lead Safe Practices in implementing its housing rehabilitation activities. The city's housing inspectors are lead certified, and lead based paint remediation policies and procedures are included in each housing rehabilitation contract funded with federal funds. Contractors are required to follow lead-safe work practices to comply with local, state, and federal requirements. City staff will also consider funding opportunities for lead abatement activities outside of existing programs based on availability and capacity.

### **Actions planned to reduce the number of poverty-level families**

The Tenant-Based Rental Assistance programs in the Consortium area are targeted toward persons who are below the poverty level. The combination of self-sufficiency case management and stable housing is

intended to assist households in escaping poverty. Staff will evaluate these programs for their effectiveness during the Annual Action Plan year. Economic Development opportunities will be provided to small businesses located in Community Development Target areas. Priority funding will be made available to social service agencies that target youth programming for low-income families. The City will continue its poverty reduction strategy by focusing its programs in geographic areas. By working closely with residents and concentrating programs and public improvements in a specifically targeted neighborhood, the community will feel a greater impact. Key strategies include: Improving public infrastructure within target areas, and coordinating city-funded programs and services with other funders, businesses, and neighborhood groups.

### **Actions planned to develop institutional structure**

Urbana staff work to foster creative ideas for improving the institutional structure that is part of a larger, more holistic network of services that benefit low-income households. By supporting various social service agencies through staff participation in the Continuum of Service Providers to the Homeless, the City of Urbana plays a role in developing programmatic improvements that will further the impact of these services in the community.

The City of Urbana Police Department has also developed a sophisticated Crisis Co-Responder and Intervention team in order to provide real time case management and behavioral health services to individuals in crisis. This program also coordinates closely with service provider agencies to help get individuals wrap-around support needed to prevent further justice involvement.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Urbana will continue its efforts to increase coordination and collaboration with the public and private housing and social service agencies in the community. Urbana staff regularly attend board meetings for the Housing Authority of Champaign County. The City also maintains an active presence on the Continuum of Service Providers to the Homeless, offering assistance with various reporting and application systems inherent to the successful delivery of the Continuum of Care network. City staff and the CSPH also worked closely with the Housing Authority of Champaign County in the creation of the Emergency Housing Voucher MOU and continued to collaborate during the referral process to make sure the 113 Emergency Housing Vouchers assigned to Champaign County were utilized in a timely manner. Furthermore, in their role as a member of the CoC Executive Committee, City staff have supported the Housing Authority in its decision to accept Stability Housing Vouchers. These vouchers will provide another important resource for individuals who are experiencing or at risk of experiencing homelessness in the community.

The City plays an active role in the Community Reinvestment Group, a group of local lenders looking to

address affordable housing issues in the community. The City hosts a public input meeting each year specifically for social service agencies to gauge the evolving needs in the community and within the service network.

**Discussion**

Not applicable.

DRAFT

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

The City uses CDBG funds to ensure decent affordable housing, to provide services to the most vulnerable in our community, to create jobs through the retention of businesses, and to support strong and healthy neighborhoods through infrastructure improvements and code enforcement. Fiscal year 2024-2025 is covered in this plan. A minimum of 70 percent of CDBG funds are used for activities that benefit low and moderate-income persons. Each funded activity meets at least one of the following national objectives:

- To benefit low- and moderate-income persons;
- To prevent or eliminate slums or blight; or
- To address community development needs has a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
---	---

Annual Action Plan 43  
2024



2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 80.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The Urbana HOME Consortium will not be carrying out activities outside of those described in Section 92.205 in the 2024-2025 Fiscal Year.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

For HOME-assisted projects that do not include direct buyer assistance, a resale restriction will be used, and be in effect for the duration of the affordability period. The affordability period is based on the amount of HOME assistance provided to the project. A land use restriction, mortgage, and promissory note shall be recorded against the title to the property. Each of these documents will include a provision restricting the sales price such that it must be "affordable" to low-income buyers.

In this instance, the affordable price results in a monthly housing cost for principal, interest, taxes, and insurance of not more than 30% of the gross monthly income for a household below 80% of the area median income for the Champaign County Area. The term "low-income buyer" has an annual income, as adjusted for family size, that is less than or equal to eighty percent (80%) of the area median income (as defined by HUD) for the Champaign County area. The owner shall receive a fair return on his/her investment. The sales price may encompass the cost of any home investment documented with receipts, which can be defined as, but is not limited to, any additions to the home such as a bedroom, bathroom, or garage, replacement of heating, ventilation, or air conditioning systems, accessibility improvements such as bathroom modifications for disabled or elderly which were not installed through a federal, state, or locally-funded grant program, or outdoor improvements such as a new driveway, walkway, retaining wall, or fence. The sales price may also encompass the increase in the value of owner equity and investment as calculated by the cumulative percentage of change which is calculated by the Housing Price Index (HPI) calculator of the Federal Housing Finance Agency (X) plus 1.00 times the total owner investment at the time of purchase (Y) plus the documented capital improvements (Z). A complete description of the recapture and resale provisions is found in the attached Resale and Recapture Guidelines for

## HOME Program Activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City of Urbana, Urbana HOME Consortium members, and designated Community Housing Development Organizations agree that, to the extent allowable by law, to secure the HOME funds, an agreement with the homebuyer, as well as a mortgage and promissory note shall be executed for any HOME funded homeownership property. Each document will include the prescribed net sales proceeds provisions for the recapture of HOME funds as outlined below. The mortgage and promissory note are to be recorded against the title to the property. For HOME-assisted, homeownership units, wherein HOME funds are utilized to provide direct assistance to the homebuyer, net proceeds from the sale must provide the original homebuyer, now the home seller, a "fair return" on his/her investment (including any down payment and capital improvement investment made by the seller since purchase). The table in the attached City of Urbana Resale and Recapture Guidelines for HOME Program Activities provides for the minimum terms of affordability based on the amount of direct assistance provided to the homebuyer.

