



***CITY OF URBANA
AND
URBANA HOME CONSORTIUM***

**Annual Action Plan
FY 2019-20**

Prepared by:
City of Urbana
Community Development Services
Grants Management Division
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Resolution No. [2019-05-011R](#)

Amendment is to apply for CARES Act funding. The following budgets were updated in section AP15, AP21, and AP35 to increase the funding from \$157,341 to \$407,341. Proposed additions are underlined and deletions are strike through.

BUDGET AND SUMMARY

**CDBG PROGRAM FY 2019-2020 Adopted Budget
Amended May 2020**

CDBG Federal Allocation	\$442,063
Amendment to Prior Years Annual Action Plans	\$250,000
Amendment to Add CDBG-CV Funds	\$294,966
Total	\$987,029
ADMINISTRATION (20%)	\$88,412.60
Personnel and Associated Costs	\$88,412.60
PUBLIC SERVICE (15%)	\$66,309.45
Transitional Housing (personnel)	\$37,231.45
Transitional Housing (programming)	\$16,078.00
Neighborhood Cleanup (\$4,000 CDBG; \$20,000 Other Funding)	\$8,000.00
Consolidated Social Service Fund	\$5,000.00
NEIGHBORHOOD REVITALIZATION PROGRAMS	\$287,340.95
Capital Improvement Projects, Blight Reduction, Code Enforcement	\$407,340.95
Housing-Related Programs and Program Delivery	
Emergency/Access	\$60,000
Urbana Senior Repair	\$10,000
Property Acquisition/Demolition/New Construction (estimated)	\$60,000
COVID ASSISTANCE PROGRAMS	
Programs to assist those impacted by COVID 19 such as Small Business, Housing Assistance, and other programs	294,966
TOTAL Budget	\$987,029

SUMMARY OF RECOMMENDATIONS

New Covid-19 Funds

CDBG PROGRAM FY 2019-2020

CDBG Federal Allocation	\$442,063
Amendment to Prior Year Annual Action Plans	\$250,000
Amendment to Add CDBG-CV Funds	\$294,966
Amendment to Add CDBG-CV Cares 3 Funds	\$334,849
Total	\$1,321,878
ADMINISTRATION (20%)	\$214,376
PUBLIC SERVICE (15%) Cap removed for FY 19/20 and 20/21	\$160,781
Transitional Housing	\$25,181
Consolidated Social Service Funding	\$5,000
Public Service - First Followers	\$20,600
Public Facilities - Equipment	\$110,000
NEIGHBORHOOD REVITALIZATION PROGRAMS	\$371,721
Kinch St Lighting/Dr Ellis Curb Improvements	\$275,000
Housing-Related Programs and Program Delivery	
Emergency/Access	\$60,000
Urbana Senior Repair	\$16,721
Code Enforcement	\$20,000
COVID ASSISTANCE PROGRAMS	\$575,000
Programs to assist those impacted by COVID 19 such as Small Business, Housing Assistance, and other programs	
TOTAL Budget	\$1,321,878

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 2019-2020 identifies activities that are planned to be implemented by the City of Urbana and the members of the Urbana HOME Consortium during the period beginning July 1, 2019 and ending June 30, 2020. This Annual Action Plan budgets the use of two federal housing entitlement funds, Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Program along with CARES act funding received as a result of the pandemic. The Annual Action Plan for FY 2019-2020 is developed to further strategies identified in the City of Urbana and Urbana HOME Consortium Consolidated Plan for Program Years 2015-2019.

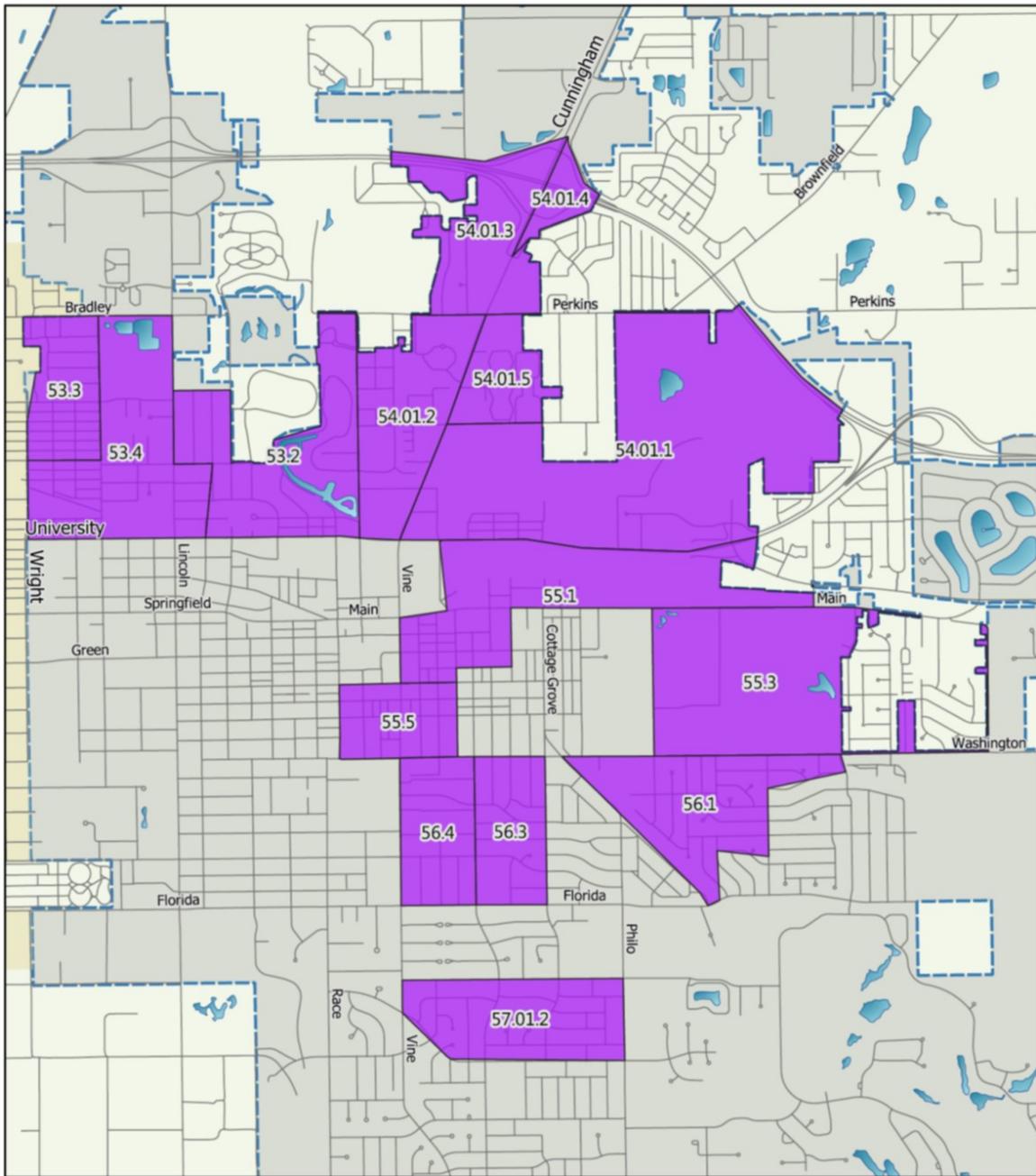
The Annual Action Plan identifies activities that will be undertaken by the City of Urbana and the Urbana HOME Consortium during the fifth year of the five-year Consolidated Plan period. The CDBG portion of the Annual Action Plan identifies the planned uses of CDBG entitlement funds by the City of Urbana for FY 2019-2020. 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 was on file for public review and comment during the period beginning March 22, 2019 through April 22, 2019. On March 26, 2019, the City held a public hearing to obtain comments regarding the draft Annual Action Plan. The hearing was at 6:00 p.m. in the Council Chambers of the Urbana City Building, 400 South Vine Street, before the regular meeting of the Urbana Community Development Commission. All comments received at the hearing, as well as other written comments submitted during the public review period, are included in the Annual Action Plan.

AMENDMENT TO THIS PLAN

On April 2, 2020, the City received notice that \$294,966 was allocated to the City through CDBG-CV funds to prevent, prepare, and respond to the Coronavirus disease (COVID-19). The allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to respond to the impact of the COVID-19 pandemic. In September 2020 an additional allocation was issued. HUD guidance stated the city would need to amend its FY 2019/2020 Annual Action Plan to include the funds and priorities.

Community Development Target Area



Target Area Map

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

A summary of the Consolidated Plan Objectives and Outcomes is provided below and contains Objectives (with associated Goals as listed in Appendix D of the FY 2015-2019 City of Urbana and Urbana HOME Consortium Consolidated Plan) and the anticipated Outcomes from implementing the strategies associated with the Consolidated Plan goals. The attached Objectives and Outcomes summary serves as the framework for an outcome-based performance measurement system for the City of Urbana and Urbana HOME Consortium to monitor its progress toward meeting goals of the FY 2015-2019 Consolidated Plan. Each project identified in this Annual Action Plan provides the applicable Objectives and Outcomes. The anticipated results is 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.

