



## **2019 Substantial Amendment #2 – CARES Act Amendment**

### **2019 Action Plan Element of the 2015-2019 Consolidated Plan**

A substantial amendment to the 2019 Action Plan is being completed for the following reasons: 1. To remove the CDBG funded Teen Parent Connection roof replacement capital improvement project that was unable to move forward; 2. To update the project scope for a CDBG funded capital project awarded to the Bartlett Learning Center. The original scope identified a vacant property located in West Chicago that the agency wished to acquire, which is no longer on the market. Bartlett Learning Center has changed their project scope to reflect acquisition and rehabilitation of a residential facility to be located within a 6-mile radius of the existing Clare Woods Academy located at 125 E. Seminary Ave., Wheaton, IL 60187; and 3. To add three CDBG funded infrastructure improvement projects that will benefit low-moderate income neighborhoods in Addison, Glendale Heights, and Villa Park. A second substantial amendment to the 2019 Action Plan is being completed for the following reason: 1. To add/apply for Emergency Solutions Grant Program funding that has been allocated by the U.S. Department of Housing and Urban Development in response to the COVID-19 pandemic as part of the CARES Act. The funding will be identified as ESG-CV. 2. To add/apply for ESG-CV funding to eligible projects and/or include new ESG-CV eligible projects to be funded with ESG-CV.

## **Executive Summary**

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

#### **1. Introduction**

The DuPage County Consortium includes DuPage County and the municipalities of Downers Grove, Naperville, and Wheaton. These three municipalities are identified separately as individual members due to their status as entitlement grantees under the Community Development Block Grant program, which is administered through the U.S. Department of Housing and Urban Development (HUD). Wheaton and Downers Grove are joint recipients with DuPage County, and Naperville is a Metropolitan Entitlement City with its own CDBG allocation. All or part of 36 other municipalities are included within

DuPage County's borders, and 28 of these municipalities work closely with the County as part of the DuPage Community Development Commission (CDC). Figure ES-1 depicts the boundaries of the DuPage County Consortium, reflecting the portions of Naperville and Woodridge that are outside of DuPage County. These two municipalities have chosen to include their Will County areas as part of the DuPage County Consortium.

In the second half of 2014, the DuPage County Consortium developed a five-year Consolidated Plan (ConPlan) covering 2015-2019 to integrate the planning efforts for four County-managed federal programs that focus on the housing and community development needs of low and moderate-income persons. These programs are: the Community Development Block Grant (CDBG) program; the HOME Investment Partnerships (HOME) program; and the Emergency Solutions Grant (ESG) program. A fourth grant, the Community Development Block Grant – Disaster Recovery (CDBG-DR) is not an annual grant and was awarded for disaster relief for flooding that occurred in April of 2013. CDBG-DR funds have a separate Action Plan found at the following link: <http://www.dupageco.org/cdbg-dr/>.

In response to the COVID-19 pandemic and as part of the CARES Act, Emergency Solutions Grants - Coronavirus (ESG-CV) program funding in the amount of \$1,031,548 has been allocated by the U.S. Department of Housing and Urban Development. ESG-CV funds have been made available to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus under the Emergency Solutions Grants program as authorized under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.), as amended.

The Consolidated Plan and each annual Action Plan does not consolidate these programs into one program. They are separate programs with separate regulations, but they all have the same starting date and each plan addresses interrelated resources dealing with interrelated problems. This Annual Action Plan update to the Consolidated Plan document summarizes how these programs will be utilized in the 2019 Program Year to meet housing needs, homeless needs, and non-housing community development needs, such as public services and infrastructure. Any questions or comments regarding this plan should be directed to:

DuPage County Community Development Commission  
421 North County Farm Road, Wheaton, Illinois 60187  
(630) 407-6600 / [communitydev@dupageco.org](mailto:communitydev@dupageco.org)

The Community Development Commission was established in 1975 and has had primary responsibilities for establishing policies for the CDBG, HOME, and ESG programs. The CDC is made up of the 18 elected County Board members and representatives of 28 municipalities. These municipalities are those that have signed an intergovernmental agreement (IGA) with DuPage County for the purpose of sharing responsibility for the CDBG program. This Commission has had primary responsibility for establishing the policies for the CDBG program since it began in 1975.

Figure ES-1  
DuPage County Consortium Area

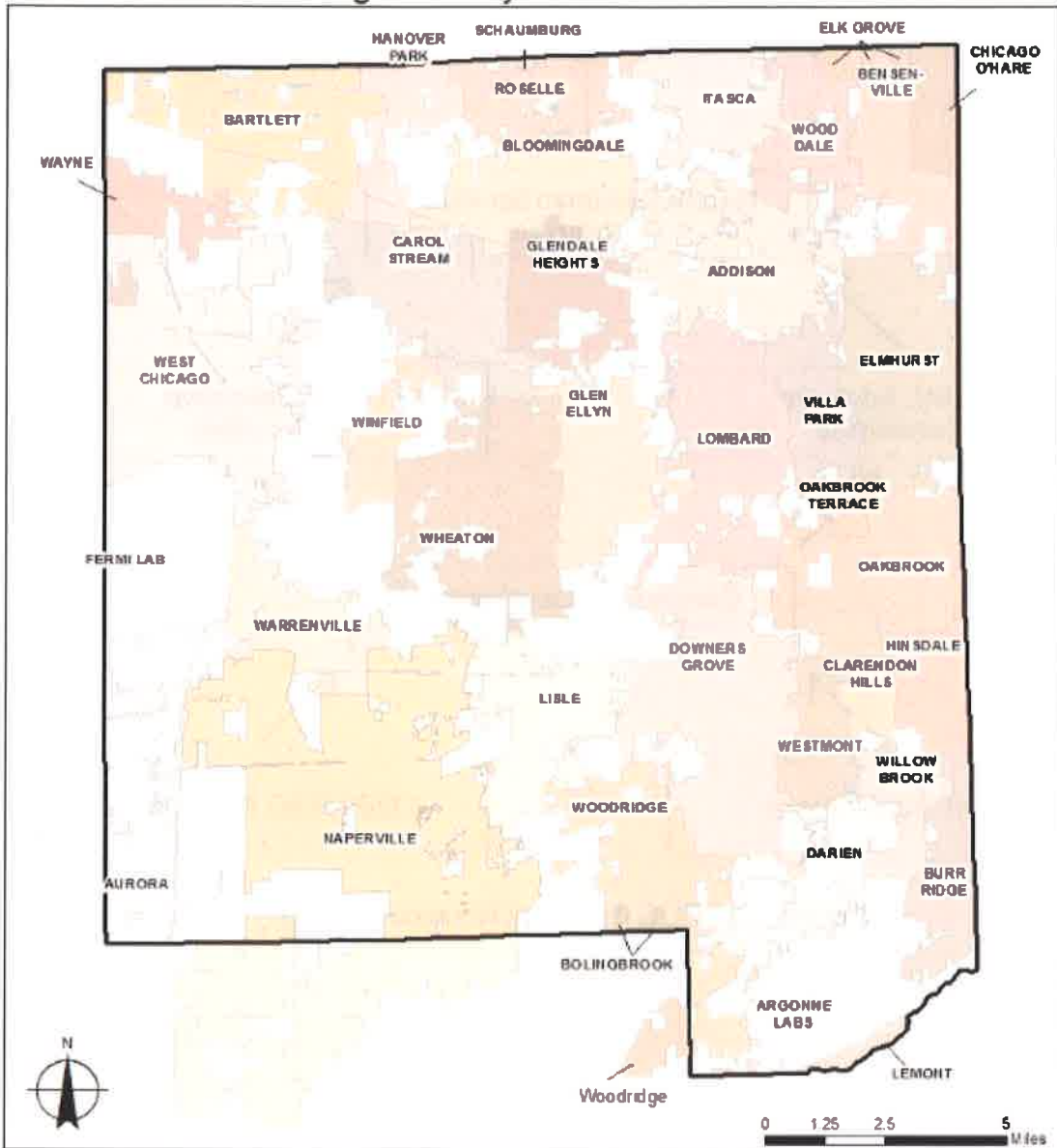
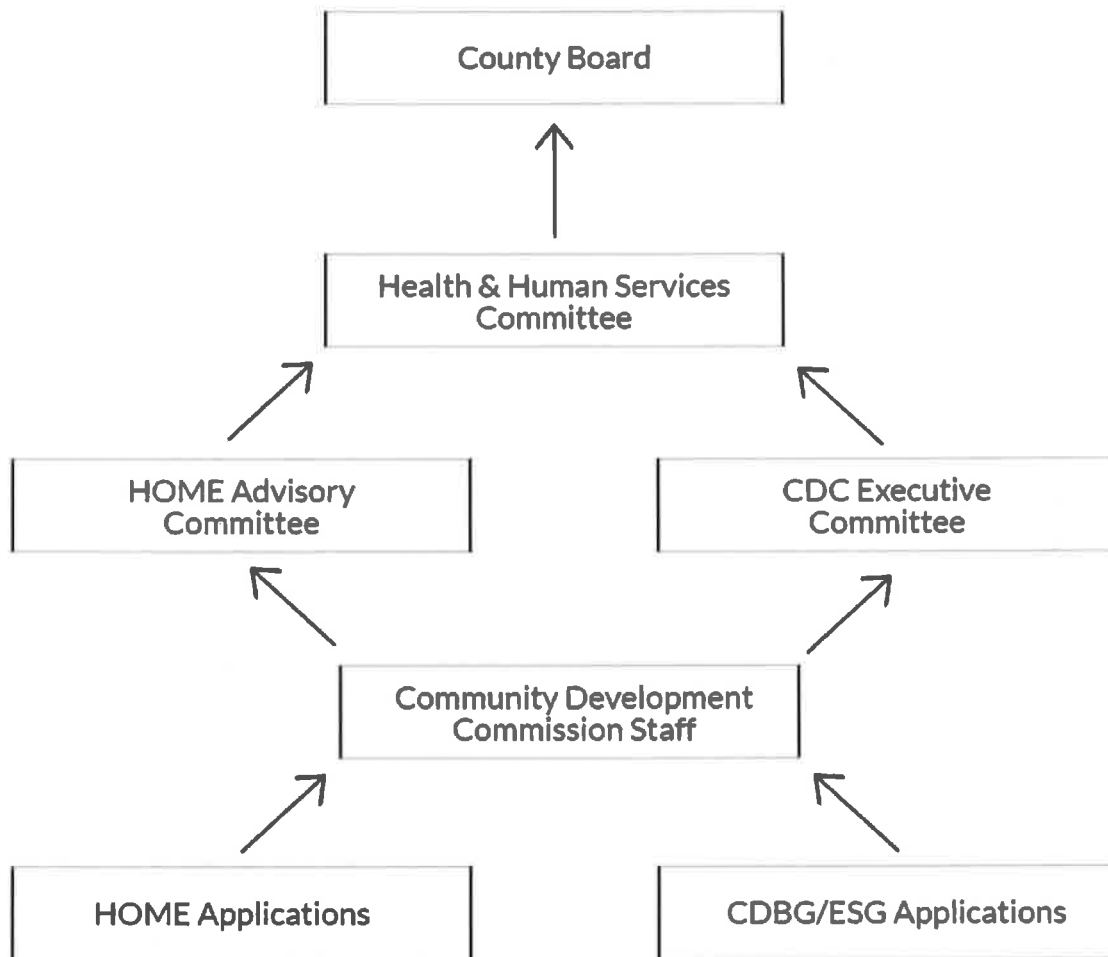