The period of affordability shall commence from the date the activity is identified as "completed" in HUD's Integrated Disbursement Information System (IDIS). Subject to recapture is the HOME funds that are invested in a HOME-assisted unit, as a direct subsidy to the homebuyer. The subsidy could include down payment assistance and the amount of each subsidy would be a minimum of \$1,000 and differ per homebuyer. The City will reduce the HOME investment amount to be recaptured from the Net Proceeds on a prorated basis for the time the Homeowner has owned and occupied the housing measured against the remaining years in the required Affordability Period. A five-year affordability period prorated basis is as follows:

First Year - 90% of HOME investment from available Net Proceeds

Second Year - 70% of HOME investment from available Net Proceeds

Third Year - 50% of HOME investment from available Net Proceeds

Fourth Year - 30% of HOME investment from available Net Proceeds

Fifth Year - 10% of HOME investment from available Net Proceeds

The amount of recapture funds is subject to the availability of Net Proceeds available from the resale

of the property. The term "Net Proceeds" shall mean the proceeds as indicated upon a closing settlement statement of the net amount to be paid to the seller. In the event that no such statement

exists, "Net Proceeds" shall mean the amount equal to the sales price (X) minus any superior private debt (Y) and minus any reasonable closing costs (Z), as determined by the City, including, but not limited to, title insurance, recording fees, Realtor's commissions or property taxes. A complete description of the recapture and resale provisions is found in the attached Resale and Recapture

Guidelines for HOME Program Activities.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

As a PJ, there are no plans to refinance existing debt. Refinancing of a project may occur only if specifically authorized in an approved Annual Action Plan, and then only if conditions of the refinancing are clearly stated in the Plan. To be eligible for refinancing a project must meet the following conditions:

- Refinancing cannot be the primary purpose of the HOME investment. Refinancing is only appropriate when HOME funds are loaned to rehabilitate the property for which refinancing is being requested and then only when necessary to permit or ensure continued affordability. To demonstrate that rehabilitation is the primary activity for which HOME funds have been expended in connection with the property, at least \$5,000 per unit average in HOME funds must have been provided for rehabilitation of the property.
  - The project sponsor requesting HOME funds for debt refinancing must demonstrate, and the Consortium must confirm, that disinvestment in the property has not occurred, long-term needs of the project can be met through the refinancing, and servicing the targeted population over an extended affordability period is feasible.
  - Refinancing may be approved either to maintain currently affordable units or to create additional affordable units.
  - Properties for which refinancing is approved may be located anywhere within the corporate limits of the Consortium members.
  - Properties for which refinancing is approved are subject to an affordability period of at least 15 years starting on the date the refinancing is closed.
  - HOME funds cannot be used to refinance multiple-family loans made or insured by any other federal program, including but not limited to, the Community Development Block Grant Program.
5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).
6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services

received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

Not applicable.

DRAFT



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

**Meeting:** March 26, 2024 Community Development Commission  
**Subject:** **A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP EASTERN ILLINOIS ECONOMIC DEVELOPMENT AUTHORITY (Private Bond Cap Allocation –EIEDA, Series 2024)**

**A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS (Private Bond Cap Allocation – IHDA, Series 2024)**

---

**Summary**

*Action Requested*

Staff requests that the Community Development Commission forward the attached Resolutions, approving the transfer of the City's 2024 Private Activity Bond Cap to the Illinois Housing Development Authority and the Eastern Illinois Economic Development Authority, to the Urbana Committee of the Whole with a recommendation of approval.

*Brief Background*

The Urbana Community Development Commission is asked to make a recommendation to Council on allocation of the City's Private Activity Bond Cap before May 1, 2024. In the event the City does not allocate its 2024 Private Activity Bond Cap for specific projects or purposes as of May 1, 2024, the unallocated bond cap will be reserved to the Governor's Office on June 1, 2024 (the "Home Rule Pool").

Two requests were received for the City allocation of bond cap: 1) for affordable housing initiatives through the Illinois Housing Development Authority (IHDA), and 2) the Eastern Illinois Economic Development Authority (EIEDA) for developing, constructing, acquiring, or improving affordable housing. There is also the option to provide bond cap to some combination of the two. Any unused bond cap not ceded for any combination of these programs will automatically be ceded back to the State of Illinois for use by another municipality.

**Relationship to City Services and Priorities**

*Impact on Core Services*

There will be no impact to the City budget or core services in ceding volume bond cap to EIEDA or IHDA, as there would be no financial risk associated with issuing the bonds for the City, and any potential associated risk would be assumed by the issuer. The City may also see benefits from eligible local projects in the future if they are supported with the bond financing provided through IHDA or EIEDA.

### *Strategic Goals and Plans*

Approval of the proposed Resolutions is compatible with the findings and strategies described in the City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan related to the affordable housing needs of low- and moderate-income households. Allocating Bond Cap to IHDA and EIEDA would provide a potential funding source for local affordable housing projects.

### *Previous Commission Actions*

The Commission reviewed Resolutions for 2023 Volume Cap allocation to the Illinois Housing Development Authority and the Eastern Illinois Economic Development Authority on March 28, 2023 and forwarded the resolutions to the Committee of the Whole, after which they were approved by City Council.

### **Discussion**

A Private Activity Bond is a tax-exempt bond issued by a local or state government for financing a project owned and operated by a private user. Private Activity Bonds are issued to finance various types of facilities, including multi-family housing projects and single-family dwellings. Private Activity Bonds issued by the City are special obligations and do not constitute a debt or indebtedness of the City and do not give rise to a charge against the general credit or taxing power of the City.

In accordance with the IRS Code, each municipality in Illinois is allowed to issue Private Activity Bonds at \$125 per capita population (38,468) for 2024. The State of Illinois outlines the per capita amount and the population size for this calculation in the attached guidelines. The State of Illinois will recapture any bond allocation unused by the City as of May 1 of that year. The City of Urbana has a total of \$4,808,500 in 2024 Private Activity Bond Cap available that may be utilized for:

- 1) Multi-family affordable housing projects
- 2) Nonprofit development projects (e.g., hospitals, YMCAs, etc)
- 3) Industrial development projects (e.g., manufacturing)
- 4) Below-market-rate financing for affordable housing
- 5) Mortgage credit certificates in support of homeownership
- 6) Below-market-rate financing for limited types of industrial developments

In 2023, City Council allocated Private Activity Bonds to the Eastern Illinois Economic Development Authority for affordable housing activities and to the IHDA Affordable Housing Program.

IHDA is allowed to issue taxable and tax-exempt bonds for the purpose of developing, constructing, acquiring, or improving affordable housing within the State of Illinois. IHDA has invested in several projects in the City of Urbana including Crystal View, Highland Green, Steer Place, and Pinewood. IHDA. IHDA also uses Private Activity Bonds to provide mortgage assistance to qualifying households. Between 2015 and 2023, 112 Urbana households received mortgage assistance through IHDA.

EIEDA may issue taxable and tax-exempt bonds for the purpose of developing, constructing, acquiring, or improving affordable housing within the State of Illinois. EIEDA has invested in housing authority projects in Champaign, including the Haven at Market Place. By ceding part of the

City's bond cap to EIEDA, the City may be able to access these funds for affordable housing projects.

### **Recommendation**

Staff recommends the Community Development Commission forward the resolutions to City Council with a recommendation of approval for an allocation of the City of Urbana 2024 Private Activity Bond Cap in the following manner: Half (50%) of its allocation in the amount of \$2,404,250 from the City of Urbana to be utilized by EIEDA and the other half (50%), \$2,404,250, to IHDA to be utilized for possible neighborhood initiatives in the community, such as multi-family affordable housing developments.