Based on input received during public hearings, Community Development Commission meetings and City Council meetings, funds should be set aside for future neighborhood revitalization projects including public facilities improvements and infrastructure projects, as this will help to provide a more suitable and safe living environment. The set aside for infrastructure reconstruction and installation projects in this Annual Action Plan will also address suitable and safe living environment objectives.

The demand for assistance through the Emergency, Access and Senior Repair Programs fluctuates year-to-year. Increasing utility and maintenance costs as well as other rising housing costs place a burden on the lower income households. The City maintains a waiting list for Whole House Rehabilitation participants for which the demand remains high, due to limited funding availability. Owner-occupied housing rehabilitation programs have a positive impact for participants and help stabilize properties. Programs addressing neighborhood conditions are continuing to become more successful at improving the overall appearance of the target neighborhoods.

City of Urbana staff annually conducts a survey in targeted neighborhoods to identify blighted secondary structures and vacant, deteriorated buildings that need to be repaired or demolished. As part of this program, during FY 2019-2020, staff will continue to work with owners to encourage mitigation of the blighted conditions. Property owners are also informed of the availability of City of Urbana programs for income-qualified owner-occupants that will offset the cost of abatement. Residents are informed about

services through public notices and information posted on the City website at www.urbanailinois.us, in the local newspaper, and/or on the public access television channel (UPTV).

The City's Emergency Grant and Senior Repair Service Programs provide much-needed funds that mitigate the immediate and deferred maintenance issues for those who otherwise would not be able to afford such repairs. The Access Grant Program is intended to help remove barriers to accessibility for persons with disabilities. It is available for renters or homeowners who earn less than 80% of Median Family Income to make necessary improvements. Both programs are essential elements needed to help stabilize targeted neighborhoods.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Annual Action Plan was developed by the City of Urbana in accordance with its Citizen Participation Plan included as part of the 2015-2019 Consolidated Plan process. The Urbana Community Development Commission sponsored public hearings to obtain input prior to and during plan preparation. In order to encourage public participation by the broadest audience possible, the City held public hearings and neighborhood meetings, to solicit citizen input, at various times and locations throughout the City.

Five public input meetings held in January along with two public hearings for input on the Annual Action Plan noted Affordable Housing, Section 3 contractors, and Tenant Based Rental Assistance were priorities of the community. The sign in sheets and minutes are in Appendix A for review.

CDBG-CV funds: The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons. If virtual hearings are used, real-time response and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. Also the virtual hearing method will only be used in lieu of in-person hearings if national or local health authorities recommend social distancing and limited public gatherings for public health reasons.

A public hearing was held on May 18, 2020 for this amendment. A public hearing was held on January 19, 2020 for the second CARES amendment.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Five public input meetings held in January along with two public hearings for input on the Annual Action Plan noted Affordable Housing, Section 3 contractors, and Tenant Based Rental Assistance were priorities of the community. The sign in sheets and minutes are in Appendix A for review.

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

Not applicable

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 Consolidated Plan for Program Years 2015-2019*, especially as it relates to policies, procedures, programs and activities, and other issues specifically involving the City. However, overall development of the Consolidated Plan was 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

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

- City of Urbana, 400 South Vine Street, Urbana - Grants Management Division & City Clerk's Office
- Urbana Free Library, 210 West Green Street, Urbana

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

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

Questions or comments regarding the Community Development Program should be addressed to Sheila Dodd, Manager, Grants Management Division, 400 South Vine Street, Urbana, Illinois 61801 or sedodd@urbanaininois.us.

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

1. Introduction

The Consortium regularly participates in a number of meetings of community organizations, cooperatives, etc. occurring on a monthly, quarterly, or other regular basis, in order to develop and maintain partnerships with other community organizations. These meetings provide continual feedback on the needs and trends in the community, as well as opportunities for the Consortium 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, a number of 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 sought through public hearings and neighborhood meetings throughout the City of Urbana in targeted neighborhoods.

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 Housing Authority of Champaign County continues to inform local jurisdictions of major housing opportunities and is currently collaborating on major redevelopments in Champaign (Bristol Place) and Urbana (Lierman Ave and Pinewood redevelopment projects). The Housing Authority also has several new developments being designed in the county. The consultation confirmed the need for additional rental housing opportunities for low income households. The Urbana HOME Consortium coordinates with the Mental Health Board and other local funders during the drafting FY 2019/20 Annual Action Plan. The staff, in coordination with other funding groups, will continue to discuss and monitor ongoing needs for persons with mental health and other needs, particularly low-income persons and youth. Staff from local government and the Mental Health Board currently serve together on the United Way of Champaign County's Community Impact Committee and are serving together on the local Continuum of Service Providers to the Homeless.

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.

The Urbana HOME Consortium members have all served as past chairs for the Continuum of Care and/or Council of Service Providers to the Homeless (Coc). All three participating jurisdictions/subrecipients to

the HOME Consortium continue to serve on the Continuum of Service Providers to the Homeless. The City of Urbana through its Consolidated Social Service Funding process and the administration of the Emergency Solutions Grant (ESG), funds many agencies in the community that work with homeless populations, including Courage Connection, Crisis Nursery, C-U Men's Shelter, Daily Bread Soup Kitchen, Champaign County Regional Planning Commission, and Rosecrance.

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 Champaign County Continuum of Service Providers to the Homeless receives a funding allocation from the State of Illinois that is made available to agencies. The CoC reviews the past performance of agencies who have received the funding, in order to determine how to allocate ESG funds in the community. The CoC is currently developing performance standards and the evaluation of outcomes for members who receive funding. The HMIS system is administered by the Champaign County Regional Planning Commission under 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 confidentiality of households.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CHAMPAIGN
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Champaign, as an Urbana HOME Consortium member, has gathered substantial public input regarding the Bristol Park Redevelopment project. City of Champaign staff attended a public hearing for social service agencies, as an Urbana HOME Consortium member, to provide input regarding community needs.
2	Agency/Group/Organization	Champaign County Regional Planning Commission
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Services-Employment Other government - County Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	CCRPC staff attended a public hearing for social service agencies and local target area as an Urbana HOME Consortium member, to provide input regarding community needs.

3	Agency/Group/Organization	Habitat for Humanity of Champaign County
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat staff attended a public hearing for social service agencies to provide input regarding community needs, continued coordination.
4	Agency/Group/Organization	Cunningham Township
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-homeless Services-Employment Other government - township
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Cunningham Township provides funding for the Consolidated Social Services grants in partnership with the City of Urbana. Township and city staff identified priorities in the community and worked together to provide technical assistance to agencies requesting funds.

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, GCAP	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. HOME funded Tenant Based Rental Assistance has been utilized by service providers in the past. However, due to mission changes and staffing turnovers, those agencies no longer have the capacity or ability to administer the program. The City of Urbana continues to do outreach and work with agencies to try to fill this gap 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

The schedule for the FY 19-20 Annual Action Plan Process was made available to the public on the City website. Focus groups, public hearings, and open houses were also posted on the City of Urbana website calendar for public review. In January 2019, (Jan 8-11) the City of Urbana and the Urbana HOME Consortium hosted public hearing and open house events in each of the four census tracts within the City of Urbana Community Development Target Area.

The meetings were designed to obtain resident input regarding community development and housing needs. In addition, the City of Urbana also hosted a public hearing on the AAP at a regular Community Development Commission meeting to obtain preliminary comments from the Commission and public which was held in March 2019. A thirty-day comment period was held from March 22, 2019 to April 22, 2019.

CDBG-CV Amendment: The amendment was posted for public review from May 14, 2020 through May 21, 2020. A virtual public hearing was held on May 18, 2020.

CDBG-CV Amendment 2: The amendment was posted for public review from January 13, 2021 through January 20, 2021. A virtual public hearing was held on January 19, 2021.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Public hearing held for social service agencies and housing organizations. Six organizations (CCRPC, Habitat, City of Champaign, Parkland College Adult Ed, Crisis Nursery, & Salvation Army)	Habitat encouraged the City of Urbana and Urbana HOME Consortium to consider affordable housing as a priority for FY 2019-2020.	None	N/A
2	Public Hearing	Low Income Census Tract residents	Staff from the City of Urbana were in attendance at Dr. Martin Luther King Jr. Elementary School.	None	None	N/A
3	Public Hearing	Residents of Public and Assisted Housing	Staff from the City of Urbana were in attendance at Crystal View Townhomes.	Jemiya Beard and Maurice Jake noted the need for more Section 3 contractors	None	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	Staff from the City of Urbana were joined by Esther Patt from the Tenant Union at the City of Urbana Executive Conference Room.	Esther Patt encouraged the city to continue to make Tenant Based Rental Assistance a priority	None	N/A
5	Public Hearing	Low Income Census Tract residents	Staff from the City of Urbana were joined by volunteers from First Mennonite Church, staff from Champaign County Regional Plan Commission, & City of Champaign	The First Mennonite Church Racial Justice Working Group noted the lack of affordable rental housing to the extremely low income group	None	N/A
6	Public Hearing	Non-targeted/broad community	Staff from the City of Urbana held a public hearing before the regular meeting of the Urbana Community Development Commission.	None	None	N/A

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Urbana HOME Consortium will receive an allocation of \$835,540 in HOME funds, to be distributed amongst the Consortium Members based on the population share of the Consortium-wide area. The City of Urbana will also receive an allocation of \$408,127 in Community Development Block Grant (CDBG) funds. However, all proposed activities budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts. Program Income in the amount of \$39,919 was received in FY 1617 under the HOME Program for

mortgage repayments from the Urbana Dream Down Payment Assistance Program and the Whole House Rehabilitation Program.