Figure ES-1 DuPage County Consortium Area



**Figure ES-2 CDC Approval Hierarchy Chart**

**Figure ES-2 CDC Hierarchy Chart**

Figure ES-3 2019 Funds		
Program	Objectives and Outcomes	Amount
CDBG	Objective of CDBG funding is to provide assistance to low and moderate income neighborhoods, low and moderate income persons, and persons with special needs through public services, acquisition, construction, and/or rehabilitation of public facilities and improvements, and housing rehabilitation. Outcomes are measured in terms of number of beneficiaries or facilities assisted.	\$3,814,372
HOME	Objective of HOME funding is to provide funds that assist low to moderate income persons by the production and/or rehabilitation of owner-occupied or rental property, the provision of down payment assistance for first time homebuyers and provision of Tenant Based Rental Assistance. Outcomes are measured in terms of persons or households benefitted,	\$1,662,767
ESG	The objective of ESG is to reduce the number of homeless persons and the number of persons becoming homeless through funding emergency shelter operations, services and street outreach for homeless persons, case management, financial assistance for rapid-rehousing or homelessness prevention, and operation of a HUD required Homeless Management Information System. Outcomes are measured in terms of reduction in numbers of homeless persons, increase in income and benefits for persons receiving services, and stability of households when they exit the program.	\$300,407
CDBG-DR	The objective of CDBG-DR is to address ongoing housing and infrastructure needs from a flood event in April 2013. This is a one-time disaster funding and will be disbursed on ongoing basis until September 2019. Outcomes are measured in terms of beneficiaries or infrastructure improvements completed. Full information on this program is available at <a href="http://www.dupageco.org/cdbg-dr/">http://www.dupageco.org/cdbg-dr/</a>	Not an annual allocation
ESG-CV	In response to the COVID-19 pandemic and as part of the CARES Act, Emergency Solutions Grants - Coronavirus (ESG-CV) program funding has been allocated by the U.S. Department of Housing and Urban Development. ESG-CV funds have been made available to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.	\$1,031,548 Not an annual allocation
Other Resources	Other resources are program income generated from prior years' investments of CDBG funds, HOME funds, and other funds that are being reprogrammed to new activities.	\$2,066,954
Total New Funding		\$8,876,048

**Figure ES-3 2019 Substantial Amendment #2 Funds**

**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.

The Action Plan identifies housing needs, homeless needs, and non-housing community development needs, such as public services and infrastructure. The Action Plan also prioritizes those needs and identifies strategies that the DuPage County Community Development Commission proposes to utilize to meet those needs over a 5-year period.

Based on the anticipated 2019 CDBG allocation from HUD, DuPage County will fund six Neighborhood Investment projects totaling \$1,715,000, eight Capital projects totaling \$1,522,835, and 16 Public Service projects totaling \$572,156. For additional project details, please refer to section AP-35. A total of approximately \$240,260 in Single Family Rehabilitation funding has been allocated for 2019. DuPage

County anticipates assisting 21-25 low to moderate income households during the 2019 grant year using available funds from the 2017 grant along with additional 2018 funds.

The Community Development Commission is currently underwriting three affordable senior housing project applications that have been submitted for HOME Investment Partnerships funding.

The Community Development Commission estimates roughly \$2.8 million dollars in funds will be available to be allocated towards expanding and preserving affordable housing. DuPage County is continuing to work through the process of underwriting received applications to determine which of the projects meet consolidated plan needs and HOME thresholds for feasibility, viability, and sustainability. Should a new project be identified that is not listed in the 2016, 2017, or 2018 Action Plan, a substantial amendment to the appropriate Action Plan will be completed to inform interested parties of how HOME funds will be utilized. The 2019 15% CHDO set aside of approximately \$249,000 should be satisfied by a project that will be applied for by Community Housing Advocacy & Development (CHAD) for the acquisition and rehabilitation of multi-family rental units or rehabilitation of previously acquired affordable housing.

Six ESG projects will be funded in 2019 estimated at \$300,407

\$951,447 will fund Administration, Planning, and Fair Housing Activities in 2019. Figure ES-3 states estimated new funding to be available in 2019. A complete breakdown of project funds using both the estimated and actual funding can be found in the Appendix.

HOME projects are currently in the underwriting phase and actual funding will be combined with program income and unallocated funding to determine the best use of funds. Any major increases or decreases to grant funding may require a substantial amendment, and DuPage County will follow its Citizen Participation Process when making this determination.

### **3. Evaluation of past performance**

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

The DuPage Consortium consistently performs well in the administration of the grant programs covered in this plan. In the CDBG program, one regulatory measure used by HUD to evaluate performance is the timeliness ratio test. This is a formula that measures the amount of an entitlement community's unexpended funds sixty days prior to the start of its next program year in relation to the amount of funding it receives, and the ratio cannot exceed 1.5. DuPage County's timeliness is measured on January 31 each year. This year the County's timeliness ratio was 1.43, which is below the 1.5 threshold set by HUD.

The HOME program uses commitment and expenditure deadlines to measure performance. DuPage County has met all deadlines.

The ESG program uses drawdown requirements to measure performance. DuPage County has made consistent drawdowns of ESG funds.

While these financial tests are required and are measurements of performance, it is also important that projects and programs carried out with these funds meet outcome expectations and benefit eligible persons. Reporting on outcomes and beneficiaries is made available each June in the Consolidated Annual Performance and Evaluation Report (CAPER).

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

Summary from citizen participation section of plan.