### **Attachments**

1. Resolution EIEDA
2. Resolution IHDA
3. State of Illinois Guidelines and Procedures for the Allocation of Private Activity Bond Authority 2024

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

**A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS**

**(Private Bond Cap Allocation – EIEDA, Series 2024)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, Section 146 of the Internal Revenue Code of 1986, as amended (“Code”), provides that the City has volume cap equal to \$125 per resident of the City in calendar year 2023, which volume cap may be allocated to certain tax-exempt private activity bonds; and

**WHEREAS**, Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act (30 ILCS 345/6 and 6.1) authorize the corporate authorities of any home rule unit, before May 1 of each calendar year, to reallocate all or any portion of its unused volume cap to any home rule or non-home rule unit, the State, or a State agency; and

**WHEREAS**, the Urbana City Council, after due consideration, finds that the City’s best interests are served by the transfer a portion of the City’s volume cap allocation for calendar year 2024 to Eastern Illinois Economic Development Authority (“Issuer”), to be applied toward the issuance of single-family or multi-family mortgage revenue bonds (“Bonds”) by the Issuer or for such other purpose permitted by this Resolution.

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

**Section 1.** Pursuant to Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act, the City hereby transfers and reallocates \$2,420,250 of its volume cap for calendar year 2024 to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the City. The adoption of this Resolution shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or other private activity bonds.



**Section 2.** The City and the Issuer shall maintain a written record of this Resolution for the term of all private activity bonds it issues for that calendar year to which such allocation applies.

**Section 3.** The officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to perform all acts as may be necessary to carry out the purposes and intent of this Resolution.

**Section 4.** The invalidity of any section or provision of this Resolution hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 5.** All Resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage.

**Section 6.** Upon approval of this Resolution, the City Clerk is directed to give notice of the reallocation made herein to the Governor of the State of Illinois pursuant to 30 ILCS 345/6 and the guidelines and procedures promulgated thereunder.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of April, 2024.

AYES:

NAYS:

ABSTENTIONS:

---

Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of April, 2024.

---

Diane Wolfe Marlin, Mayor

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

**A RESOLUTION APPROVING THE TRANSFER OF VOLUME CAP IN CONNECTION WITH PRIVATE ACTIVITY BOND ISSUES, SINGLE-FAMILY MORTGAGE REVENUE BONDS, AND RELATED MATTERS**

**(Private Bond Cap Allocation – IHDA, Series 2024)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, Section 146 of the Internal Revenue Code of 1986, as amended (“Code”), provides that the City has volume cap equal to \$125 per resident of the City in calendar year 2023, which volume cap may be allocated to certain tax-exempt private activity bonds; and

**WHEREAS**, Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act (30 ILCS 345/6 and 6.1) authorize the corporate authorities of any home rule unit, before May 1 of each calendar year, to reallocate all or any portion of its unused volume cap to any home rule or non-home rule unit, the State, or a State agency; and

**WHEREAS**, the Urbana City Council, after due consideration, finds that the City’s best interests are served by the transfer a portion of the City’s volume cap allocation for calendar year 2024 to the Illinois Housing Development Authority (“Issuer”), to be applied toward the issuance of single-family or multi-family mortgage revenue bonds (“Bonds”) by the Issuer or for such other purpose permitted by this Resolution.

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

**Section 1.** Pursuant to Sections 6 and 6.1 of the Illinois Private Activity Bond Allocation Act, the City hereby transfers and reallocates \$2,404,250 of its volume cap for calendar year 2024 to the Issuer, which shall issue the Bonds using such transfer of volume cap, without any further action required on the part of the City. The adoption of this Resolution shall be deemed to be an allocation

of such volume cap to the issuance of the Bonds or other private activity bonds, or mortgage credit certificates.

**Section 2.** The City and the Issuer shall maintain a written record of this Resolution for the term of all private activity bonds it issues for that calendar year to which such allocation applies.

**Section 3.** The officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to perform all acts as may be necessary to carry out the purposes and intent of this Resolution.

**Section 4.** The invalidity of any section or provision of this Resolution hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 5.** All Resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded. This Resolution shall be in full force and effect from and after its passage.

**Section 6.** Upon approval of this Resolution, the City Clerk is directed to give notice of the reallocation made herein to the Governor of the State of Illinois pursuant to 30 ILCS 345/6 and the guidelines and procedures promulgated thereunder.

**PASSED BY THE CITY COUNCIL** this 24 day of April, 2024.

AYES:

NAYS:

ABSTENTIONS:

---

Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of April, 2024.

---

Diane Wolfe Marlin, Mayor

# STATE OF ILLINOIS



## GUIDELINES AND PROCEDURES

### FOR THE

## ALLOCATION OF PRIVATE ACTIVITY BONDING AUTHORITY

## IN ACCORDANCE WITH THE TAX REFORM ACT OF 1986

## AND 30 ILCS 345

## OFFICE OF THE GOVERNOR

*Effective January 2, 2024*

## TABLE OF CONTENTS

1. Introduction...	3
2. Calendar Year 2024 State Ceiling and Allocations...	4
3. Home Rule...	5
4. Non-Home Rule...	8
5. State Agencies...	11
6. Reallocation Provisions...	13
7. Appendix A - Standard Form of Letters...	14
8. Appendix B - Annual Housing Report...	19
9. Appendix C - Population Estimates...	21

Questions regarding these guidelines and procedures may be directed to the Capital Markets Unit of the Governor’s Office of Management and Budget at (312) 814-0023. **\*\* Please note that the Hard Copy Submission Address has changed to 555 W. Monroe Street, Suite 1500-S-GOMB, Chicago, IL. 60661**

## INTRODUCTION

The Federal Tax Reform Act of 1986 (the “Code”) as amended, imposes a limit on the aggregate amount of “tax exempt private activity” bonds (also known as “Volume Cap”) that can be issued by a state. While the Code provides an allocation scheme for specific issuing authorities, it also provides that a state may, by law, provide a different formula for allocating the State ceiling among the governmental units in the State having authority to issue such bonds. The State of Illinois (“the State”) has adopted procedures for the allocation of Volume Cap pursuant to the Illinois Private Activity Bond Allocation Act, 30ILCS 345 (the “Illinois Allocation Act”).

The Governor’s Office is the entity charged with authority to allocate Volume Cap among the political subdivisions within the State. In the event of conflict between the Code and Illinois Allocation Act and these “2024 Guidelines and Procedures” (the “Guidelines”), the Code and the Illinois Allocation Act shall control. Any matters not covered by the Code or the Illinois Allocation Act or the Guidelines shall be decided by the Governor’s Office, and the Governor’s Office reserves the right to amend the Guidelines at any time.

These Guidelines are provided by the Governor’s Office to assist issuers in understanding how the allocation formula will be administered. They do not represent a binding legal interpretation of either the Code or the Illinois Allocation Act. The Governor’s Office will not make a legal determination of the applicability of the Code to an issuer, nor will it determine an issuer’s compliance under the Code. Issuers should consult their own legal counsel to make these determinations.