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	442,063	0	250,000	692,063	0	Acquisition: Funds will be allocated for the purchase and maintenance of properties and structures primarily in CT 53/54/55/56 Block Group 1. Admin/Planning: Admin Activities include personnel/HOME Admin costs/other admin expenses. ED: No plans to use CDBG funding for ED purposes. Housing: Emergency/Access Grants/Senior Repair Grants. Public Improvements: installation of infrastructure for affordable housing developments, the construction/reconstruction of City infrastructure in the City Target areas, or construction/reconstruction of streetlights in target area neighborhoods. Public Service: transitional housing program/one-day, neighborhood cleanup activities held in Spring 2020, in the CD Target Area/balance of available funding at 15% of the current entitlement will be allocated for program activities yet to be determined which would benefit low-income residents of the CD Target Area.

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	735,645	0	50,000	785,645	0	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 DPA, Acq-Rehab, Purchase-Rehab-Resale, Rental Rehab, CHDO projects and Neighborhood Revitalization Developments, 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. Funds may be allocated by the City of Champaign to new or existing programs, such as TBRA, the FHIP or programs to promote revitalization efforts of targeted neighborhoods. Funds may be allocated by Champaign County to TBRA. Admin/Planning: Funds will be contributed to personnel costs as well as supplies and other expenses

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: \$		
Other	public - federal	Economic Development Public Services	629,815	0	0	629,815	0	To prevent, prepare, and respond to the COVID-19 pandemic

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

These federal funds will assist to leverage a variety of private, state and local funds. The City of Urbana and Cunningham Township have historically invested general funds into public service activities, funded with CDBG. Other funds that the City of Urbana uses to meet match obligations include leveraged private CHDO contributions and allocations from the City's Capital Improvement Plan. All Consortium members continue to seek grant opportunities from the State of Illinois that further the goals outlined in the Consolidated Plan. The City of Champaign used its CDBG funding to leverage a Section 108 Loan from HUD for the redevelopment of Bristol Neighborhood. Several tax credit developments are anticipated in the AAP period, including the redevelopment of Lierman Avenue site, as well as the Pinewood revitalization development. City of Urbana also received funding through the Blight Reduction Program/Abandoned Properties Program from IHDA to demo abandoned/blighted properties. The Consortium has utilized a variety of leveraging sources to fulfil this obligation. The City of Urbana contributes cash match towards its HOME projects, and the City of Champaign has historically used a combination of cash match and forbearance of customary fees for large developments. Land donations for larger 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 will exceed the anticipated match requirement in the coming five years. Match credit is also available from previous housing development projects, for those entities who are unable to provide any match.

CDBG-CV funds will be utilized for programs and equipment to prevent, prepare, and respond to the COVID-19 pandemic.

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

None

Discussion

CDBG-CV funds: On April 2, 2020, the City received notice that \$294,966 was allocated to the City through CDBG-CV funds to prevent, prepare, and respond to the Coronavirus disease (COVID-19). The allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to respond to the impact of the COVID-19 pandemic. In September, 2020 an additional \$334,849 in CARES funding was allocated to the City. HUD stated further guidance on the use of the funds would be forthcoming but that jurisdictions should begin planning for the use of the funds immediately. Guidance also stated the city would need to amend its FY 2019/2020 Annual Action Plan to include the funds and priorities.

The City of Urbana is working in partnership and coordination with the Village of Rantoul, City of Champaign, Champaign County Regional Plan Commission, social service agencies, homeless service providers, economic development groups, Housing Authority of Champaign County, and Champaign Urbana Public Health District to identify community needs. The funding will address gaps in services and will not duplicate services provided by other federal/state or local funds. Funding will be prioritized for housing, public service, and economic programs.

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	2015	2019	Affordable Housing	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 City of Urbana City of Champaign Bristol Park Neighborhood Plan Area	Affordable Housing	CDBG: \$214,722 HOME: \$140,347	Rental units constructed: 180 Household Housing Unit Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 3 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 24 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Address Barriers to Affordable Housing	2015	2019	Affordable Housing Non-Housing Community Development	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 Beardsley Park Neighborhood Improvement Plan Area Garden Hills United Neighborhood Association Action Plan City of Urbana City of Champaign Urbana Consortium-wide Area Bristol Park Neighborhood Plan Area	Community Development Needs	CDBG: \$407,341 HOME: \$432,170	Rental units constructed: 180 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted
3	Preserve Existing Affordable Housing Supply	2015	2019	Affordable Housing	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 City of Urbana	Affordable Housing	CDBG: \$70,000 HOME: \$213,128	Rental units constructed: 180 Household Housing Unit Homeowner Housing Rehabilitated: 6 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Support Services & Training for Low-Income Persons	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	City of Urbana	Non-Homeless Special Needs Community Development Needs	Public - Federal: \$629,815	Public service activities In response to COVID 19: 25 Persons Assisted Public 629,service activities for Low/Moderate Income Housing Benefit: 25 Households Assisted Businesses assisted: 5 Businesses Assisted

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Provide decent affordable housing opportunities
	Goal Description	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 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’s Section 8 Homeownership program, support the development of local Lease Purchase Programs, directly encourage homeownership through downpayment assistance programs such as programs funded with Private activity bond funds, develop new downpayment assistance programs for low-income buyers.

2	Goal Name	Address Barriers to Affordable Housing
	Goal Description	Address barriers to obtaining affordable housing, by addressing issues faced by certain special populations, such as seniors and individuals in need of supportive service/ substance abuse treatment, partner with other municipalities and agencies in the Consortium area to complete a housing needs study that will identify gaps in the housing stock, including an analysis of current housing availability and a projection of future housing needs; provide assistance for affordable permanent housing for persons with targeted disabilities; support efforts to increase accessible and visitable housing units for persons with disabilities; encourage housing developers to include visitability/accessibility measures in new construction efforts; Access Grants that provide grants for approximately 25 low-income residents over a five-year period to increase the supply of accessible and visitable 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 ensure that handicapped units are produced when new housing is constructed; support tenant advocacy and educational efforts by agencies such as 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.
3	Goal Name	Preserve Existing Affordable Housing Supply
	Goal Description	To address the aging housing stock, rehabilitation programs will be offered in the targeted neighborhoods to low and moderate income households.
4	Goal Name	Support Services & Training for Low-Income Persons
	Goal Description	CDBG-CV funds will be used to support services, economic development, and training, to those impacted by the COVID-19 pandemic. Programs will address economic development, housing/homeless, and/or public services.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The following is a list of proposed programs listed in the PY 2015-2019 Consolidated Plan, for the one-year FY 19-20 Annual Action Plan period. All of the proposed projects are in response to an identified need in the Consolidated Plan. Consideration has 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, 2019 and the projected commencement of proposed programs is June 30, 2020.

#	Project Name
1	CDBG Planning & Administration
2	CDBG Public Services
3	CDBG Housing Activities
4	CDBG Property Acquisition/Demolition/New Construction
5	HOME Planning & Administration
6	HOME CHDO Reserve
7	HOME City of Urbana Neighborhood Revitalization
8	HOME City of Champaign Neighborhood Revitalization
9	HOME Champaign County Neighborhood Revitalization
10	Tenant Based Rental Assistance
11	HOME CHDO Operating
12	CDBG Neighborhood Revitalization
13	CDBG-CV ED Programs
14	CDBG-CV Housing Programs

Table 4 – Project Information

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

The City of Urbana has utilized its allocation of CDGB and HOME funds to address obstacles to meeting underserved needs, foster and maintain decent housing, support public housing improvements and resident initiatives, address lead-based paint hazards, reduce the number of persons below poverty level, and has provided assistance in coordinating housing and service agencies. These funded activities are noted within the previous listings and budget for FY 2019-2020 projects. Funds carried over from previous years will be used for public facilities and other projects as needed.

