



DATE: Tuesday, January 30, 2024
TIME: 6:00 pm
PLACE: 400 South Vine Street, Urbana, IL

NOTICE OF PUBLIC HEARING OF THE URBANA COMMUNITY DEVELOPMENT COMMISSION

Notice is hereby given that the Community Development Commission of the City of Urbana, Champaign County, Illinois will hold a Public Hearing on Tuesday, January 30, 2024. The purpose of this public hearing is to provide an opportunity for the public to provide input and comments regarding affordable housing and community development needs in the City of Urbana. City Staff are working to draft the Annual Action Plan for 2024-2025 fiscal year. The Annual Action Plan will outline the goals and budget for activities funded through the U.S. Department of Housing and Urban Development in Fiscal Year 2024-2025. The Public Hearing will take place prior to the regular meeting of the Community Development Commission at 6:00 pm in City Council Chambers, 400 South Vine Street, Urbana, Illinois.

Persons with disabilities needing services for this hearing should contact Grants Management Division at (217) 384-2447 (TDD 384-2360), or the City's Americans with Disabilities Act Coordinator at (217) 384-2466.

Written comments can be submitted to the City of Urbana, Grants Management Division, 400 S. Vine St., Urbana, IL 61801 or by e-mail to grants@urbanaininois.us before the close of business, Monday, January 29, 2024.

AGENDA

- I. CALL TO ORDER AND ROLL CALL
- II. STAFF PRESENTATION
- III. PUBLIC INPUT
- IV. ADJOURNMENT

Darcy E. Sandefur, Clark
City Clerk

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaininois.us/uptv>.



DATE: Tuesday, January 30, 2024

TIME: 6:00 P.M.

PLACE: City Council Chambers
400 S. Vine St.
Urbana, IL 61801

A G E N D A

1. **Call to Order and Roll Call**
2. **Approval of Minutes of Previous Meeting**
 - a. January 9, 2024
3. **Additions To the Agenda**
4. **Public Input**
5. **Presentations**
 - a. Staff Report
6. **Unfinished Business**
7. **New Business**
 - a. A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (Habitat CHDO Certification 2023)
 - b. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (Habitat CHDO Operating PY 2023)
 - c. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (Habitat CHDO Developer PY 2023)
 - d. A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (First Followers CHDO Certification 2023)
 - e. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Operating PY 2023)
 - f. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Developer PY 2023)
8. **Adjournment**



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

Meeting: Community Development Commission
SUBJECT: Staff Briefing

Department of Housing and Urban Development (HUD) Activity

- CAPER update
- 2024 – 2025 Youth Services Grant

Other Grants Management Division Activities

- OMA Certificates needed



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Grants Management Division

m e m o r a n d u m

Meeting: Community Development Commission
Subject: A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (Habitat CHDO Certification 2023)

A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (Habitat CHDO Operating PY 2023)

A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (Habitat CHDO Developer PY 2023)

A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (First Followers CHDO Certification 2023)

A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Operating PY 2023)

A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Developer PY 2023)

Summary

Action Requested

Staff requests that the Community Development Commission forward the attached Resolutions Certifying Habitat for Humanity and First Followers as a CHDOs, and approving Developer and Operating agreements with both organizations, to the Urbana Committee of the Whole with a recommendation of approval.

Brief Background

The U.S. Department of Housing and Urban Development (HUD) provides funding to certified Community Housing Development Organizations (CHDOs) for the creating of affordable rental and homeowner housing units. On an annual basis, the Urbana HOME Consortium makes CHDO funds available through a competitive application process. In the 2023 cycle, Habitat for Humanity and First Followers both submitted requests for project and operating support.

Staff have evaluated the proposals, and recommend providing Habitat for Humanity with \$125,000 in project development support, and \$32,500 in operating support. Habitat will use these funds to create five (5) affordable homeowner units in Urbana and Champaign for low-to-moderate

households. Staff recommend providing First Followers with \$30,000 in project development support, and \$6,500 in operating support. These funds will support the development of one (1) affordable rental unit in Champaign. A detailed summary of these projects can be found in Attachment A of this packet.

Relationship to City Services and Priorities

Impact on Core Services

CHDO funding is set-aside from the annual allocation of HOME funding received from HUD. Therefore, there will be no impact on City general funds and no impact on core services as a result of approving these Resolutions.

Strategic Goals and Plans

Approval of the proposed Resolutions is desirable and necessary to carry out the implementation of the strategies and objectives to address the affordable housing needs of low- and moderate-income households described in the City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan.

Previous Commission Actions

The Commission approved Resolutions for CHDO certification and funding for Habitat for Humanity and First Followers on January 24, 2023.

Discussion

Additional Background

HUD requires that a minimum of 15 percent of each annual allocation of HOME funding is set aside for affordable housing development projects undertaken by certified Community Housing Development Organizations (CHDOs). HUD also requires that a maximum of 5 percent of each annual HOME allocation be set aside for CHDO operating expenses. In the 2023-2024 fiscal year, the minimum CHDO project set-aside is \$116,851.95, and the maximum operating set-aside is \$38,950.