The Guidelines require certain issuers to submit requests to the Governor’s Office for allocations of Volume cap. In addition, they require issuers within the State to report on reallocations and their use of Volume Cap.

**PLEASE NOTE – ALL REQUESTS AND REPORTING SUBMISSIONS, AS DESCRIBED HEREIN, MUST BE SUBMITTED IN BOTH (i) HARD AND (ii) ELECTRONIC FORMATS (ADOBE ACROBAT “PDF”) TO THE FOLLOWING ADDRESSES:**

### **HARD COPY SUBMISSIONS TO:**

**Governor’s Office of Management and Budget  
Capital Markets Unit– Volume Cap Submission  
555 W. Monroe Street – Suite 1500-S-GOMB  
Chicago, IL 60661  
Attn: Sophia Ronis**

### **ELECTRONIC (PDF) SUBMISSIONS TO:**

[Omb.volumecaprequest2024@Illinois.gov](mailto:Omb.volumecaprequest2024@Illinois.gov)

Please indicate the (i) name, (ii) status of your organization (Home Rule, Non-Home Rule or State Agency) and (iii) type of submission (either a “REPORT” or a “REQUEST”) in the “SUBJECT” line of your submission e-mail. Please include the following information for a primary and secondary contact person in the body of each electronic submission (email):

Name  
Title  
Department/Division  
Phone Number  
Email address

**IMPORTANT NOTE – The time and date stamp of the email will be used for the purpose of determining the order in which the submissions are received unless otherwise noted herein.**

**\*\* Please note that the Hard Copy Submission Address has changed to 555 W. Monroe Street, Suite 1500-S-GOMB, Chicago, IL. 60661**

## Calendar Year 2024 State Ceiling and Allocations

### 2024 State Ceiling – Background and Calculation

Section 146 of the Code limits the amount of qualified private activity bond debt that may be issued in a state during a calendar year (“the State Ceiling”). Section 146(d) of the Code was amended by H.R. 5662, the “Community Renewal Tax Relief Act of 2000 (the “CRTF Act”),” to specify that beginning in calendar year 2002 the limit shall be the greater of \$75 multiplied by a state’s population or \$225 million. The CRTF Act further specifies that beginning in calendar year 2003 the volume limit may be adjusted annually for inflation. Pursuant to Revenue Procedure 2008-66 published by the Internal Revenue Service, the volume limit on qualified private activity bonds adjusted for inflation for calendar year 2024 is (\$125 multiplied by the state’s population).

Section 146(j) of the Code further requires that the calculation of the State Ceiling be based on the most recent resident population estimate released by the U. S. Bureau of the Census before the beginning of the calendar year. On December 30, 2019, the Population Division of the U.S. Census Bureau issued “Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2000, to July 1, 2022 (NST-EST2022-01)” which reports Illinois’s estimated population as 12,549,689.

Illinois 2024 State Ceiling is \$1,568,711,125.00 (\$125 x 12,549,689).

### Allocations

Pursuant to the Statute, the table below denotes the initial allocation of the 2024 State Ceiling.

Home Rule Units	\$1,006,088,000.00
Non-Home Rule Units	\$281,311,562.50
State Agencies/Authorities	\$281,311,562.50
Total	\$1,568,711,125.00

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

# HOME RULE UNITS

## Allocation

### *January 1 Benchmark*

As described in “2024 State Ceiling – Background and Calculation” above, each Home Rule community is allocated an amount equal to (\$125 multiplied by its population and Cook County, as a Home Rule County, is allocated an amount equal to \$125.00 multiplied by the population of its unincorporated area). Based on the most recent US Census estimates the total amount for all Home-Rule units has been determined to be \$ 1,006,088,000.00. Appendix C attached identifies the list of Home Rule units and the population count used by the Governor’s Office for the volume cap allocation. Special census estimates or other estimates for individual municipalities are not recognized by the Governor’s Office.

During the period from January 2, 2024, through May 1, 2024, Home Rule units may not apply to the State for an allocation under the Illinois Allocation Act. Rather, Home Rule units must determine and monitor their own private activity bond limits as provided in the Illinois Allocation Act. Please see reporting requirements detailed below in “Home Rule Reporting”.

### *June 1 Benchmark*

Of the total amount available to each Home Rule unit of government with less than 2,000,000 inhabitants, the amount that has not been granted, transferred, or reserved by Home Rule units for specific projects or purposes as of May 1, 2024, shall be reserved to the Governor’s Office on June 1, 2024 (the “home Rule Pool”). From the period of June 1 through July 15, 2024, one-half of the home rule Pool will be available to all Home Rule units with less than 2,000,000 inhabitants (the remaining half is available for allocation to the State or State Agencies as herein after described).

The Governor’s Office will accept Home Rule units’ requests for volume cap from the Home Rule Pool beginning on the first State business day on or after June 1, 2024. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., June 1, 2024. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor’s Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the Home Rule Pool upon a request made, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter Express mail will be used upon request and at the issuer’s expense. The allocation is valid for a period of 60 calendar days from the date of the letter or December 28 of the year of the allocation. This period is set by Illinois Allocation Act and cannot be extended.

### *July 15 Benchmark*

On and after July 15, 2024, the amount of the unused allocation from the Home Rule Pool shall be available to both Home Rule units of government (with less than 2,000,000 inhabitants) and to State agencies. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed after July 15 if cap still is requested.



The Governor's Office will accept Home Rule units' requests for volume cap from the Home Rule pool beginning on the first State business day on or after July 15, 2024. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2024. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

**Please Note –**

- A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official action", as defined in the Statute, must accompany all request submissions (June 1 or July 15). A submission will not be deemed complete unless a copy of Official action is included in the transmittal.
- No Home Rule unit may be granted more than 10% of the amount of total allocation initially available for Home Rule units for a single project. Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Requests will be processed only for allocation to be used directly by the requesting Home Rule unit. Joint requests from more than one unit or requests from one unit for allocation that will also be used by other units of government will not be considered. Once an allocation is given to a specific unit, the Governor's Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.
- The allocation approval letter to Home Rule units of government is valid for a period of 60 calendar days from the date of the letter or through December 31, 2024, whichever date comes first. If an issuer's allocation has expired, it may apply for a new allocation if allocation is still available. Such application will be processed by the Governor's Office in the same manner as any other new application.
- The State, a State agency or Home Rule unit may reallocate all or a portion of its ORIGINAL allocation to a Home Rule Unit, the State, a State agency or a Non Home Rule Unit of local government. Home Rule units may reallocate by official action of their governing body only as to volume cap reserved prior to May 1, 2024. Home Rule units MAY NOT reallocate any allocation granted by the Governor's Office after June 1. Please see "REALLOCATION PROVISIONS" for further details.

## Home Rule Reporting

Item G2.