AP-38 Project Summary
Project Summary Information

1	Project Name	CDBG Planning & Administration
	Target Area	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 City of Urbana
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing Homeless Prevention & Services Community Development Needs
	Funding	CDBG: <u>\$214,376</u>
	Description	Funds will be used to support the administrative activities associated with carrying out the goals and objectives of the CDBG program.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Low moderate income households from community development target areas will be served.
	Location Description	City of Urbana and targeted neighborhoods
	Planned Activities	Funds will be used to support the administrative activities associated with carrying out the goals and objectives of the CDBG program.
2	Project Name	CDBG Public Services
	Target Area	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 City of Urbana
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Homeless Prevention & Services Community Development Needs
	Funding	CDBG: <u>\$160,781</u> Public - Federal: \$100,000
	Description	Funds will be used to support the public services undertaken by the City of Urbana
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Low moderate income households will be served who reside in community development target areas in the City of Urbana
	Location Description	City of Urbana - Local target area
	Planned Activities	CDBG - Transitional Housing, Neighborhood Clean-up, Public Service Grant award through the Consolidated Social Service Funding Pool CDBG-CV - Funds will be used to provide subsidy assistance to families to preserve housing.
3	Project Name	CDBG Housing Activities
	Target Area	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 City of Urbana
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing Non-Homeless Special Needs
	Funding	CDBG: <u>\$20,000</u>
	Description	Funds will be used to support housing rehabilitation activities undertaken by the City of Urbana, as well as the acquisition of available properties in target areas of the City of Urbana for the purpose of furthering affordable housing.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Low and moderate income households residents from community development target areas in the City of Urbana will be served
	Location Description	Residents from community development target areas in the City of Urbana

	Planned Activities	Funding will be used to support housing rehabilitation activities undertaken by the City of Urbana through the Emergency Grant, Access Grant and Senior Repair Service Grant programs. The Emergency Grant Program allows up to \$8,000 in repairs that risk the health and safety of household occupants, such as a furnace failing in the winter months or an actively leaking roof that needs to be patched/repared. The Access Grant provides improvements necessary to remove barriers to accessibility to persons with disabilities. It is available for renters or homeowners who earn less than 80% of the Median Family Income. The Senior Repair Service program provides home maintenance repair for elderly or persons with disabilities who are at or below 50% of the Median Family Income. The ultimate goal of the program is to sustain the housing and continue the occupant's ability to remain in their home.
4	Project Name	CDBG Property Acquisition/Demolition/New Construction
	Target Area	CENSUS TRACT NUMBERS 53, 54, 55, AND 56 City of Urbana
	Goals Supported	Provide decent affordable housing opportunities Preserve Existing Affordable Housing Supply
	Needs Addressed	Community Development Needs
	Funding	CDBG: \$60,000
	Description	Funds will be used to support property acquisition, demolition, and new construction projects undertaken by the City of Urbana
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate income households will be served who reside in community development target areas in the City of Urbana
	Location Description	City of Urbana and targeted neighborhoods
	Planned Activities	Funds will be used for projects involving the acquisition of property, demolition, and new construction within the City of Urbana
5	Project Name	HOME Planning & Administration
	Target Area	Urbana Consortium-wide Area

	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing
	Funding	HOME: \$73,564
	Description	Funds will be used to support the administrative activities associated with carrying out the HOME program goals and strategies
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Funds will be used to support the administrative activities associated with carrying out the HOME program goals and strategies
	Location Description	
	Planned Activities	Funds will be used to support the administrative activities associated with carrying out the HOME program goals and strategies
6	Project Name	HOME CHDO Reserve
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing
	Funding	HOME: \$110,347
	Description	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 certified Urbana Consortium CHDO or CHDO's whose proposed project(s) meet project readiness requirements. In order 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, and a rolling CHDO project application process is currently underway.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Three low and moderate income residents within the Consortium will benefit from this project
	Location Description	Urbana Consortium-wide Area
	Planned Activities	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 certified Urbana Consortium CHDO or CHDO's whose proposed project(s) meet project readiness requirements. In order 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, and a rolling CHDO project application process is currently underway.
7	Project Name	HOME City of Urbana Neighborhood Revitalization
	Target Area	City of Urbana
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing Community Development Needs
	Funding	HOME: \$160,695
	Description	Funds will be used to support neighborhood revitalization activities undertaken by the City of Urbana, including down payment assistance, 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 mission of the City, Council, and Grants Management Division. Program must comply with applicable local, state, and federal regulations including but not limited to HOME regulations.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate income individuals and households within the City of Urbana will benefit from the proposed activities.
	Location Description	City of Urbana
	Planned Activities	Neighborhood revitalization activities undertaken by the City of Urbana, including down payment assistance, 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 mission of the City, Council, and Grants Management Division. Program must comply with applicable local, state, and federal regulations including but not limited to HOME regulations.
8	Project Name	HOME City of Champaign Neighborhood Revitalization
	Target Area	City of Champaign
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing Preserve Existing Affordable Housing Supply
	Needs Addressed	Affordable Housing
	Funding	HOME: \$265,562
	Description	Funds will be used to support neighborhood revitalization activities undertaken by the City of Champaign, including down payment assistance, 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 mission of the City, Council, and Grants Management Division. Program must comply with applicable local, state, and federal regulations including but not limited to HOME regulations.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	City of Champaign

	Location Description	
	Planned Activities	Funds will be used to support neighborhood revitalization activities undertaken by the City of Champaign, including down payment assistance, 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 mission of the City, Council, and Grants Management Division. Program must comply with applicable local, state, and federal regulations including but not limited to HOME regulations.
9	Project Name	HOME Champaign County Neighborhood Revitalization
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing Homeless Prevention & Services
	Funding	HOME: \$95,477
	Description	Funds will be used to support neighborhood revitalization activities undertaken by the Champaign County Regional Planning Commission, including tenant based rental assistance and owner occupied rehab.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Funds will be used to support neighborhood revitalization activities undertaken by the Champaign County Regional Planning Commission, including tenant based rental assistance and owner occupied rehab.
10	Project Name	Tenant Based Rental Assistance
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing Homeless Prevention & Services
	Funding	HOME: \$50,000

	Description	Low to moderate income individuals and households in Champaign, Urbana, and unincorporated area of Champaign County will benefit from this program.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate income individuals and households in Champaign, Urbana and unincorporated Champaign County.
	Location Description	Urbana HOME Consortium-wide area
	Planned Activities	Funds will be used to support various TBRA programs in the Consortium area
11	Project Name	HOME CHDO Operating
	Target Area	Urbana Consortium-wide Area
	Goals Supported	Provide decent affordable housing opportunities
	Needs Addressed	Affordable Housing
	Funding	HOME: \$30,000
	Description	Funds will be used to support projects undertaken within the Consortium - wide area by Community Development Housing Organizations
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Three families will have the oppoertunity for homeownership
	Location Description	
	Planned Activities	Funds will be used to support the projects undertaken within the Consortium wide area by a Community Development Housing Organization
12	Project Name	CDBG Neighborhood Revitalization
	Target Area	City of Urbana
	Goals Supported	Provide decent affordable housing opportunities Address Barriers to Affordable Housing

	Needs Addressed	Community Development Needs
	Funding	CDBG: \$157,341
	Description	Funds will be used to support neighborhood revitalization issues including code enforcement, blight reduction, and capital improvement projects.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Funds will be used to support neighborhood revitalization issues including code enforcement, blight reduction, and capital improvement projects.
13	Project Name	CDBG-CV ED Programs
	Target Area	City of Urbana
	Goals Supported	Support Services & Training for Low-Income Persons
	Needs Addressed	Non-Homeless Special Needs
	Funding	Public - Federal: <u>\$475,000</u>
	Description	Assistance will be provided to small businesses impacted by the COVID-19 pandemic.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Assistance will be provided to small businesses impacted by the COVID-19 pandemic.
	Location Description	Funds will be provided city-wide
	Planned Activities	
14	Project Name	CDBG-CV Housing Programs
	Target Area	City of Urbana
	Goals Supported	Provide decent affordable housing opportunities

Needs Addressed	Affordable Housing
Funding	CDBG: \$100,000
Description	Housing subsidy provided to those impacted by the Covid-19 pandemic
Target Date	6/30/2021
Estimate the number and type of families that will benefit from the proposed activities	30 rental/and owner occupied housing will be provided assistance
Location Description	Program is offered city-wide
Planned Activities	Housing Subsidy payments will be provided to those impacted by the Covid-19 pandemic

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

Assistance will be targeted in the City of Urbana's Community Development Target Area, which includes Census Tracts 53, 54, 55 and 56 Block Group 1.

Geographic Distribution

Target Area	Percentage of Funds
CENSUS TRACT NUMBERS 53, 54, 55, AND 56	70
Beardsley Park Neighborhood Improvement Plan Area	
Garden Hills United Neighborhood Association Action Plan	
City of Urbana	10
City of Champaign	
Urbana Consortium-wide Area	20
Bristol Park Neighborhood Plan Area	

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

CDBG funds will be targeted to these census tracts, HOME funds will be targeted in low income neighborhoods throughout the Urbana HOME Consortium, including the previously mentioned census tracts.

Discussion

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 (TBRA), 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 the Grants Management Division. Programs must comply with applicable local, state and federal regulations, including but not limited to HOME regulations. The City of Champaign will use its HOME funds to support redevelopment projects and other programs such as the FHIP program.

One Year Goals for the Number of Households to be Supported	
Homeless	24
Non-Homeless	200
Special-Needs	100
Total	324

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	24
The Production of New Units	185
Rehab of Existing Units	3
Acquisition of Existing Units	5
Total	217

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

Discussion

Not applicable.