In order to be eligible to receive CHDO project and operating funding, Habitat for Humanity and First Followers must be certified as CHDOs. Based on Staff's assessment, both organizations qualify for certification as CHDOs in the 2023 program year.

Recommendation

Staff recommends that the Resolutions Certifying Habitat and First Followers as a CHDOs and approving Developer and Operating agreements for Habitat and First Followers be forwarded to the City of Urbana Committee of the Whole with a recommendation for approval.

Attachments

- A. Funding Summary
- B. A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (Habitat CHDO Certification 2023)

- C. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (Habitat CHDO Operating PY 2023)
- D. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (Habitat CHDO Developer PY 2023)
- E. A Resolution Certifying a Community Housing Development Organization for the Urbana Home Consortium (First Followers CHDO Certification 2023)
- F. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Operating PY 2023)
- G. A Resolution Approving and Authorizing the Execution of an Urbana Home Consortium Community Housing Development Organization Agreement (First Followers CHDO Developer PY 2023)

Habitat for Humanity		
Project Address	Project Funding	Operating Funding
1010 W Maple, Champaign	\$30,000	\$6,500
1210 W Dublin, Urbana	\$30,000	\$6,500
313 Edgebrook, Champaign	\$32,500	\$6,500
511 W Beardsley, Champaign	\$32,500	\$6,500
First Followers		
Project Address	Project Funding	Operating Funding
701 N Prospect, Champaign	\$30,000	\$6,500

RESOLUTION NO. _____

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM

(Habitat CHDO Certification PY 2023-2024)

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 the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of Habitat for Humanity of Champaign County as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2023-2024 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan*.

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

Section 1. That Habitat for Humanity of Champaign County (Habitat) be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for the projects described in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (Habitat CHDO Developer PY 2023), and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect for the duration of the projects specified in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (Habitat CHDO Developer PY 2023), or until such time that Council be informed of conditions necessitating a change in the status of Habitat as a CHDO.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor

RESOLUTION NO. _____

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

(Habitat CHDO Operating PY 2023-2024)

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 the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan*.

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

Section 1. That an Agreement providing \$26,000 in HOME Program Operating funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and Habitat for Humanity of Champaign County, in substantially the same form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same

is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor

RESOLUTION NO. _____

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

(Habitat CHDO Developer PY 2023-2024)

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 the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan*.

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

Section 1. That an Agreement providing \$125,000 in HOME Program funds, for the creation of three (4) affordable single-family units, between the City of Urbana and Habitat for Humanity of Champaign County, in substantially the same form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same

is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor

RESOLUTION NO. _____

A RESOLUTION CERTIFYING A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE URBANA HOME CONSORTIUM

(First Followers CHDO Certification PY 2023-2024)

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 the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that certification of First Followers as a Community Housing Development Organization for the Urbana HOME Consortium for FY 2023-2024 is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan*.

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

Section 1. That First Followers be identified and certified as a Community Housing Development Organization (CHDO) for the Urbana HOME Consortium for the projects described in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (First Followers CHDO Developer PY 2023), and as such, be eligible to request specific HOME funds set aside for use by CHDOs, under regulations set forth by the U.S. Department of Housing and Urban Development.

Section 2. That said certification and the benefits afforded by it be in effect for the duration of the projects specified in the Urbana HOME Consortium Community Housing Development Organization Developer Agreement (First Followers CHDO Developer PY 2023), or until such time that Council be informed of conditions necessitating a change in the status of First Followers as a CHDO.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor

RESOLUTION NO. _____

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

(First Followers CHDO Operating PY 2023-2024)

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 the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan*.

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

Section 1. That an Agreement providing \$6,500 in HOME Program Operating funds, for administration and operating expenses related to the continued operation and agency capacity expansion, between the City of Urbana and First Followers, in substantially the same form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same

is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this _____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor

RESOLUTION NO. _____

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

(First Followers CHDO Developer PY 2023-2024)

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 the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City Council of the City of Urbana, Illinois, has found and determined that execution of the attached Community Housing Development Organization agreement is desirable and necessary to carry out one of the corporate purposes of the City of Urbana, to wit: implementation of Strategies and Objectives to Address the Affordable Housing Needs of Low and Moderate Income Households described in the *City of Urbana and Urbana HOME Consortium (Champaign/Urbana/Champaign County) FY 2020-2024 Consolidated Plan*.

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

Section 1. That an Agreement providing \$30,000 in HOME Program funds, for the creation of one (1) affordable rental housing unit, between the City of Urbana and First Followers, in substantially the same form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same

is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, _____.

AYES:

NAYS:

ABSTAINED:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, _____.

Diane Wolfe Marlin, Mayor