The laws that created the CDBG, HOME, and ESG programs state the purpose of the programs covered by the Action Plan to be the improvement of communities through provision of: decent housing; a suitable living environment; and growing economic opportunities for low and moderate-income households in DuPage County. Since low to moderate income households are the beneficiaries of these funds, it is important to involve these households in the planning process. In preparation of the 2015-2019 ConPlan, extensive surveying opportunities were made available to low to moderate income persons. This was done through an online survey, a survey kiosk in the DuPage County Community Services Department (where intake takes place for the Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization Program), and through Neighborhood Resource Centers located in low-to-moderate income geographic areas.

This Action Plan requires that each applicant for project funding hold a public hearing to gain citizen input; a public hearing took place at the DuPage County Government Center on March 5, 2019. The public comment period took place between February 15, 2019 and March 18, 2019. Copies of the draft Action Plan and notification of the Public Hearing are made available online, in municipal buildings, and at public libraries throughout the consortium area. Notification was published in the Daily Herald on February 14, 2019, a general circulation newspaper in the DuPage Consortium area. Notification is e-mailed to all persons and agencies that have requested to be placed on the CDC mailing list and through the Continuum of Care.

The Community Development Commission Executive Committee adopted funding recommendations on January 8, 2019. The Action Plan was presented for final approval at the DuPage County Health and Human Services Committee on March 5, 2019, and to the DuPage County Board on March 12, 2019 and March 26, 2019. All of these meetings are publicly noticed and provide an opportunity for public comment. See Figure ES-2 for approval hierarchy.

Additional comments are solicited on activities undertaken with CDBG, HOME, and ESG funds through the Environmental Review Record process. Notification and comment periods are in accordance with 24 CFR Part 58.

Portions of the Action Plan may undergo changes before a complete revision is officially adopted. These changes may take the form of policy changes of the DuPage Community Development Commission or changes in the specific activities to be implemented with CDBG, HOME, or ESG funds. In accordance with the DuPage County Citizen Participation Plan, changes to the Action Plan that will require public hearing and comment are: (a) local policy changes affecting eligibility for at least 10% of the federal funds subject to the Action Plan; or (b) modifications to the list of proposed activities affecting at least 10% of the federal funds subject to the Action Plan.

It is the policy of the CDC that all comments directed to the Consolidated Plan, Annual Action Plan, or the CAPER shall be responded to in writing within the document. Comments will be summarized in the document followed by responses.

Any written complaints regarding the Action Plan, CAPER, or individual activities undertaken by DuPage County's CDBG, HOME, or ESG programs shall be responded to in writing. It is the policy of the CDC to respond within 15 working days of receipt of the complaint whenever possible. If the complaint involves a policy issue requiring deliberation of one or more policy groups, the individual submitting the complaint shall be notified of this fact within 15 days. The issue will be brought to the attention of the appropriate policy group at the next available meeting, and a response will be developed after their consideration.

Additional amendments are governed by the attached, see below.

#### **Additional Narrative**

Any written complaints regarding the Action Plan, CAPER, or individual activities undertaken by DuPage County's CDBG, HOME, or ESG programs shall be responded to in writing. It is the policy of the CDC to respond within 15 working days of receipt of the complaint whenever possible. If the complaint involves a policy issue requiring deliberation of one or more policy groups, the individual submitting the complaint shall be notified of this fact within 15 days. The issue will be brought to the attention of the appropriate policy group at the next available meeting, and a response will be developed after their consideration.

#### **Summary of Citizen Participation Process ÿ Consultation Process ESG-CV**

Under the CARES Act, ESG-CV funding is not subject to certain regulatory requirements otherwise associated with the ESG program. ESG-CV funding is not be subject to the consultation or citizen participation requirements that otherwise apply to the Emergency Solutions Grants program, except that a recipient must publish how it has and will utilize its allocation, at a minimum, on the Internet at



the appropriate Government web site or through other electronic media. DuPage County will follow the requirements under the CARES Act and intends to utilize any suspensions and waivers available for ESG-CV funding in order to efficiently administer allocated funds.

## **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.

No public comments were received. Section D of the Appendix details the public comment period and public hearing information.

No public comments were received during the 2019 Action Plan Substantial Amendment #1 public comment period. Section D of the Appendix also details the public comment period and public hearing information pertaining to Substantial Amendment #1.

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

No public comments were received.

No public comments were received during the 2019 Action Plan Substantial Amendment #1 public comment period, and therefore, no comments or views were not accepted.

## **7. Summary**

DuPage County, through its Community Development Commission, continues to strive to address the issues facing County residents in an ever-changing environment. The goal of the Commission is to allocate limited funding to projects that meet the highest priority based on surveys from villages, cities, agencies, and residents throughout the County of DuPage. Requests for funding are evaluated on a competitive basis. The County will also work to meet the requirements set forth by HUD to administer the grant funding in the most efficient and transparent methods. DuPage County consulted with appropriate stakeholders in preparation of this Consolidated Plan and followed its Citizen Participation Plan in presenting this Action Plan.

The County also continues to encourage Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation in all programs covered by this Action Plan. The County maintains a list of certified MBE / WBE contractors which is updated throughout the year and all participants are re-certified annually. The County also continues efforts to encourage businesses certified as Section 3 businesses to participate in all programs covered by the Action Plan. The County maintains a list of certified Section 3 contractors that is updated on an ongoing basis.

Historically, the CDC has responded to changing conditions and needs of its community development partners. Changes to its application and selection process occur in order to emphasize a direct connection between activities funded and achievement of Consolidated Plan goals. The consortium will continue to: analyze and present changes in trends in housing and community development needs to policy makers; evaluate the effectiveness of local organizations in implementing recommended strategies; improve methods of measuring the outcomes of activities funded by the consortium's housing and community development programs, and recommend modifications that should be made in implementation strategies.

**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.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	DUPAGE COUNTY	
CDBG Administrator	DUPAGE COUNTY	Department of Community Services
HOPWA Administrator		
HOME Administrator	DUPAGE COUNTY	Department of Community Services
ESG Administrator	DUPAGE COUNTY	Department of Community Services
HOPWA-C Administrator	DUPAGE COUNTY	Department of Community Services

**Table 1 – Responsible Agencies**

**Narrative**

The DuPage County Consortium includes DuPage County and the municipalities of Downers Grove, Naperville, and Wheaton. These three municipalities are identified separately as individual members due to their status as entitlement grantees under the Community Development Block Grant (CDBG) program, which is administered through the U.S. Department of Housing and Urban Development (HUD). Wheaton and Downers Grove are joint recipients with DuPage County and Naperville is a Metropolitan Entitlement City with its own CDBG allocation. All or parts of 36 other municipalities are included within DuPage County's borders. 28 of these municipalities work closely with the County as part of the DuPage Community Development Commission (CDC).

The lead agency for the development of the Consolidated Plan is the Community Development Commission (CDC). The DuPage County Community Development Commission unit within the DuPage County Community Services Department acts as staff and liaison to the CDC. The CDC is made up of the 18 County Board members and representatives of 28 municipalities. These municipalities are those that have signed an IGA with DuPage County for the purpose of sharing responsibility for the CDBG program. This Commission has had primary responsibility for establishing the policies for the CDBG program since it began in 1975. The CDC has delegated much of its authority to the CDC Executive

Committee, which meets monthly. The HOME Advisory Group, which advises on the use of HOME and housing funds, is composed of the CDC Executive Committee members and an additional representative from Naperville.

**Consolidated Plan Public Contact Information**

The Community Development Commission encourages public comment and offers transparency to the greatest extent possible for each grant. The Commission provides numerous ways listed below to access information and all questions or comments regarding each grant covered by this plan should be sent to:

DuPage County Community Development Commission

421 North County Farm Road, Wheaton, Illinois 60187

(630) 407-6600 / [communitydev@dupageco.org](mailto:communitydev@dupageco.org)

In accordance with the Freedom of Information Act, records are open to the public. Any person wishing to view the records associated with the CDBG, HOME, CDBG-DR or ESG programs may arrange to do so, and copies will be made available in accordance with applicable Freedom of Information requirements.

All meetings of the CDC, the CDC Executive Committee, the HOME Advisory Group, and any special committees created by these groups are subject to the State of Illinois Open Meetings Act. Therefore, notification and reporting requirements apply any time a majority of a quorum of any of these groups assemble to discuss the business of the CDC. It is also the policy of the CDC to notify organizations that would be directly affected by a policy issue scheduled for consideration by one of the CDC's policy groups.

To encourage participation in its programs by organizations and agencies that may wish to apply for funds, the CDC provides technical assistance through mandatory pre-application meetings, one-on-one pre-application consultations and availability of data.

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

### **1. Introduction**

The County provides the opportunity for each municipality, township, non-profit agency and all participants in the DuPage County Continuum of Care (CoC) to provide input to identify needs and priorities of the Consolidated Plan. Likewise, citizens are given the opportunity to advise the County concerning their needs and priorities. The County employs two mechanisms to solicit this information – public hearings and survey instruments with specific, consistent questions.