### *Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act, any Home Rule unit utilizing Volume Cap (regardless of its source) is required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer.
- (b) Principal amount of the issue.
- (c) Purpose for which the private activity bonds were issued.
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This “lapsed” volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer’s representative states in writing that all or a portion of the cap will not be used.

### *Mid-Year Reporting*

No later than May 10, 2024, each Home Rule unit with less than 2,000,000 inhabitants must report to the Governor’s Office in writing on volume cap (i) granted, (ii) transferred, or (iii) reserved by official action of the unit’s governing body prior to May 1, 2024. The form described in Appendix A is provided for this purpose – “Report of Allocation Granted by Home Rule”.

Once Volume Cap is properly reserved by a Home Rule unit prior to May 1, 2024, the Governor’s Office will not object to the subsequent transfer or reallocation of such cap or filing of a carry-forward of such volume cap, and no notice to the Governor’s Office of any such subsequent action is required. {Please note, however, that Home Rule units must provide notice to the Governor’s office, as provided in Section 6 of the Illinois Allocation Act, within fourteen days of said reallocation.}

**Please Note - Copies of “Official Action”, as defined in the Illinois Allocation Act, must accompany this reporting submission. Submission will not be deemed complete unless a copy of Official Action is included with the submissions.**

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

## NON-HOME RULE UNITS

### Allocation Requests

#### *January 1 Benchmark*

The 2024 allocation of Volume Cap available on or after January 2, 2024, to be issued by Non-Home Rule units of local government is expected to be \$281,311,562.50. Non-Home Rule units are defined as municipalities or counties, other than Home-Rule units. All other forms of government, such as local water districts or airport authorities, must apply for Volume Cap as a State Agency.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Local Government Pool beginning on the first State business day on or after January 2, 2024 (January 3, 2024). Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., January 3, 2024. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission received, and processed on a first come, first-granted basis.**

If a determination is made that there is a sufficient amount of allocation remaining in the total available allocation, an allocation approval letter will be sent to the applicant. The approval letter will be mailed by first class U.S. Mail to the signatory of the application letter. Express mail may be used upon request and at the issuer's expense.

#### *July 15 Benchmark*

Of the total amount allocated to Non-Home Rule units, the amount of remaining allocation as of July 14, 2024 (the "Non-Home Rule Pool") shall be reserved to the Governor's Office on July 15, 2024, to be allocated to the State, State agencies or Non-Home Rule units as described in the Illinois Allocation Act. Requests submitted prior to July 15 that are not completely fulfilled must be re-filed on or after July 15 if volume cap is still requested.

The Governor's Office will accept Non-Home Rule units' requests for Volume Cap from the Non-Home Rule Pool beginning on the first State business day on or after July 15, 2024. Requests will be accepted, via the methods described on page 3, only on or after 8:30 a.m., July 15, 2024. No requests can or will be accepted prior to this date and time. **On the first date that applications may be received all applications received between 8:30am and 5pm on such date shall be deemed equally first in line and the Governor's Office shall grant cap as it may determine. If more than one request is received in a day, other than the first day that applications may be submitted, completed requests will be logged in by the time the electronic submission is received, and processed on a first come, first-granted basis.**

#### Please Note –

- A completed "Allocation Request Letter" (Appendix A) and a copy of an "Official Action", as defined in the Illinois Allocation Act, **must** accompany **all** request submissions (January 1 or July 15). A submission **will not** be deemed complete unless a copy of Official Action is included in the transmittal.
- No Non-Home Rule unit may be granted more than 10% of the amount of total allocation initially available to units of local government for a single project. Non-Home Rule units may submit separate requests for multiple projects. Requests must be for specific projects, not general use. Non-Home Rule units do not have power under statute to transfer or reallocate cap to other Non-Home Rule or Home-Rule units. Requests may be made only for cap that will be used within the Non-Home Rule unit's jurisdiction, as evidenced by such documentation or evidence as the Governor's Office shall request. Letters of intent from

lenders shall be deemed prima facie evidence. Units planning to pool their allocations must certify their intent to comply with this section in their request letter.

- The allocation approval letter is valid for a period of 60 calendar days from the date of the letter. This period is set by the Illinois Allocation Act and cannot be extended.
- Pursuant to Section 6 of Illinois Allocation Act, a Non-Home Rule unit IS NOT AUTHORIZED TO REALLOCATE all or any unused portion of its allocation. Direct and indirect reallocations by Non-Home Rule Units are strictly prohibited. This prohibition is discussed more fully in the “Reallocation Provisions” of these Guidelines.
- The proceeds from bonds utilizing Volume Cap allocated to a Non-Home Rule unit pursuant to these Guidelines must be used within the jurisdiction of the Non-Home Rule unit.

Item G2.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

*Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act, Non-Home Rule units are required to report, within 10 calendar days of issuance, the following:

Item G2.

- (a) Name of the Issuer.
- (b) Principal amount of the issue.
- (c) Purpose for which the private activity bonds were issued.
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the amount of unused allocation shall be added to the remaining pool allocation available. This “lapsed” volume cap will be offered first to all issuers who have requested volume cap whose requests were not completely fulfilled, in the order that such requests were initially filed. If more than one request was initially filed at the same time, the order of filing will be randomly assigned for purposes of offering lapsed cap. Volume cap is not considered lapsed unless the issuer or issuer’s representative states in writing that all or a portion of the cap will not be used.

*Annual Reporting of Housing Projects*

The Illinois Allocation Act requires Non-Home Rule units to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in the Section 7.5 of the Illinois Allocation Act. A form to aid reporting has been provided in Appendix B to these Guidelines. Calendar Year 2024 submissions are to be sent via the instructions set forth on page 3 of these Guidelines by February 1, 2024. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority (“IHDA”) at the following address:

Illinois Housing Development Authority  
Attention: General Counsel  
401 North Michigan Avenue  
Chicago, IL 60611

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

## STATE AGENCIES

### Allocation Requests

For calendar year 2024 there is expected to be \$281,311,562.50 for use by State Agencies, (the “State Agency Pool”), defined as any State agency, commission, board, authority, or body politic and corporate of the State authorized by law to issue Private Activity Bonds, other than a Non-Home Rule or Home-Rule unit.

The Governor’s Office may allocate among all State agencies from the State Allocation Pool available after January 2, 2024. In addition, State agencies may apply beginning on or after the first State business day after June 1, 2024, for the allocation retained by the Governor’s Office from the Home-Rule Pool and beginning on or on July 15, 2024, for the allocation retained, if any, from the Non-Home Rule Pool. Requests submitted prior to June 1 which are not completely fulfilled, and requests submitted prior to July 15 which are not completely fulfilled must be re-filed after July 15 if cap from the Non-Home Rule pool is requested. Please see “HOME RULE” and “NON-HOME RULE” sections for submission procedures.