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

Introduction

The Urbana HOME Consortium and the City of Urbana Annual Action Plan for FY 2019-2020 identifies activities that are planned to be implemented by the City of Urbana and the members of the Urbana HOME Consortium during the period beginning July 1, 2019 and ending June 30, 2020. This Annual Action Plan budgets the use of two federal housing entitlement funds, Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Program. The Annual Action Plan for FY 2019-2020 was developed to further five-year strategies identified in the *City of Urbana and Urbana HOME Consortium Consolidated Plan for Program Years 2015-2019*. The Annual Action Plan identifies activities that will be undertaken by the City of Urbana and the Urbana HOME Consortium during the fifth year of the five-year Consolidated Plan period.

The CDBG portion of the AAP identifies the planned uses of CDBG entitlement funds by the City of Urbana for FY 2019-2020. The HOME portion of the AAP identifies uses of HOME funds by members of the Urbana HOME Consortium. The members of the Urbana HOME Consortium (a.k.a. the Champaign/Urbana/Champaign County HOME Consortium) are the City of Urbana, the City of Champaign, and Champaign County. The AAP was on file for public review and comment during the period beginning March 22, 2019 through April 22 2019. On March 26, 2019, the City held a public hearing to obtain comments regarding the draft AAP. The hearing was held at 6:00 p.m. in the Council Chambers of the Urbana City Building, 400 South Vine Street, Urbana, IL, before the regular meeting of the Urbana Community Development Commission. All comments received at the hearing, as well as other written comments submitted during the public review period, will be included in the AAP.

For more information regarding the City of Urbana's use of CDBG or HOME funds, contact Sheila Dodd, Manager, Grants Management Division, at 217-384-2447 or by email at sedodd@urbanaininois.us. For more information regarding use of CDBG or HOME funds in the City of Champaign, contact Jennifer Carlson, Neighborhood Programs Manager, City of Champaign, Neighborhood Services Department, at 217-403-7070. The Neighborhood Services Department email address is NeighborhoodServices@ci.champaign.il.us. For more information regarding use of HOME funds in Champaign County, contact Lisa Benson, Social Services Director, Champaign County Regional Planning Commission, at 217-328-3313 or by email at lbenson@ccrpc.org.

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 by 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 statute 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. The City will work with the HACC towards the redevelopment of Lierman Avenue complex and the Pinewood Supportive Housing development. The City will also continue to work with the HACC to develop collaborative measures to further each organization's programmatic goals in the community regarding affordable housing initiatives.

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

The HACC recently started a revised homeownership program in partnership with Habitat for Humanity of Champaign County. Habitat is a certified Community Housing Development Organization (CHDO) for the Urbana HOME Consortium. The Consortium will seek ways to continue to support Habitat, which will in turn further the homeownership 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

The City of Urbana has received comments from the community at large and City Council regarding the need to specifically address homeless youth (K-12)/student homelessness, in addition to addressing overall homelessness involving chronically homeless individuals/families, families with children, veterans and their families, and unaccompanied youth. Staff will work with agencies involved in the Champaign County Continuum of Service Providers to the Homeless to address this issue of homeless youth in our community.

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

Introduction

The Champaign County Continuum of Service Providers to the Homeless(CoC) surveys homeless person in Champaign County each January as required by HUD, in an effort to count the number of homeless individuals and families, to better understand the causes of homelessness and to plan services that will effectively address the needs of this population. In summary, the 2019 Point-In-Time survey reported that Champaign County had approximately 152 homeless individuals including 104 in emergency shelter and 46 in transitional housing units.

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

Priority will be given to programming that meets the needs of the chronic homeless population. However, of the chronic homeless population, priority will not be given to new projects at the expense of undermining the current homeless services provided by existing area organizations. The Champaign County Continuum of Service Providers to the Homeless has created a centralized intake system to assist persons experiencing homelessness find the services they need. Currently, the Champaign Co Regional Plan Commission is working to fulfill that role. As a subsidiary of Partnering Against Homelessness, the Champaign-Urbana Canteen Run works with the Salvation Army to operate a Canteen truck that drives throughout Champaign-Urbana with the purpose of offering food, drinks, blankets, and clothing, as well as information about homeless service agencies, to anyone in need. This service is an important outreach strategy with regards to the unsheltered and chronically homeless populations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The United Way and other members of the Emergency Family Shelter Steering Committee, which includes the City of Urbana, partnered with the Housing Authority of Champaign County to rehabilitate a former Urban Park Place apartment complex into an Emergency Family Shelter. The City of Urbana maintains a Transitional Housing Program for Homeless Families with Children; the program works with homeless families by providing support and referrals so that they can become self-sufficient. City of Urbana staff is working with the Shelter Design Team in Champaign County to provide shelter for women with children.

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

In the most recent point in time survey data available of homeless persons in Champaign County (January 2019), 19 households with children were identified (10 emergency and 9 transitional sheltered), made up of 70 individuals (40 emergency and 30 transitional sheltered) of whom 47 (26 emergency and 21 transitional sheltered) were children under the age of 18. Six persons age 18-24 were identified as sheltered (4 emergency and 2 transitional), and 17 identified as over age 24 (10 emergency and 7 transitional sheltered). Transitional homelessness occurs when a housing crisis (i.e. loss of job, domestic violence) temporarily renders an individual or family homeless. When homeless services are provided, these persons usually are able to locate and obtain another stable housing situation through Centralized Intake.

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 Care seeks to address homelessness at each stage of homelessness through prevention, outreach and assessment, emergency shelters and services, transitional housing, and helping homeless persons make the transition to permanent housing and independent living. There is a wide array of services provided in the community that help coordinate these efforts throughout Champaign County.

Discussion

The City of Urbana has received comments from the community at large and City Council regarding the need to specifically address homeless youth (K-12)/student homelessness, in addition to addressing overall homelessness involving chronically homeless individuals/families, families with children, veterans and their families, and unaccompanied youth. Staff will work with agencies involved in both the Champaign County Continuum of Service Providers to the Homeless to address these needs.

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 funding available to construct or subsidize those units. 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 criminal record. Residents seeking assistance from the Housing Authority of Champaign County must have a clean criminal record over the past five years. This policy is imposed at a federal level and cannot be amended. Persons or families affected with a criminal history often cannot secure housing in the larger metropolitan area and are forced to seek housing in outlying areas that may be more relaxed regarding background and credit checks, however, transportation may be an issue.

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 cost of housing within the Consortium is not significantly affected by local public policies. The City of Champaign, the City of Urbana, and Champaign County have policies on taxation, land use, zoning, building codes, fees, etc., that are conventional and similar to other downstate Illinois and Midwest communities. Housing costs are influenced by the 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.

One significant program change that the City of Urbana will be implementing regarding its owner-occupied housing rehabilitation program is the lien structure imposed on participants receiving assistance. The program formerly operated as a deferred loan program that was not forgiven until sale transfer. This often resulted in liens that remained on a property for upwards of 20 years. Some residents aging out of housing may have been burdened by the lien, or those inheriting properties had to pay the lien to receive clear title. As such, the program is being restructured to allow the lien to be forgiven after a set amount of time, such as five or ten years. This will ensure that the low-income household receives the benefit of the investment but is not burdened by long-term secondary financing.

Discussion

Ways that barriers to affordable housing are being addressed is through the Tenant Based Rental Assistance (TBRA) program, as well as the Shelter Plus Care program administered by the Champaign County Regional Planning Commission, which assists hard to serve homeless individuals with disabilities

and their families. These individuals primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases.

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

Introduction

This section describes any actions to be undertaken by the City of Urbana that will further the goals of the Consolidated Plan and Annual Action Plans.

Actions planned to address obstacles to meeting underserved needs

The communities within the Consortium face numerous obstacles to meeting underserved needs. These include, but are not limited to, the following: (1) Limited Financial Resources. This is the core obstacle to meeting all underserved needs. It is unlikely that there will ever be enough funding to address all housing and community development needs in the community. Funding at levels of government for many community development initiatives increases the difficulty of meeting underserved needs; and (2) Success in Providing Social Services. The City of Urbana and the greater community have been very successful in developing social service assistance programming. The provision of such quality services can result in persons requiring such services migrating to the community to consume these services and programs. With this continued influx of new persons in need, it becomes increasingly difficult to meet an ever-increasing demand.

Actions planned to foster and maintain affordable housing

The City of Urbana will continue to partner with developers, as well as the Housing Authority of Champaign County, to redevelop housing units that are in need of repair or replacement. This includes assisting developers with tax credit applications, environmental reviews of the project, and the possibility of providing funds. The City of Urbana and Urbana HOME Consortium will also continue to work with Habitat for Humanity, to provide funding and properties for affordable housing units.

Actions planned to reduce lead-based paint hazards

The City of Urbana will continue to seek funding opportunities to address lead hazards that are outside the scope of our other programs as funding arises, as well as continue to use Lead Safe Practices in implementing its various rehabilitation activities.