**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)).**

DuPage County does not have providers of public housing, but a significant number of assisted units are provided through the Continuum of Care programs and/or by agencies that participate in the Continuum of Care. Because DuPage County serves as the lead agency for the Continuum of Care, the County strives to coordinate the efforts of essential county-wide networks and coalitions.

Through the Continuum of Care and through its own funding processes, assisted housing providers, service agencies, and healthcare providers are encouraged to coordinate, collaborate, and avoid duplication of services. One example of such efforts is the implementation and continued development of the Coordinated Entry System (CES). The CES process aims to prioritize scarce CoC funded housing assistance to those literally homeless persons with the most severe needs in an effort to match the most vulnerable persons with available housing in a timely manner. The CES process also provides information about service needs and gaps to assist the CoC in planning assistance and identifying needed resources.

DuPage County has enhanced coordination county-wide through active participation in the development of Impact DuPage. Impact DuPage, chaired by the DuPage County Health Department and DuPage Federation on Human Services Reform, is a partnership of community leaders and organizations working to improve the quality of life within DuPage County. Impact DuPage is committed to creating a common understanding of community needs, gaps and priorities that will advance the well-being of DuPage County residents.

Every three years, Impact DuPage, a multi-sectoral group of community partners, conducts an assessment with residents to update health-related data and address the needs of the community. Following the community -wide assessment in early 2018 for its 2019-2021 Action Plan, three priorities were chosen, and participating partner coalitions were identified.

Behavioral Health – Coalitions linked to this priority are Prevention Leadership Team (PLT), Behavioral Health Collaborative (BHC), and the Heroin/Opioid Prevention and Education (HOPE) Taskforce. PLT is a

coalition that aims to prevent substance use and addiction among youth; the BHC works to improve the ways that people with mental health issues interact with the justice system; HOPE Taskforce is a cross-sectoral group of stakeholders working to combat the opioid epidemic in DuPage County.

Health Status Improvement – Partners associated with this priority area are DuPage Health Coalition (DHC) and Fighting Obesity Reaching Healthy Weight Among Residents of DuPage (FORWARD). DHC works to improve health outcomes for low-income populations in DuPage County, and FORWARD promotes improvements to nutrition, physical activity, and the built environment.

Affordable Housing – The DuPage County Housing Coalition, which focuses on the development of housing that serves all demographics in DuPage County, is responsible for this priority. Indicators specific to homelessness and housing can be found on Impact DuPage’s community dashboard.

Full results from the 2018 Impact DuPage Community Assessment Reports, including data collected from the 2018 Landscape Review, Local System Assessment, Forces of Change Assessment, and Community Profile can be found on the Impact DuPage website at [www.impactdupage.org](http://www.impactdupage.org). Interested parties can register on the website to subscribe to the Impact DuPage newsletter to keep updated on local progress, collective impact, and the most current data tools available.

Please see the public version for the full section.

**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.**

DuPage County Community Services is the lead agency for the DuPage County Continuum of Care (CoC). The Director of DuPage County Community Services chairs the Leadership Committee, charged with oversight and leadership for the array of public and private agencies comprising the CoC that meet housing, health, and social service needs for the chronically homeless, families with children, veterans and other homeless populations. The leadership role allows a direct interface between priority homeless needs determined by the Needs Assessment Committee and the application procedures, and ranking procedures for grant opportunities to meet those needs, as formed by the Grants/Funding Committee and approved by the Leadership Committee.

The CoC provides information and access points for emergency housing assistance to health care programs including mental health, hospitals, substance abuse treatment and health clinics. Discharge protocols have been created for foster care, health care, mental health, and corrections, as these care providers could potentially discharge persons into homelessness. DuPage County homelessness prevention and rapid rehousing agencies, emergency shelters, domestic violence shelters and transitional housing programs have developed and implemented a Coordinated Entry System (CES) to assess individuals and families experiencing a housing crisis. The CES aims to quickly identify, assess,

refer, and connect literally homeless persons to available CoC housing and assistance based on their strengths and needs, offering fair and equal access to CoC housing resources.

**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 HEARTH Act requires the Continuum of Care (CoC) planning process to assist homeless persons by providing greater coordination in responding to their needs. DuPage County Community Services provides coordination between ESG and CDBG funding, as well as , coordination with the DuPage County CoC as to priority needs and policy. As lead agency for the CoC, DuPage County Community Services has had policies to require coordination among emergency shelter providers, essential services providers, and providers of other services to the homeless for many years. This requirement for coordination begins with applications for funding for CDBG, ESG, and CoC funds. Applications for these programs require information about the role each program plays in the CoC to ensure collaboration among agencies and non-duplication of services. Agencies in DuPage County also participate in the SOAR program to enroll eligible persons in mainstream benefits.

As a HOME Participating Jurisdiction, DuPage County also uses HOME funds to address the housing needs of the most at risk populations when such projects are viable. The DuPage County Health Department has several CoC projects in DuPage County and is represented on the CoC Leadership Committee. The DuPage Housing Authority is represented on the CoC Needs Assessment Committee, the CoC Grants Funding Committee, and the CoC Leadership Committee. These are all ongoing past and current efforts to ensure proper funding allocation. The CoC has existing established performance standards for activities funded under the Emergency Solutions Grant program and for grants funded through the CoC NOFA process. HUD has developed the following seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

- 1) Length of time homeless
- 2) Returns to homelessness
- 3) Number of homeless persons
- 4) Employment and income growth for homeless persons (in CoC program-funded projects only)
- 5) Number of persons who become homeless for the first time
- 6) Successful homelessness prevention and housing placement of persons defined by HUD Homeless Category 3 Definition.
- 7) Successful placement from Street Outreach and successful placement in or retention of permanent housing. HUD uses this system-level performance information as a competitive element in its annual CoC Program Competition and to gauge the state of the homeless response system nationally.

The application process and selection criteria for ESG funding has been developed in conjunction with and approved by the Leadership Committee and Grants Funding Committee of the CoC. Outcome measures (performance standards) are then developed for each subrecipient, based on their application, and reported quarterly progress. Targeting those who need assistance most is accomplished at the application review, as needs with higher priority in the Consolidated Plan. Current case management practices are aimed at reducing each program participant's housing barriers or housing stability risks and are quantified and captured as needs identified and needs met in HMIS. Performance standards are also integral to how financial assistance is provided through ESG.

The Homelessness Prevention Providers (HPP) Committee of the CoC annually reviews and maintains a written Program Plan that sets the standards to be followed by agencies utilizing ESG financial assistance funds.

DuPage County Community Services is the HMIS lead for the CoC. DuPage County has coordinated funding for the HMIS through CoC funding and ESG funding. ESG subrecipients (other than domestic victim service providers) are required to participate in the County's HMIS system.

Please see the public version for the full section.

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



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

1	<b>Agency/Group/Organization</b>	Village of Willowbrook
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
2	<b>Agency/Group/Organization</b>	Village of Hanover Park
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
3	<b>Agency/Group/Organization</b>	City of Warrenville
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
4	<b>Agency/Group/Organization</b>	Village of Glendale Heights
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
5	<b>Agency/Group/Organization</b>	City of Elmhurst
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
6	<b>Agency/Group/Organization</b>	Village of Westmont
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
7	<b>Agency/Group/Organization</b>	Bloomington Township
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
8	<b>Agency/Group/Organization</b>	Village of Lombard
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
9	<b>Agency/Group/Organization</b>	Village of Wayne
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
10	<b>Agency/Group/Organization</b>	VILLAGE OF ADDISON
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey

11	<b>Agency/Group/Organization</b>	Village of Glen Ellyn
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
12	<b>Agency/Group/Organization</b>	City of Naperville
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
13	<b>Agency/Group/Organization</b>	CITY OF WEST CHICAGO
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
14	<b>Agency/Group/Organization</b>	Village of Carol Stream
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
15	<b>Agency/Group/Organization</b>	City of Darien
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
16	<b>Agency/Group/Organization</b>	Village of Woodridge
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Municipal Needs Survey
17	<b>Agency/Group/Organization</b>	Lutheran Child & Family Services of IL
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Needs Assessment/Current Market Conditions/Consultation

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Needs Assessment/Current Market Conditions/Consultation
18	<b>Agency/Group/Organization</b>	Almost Home Kids
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Needs Assessment/Current Market Conditions/Consultation
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Needs Assessment/Current Market Conditions/Consultation
19	<b>Agency/Group/Organization</b>	DUPAGE PADS, INC
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Needs Assessment/Current Market Conditions/Consultation
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
20	<b>Agency/Group/Organization</b>	Family Shelter Service
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment

21	<b>Agency/Group/Organization</b>	METROPOLITAN FAMILY SERVICES
	<b>Agency/Group/Organization Type</b>	Services-Education Legal
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
22	<b>Agency/Group/Organization</b>	PEOPLES RESOURCE CENTER
	<b>Agency/Group/Organization Type</b>	Services-Education Food Pantry
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
23	<b>Agency/Group/Organization</b>	LOAVES & FISHES COMMUNITY PANTRY
	<b>Agency/Group/Organization Type</b>	Services-Education Food Pantry
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment

24	<b>Agency/Group/Organization</b>	CHILDSERV
	<b>Agency/Group/Organization Type</b>	Housing Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment
25	<b>Agency/Group/Organization</b>	SENIOR HOME SHARING
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
26	<b>Agency/Group/Organization</b>	Marklund
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment



27	<b>Agency/Group/Organization</b>	Prairie State Legal Services
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing Legal Services
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment
28	<b>Agency/Group/Organization</b>	DuPage Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment
29	<b>Agency/Group/Organization</b>	Literacy DuPage
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
30	<b>Agency/Group/Organization</b>	CATHOLIC CHARITIES
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Elderly Persons

	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
31	<b>Agency/Group/Organization</b>	Mayslake Village, Inc
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment and Non Profit Needs Assessment
32	<b>Agency/Group/Organization</b>	DUPAGE HABITAT FOR HUMANITY
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a 5 Year Capital Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a 5 Year Capital Needs Assessment
33	<b>Agency/Group/Organization</b>	Willowbrook Corner Community House
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
34	<b>Agency/Group/Organization</b>	Addison Student Participation Center, Inc
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
35	<b>Agency/Group/Organization</b>	Addison Henry Hyde Resource Center
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey

36	<b>Agency/Group/Organization</b>	Outreach Community Ministries - Junior High Summer Youth Development Program
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
37	<b>Agency/Group/Organization</b>	Outreach Community Ministries - Main Park
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
38	<b>Agency/Group/Organization</b>	Outreach Community Ministries - Timberlake
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
39	<b>Agency/Group/Organization</b>	MIDWEST SHELTER FOR HOMELESS VETERANS, INC.
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
40	<b>Agency/Group/Organization</b>	Bridge Communities
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
41	<b>Agency/Group/Organization</b>	United Cerebral Palsy Seguin of Greater Chicago
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey

42	<b>Agency/Group/Organization</b>	Serenity House Inc
	<b>Agency/Group/Organization Type</b>	Substance Abuse
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
43	<b>Agency/Group/Organization</b>	Northeastern Illinois Area Agency on Aging
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
44	<b>Agency/Group/Organization</b>	FRANCISCAN MINISTRIES INC
	<b>Agency/Group/Organization Type</b>	Housing Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
45	<b>Agency/Group/Organization</b>	Asissi Homes of Illinois
	<b>Agency/Group/Organization Type</b>	Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
46	<b>Agency/Group/Organization</b>	NAMI DuPage
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
47	<b>Agency/Group/Organization</b>	The Community House
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
48	<b>Agency/Group/Organization</b>	HCS FAMILY SERVICES INC.
	<b>Agency/Group/Organization Type</b>	Services-homeless Food Pantry
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
49	<b>Agency/Group/Organization</b>	Evangelical Child and Family Agency
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Community Needs and Availability Services Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Community Needs and Availability Services Survey
50	<b>Agency/Group/Organization</b>	YWCA of Metropolitan Chicago
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
51	<b>Agency/Group/Organization</b>	West Suburban Community Pantry
	<b>Agency/Group/Organization Type</b>	Services-Education Food Pantry
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey



52	<b>Agency/Group/Organization</b>	CASA of DuPage County
	<b>Agency/Group/Organization Type</b>	Services-Children Legal
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
53	<b>Agency/Group/Organization</b>	SVDP I Housing Corp
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a Nonprofit 5 Year Capital Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a Nonprofit 5 Year Capital Needs Assessment
54	<b>Agency/Group/Organization</b>	Wood Glen Senior Residences
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a Nonprofit 5 Year Capital Needs Assessment and Non Profit Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a Nonprofit 5 Year Capital Needs Assessment and Non Profit Needs Assessment

55	<b>Agency/Group/Organization</b>	Northern Illinois Food Bank
	<b>Agency/Group/Organization Type</b>	Food Bank
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
56	<b>Agency/Group/Organization</b>	LITTLE FRIENDS
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
57	<b>Agency/Group/Organization</b>	Cadence Health Central DuPage Hospital
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
58	<b>Agency/Group/Organization</b>	WAYSIDE CROSS MINISTRIES FOR NOT FOR PROFIT
	<b>Agency/Group/Organization Type</b>	Services-homeless Substance Abuse
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
59	<b>Agency/Group/Organization</b>	Outreach Community Ministries Wheaton Youth Outreach
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-homeless Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a Nonprofit 5 Year Capital Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a Nonprofit 5 Year Capital Needs Assessment
60	<b>Agency/Group/Organization</b>	Community Career Center
	<b>Agency/Group/Organization Type</b>	Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
61	<b>Agency/Group/Organization</b>	Phillip Rock Center & School
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in Non Profit Needs Assessment Survey

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in Non Profit Needs Assessment Survey
62	<b>Agency/Group/Organization</b>	Hope Fair Housing
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Participation in a request for detailed information on Fair Housing complaints received and outcomes
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participation in a request for detailed information on Fair Housing complaints received and outcomes

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

The County consulted with a wide variety of government entities, nonprofit agencies, and neighborhood resource centers to complete the Consolidated Plan. Each agency type was consulted; no agency types were intentionally excluded from consultation. The consultation summary can be found below:

- a) A Citizens Survey in both English and Spanish produced 402 responses;
- b) The six Neighborhood Resource Centers were surveyed in both English and Spanish produced 45 responses;
- c) A survey of 31 municipalities primarily located in Du Page County and all 9 townships produced 16 responses;
- d) 107 public service providers were given the opportunity to identify service needs, with 35 responding;
- e) 21 service providers completed the 5-year capital needs survey.

**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	DuPage County - Community Services	The goals of the DuPage County Strategic Plan overlap with the goals of the CoC Plan to End Homelessness and the CoC Planning Project List. The County refers to both plans to identify needs of the homeless individuals and families, and other vulnerable populations, housing needs, and non-housing community needs. DuPage County Community Services is the lead agency of the CoC and participates on the Leadership Committee with oversight for the Needs Assessment and the Grants/Funding Committees. These committees, on an annual basis, assess needs and strategies to best impact the community with available resources. The CoC Plan strategic goals seek to bring the CoC efforts into the overall DuPage County community development matrix.
State of Illinois - 2015-2019 Consolidated Plan	State of Illinois - Illinois Housing Development Authority	The County referred to the most recent State plan in the development of the goals related to suitable living environments, economic opportunities, and decent and affordable housing.
City of Naperville 2017 Action Plan	City of Naperville	The City supports affordable housing, capital impacts, accessibility, and the County's single-family rehab efforts.
DuPage County Health Department Annual Report 2016	DuPage County Health Department	The County referred to the annual report to discuss and identify gaps in health coverage, integrated care, substance abuse, mental health, and programs to help uninsured residents.
Go To 2050 Plan	Chicago Metropolitan Agency for Planning (CMAP)	The goals for affordable housing and community development in the consolidated plan overlap with CMAP's goal of achieving greater livability through land use and housing.
DuPage Housing Authority 2017 Annual Report	DuPage Housing Authority	The County referred to DHA's Annual Report to review housing needs and programs to support affordable housing.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Impact DuPage	DuPage County - Community Services	Website at <a href="http://www.impactdupage.org">www.impactdupage.org</a> provides a central location for county data. Website shares five priority areas: affordable housing; mental health; substance abuse; healthy lifestyles; and access to health services.

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

**Narrative**

## **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 public comment for this Action Plan took place from February 15, 2019 through March 18, 2019. For a summary of public comments please see the Citizen Participation Outreach summary below.

The public comment period for this Substantial Amendment #1 to this Action Plan will take place from February 6, 2020 and March 9, 2020. For a summary of public comments related to the Public Hearings, please see the Citizen Participation Outreach summary below. For a full summary of all public comments received, including during the public comment period, please see section AP-10 of the Action Plan.