### Please Note-

- **Requests will be processed only for allocation to be used directly by the requesting State agency. Requests may be requested and granted on a lump-sum by private activity bond category or individual project basis as the Governor’s Office may determine. Joint requests from more than one State agency or units of government or requests from one State agency for an allocation that will be used by other units of government will not be considered. Once an allocation is given to a specific State agency, the Governor’s Office will not object if units pool their allocations and join together in a bond issue as advised by legal counsel.**
- **State agencies may submit requests for allocations of any amount. The 10% limit does not apply to State Agencies**
- **The Governor’s Office may consult with State agencies prior to submission of their allocation requests and determine the amount of allocation that shall be requested and approved. The allocation shall be valid through the end of the calendar year.**
- **State agencies may reallocate their unused allocation in the manner described in “REALLOCATION PROVISIONS” with the approval of the Governor’s Office. A State agency that issues bonds after receiving a reallocation from a Home-Rule unit or another State agency shall submit the information described in the “Reporting” section below.**
- **State agencies also may file a carry-forward of an allocation remaining at the end of one calendar year to the next under certain circumstances, with the approval of the Governor’s Office. Issuers should consult their legal counsel with respect to the applicability of this provision to their circumstances.**

## State Agency Reporting

### *Confirmation of Issuance*

Pursuant to Section 7 of the Illinois Allocation Act. State Agencies are required to report, within 10 calendar days of issuance, the following:

- (a) Name of the Issuer.
- (b) Principal amount of the issue.
- (c) Purpose for which the private activity bonds were issued.
- (d) The amount, if any, used to refund any prior issue of private activity bond; and
- (e) IRS 8038

A form of the “Confirmation of Bond Issuance” letter is provided in Appendix A.

If the amount of the bonds issued as stated in the confirmation letter is less than the amount approved for allocation for that project, the unused allocation amount shall be retained by the State Agency unless otherwise directed by the Governor’s Office.

### *Annual Reporting of Housing Projects*

Pursuant to the Illinois Allocation Act, State Agencies are required to provide an annual report of all private activity bonds issued for any housing purposes which utilizes volume cap allocated by the State. Details on the reporting requirement can be located in Section 7.5 of the Illinois allocation Act and a form has been provided in Appendix B for submission. Calendar Year 2024 Submissions are to be sent via the instruction set forth on page 3 of these guidelines by February 1, 2024. An additional copy of this report only must also be submitted to the Illinois Housing Development Authority (“IHDA”) at the following address:

Illinois Housing Development Authority  
 Attention: General Counsel  
 401 North Michigan Avenue  
 Chicago, IL 60611

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**

## **REALLOCATION PROVISIONS**

### Reallocations by the State, a State Agency, or a Home Rule Unit

The State, any State Agency or Home Rule unit may voluntarily reallocate to any Non-Home Rule unit of local government, Home-Rule unit, the State or any State agency all or any portion of its unused allocation. {The State Agency or Home Rule unit reallocating all or a portion of its unused allocation must provide notice to the Governor's office within fourteen days of said reallocation.}

Consistent with the Illinois Allocation Act and these guidelines, entities that issue private activity bonds on the basis of reallocations must submit to the Governor's Office written evidence of such reallocation and a confirmation of bond issuance letter within ten calendar days from the date the bonds are issued.

### Reallocations by a Non-Home Rule Unit Are Prohibited

Non-Home Rule units may not reallocate to any issuer. This prohibition applies to direct reallocations and to reallocations attempted via an intergovernmental or other agreement. Allocations made to Non-Home Rule units pursuant to the Illinois Allocation Act and these Guidelines may not be used in an issuance by another governmental entity on behalf of the Non-Home Rule unit or as a surrogate for the Non-Home Rule unit via an intergovernmental or other agreement.

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]**



**STANDARD FORM OF LETTERS**

(Letterhead of Signatory)

**ALLOCATION REQUEST LETTER  
FROM ALL ISSUERS**

(Date)

Office of the Governor  
Governor's Office of Management and Budget  
**555 W Monroe Street - Suite 1500 S GOMB**  
**Chicago, IL. 60661**

Attn: Sophia Ronis

ATTENTION: Debt Management Unit

RE: Issuer: \_\_\_\_\_  
Type: (Home-Rule, Non-Home Rule or State agency)  
Maximum Principal Amount: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear Governor J B Pritzker:

In accordance with the Tax Reform Act of 1986 as passed by 99th Congress 2nd Session (1986), as amended, and *30 ILCS 345*, the (name of issuer) respectfully requests an allocation for the above-captioned private activity bonds. In preparation for this bond issue to date, all applicable Federal and State requirements have been complied with. A copy of the inducement resolution or similar official action for this issue has been attached herewith.

[(The following is required only of Non-Home Rule units which expect to join other units in a single bond issue as described in the guidelines): I hereby certify that (name of issuer) intends to comply with requirements set forth in the Governor's Office guidelines and will not transfer or reallocate any cap received from the Governor's Office to other Non-Home Rule or Home-Rule units and will use the cap only within our jurisdiction.]

I hereby certify under penalty of perjury, that to the best of my knowledge, the issuance of the Private Activity Bond was or will not be made in consideration of any bribe, gift, gratuity or direct or indirect contribution to any political campaign.

Please forward the allocation approval letter to the undersigned [or to: \_\_\_\_\_]. Bond counsel for these bonds [is expected to be \_\_\_\_\_, who may be reached at [phone number]] [has not yet been selected].

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)

(Title)

(Phone number)

[Note: The Bond description cannot be materially changed after submission.]

(Governor's Letterhead)

**BOND ALLOCATION APPROVAL LETTER**

(Date)

Allocation Number (our assigned number)

(Name of issuer)

Attention: (Name of Official)

Re: Issuer: \_\_\_\_\_  
 Type: (Home-Rule, Non-Home Rule or State agency)  
 Maximum Principal Amount: \_\_\_\_\_  
 Bond Description: (project, beneficiary, location, type/category of bonds)

Ladies and Gentlemen:

In accordance with the Tax Reform Act of 1986, as amended, and *30 ILCS 345*, the above-captioned Issuer has requested an allocation for Private Activity Bonds with respect to the above-captioned bonds. In support of this request, I have been presented with the resolution duly adopted by the Issuer or similar official action with respect to the above-captioned bonds.

I hereby allocate \$\_\_\_\_\_ of the State's 2024 maximum limit on private activity bonds to the above-captioned Issuer.

Pursuant to Section 6 of the Illinois Private Activity Bond Allocation Act, this allocation is only valid if:

- (1) the proceeds from the bonds (the "Bonds") utilizing the bond volume cap are to originate single family mortgages to finance the purchase of homes located within the jurisdiction of the unit local government applying for the bond volume cap, or the costs associated therewith, or, if not so used, applied to redeem the Bonds; and
- (2) the unit of local government is the Issuer of the Bonds.