Actions planned to reduce the number of poverty-level families

The Tenant Based Rental Assistance programs in the Consortium area are targeted towards 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.

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 on the Continuum of Service Providers to the Homeless and through the City's Consolidated Social Service Funding process, the City of Urbana plays a role in developing programmatic improvements that will further the impact of these services in the community.

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

Urbana staff regularly attend board meetings for the Housing Authority of Champaign County. The City also maintains an active presence on the Continuum of Care Executive Committee, offering assistance with various reporting and application systems inherent to the successful delivery of the Continuum of Care network. The City hosts a public hearing each year specifically for social service agencies in order to gauge the evolving needs in the community and in/within the service network.

Discussion

The City of Urbana is in the process of completing an Analysis of Impediments to Fair Housing/Assessment of Fair Housing report with other PHAs and Entitlement Communities in the Champaign/Ford/Piatt Counties (Champaign MSA). The purpose of the Analysis of Impediments to Fair Housing Choice (AI) is to address barriers to fair housing within the Urbana community. To meet the requirements of the Civil Rights Act of 1968 and the Housing and Community Development Act of 1974, any community receiving entitlement funding is required to submit certification of its efforts to affirmatively further fair housing. The last Analysis of Impediments to Fair Housing Choice (AI) was developed in 2010, and much has changed since then. This report serves as a summary of the most recent analysis performed by the Grants Management Division and is followed by recommendations for future actions needed to remove these barriers. As a recipient of Community Development Block Grant (CDBG) and HOME Investment Partnership Program funds, the City of Urbana will perform the following tasks: (1) Conduct an analysis to identify impediments to fair housing choice within the jurisdiction, (2) Take appropriate actions to overcome the effects of any impediments identified, and (3) Maintain records reflecting the analysis and actions in this regard.

Program Specific Requirements

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

Introduction

N/A

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
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
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(I)(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 2019-2020 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, to 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.

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:

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 are 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 each 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. The prorated basis is as follows: (1) First Year - 90% of HOME investment from available Net Proceeds, (2) Second Year - 70% of HOME investment from available Net Proceeds, (3) Third Year - 50% of HOME investment from available Net Proceeds, (4) Fourth Year - 30% of HOME investment from available Net Proceeds, and (5) Fifth Year - 10% of HOME investment from available Net Proceeds.

The amount of recapture funds are 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. 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, as applicable, 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 in the mortgage and promissory note that are recorded against the title to the property.

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:

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: (1) 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, (2) 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, (3) Refinancing may be approved either to maintain current affordable units or to create additional affordable units, (4) Properties for which refinancing is approved may be located anywhere within the corporate limits of the Consortium members, (5) 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, (6) 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.

Attachments

Citizen Participation Comments

Dodd, Sheila

From: Marlin, Diane
Sent: Monday, June 01, 2020 12:25 PM
To: 'Orlando Thomas'
Cc: Dodd, Sheila
Subject: RE: CDGB Funds

Orlando, I'm sharing your email to our grants administrator, Sheila Dodd, to see what the options are. Thank you for all that you are doing for your tenants in this terrible time. Diane

Diane Wolfe Marlin
Mayor

City of Urbana | Executive Department
400 S Vine St | Urbana IL 61801
217.384.2456



From: Orlando Thomas <othomas3232@gmail.com>
Sent: Monday, June 01, 2020 12:23 PM
To: !City Council <CityCouncil@urbanaininois.us>
Subject: CDGB Funds

Good Evening,
My name is Orlando Thomas, Owner of Thomas Rentals, LLC. I'm writing in support of the council utilizing CDGB funds to support small businesses. We own multiple properties in South East Urbana on Mitchem and Vawter. Covid-19 has greatly impacted our residents ability to pay rent due to layoffs, businesses closing and many have to prioritize between basic needs such as food versus paying rent. We have maintained our full staff throughout the pandemic. Our property manager has assisted tenants apply for community resources and our maintenance staff have worked to ensure tenants have air conditioning and livable units.

The impact of loss rent has been extremely detrimental to our financial stability. We have applied for all of the programs designed to support small businesses but have not received any support to date. We continue to work with lenders and several have provided modifications but are only temporary solutions. We are working with tenants unable to pay due to loss of employment or other issue but have no recourse for those unwilling to pay due to the "no eviction" order. Our goal is to provide quality affordable housing but will not be able to maintain our standards and staff without proceeds from rent payments or additional assistance from programs designed to support small businesses.

Thanks for your consideration.

Orlando Thomas, Owner

Thomas Rentals, LLC

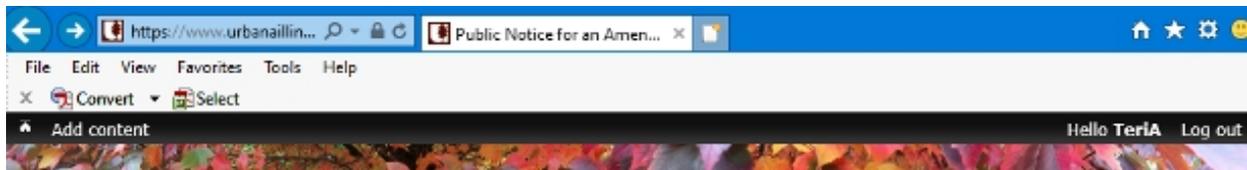
702 Bloomington Road: Suite 112

Champaign, IL 61821

217-778-4041

www.thomasrentalsllc.com





Public Notice for an Amendment to the Consolidated Plan Annual Action Plan FY 2019/2020

View Edit

Date: May 14, 2020 - 8:00am to May 21, 2020 - 5:00pm

PUBLIC NOTICE

In accordance with 24 CFR 91.05(c)(2) and subpart B of the federal regulations relative to citizen participation for Community Planning and Development Programs and applicable waivers made available to those requirements through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Urbana is making an amendment to the Consolidated Plan Annual Action Plan FY 2019/2020.

Public Comment Period and Process:

This Consolidated Plan amendment is available for a 7-day public review and comment period from May 14, 2020 to May 21, 2020. Citizens wishing to submit written comments during the public review and comment period may mail them, postmarked no later than May 21, 2020, to the following:

- Community Development Services
- Grants Management Division
- 400 South Vine Street
- Urbana, IL 61801

You may also email comments no later than May 21, 2020, to Sheila Dodd at [sedodd@urbanainlinois.us](mailto:seddod@urbanainlinois.us)

A public hearing will be held prior to the City of Urbana Committee of the Whole meeting at 7:00 pm on May 18, 2020.

Amendment:

This is an amendment to the 2015-2019 Consolidated Plan Annual Action Plan FY 2019/2020 for the City of Urbana to receive and administer \$294,966 in Community Development Block Grant-CV funds (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) made available through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

Additional CDBG funding made available to the City by HUD through the CARES Act is unknown at this time but will be used for the same purpose of the initial allocations indicated above which is to prevent the spread of coronavirus 19 (COVID-19) and facilitate assistance to eligible communities, households, and persons economically impacted by COVID-19. In addition, the City may reprogram FY 2019/2020 CDBG funding as needed to respond to COVID-19. FY 2020/2021 CDBG funds already allocated to the City may also be used to respond to the COVID-19 pandemic.

Eligible CDBG activities include, but are not limited to, assisting low- and moderate-income households with rental assistance for no more than three months, grab and go/delivery meal programs, business assistance to retain employees that are low- and moderate-income, and support of other COVID-19 response services.

Further, eligible CDBG costs incurred as of March 27, 2020, and paid for with nonfederal funds may be repaid with CDBG, including those made under the CARES Act. These pre-award costs will meet all HUD requirements applicable to CDBG including those under the CARES Act.

Public notices regarding future amendments to the Consolidated Plan will be posted online on the City of Urbana website at www.urbanainlinois.us. Lastly, as part of this amendment, the City has revised the Consolidated Plan's Citizen Participation Plan to include the 7-day comment period as indicated above as well as to make other changes. The revised Citizen Participation Plan is available for review on the website <https://www.urbanainlinois.us>.

- Public Notice to Amend Consolidated Plan - CV
- Annual Action Plan FY 19-20 Final Amendment
- Citizen Participation Plan

Featured Stories

Meeting About MCORE Phase 5 Planned
05/07/2020 - 10:28am

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05/07/2020 - 6:01pm

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04/30/2020 - 10:02pm

Market Opens With COVID-19 Guidelines
04/29/2020 - 6:06pm

Bulk Rain Barrel and Compost Bin Sale
05/07/2020 - 10:31am

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Grantee Unique Appendices

A summary of changes to the Citizen Participation Plan for the City of Urbana:

Revised on May 14, 2020 to:

- Include virtual hearings as an allowed method for citizen participation when necessary for public health reasons;
- Provide a minimum 5-day notice/comment period for proposed amendments necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus;
- Make minor edits that do not change current citizen participation policies. (Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.);
- Include provisions relative to the Consolidated Planning process and participation waivers made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act;
- Include provisions relative to the Community Development Block Grant (CDBG) and other applicable U.S. Department of Housing and Urban Development funding made available under the CARES Act;
- Update information for the City-Contact Person.