A public comment period for this Substantial Amendment #2 to this Action Plan is not required as the amendment is being completed solely to account for ESG-CV funding provided as a Homeless Assistance Grant under the CARES Act. The use of amounts provided under the Homeless Assistance Grants heading in the Act shall not be subject to the consultation or citizen participation, except that the County must publish how it has and will utilize its allocation, at a minimum, on the Internet at the County web site or through other electronic media. This amendment will be made available on 05/12/2020 on the County website:

[https://www.dupageco.org/Community\\_Services/Community\\_Development\\_Commission/31052/](https://www.dupageco.org/Community_Services/Community_Development_Commission/31052/)

**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	NRC Survey	Minorities Non-English Speaking - Specify other language: Spanish Low-mod residents	A community survey was issued in both paper and electronic copies	A total of 45 completed surveys were received. A Summary of results included in ConPlan	All comments were accepted	<a href="https://www.surveymonkey.com/s/2LJPBDQ">https://www.surveymonkey.com/s/2LJPBDQ</a>
2	Citizen Survey	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community	A community survey was issued in both paper and electronic copies	A total of 407 completed surveys were received. A copy of the survey can be found in ConPlan	Comments that were deemed offensive to particular populations were not accepted.	<a href="https://www.surveymonkey.com/s/X3DMX2M">https://www.surveymonkey.com/s/X3DMX2M</a> or <a href="https://www.surveymonkey.com/s/X3TDVXB">https://www.surveymonkey.com/s/X3TDVXB</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)
3	Public Hearing	Non-targeted/broad community	A public hearing for Substantial Amendment #1 to the 2019 Action Plan took place on 02/25/2020 at the DuPage County building located at 421 N County Farm Road, Room 3-500b in Wheaton, IL at 6 pm. No members of the public attended.	No public comments were received.	No public comments were received, therefore, no public comments were not accepted.	

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	A second public hearing for Substantial Amendment #1 to the 2019 Action Plan took place on 03/03/2020 at the DuPage County building located at 421 N County Farm Road, Room 3-500b in Wheaton, IL at 2 pm. One member of the public attended	No public comments were received. Please see section AP-10 for a complete summary of public comments.	No public comments were received, therefore, no public comments were not accepted.	

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)
5	Internet Outreach	Non-targeted/broad community	<p>In accordance with the requirements of the ESG-CV funding received under the CARES Act, consultation and citizen participation were not required. At a minimum, the County is required to publish how it has and will utilize its ESG-CV allocation on the DuPage County website. Substantial</p>	<p>Citizen participation was not required, per the CARES Act. Therefore, no comments were received.</p>	<p>Citizen participation was not required, per the CARES Act. Therefore, no comments were received.</p>	<p><a href="https://www.dupageco.org/Community_Services/Community_Development_Commision/31052/">https://www.dupageco.org/Community_Services/Community_Development_Commision/31052/</a></p>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

This section provides a summary of the actions, activities, and programs that will take place during the 2019 program year to address the priority needs and goals identified in the DuPage 2015-2019 Consolidated Plan. 2019 CDBG infrastructure and capital improvement projects were selected through a competitive application round held in the fall of 2018. 2019 public service projects were determined by submitted applications and funding was determined based on historical averages from the last three years. The Community Development Executive Committee approved funding recommendations at a duly called and noticed public meeting on January 8, 2019.

The Priority Table below identifies Prior Year Resources, which will be reprogrammed in this Action Plan:

#### 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	3,814,372	1,122,971	1,156,456	6,093,799	0	All projects proposed in the 2019 Action Plan will meet the National Objective of Low-Mod national objective. No Economic Development projects will be undertaken in the 2019 Action Plan. Additionally, no projects meeting the classification of Slum and Blight are planned in the 2019 Action Plan.

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	1,662,767	955,361	119,486	2,737,614	0	HOME will be used for rental rehabilitation, rental construction, production of homebuyer units, first time homebuyer downpayment assistance and TBRA. Additional underwriting is taking place to confirm projects meet the requirements of the HOME Program.

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: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	300,407	0	0	300,407	0	ESG will be used for shelter operations, essential services, street outreach, and financial assistance for homelessness prevention, rapid re-housing and for the homeless management information system.
Other	public - federal	Acquisition Admin and Planning Housing Public Improvements	6,266,398	0	0	6,266,398	6,266,398	Please visit <a href="http://dupageco.org/cdbg-dr/">dupageco.org/cdbg-dr/</a> for details on these funds.

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	Admin and Planning Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	1,031,548	0	0	1,031,548	1,031,548	Emergency Solutions Grants Program - Coronavirus funding has been allocated by the U.S. Department of Housing and Urban Development in response to the COVID-19 pandemic. ESG-CV funds are available to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus under the Emergency Solutions Grants program as authorized under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.), as amended.

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**

The CDBG Program regulations do not require matching funds. DuPage County, however, requires that CDBG funded neighborhood investment projects including road, sewer, sidewalk, tree removal, and other infrastructure improvements provide at least 25% leveraging from the



applicant for a project to be eligible. Additional points are awarded in the application process for providing additional leveraging.

A funding request may not exceed \$400,000 in order to provide assistance to additional community residents.

DuPage County requires that CDBG funded removal of barriers to improve accessibility activities provide at least 50% leveraging from the applicant for a project to be eligible. Additional points are awarded in the application process for providing additional leveraging. A funding request may not exceed \$50,000 in order to provide assistance to additional community residents.

DuPage County does not require CDBG funded capital improvement and acquisition of property activities for non-profit agencies to provide additional leveraging, however additional points are awarded during the application process, if such leveraging is provided. A funding request may not exceed \$400,000 in order to provide assistance to additional community residents.

The HOME Program regulations require a 25% match. DuPage County does not require match on a project by project basis, as some projects do not have the ability to produce 25% match. Other projects are able to provide more than 25% match, often through donated land and/or materials. By balancing projects that can provide match with those that cannot, the overall match requirement is monitored and met. Additional funding (leveraging) is supplied by Low Income Housing Tax Credits, private funding, and a number of other funding sources.

The ESG Program requires 100% match. This requirement is met by DuPage County general funds distributed for homeless programs through the County's Human Services Grant Fund and through private foundations and United Way grants.

Per the CARES Act, funding received under ESG-CV shall not be subject to match requirements that otherwise apply to the ESG program.

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

The County does not own any other specific parcels of land that could be used to address the needs identified in this plan; however, the municipal infrastructure projects being carried out in this Action Plan are being constructed on municipal publicly-owned land. In 2015, DuPage County partnered with the Village of Woodridge to construct new affordable senior housing on land that was sold at a below market rate to a developer. The County will continue to look for opportunities to partner with local municipalities for redevelopment of government owned parcels of land that meet the needs identified in the 2015-2019 Consolidated Plan.

**Discussion**

The County used a competitive application process to distribute 2019 funds. The process was based on criteria that awards points to projects serving the lowest income populations with projects and services that have the highest priorities in the DuPage County 2015-2019 Consolidated Plan. Local funding and minimum matching requirements will continue to be required to ensure funding is diversified across multiple agencies and municipalities. The County will continue to consult with agencies throughout the Consolidated Plan period to ensure funds are being put to the highest and best use.

The Other CDBG-DR source of funds ties back to a presidentially declared disaster that impacted DuPage County in April of 2013. A total of \$31,526,000 in Community Development Block Grant - Disaster Recovery funding was appropriated to DuPage County to assist with the disaster recovery efforts in response to the declared major disaster that occurred. CDBG-DR funds can only be used for specific disaster recovery-related purposes. CDBG-DR funding is not an annual allocation applied for by the County. CDBG-DR funds are only appropriated after a majority disaster has been declared. Of the \$31,526,000 received in CDBG-DR funding, DuPage County has \$6,266,398 remaining to expend. A link to DuPage County's CDBG-DR Action Plan can be found here: [https://www.dupageco.org/Community\\_Services/Community\\_Development\\_Commission/45066/](https://www.dupageco.org/Community_Services/Community_Development_Commission/45066/). The CDBG-DR Action Plan identifies the projects that have been awarded funding due to the impacts experienced from the April 2013 flood event.

The Other ESG-CV source of funds ties to the CARES Act and has been allocated by the U.S. Department of Housing and Urban Development in response to the COVID-19 pandemic. Under the CARES Act, ESG-CV funding is not subject to certain regulatory requirements otherwise associated with the ESG program. DuPage County will follow the requirements under the CARES Act and intends to utilize any suspensions and waivers available for ESG-CV funding in order to efficiently administer allocated funds.