"Issuer" as used herein is the entity named on the Bonds and obligated for the repayment of the Bonds and does not include an entity for whom bonds have been issued by another party via an intergovernmental or other agreement.

This allocation is valid through and including \_\_\_\_\_. If the above-captioned bonds have not been issued by said date this allocation automatically expires and is available for reallocation.

Sincerely,  
 J B PRITZKER

Governor

(Letterhead of Signatory)

**CONFIRMATION OF BOND ISSUANCE  
TO BE PROVIDED BY ISSUER**

(Date) [Within 10 calendar days of issuance]

Allocation Number: (assigned by us in the allocation approval letter)

Office of the Governor  
Governor's Office of Management and Budget  
**555 W Monroe Street - Suite 1500 S GOMB**  
**Chicago, IL. 60661**  
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: \_\_\_\_\_  
Type: (Non-Home-Rule, Home-Rule or State agency)  
Date of Issuance: \_\_\_\_\_  
Principal Amount Issued: \_\_\_\_\_  
Bond Description: (project, beneficiary, location, type/category of bonds)

Dear \_\_\_\_\_:

In accordance with the Tax Reform Act of 1986, as amended, and *30 ILCS 345*, the above-captioned Issuer is giving notice that the above-captioned private activity bonds have been issued. With regard to the issuance of these bonds, all applicable federal and state requirements have been complied with. The total allocation provided for this bond issue in the Allocation Approval Letter dated \_\_\_\_\_ was \$\_\_\_\_\_. The total principal amount actually issued was \$\_\_\_\_\_ and, therefore, the amount of \$\_\_\_\_\_ is unused allocation that may be added to the total available allocation.

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)  
(Title)

Attachments

[Note: If the bonds were issued on the basis of a voluntary reallocation of unused allocation or as a result of a carry-forward of allocation from a prior year, this fact should be so stated in this confirmation letter and a copy of the written evidence of such reallocation or carry-forward should be attached.]

(Letterhead of Signatory)

**REPORT OF ALLOCATION GRANTED  
BY HOME-RULE UNITS**

(Date) [Due Thursday, May 10, 2024]

Office of the Governor  
Governor’s Office of Management and Budget  
**555 W Monroe Street - Suite 1500 S GOMB**  
**Chicago, IL. 60661**  
Attn: Sophia Ronis

ATTENTION: Debt Management Unit

Re: Issuer: (Home-Rule unit)  
Total 2024 Volume Cap Allocation: [see list attached to guidelines for population, multiplied by \$125.00 ]

Volume Cap allocations granted, transferred, or reserved by Issuer resolution prior to May 1, 2024:

- 1. Principal Amount of Issue: \_\_\_\_\_
- Bond Description: (Type of bond)
- (Repeat as necessary identify all specific allocations)
- If reallocated to another issuer, state name of issuer: \_\_\_\_\_

Copies of allocation resolutions or ordinances are attached. [Note: Memorandums of agreements with businesses need not be attached.]

Total Allocation Granted or Reallocated \$ \_\_\_\_\_

Sincerely,

(Name of issuer)

\_\_\_\_\_  
(Signature of authorized public official)  
(Title)  
(Phone number)

**APPENDIX B**

**ANNUAL HOUSING REPORT**

**SAMPLE FORM**

### Bond Issuer Annual Reporting Form

Statutory Requirement (30 ILCS 345/7.5)	Explanation/Detail	Insert Required Information
<b>Information Required for All Bond Issues</b>		
Bond Issuer	Entity Issuing Bonds:	
Person Completing Report (Drafter)	Name:	
Drafter Contact Information	Company:	
	Address:	
	Address:	
	City, State, Zip:	
	Phone:	
	E-mail Address:	
Reporting Period	Calendar Year:	
Date of Report	Date (no less than 45 days prior to end of Reporting Period):	
Bond Proceeds Used for Projects and Loans	Percentage of Total Issuance:	
Total Cost of Issuance	Amount:	
Bond Proceeds Used to Refund Prior Bonds	Amount:	
Unused Proceeds at Time of Report	Amount:	
Plan for Use of Any Unused Proceeds	<i>Attach Narrative and Supporting Documentation Showing Commitments to Utilize Proceeds, including timetable for use.</i>	
<b>For Multifamily Rental Units Only</b>		
Total Number of Developments	Total:	
Total Number of Units	Total:	
Income Levels for All Units (using Area Median Income, or "AMI")	No. Units at 30% AMI or less:	
<p><i>NOTE: The table of current AMI figures to be used in compiling this information may be found by calling the Illinois Housing Development Authority at 312-836-5200.</i></p>	No. Units at 40% AMI:	
	No. Units at 50% AMI:	
	No. Units at 60% AMI:	
	No. Units at 80% AMI:	
	No. of Other Restricted Units ( % AMI):	
	No. of Other Restricted Units ( % AMI):	
	No. of Other Restricted Units ( % AMI):	
	Unrestricted (Market Rate):	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	<i>Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.</i>	
<b>For Single Family Units Only</b>		
Loans and Households Achieving Homeownership with Bond Proceeds	Number of Mortgage Loans:	
	Number of Households:	
Loan Amounts, Actual and Effective Interest Rates	<i>Attach List of Individual Loan Amounts, detailing the actual and effective interest rate for each loan.</i>	
Annual Comprehensive Housing Plan Priorities (see below for priority key)	<i>Attach detail showing the number units serving the priority populations described below, along with documentation showing efforts to serve Priority Populations, when available.</i>	
First-time Homebuyers	Number:	
Homeownership Counseling	No. of assisted homeowners who received any homeownership counseling:	
<b>Key to Priorities</b>		
Disabled - No. Units Serving People with Disabilities (as defined in the Illinois Comprehensive Housing Plan, found at <a href="http://www.ihda.org">www.ihda.org</a> ; choose "Housing Policy and Planning" in the left margin)		
Extremely Low Income - No. Units Serving Very Low-Income (less than 30% AMI) Households and Families		
Homeless - No. Units Serving Homeless People and Families and Those At-Risk of Homelessness		
Live Near Work - No. Units Serving Low and Moderate-Income Families and People Unable to Find Affordable Housing Near Employment or Transportation		
Preservation - No. of Units for Low-Income Families and People Living in Existing Affordable Housing that is in Danger of Becoming Unaffordable		
Very Low Income - No. Units Serving Very Low-Income (31 to 50% AMI) Households and Families		
<b>QUESTIONS?</b>		
Any questions on how to complete this form should be directed to IHDA's CFO or General Counsel at 312-836-5200 or TTD 312-836-5222.		