**THE CITIZEN PARTICIPATION PLAN
CITY OF URBANA AND URBANA HOME CONSORTIUM
CONSOLIDATED PLAN,
THE ASSESSMENT OF FAIR HOUSING (AFFH)
AND ANNUAL PERFORMANCE REPORT**

Purpose

The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement that combines the planning and application process for existing HUD grants: (1) the Community Development Block Grant (CDBG), (2) the HOME Investment Partnerships Program (HOME), (3) the Emergency Solutions Grants Program (ESG), and any new funding that may become available.

In effect, the Consolidated Plan examines the current housing situation, explores the housing and community development needs of the state, and sets priorities for spending HUD grant funds. Public comment is a vital component of exploring the City's and Consortium housing and community development needs and setting spending priorities. The Consolidated Plan offers the opportunity for strategic statewide planning to occur alongside citizen participation.

HUD requires development of a Citizen Participation Plan that outlines policies and procedures of how the state intends to solicit citizen participation. The primary goal is to provide citizens, especially low and moderate income residents, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. The following information is to outline and define the citizen participation process.

The agency contact for the Consolidated Plan and this Citizen Participation Plan is:

Sheila Dodd, Grants Management Division
City of Urbana
Community Development Services Department
Grants Management Division
400 South Vine Street
Urbana IL 61801
(217) 384-2447
sedodd@urbanaindinois.us

Lead Agency

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 Consolidated Plan for Program Years 2015-2019*, especially as it relates to policies, procedures, programs and activities, and other issues specifically involving the City.

However, overall development of the Consolidated Plan was 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 that 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.

Consultation

When preparing the Consolidated Plan, Annual Action Plans, or the development of the Assessment of Fair Housing (AFH), consultation is made with public and private agencies that provide housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.

Consultation with state-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws. This process shall also encourage the participation of local, regional, and statewide institutions including Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations.

In addition to the municipalities, a number of 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 Consolidated Plan. A full list of these organizations is located in Appendix B.

Consultation**Public Outreach – As a Leader**

Input from the public was sought through public hearings, open houses and focus groups. Meetings or workshops were presented in various forums and were designed to obtain information and perspective on many of the core issues addressed in the Consolidated Plan. Specific demographic groups/focus areas targeted included:

- Housing & Neighborhood Needs
- Youth & Social Services
- Seniors & Special Needs
- Homeless

Public Outreach – As a Participant

The Consortium regularly participates in a number of meetings of community organizations, cooperatives, etc. occurring on a monthly, quarterly, or other regular basis, in order to develop and maintain partnerships with other community organizations. These meetings provide continual feedback on the needs and trends in the community, as well as opportunities for the Consortium 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.

Such participation includes the meetings of the following organizations*:

- Community Reinvestment Group
- Local Funders Group
- Senior Task Force
- United Way Needs Assessment
- Latino Partnership
- Human Service Council
- Continuum of Care
- Council of Service Providers to the Homeless
- PACE Homeownership Coalition
- Housing Authority of Champaign County
- Housing Action Illinois Coalition
- Central Illinois Apartment Association

*More information about these groups can be found in Appendix B.

Consultations with housing and social service agencies

In addition to maintaining open lines of communication with various agencies that provide services in the community, the Consortium will on occasion have the opportunity to utilize resources developed by these organizations. Listed below are several examples of such opportunities.

1. City of Urbana Consolidated Planning Process

This four-year planning process was the most significant driver that provided information and insight into the preparation of the Consolidated Plan. The process was very complete and provided a significant amount of citizen participation. One of the single most important components of the plan was the formulation of a "Vision Statement" for the City:

Urbana is a diverse, progressive community comprising a mosaic of unique neighborhoods. It benefits from exceptional housing opportunities, schools, parks and businesses and from being the seat of government for Champaign County. Urbana's values are personified by its cultural diversity, small-town feel, tree-lined streets, historic downtown, civic amenities and as the home of the University of Illinois. Urbana will promote healthy, balanced growth while preserving its community heritage. Appropriately designed infill development will be encouraged to help revitalize the built urban environment, while new growth areas will be developed in a contiguous, compact and sustainable manner.

2. Continuum of Care Strategic Plan 2015-2019

In 2015 the Continuum of Care, a group of community stakeholders dedicated to alleviating homelessness in Champaign County, organized a set of strategies to address homeless needs in the area. The resulting report provides a chronological strategy for methods of prevention, coordination and maintenance of homeless services, and evaluation of current tactics. See Appendix G for a full list of the goals and strategies to be implemented.

3. Review of the Countywide Needs Assessment of Public Input on the 2005 Three-Year Plan

The Champaign County Regional Planning Commission released the *Champaign County Statistical Abstract 2005*. This analysis provided a significant amount of background, statistical data and analysis that aided with the preparation of the Consolidated Plan.

4. Housing Authority of Champaign County (HACC) Plan

- HACC Five Year Move to Work Plan/Annual PHA Plan for 2015-2019

F. **Citizen Participation Process**

Consortium

Summary of Participation Process in Developing this Consolidated Plan

In August of 2014, the schedule for the Consolidated Planning Process was made available to the public at the regular Urbana Community Development Commission meeting. Future focus groups, public hearings, and open houses were also posted on the City of Urbana website calendar for public review.

In October of 2014, the City of Urbana and the Urbana HOME Consortium hosted five separate focus groups to discuss three different areas of concern to the community. These areas included: *Housing & Neighborhood Needs*, *Youth & Social Services*, *Seniors & Special Needs*, and *Homelessness*. The *Seniors and Special Needs* focus group was held at one of the local Public Housing units. Invitations were sent out to local community stakeholders in an effort to gather input on the needs and gaps in the community, and all meetings were held in locations accessible to persons with disabilities.

In January of 2015, the City of Urbana and Urbana HOME Consortium hosted a public hearing/open house event in each of the four census tracts within the City of Urbana Community Development Target Area. The hearings were designed to obtain resident input regarding community development and housing needs. These hearings were announced in the *Champaign-Urbana News-Gazette* and through the Grants Management Division newsletter, which was mailed to approximately 3,000 households. Instructions for non-English speaking persons requiring arrangements for a translator were posted in each notice.

In addition to the above measures, the City of Urbana also hosted two public hearings on the Consolidated Plan at public meetings. The first was held in November prior to a regular Community Development Commission meeting to obtain preliminary comments from the public before a draft was underway. Another was held in March at the start of a Community Development Commission meeting to review the Draft of the Consolidated Plan further along in the development stage. A thirty-day comment period was held from February 22, 2015 to March 23, 2015. Notes and minutes from each of the meetings is available for review in Appendix B.

If virtual hearings are used, real-time response and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. Also the virtual hearing method will only be used in lieu of in-person hearings if national or local health authorities recommend social distancing and limited public gatherings for public health reasons.

Citizen Participation Plan

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

This Citizen Participation Plan identifies the minimum levels of citizen participation activities which will be undertaken by the Community Development Commission and the Grants Management Division as they implement the City's CDBG, HOME, and related community development programs. The Community Development Commission and Grants Management Division are encouraged to exceed these minimum levels whenever staffing and funding allow. The City of Urbana, through its Community Development Commission and Grants Management Division, has provided and will continue to provide citizens with opportunities to participate in planning, implementing, and evaluating the Consolidated Plan and Annual Action Plans. Through the Grants Management Division, the City provides information to citizens, holds public hearings to obtain input of residents, and provides citizens with opportunities to comment on the activities of the Consolidated Plan/Annual Action Plans.

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

Consolidated Plan/Annual Action Plan Development

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

Consolidated Plan Implementation

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

Assessment of Consolidated Plan Performance

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

The Urbana Community Development Commission (CDC)

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

The purpose of the Community Development Commission is to develop and recommend to the Urbana City Council a community development plan; advise the City Council on community development goals, objectives, and resource allocations; monitor and evaluate community

development activities; receive citizen input; and represent the population in community development activities.

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

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

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

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

The CDC meets on the fourth Tuesday of each month at 6 p.m. at the Urbana City Building Complex. During preparation of the Consolidated Plan/ Annual Action Plans, the CDC holds special meetings as necessary, in addition to the regular monthly meeting. All meetings of the Commission are open to the public.

Public Hearings and Plan Submission

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

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

Initial Consolidated Plan/Annual Action Plan Hearings

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

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

Draft Consolidated Plan/Annual Action Plan Hearing

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

Substantial Program Amendments

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

- The amendment proposes to use either CDBG or HOME funds for one or more activities which were not approved as part of the Consolidated Plan/Annual Action Plan submittal;
- The amendment proposes to alter the purpose, location, or class of beneficiaries of activities included in the Consolidated Plan/Annual Action Plan;
- The amendment proposes to reduce or increase expenditures for any activity included in the approved Annual Action Plan by more than fifty (50) percent or \$50,000, whichever is greater, of the total amount shown for that activity in the approved Plan;
- The amendment proposes a strategy not included in the approved Consolidated Plan.