## **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	Viable urban community - Municipal infrastructure	2015	2019	Non-Housing Community Development	Municipal Neighborhood Investment Activities	Neighborhood Investment - Water/Sewer Improvements Neighborhood Investment - Street Improvements Neighborhood Investment - Sidewalks Neighborhood Investment - Streetlights Neighborhood Investment - ADA Compliance Neighborhood Investment - Parks/Recreation Neighborhood Investment - Public Facilities	CDBG: \$3,016,250 CDBG-DR: \$6,266,398	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 2993 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Suitable living environment - Non-profit capital	2015	2019	Non-Housing Community Development	Income Survey and Presumed Benefit Activities	Neighborhood Investment - Public Facilities	CDBG: \$52,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 62 Households Assisted
3	Suitable living environment - Spec. needs facility	2015	2019	Non-Homeless Special Needs	Income Survey and Presumed Benefit Activities	Neighborhood Investment - Public Facilities	CDBG: \$1,427,781	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 625 Households Assisted
4	Viable urban community - Public service	2015	2019	Public services including neighborhood resource centers	Income Survey and Presumed Benefit Activities Neighborhood Resource Centers	H&S - Basic Needs (Food, Clothing, Medical) H&S - Child Abuse and Counseling Life Skills - Employment Services Life Skills - Budget and Financial Counseling Housing - Emergency Rent and Utility Assistance Housing - Shared Housing Need	CDBG: \$255,453	Public service activities for Low/Moderate Income Housing Benefit: 920 Households Assisted
5	Provide decent housing - Rehab rental units	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	Housing - Affordable Rental Units Need	HOME: \$660,943	Rental units rehabilitated: 22 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Suitable living environment - Homeless	2015	2019	Homeless	Income Survey and Presumed Benefit Activities	Housing - Emergency Rent and Utility Assistance Housing - Emergency Shelters Housing - Legal Counsel (Homeless Prevention)	CDBG: \$80,745 HOME: \$300,000 ESG: \$180,269 ESG-CV: \$541,393	Tenant-based rental assistance / Rapid Rehousing: 127 Households Assisted Homeless Person Overnight Shelter: 1174 Persons Assisted Homelessness Prevention: 101 Persons Assisted
7	Suitable living environment - Homeless prevention	2015	2019	Homeless	Income Survey and Presumed Benefit Activities	H&S - Basic Needs (Food, Clothing, Medical) H&S - Mental health Services Need Housing - Emergency Rent and Utility Assistance Housing - Legal Counsel (Homeless Prevention)	CDBG: \$202,500 ESG: \$98,358 ESG-CV: \$387,000	Homelessness Prevention: 4320 Persons Assisted
8	Provide decent housing - Single-family rehab	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	Housing - Rehab of Owner Occupied Units Need	CDBG: \$269,385	Homeowner Housing Rehabilitated: 22 Household Housing Unit
9	Provide decent housing - Public service	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	H&S - Substance Abuse Services Need	CDBG: \$33,957	Public service activities for Low/Moderate Income Housing Benefit: 200 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Provide decent housing - New rental	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	Housing - Affordable Rental Units Need	HOME: \$1,610,395	Rental units constructed: 59 Household Housing Unit Rental units rehabilitated: 11 Household Housing Unit

Table 3 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Viable urban community - Municipal infrastructure
	<b>Goal Description</b>	<p>This category of activities are grants to municipalities for infrastructure work. The goal outcome indicator lists households, but the US Census lists persons in a block group. In order to provide the estimate of persons served, the total population of persons served was divided by four to estimate the households. This category also includes an ADA accessibility project at a Township building.</p> <p>Glendale Heights, Bensenville, Villa Park, Addison, Wayne Township.</p> <p>Please see the CDBG-DR Action Plan for specific CDBG-DR Infrastructure Improvements associated with the CDBG-DR funding. A link to the DuPage County website and CDBG-DR Action Plan can be found here: <a href="https://www.dupageco.org/Community_Services/Community_Development_Commission/45066/">https://www.dupageco.org/Community_Services/Community_Development_Commission/45066/</a>.</p>
2	<b>Goal Name</b>	Suitable living environment - Non-profit capital
	<b>Goal Description</b>	Serenity House Rehabilitation
3	<b>Goal Name</b>	Suitable living environment - Spec. needs facility
	<b>Goal Description</b>	DuPage Care Center, UCP Seguin, Bartlett Learning Center, Little Friends, Childserv, Almost Home Kids.

4	<b>Goal Name</b>	Viabile urban community - Public service
	<b>Goal Description</b>	This category includes the neighborhood resource centers as well as the County's Housing Resource Unit since they provide many services to clients, and also Bridge Communities Job Readiness program.
5	<b>Goal Name</b>	Provide decent housing - Rehab rental units
	<b>Goal Description</b>	CHAD (CHDO) Rehab Project & Naperville Elderly Homes I Rehab.
6	<b>Goal Name</b>	Suitable living environment - Homeless
	<b>Goal Description</b>	360 Youth Public Service, ChildServ Public Service, MSHV Public Service, ESG Shelter, Tenant-Based Rental Assistance, Legal Services for Homeless Persons, Outreach, HMIS and Rapid Rehousing including ESG Pool Funds. Also includes eligible activities to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.
7	<b>Goal Name</b>	Suitable living environment - Homeless prevention
	<b>Goal Description</b>	Catholic Charities Daybreak Public Service, Catholic Charities TBRA Public Service, DuPage Pads TBRA Public Service, PRC Public Service, Prairie State Legal Homeless Prevention, Outreach Case Management Public Service, H.O.M.E. DuPage Counselor in Court Public Service, HMIS and ESG Pool funds. Also includes ESG-CV pool funds for rapid rehousing and homeless prevention and eligible activities to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.
8	<b>Goal Name</b>	Provide decent housing - Single-family rehab
	<b>Goal Description</b>	Projects include single family rehab throughout DuPage County.
9	<b>Goal Name</b>	Provide decent housing - Public service
	<b>Goal Description</b>	Serenity House



<b>10</b>	<b>Goal Name</b>	Provide decent housing - New rental
	<b>Goal Description</b>	New construction of affordable senior housing (Alden Foundation & Naperville Elderly Homes II). Naperville Elderly Homes II project also includes rehabilitation of existing rental units.

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

### Introduction

The County will administer approximately \$8,135,054 during the 2019 program year. Projects will be funded by Community Development Block Grants (CDBG), HOME Investment Partnerships (HOME,) and the Emergency Solutions Grant (ESG) and are listed in AP-35 Projects segment. The funds provided from these grants include new 2019 funds as well as projected program income from prior years' investments and include loan repayments. There are also reallocated funds from prior years. Funds are programmed with regulatory caps in mind. This includes the 20% administration cap for CDBG, the 10% administration cap for HOME and the 7.5% administration cap for ESG. These actions may take place without triggering a Substantial Amendment to this Action Plan.

Per the CARES Act, the ESG-CV administrative cap is 10%.

#	Project Name
1	ESG19 DuPage County
2	2019 CDBG Administration
3	2019 Single Family Rehab
4	2019 Housing Resource Unit/Public Service
5	Catholic Charities Daybreak/Public Service
6	360 Youth Svcs Cornerstone Shelter/Public Service
7	People's Resource Center Homeless Prevention/Public Service
8	Midwest Shelter for Homeless Veterans/Public Service
9	Serenity House Counseling Svcs/Public Service
10	Prairie State Legal Svcs Homeless Prevention/Public Service
11	Outreach Community Svcs Case Mgmt/Public Service
12	DuPage Homeowner Center Counselor in Court/Public Service
13	Family Shelter Service Emergency Shelter Program/Public Service
14	Bridge Communities Job Readiness Program/Public Service
15	Catholic Charities TBRA Rapid Rehousing Program/Public Service
16	ChildServ Counseling Program/Public Service
17	Outreach Community Center NRC/Public Service
19	York Center NRC/Public Service
20	Willowbrook Corner Youth Learning Program NRC/Public Service
21	Almost Home Kids Rehab/Capital Improvements
22	Bartlett Learning Center Clare Home for Women/Capital Improvements
23	ChildServ Group Homes Rehab/Capital Improvements
24	DuPage Care Center Phase II Electrical Work/Capital Improvements

#	Project Name
25	Little Friends Client Cafeteria Renovation/Capital Improvements
27	Seguin Center Training Center Acquisition/Capital Improvements
28	Serenity House Kitchen Rehab/Capital Improvements
29	Wayne Township ADA/Infrastructure
30	Addison Bridge Replacement/Infrastructure
31	Villa Park Yale Ave Water Main/Infrastructure
32	Bensenville Streetlights Phase II/Infrastructure
33	Bensenville Street Improvements/Infrastructure
34	Glendale Heights Gregory Ave and Somerset St Rehab/Infrastructure
35	HOME Administration
36	CHAD Rehab of Housing
37	Tenant Based Rental Assistance (TBRA)
38	Alden Warrenville Sr Community
39	Naperville Elderly Homes Rehab NEH I
40	Naperville Elderly Homes II (NEH II)
41	DuPage PADS TBRA Case Mangement
42	Addison Road Water Main Replacement
43	Glendale Heights Water Main Improvement Phase I
44	Villa Park Harvard Avenue Water Main Project

**Table 4 – Project Information**

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

With the preparation of the DuPage County 2015-2019 Consolidated Plan, the County conducted several surveys of both municipal and non-profit partners. Utilizing these surveys, the County determined its priority needs. High and Low priorities were assigned and this determined the allocation priorities.