**APPENDIX C**  
**POPULATION ESTIMATES**

*Item G2.*



Home Rule Unit <sup>1</sup>	Population <sup>2</sup>	Home Rule Unit <sup>1</sup>	Population <sup>2</sup>
Addison Village	35,127	East Dundee Village	3,130
Alsip Village	18,357	East Hazel Crest Village	1,245
Alton City	25,217	East St. Louis City	17,919
Arlington Heights Village	75,195	Edwardsville City	26,654
Aurora City	177,866	Elgin City	113,177
Bannockburn Village	1,011	Elk Grove Village Village	31,659
Barrington Hills Village	4,019	Elmhurst City	45,272
Bartlett Village	40,154	Elmwood Park Village	23,604
Bartonville Village	5,817	Elwood Village	2,197
Batavia City	26,122	Evanston City	75,544
Bedford Park Village	586	Evergreen Park Village	19,211
Belleville City	41,295	Fairview Heights City	16,324
Bellwood Village	18,081	Flora City	4,719
Belvidere City	25,169	Forest View Village	766
Benton City	6,618	Freeport City	23,413
Berkeley Village	5,145	Galesburg City	29,255
Berwyn City	55,021	Gilman City	1,701
Bloomington Village	22,324	Glendale Heights Village	32,484
Bloomington City	78,864	Glen Ellyn Village	28,364
Bolingbrook Village	74,031	Glenview Village	47,258
Bridgeview Village	16,467	Glenwood Village	8,352
Bryant Village	166	Golf Village	499
Buffalo Grove Village	42,569	Granite City City	27,121
Burbank City	28,433	Gurnee Village	30,303
Burnham Village	3,905	Hanover Park Village	36,376
Cahokia Heights City	17,366	Harvey City	19,590
Calumet City City	34,709	Harwood Heights Village	8,722
Calumet Park Village	6,755	Hazel Crest Village	12,897
Carbon Cliff Village	1,798	Herrin City	12,202
Carbondale City	21,717	Highland Park City	30,163
Carlock Village	543	Highwood City	5,335
Carol Stream Village	39,044	Hillside Village	8,005
Carpentersville Village	37,288	Hodgkins Village	1,470
Cartersville City	5,815	Hoffman Estates Village	50,682
Champaign City	89,241	Homer Glen Village	24,446
Channahon Village	13,926	Hopkins Park Village	588
Chicago City	2,665,039	Huntley Village	28,138
Chicago Heights City	26,465	Inverness Village	7,362
Chicago Ridge Village	13,971	Jacksonville City	17,279
Christopher City	2,644	Johnston City City	3,325
Cicero town	81,919	Joliet City	150,033
Collinsville City	23,972	Kankakee City	23,602
Cook County, Unincorporated	101,248	Lake Barrington Village	5,095
Country Club Hills City	16,170	Lake Bluff Village	5,549
Countryside City	6,205	Lake Forest City	19,252
Crainville Village	1,469	Lake in the Hills Village	28,700
Crystal Lake City	40,661	Lansing Village	28,000
Danville City	28,472	LaSalle City	9,423
Darien City	21,584	Lincolnshire Village	7,922
Decatur City	69,097	Lincolnwood Village	12,989
Deerfield Village	18,950	Lockport City	26,105
DeKalb City	40,220	McCook Village	240
De Pue Village	1,599	McHenry City	28,117
Des Plaines City	58,594	Manhattan Village	10,340
Dolton Village	20,621	Marion City	16,729
Downers Grove Village	49,354	Mascoutah City	8,634
Du Quoin City	5,721	Matteson Village	18,439

Item G2.

1. Home Rule Communities: Secretary of State – Index Department

2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2020, to July 1, 2022 (NST-EST2022-POP-17) on December 29, 2023

<u>Home Rule Unit<sup>1</sup></u>	<u>Population<sup>2</sup></u>	<u>Home Rule Unit<sup>1</sup></u>	<u>Population<sup>2</sup></u>
Maywood Village	22,932	Robbins Village	4,521
Melrose Park Village	23,897	Rockdale Village	1,976
Mettawa Village	538	Rock Island City	36,256
Midlothian Village	13,815	Rolling Meadows City	23,564
Moline City	42,028	Romeoville Village	40,117
Monee Village	5,084	Rosemont Village	3,806
Monmouth City	8,650	Round Lake Beach Village	26,879
Morton Grove Village	24,371	St. Charles City	32,750
Mound City City	497	Sauget Village	134
Mount Prospect Village	54,843	Savoy Village	8,903
Mount Vernon City	14,284	Schaumburg Village	76,225
Muddy Village	58	Schiller Park Village	11,283
Mundelein Village	31,612	Sesser City	1,861
Murphysboro City	7,033	Sherman Village	4,625
Naperville City	149,936	Shorewood Village	18,271
Naples town	99	Skokie Village	65,497
Nauvoo City	927	South Barrington Village	4,992
New Lenox Village	27,594	South Chicago Heights Village	3,871
Niles Village	29,805	South Holland Village	20,685
Normal town	52,838	Springfield City	113,273
Norridge Village	14,769	Standard Village	221
Northbrook Village	34,182	Stickney Village	6,873
North Chicago City	30,490	Stone Park Village	4,426
Northfield Village	5,578	Streamwood Village	38,151
Northlake City	12,401	Summit Village	10,732
North Utica Village	1,325	Sycamore City	18,652
Oakbrook Terrace City	2,694	Thornton Village	2,297
Oak Forest City	26,460	Tilton Village	2,590
Oak Lawn Village	56,286	Tinley Park Village	54,287
Oak Park Village	52,553	Tuscola City	4,650
O'Fallon City	32,140	University Park Village	7,020
Old Mill Creek Village	161	Urbana City	38,468
Onarga Village	1,296	Valier Village	545
Orland Park Village	57,511	Valmeyer Village	1,219
Oswego Village	35,850	Vernon Hills Village	26,759
Palatine Village	65,485	Volo Village	6,582
Park City City	7,848	Warrenville City	14,841
Park Forest Village	20,954	Washington City	15,890
Park Ridge City	38,278	Waukegan City	87,976
Pekin City	31,260	West Chicago City	25,166
Peoria City	111,021	West City Village	643
Peoria Heights Village	5,785	West Dundee Village	7,914
Peru City	9,771	West Frankfort City	7,176
Phoenix Village	1,642	Wheaton City	52,984
Plainfield Village	46,243	Wheeling Village	37,936
Posen Village	5,386	Williamsville Village	1,435
Prairie Grove Village	1,951	Willowbrook Village	9,056
Quincy City	38,942	Wilmette Village	27,264
Rantoul Village	12,122	Winnetka Village	12,370
Riverdale Village	10,266	Woodridge Village	33,587
River Grove Village	10,391	Woodstock City	25,665
Riverwoods Village	3,746		

1. Home Rule Communities: Secretary of State – Index Department  
 2. Population Data Source: Population Division of the U.S. Census Bureau - "Table 1: Annual Estimates of the Population for the United States, Regions, States, and Puerto Rico: April 1, 2020, to July 1, 2022 (NST-EST2022-POP-17) on December 29, 2023