The City/Consortium notifies HUD in writing of any substantial amendment adopted by City Council. Any proposed amendments to the Consolidated Plan/Annual Action Plan not meeting the foregoing definition of "substantial amendment" may be authorized by City Council without special public notice or public hearing. ***The CARES Act made available additional funding in Community Development Block Grant Coronavirus (CDBG-CV) funds. The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual HUD FY2019/2020 CDBG grants. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.**

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and HUD FY2019 and FY2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can

be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

These edits do not change current citizen participation policies but have been modified to allow for necessary expedited actions during times of declared disaster or emergencies.

The City/Consortium gives adequate notice of all public hearings using one or more of the following methods:

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

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

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

At the time notices are published in the newspaper, copies of the newspaper text are mailed electronically to appropriate neighborhood organizations and social service agencies involved with the Community Development Program in Urbana, including the Housing Authority of Champaign County.

The City/Consortium sends a notice of availability of copies of the draft Consolidated Plan/Annual Action Plan electronically to appropriate neighborhood organizations and social service agencies, including the Housing Authority of Champaign County, along with the notice of public hearing on the draft plan.

***For projects utilizing CDBG funding under HUD FY 2019-2020 and FY 2020-2021, and the CARES Act CDBG-CV funding, the City of Urbana may provide a 5-day notice/comment period for proposed amendments necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.**

Access to Information

The City/Consortium provides the public full access to program information and makes an affirmative effort to provide adequate information to citizens, particularly low-income residents residing in

neighborhoods targeted by the Community Development Program. The Consolidated Plan/Annual Action Plan as drafted and adopted, substantial amendments as proposed and adopted, and performance reports as proposed and approved are available to the general public. Upon request, these materials are made available in a form accessible to persons with disabilities and non-English speaking persons in electronic format.

The City/Consortium provides full and timely disclosure of its program records and information consistent with Federal, State, and Local laws regarding personal privacy and confidentiality. Citizens may review documents relevant to the Community Development Program upon request at the Grants Management Division office during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

When the Consolidated Plan/Annual Action Plan has been received and approved by HUD, the City/Consortium may publish a notice in the *Champaign-Urbana News-Gazette* or on the City website stating that the document has been received and approved by HUD and is available to interested parties upon request.

Performance Reporting

The City/Consortium provides citizens with opportunities to comment on draft performance reports prior to their submittal to HUD. The City/Consortium publishes a notice in the *Champaign-Urbana News-Gazette* announcing availability of a draft Performance Report. The notice is published in the non-legal/non-classified section (display advertisement) of the newspaper at least 14 days prior to its submission to HUD. Copies of the draft report are mailed to appropriate neighborhood organizations and social service agencies involved with the Community Development Program. A summary of comments received by the City/Consortium on the Performance Report is attached to the report submitted to HUD.

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

- City of Urbana, 400 South Vine Street, Urbana
Grants Management Division
City Clerk's Office
- Urbana Free Library, 210 West Green Street, Urbana
- Housing Authority of Champaign County, 205 West Park Avenue, Champaign
- Champaign County Regional Planning Commission, 1776 E. Washington Street, Urbana

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

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

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

Submission of Comments and Proposals

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

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

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

Anti-Displacement Concerning CDBG and HOME Funded Programs

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

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

Technical Assistance

The City/Consortium provides technical assistance at the level and of the type deemed appropriate by the Grants Management Division Manager. Technical assistance is provided to the CDC and to any neighborhood or area-wide organization so such organization may adequately participate in planning, implementing, and assessing the Community Development Program. Technical assistance is also provided to groups of low-income persons and to groups of residents of neighborhoods targeted by the CDBG Program to help such groups complete written comments and funding proposals in connection with the Community Development Program.

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

Complaints

Complaints regarding the Community Development Program should be addressed to the Grants Management Division Manager, 400 South Vine Street, Urbana, Illinois 61801 or

sedodd@urbanaininois.us. The Grants Management Division Manager responds to any written complaint within 15 working days of its receipt.

Summary of Comments from Public Hearings

A summary of the comments provided at the public hearing is included in Appendix C. Also included is copy of the sign-in sheets from the public hearing events.

Summary of Efforts to Broaden Public Participation

The City of Urbana publishes information concerning the Consolidated Plan and Annual Action on the City website, www.city.urbana.il.us. The City of Champaign publishes information concerning the Consolidated Plan and Annual Action on the City website, www.ci.champaign.il.us.

Efforts are made to distribute copies of all documents related to the Consolidated Plan and Annual Action Plan to better reach minority and disabled persons in an effort to gain feedback on the planning documents. Such organizations include, but are not limited to:

- East Central Illinois Refugee Center
- Persons Assuming Control of Their Environment (PACE)
- Developmental Services Center (DSC)
- Latino Partnership
- NAACP Local Chapter

Explanation of Comments Not Accepted

All comments were accepted and are included in this Consolidated Plan.

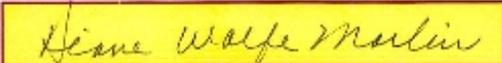
H:\Grants Management\Citizen Participation Plans\FY 15-19 CON PLAN CITIZEN PARTICIPATION amended 5~2020.docx

Grantee SF-424's and Certification(s)

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: <input type="text" value="6-8-2020"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text" value="H19-NC-170824"/>
State Use Only: 6. Date Received by State: <input type="text"/> 7. State Application Identifier: <input type="text"/>		
B. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Urbana"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="37-5000524"/>		* c. Organizational DUNS: <input type="text" value="1119699570000"/>
d. Address:		
* Street1: <input type="text" value="400 South Vine Street"/>		
Street2: <input type="text"/>		
* City: <input type="text" value="Urbana"/>		
County/Parish: <input type="text"/>		
* State: <input type="text" value="IL: Illinois"/>		
Province: <input type="text"/>		
* Country: <input type="text" value="USA: UNITED STATES"/>		
* Zip/Postal Code: <input type="text" value="61801-3335"/>		
e. Organizational Unit:		
Department Name: <input type="text" value="Community Development Services"/>		Division Name: <input type="text" value="Grants Management Division"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms."/>		* First Name: <input type="text" value="Sheila"/>
Middle Name: <input type="text" value="E"/>		
* Last Name: <input type="text" value="Codd"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Manager, Grants Management Division"/>		
Organizational Affiliation: <input type="text" value="City of Urbana, IL"/>		
* Telephone Number: <input type="text" value="2173842441"/>		Fax Number: <input type="text" value="2173842357"/>
* Email: <input type="text" value="scodd@urbanaillinois.us"/>		

Application for Federal Assistance SF-424			
* 8. Type of Applicant 1: Select Applicant Type:			
<input type="text" value="C: City or Township Government"/>			
Type of Applicant 2: Select Applicant Type:			
<input type="text"/>			
Type of Applicant 3: Select Applicant Type:			
<input type="text"/>			
* Other (specify):			
<input type="text"/>			
* 10. Name of Federal Agency:			
<input type="text" value="Department of Housing and Urban Development"/>			
11. Catalog of Federal Domestic Assistance Number:			
<input type="text" value="14.218"/>			
CFDA Title:			
<input type="text" value="Community Development Block Grant"/>			
* 12. Funding Opportunity Number:			
<input type="text" value="B-19-MC-17-0034"/>			
* Title:			
<input type="text" value="Grant Number"/>			
13. Competition Identification Number:			
<input type="text" value="KA - Entitlement"/>			
Title:			
<input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:			
<input type="text" value="FY 2019-2020 Annual Action Plan: COVID-19 Pandemic response programs; housing and small business assistance."/>			
Attach supporting documents as specified in agency instructions.			
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="IL-15"/>	* b. Program/Project: <input type="text" value="IL-15"/>
Attach an additional list of Program/Project Congressional Districts if needed	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2021"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="294,965.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="294,965.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Diane"/>
Middle Name: <input type="text" value="Wolfe"/>	
* Last Name: <input type="text" value="Marlin"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor, City of Urbana"/>	
* Telephone Number: <input type="text" value="217-384-2545"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="dmarlin@urbanaillinois.us"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="05/28/2020"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4840-0009
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

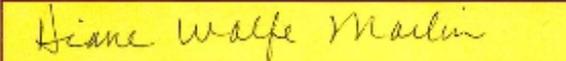
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 3d-3 and 290 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 4240 (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Urbana, IL	05/20/2020

SF-424D (Rev. 7-97) Back

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Deane Wolfe Martin

Signature of Authorized Official

5/28/2020

Date

✓
Mayor, City of Urbana
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan – It is following a current consolidated plan that has been approved by HUD.

Use of Funds – It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) FY 2019/2020/2021 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Deane Wolfe Martin 05/28/2020
Signature of Authorized Official _ Date

Mayor, City of Urbana
____ Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Deane Wolfe Martin
Signature of Authorized Official

5-28-2020
Date

Mayor
Title

Not Applicable

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;


Signature of Authorized Official

5/28/2020
Date

✓ Mayor, City of Urbana _____
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long as the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

N/A
Signature of Authorized Official

Date

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A
Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.