The main obstacle for addressing underserved needs during the current (and future) year remains the uncertainty of future funding. Many agencies that provide services to the most vulnerable - homeless, disabled and senior populations - rely on funding from the State of Illinois. Continuous cuts in the state as well as the lack of state budget for the second year, have resulted in significant shortfalls for many of these agencies.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	ESG19 DuPage County
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	Housing - Emergency Rent and Utility Assistance Housing - Emergency Shelters Housing - Legal Counsel (Homeless Prevention)
	<b>Funding</b>	ESG: \$300,407 ESG-CV: \$1,031,548
	<b>Description</b>	Funding for annual HESG activities which include; Administration (7.5%), Street Outreach, Homeless Prevention, Rapid Rehousing, Emergency Shelter, and the Homeless Management Information System. Also, funding for HESG eligible activities to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. Activities may include administrative costs (10%), homelessness prevention, street outreach, emergency shelter, rapid rehousing, and HMIS.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Administration funds, benefit listed in activities.
	<b>Location Description</b>	421 N. County Farm Rd. Wheaton, IL 60187.
<b>Planned Activities</b>	Provide the homeless with shelter, food, and clothing. Will also provide rental assistance and security deposits. There are educational programs to teach finances and employment workshops. Also, funding for HESG eligible activities to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. Activities may include administrative costs (10%), homelessness prevention, street outreach, emergency shelter, rapid rehousing, and HMIS.	
2	<b>Project Name</b>	2019 CDBG Administration

	<b>Target Area</b>	Municipal Neighborhood Investment Activities Income Survey and Presumed Benefit Activities Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure Suitable living environment - Non-profit capital Suitable living environment - Spec. needs facility Provide decent housing - Public service Suitable living environment - Homeless Suitable living environment - Homeless prevention Provide decent housing - Single-family rehab
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$762,874
	<b>Description</b>	Funds salaries and benefits for staff administering the Community Development Block Grant program. Also includes fair housing, auditing charges, office supplies, travel expenses, telephones, and other typical costs associated with administration.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Administration funds, benefit listed in activities.
	<b>Location Description</b>	421 N. County Farm Rd. Wheaton, IL 60187.
	<b>Planned Activities</b>	To carry out the necessary tasks related to administering the Community Development Block Grant. This includes monitoring, public hearings, analyzing applications for funding, preparing agreements, carrying out environmental reviews, publishing, budget, and reporting.
<b>3</b>	<b>Project Name</b>	2019 Single Family Rehab
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Single-family rehab
	<b>Needs Addressed</b>	Housing - Rehab of Owner Occupied Units Need
	<b>Funding</b>	CDBG: \$269,385
	<b>Description</b>	Address code violations and substandard living conditions in single family dwellings located throughout DuPage County.
	<b>Target Date</b>	3/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	22
	<b>Location Description</b>	Various locations throughout DuPage County, Illinois.
	<b>Planned Activities</b>	Provide grants to homeowners for rehabilitation. Includes roofs, windows, floors, etc. Also includes lead inspections.
4	<b>Project Name</b>	2019 Housing Resource Unit/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Housing - Shared Housing Need
	<b>Funding</b>	CDBG: \$183,293
	<b>Description</b>	Provides salaries and benefits to staff working directly with clients.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,695
	<b>Location Description</b>	421 N. County Farm Rd. Wheaton, IL 60187
	<b>Planned Activities</b>	ADA and landlord/tenant rights. Intake and assessments to determine housing needs. Homeless Prevention; households will receive financial assistance.
5	<b>Project Name</b>	Catholic Charities Daybreak/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical)
	<b>Funding</b>	CDBG: \$35,019
	<b>Description</b>	The Daybreak transitional housing program addresses the needs of low income individuals and families that are homeless or are at risk of homelessness.
	<b>Target Date</b>	3/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,100
	<b>Location Description</b>	3130 Finley Rd. Suite 520 Downers Grove, IL 60515
	<b>Planned Activities</b>	Clients receive rent, mortgage, utilities, and other assistance which enables them to maintain stable housing. The programs also provide food, prescription, and transportation assistance.
6	<b>Project Name</b>	360 Youth Svcs Cornerstone Shelter/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical)
	<b>Funding</b>	CDBG: \$35,019
	<b>Description</b>	Provides an emergency shelter and a 24 hour hotline and supportive services for homeless boys ages 13-17 that are abused, neglected, or run away.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10
	<b>Location Description</b>	2950 Burlington Ave. Lisle, IL 60532
	<b>Planned Activities</b>	Support of the direct service staff that work at the Cornerstone Shelter.
7	<b>Project Name</b>	People's Resource Center Homeless Prevention/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	Housing - Emergency Rent and Utility Assistance
	<b>Funding</b>	CDBG: \$30,774
	<b>Description</b>	Provides direct salaries and benefits to staff directly assisting low income residents in DuPage County. Residents receive emergency rent or mortgage financial assistance and referrals for other services and resources to families experiencing financial difficulties.



	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	328
	<b>Location Description</b>	201 S. Naperville Rd. Wheaton, IL 60187 & 104 Chestnut Westmont, IL 60559.
	<b>Planned Activities</b>	Families will receive up to 12 months of financial assistance to avoid eviction. These families will also receive case management toward self-sufficiency. They will be directed to other resources such as free food, free clothing, or SNAP application assistance.
8	<b>Project Name</b>	Midwest Shelter for Homeless Veterans/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical)
	<b>Funding</b>	CDBG: \$36,080
	<b>Description</b>	Partial funding for staff directly serving homeless veterans. Providing food, shelter, clothing, and counseling.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	17
	<b>Location Description</b>	119 N. West St. Wheaton, IL 60187
	<b>Planned Activities</b>	Assist U.S. military veterans transition from homelessness to self-sufficiency through a highly structured service providing access to mainstream benefits. Also teaching life skills.
9	<b>Project Name</b>	Serenity House Counseling Svcs/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Public service
	<b>Needs Addressed</b>	H&S - Substance Abuse Services Need
	<b>Funding</b>	CDBG: \$33,957

	<b>Description</b>	Provides supportive salary and benefits to clinical counseling staff providing direct delivery of services to clients in the Extended Residential Care programs. These services are designed to help clients recovering from substance abuse disorders.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200
	<b>Location Description</b>	891 S. Rohlwing Rd. Addison, IL 60101
	<b>Planned Activities</b>	The ERC (Extended Residential Care) funded with this grant will provide direct services to clients including counseling, financial counseling, and job searches. Group sessions will also be held.
10	<b>Project Name</b>	Prairie State Legal Svcs Homeless Prevention/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	Housing - Legal Counsel (Homeless Prevention)
	<b>Funding</b>	CDBG: \$29,713
	<b>Description</b>	To fund partial attorneys' salaries and benefits. Attorneys are placed in housing court to provide advice and representation to persons threatened with homelessness in DuPage County.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	407
	<b>Location Description</b>	400 W. Roosevelt Rd. Wheaton, IL 60187 & 505 N. County Farm Rd. Wheaton, IL 60187
	<b>Planned Activities</b>	The attorneys' efforts in court are directed toward preventing evictions. They are available for immediate representation of tenants undergoing eviction. They also represent clients in administrative hearings to preserve or obtain federally subsidized housing benefits, thus preserving affordable housing for low income tenants.

11	<b>Project Name</b>	Outreach Community Svcs Case Mgmt/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	Housing - Emergency Rent and Utility Assistance
	<b>Funding</b>	CDBG: \$15,918
	<b>Description</b>	To support case managers serving Wheaton, Glen Ellyn, Warrenville, and Carol Stream. They will assess, evaluate, and case plan. They assist clients in accessing basic income supports such as food stamps, LIHEAP, and reduction of expenses.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	650
	<b>Location Description</b>	122 W. Liberty Dr. Wheaton, IL 60187 & 28W542 Batavia Rd. Warrenville, IL 60555 & 345 S. President Carol Stream, IL 60188
<b>Planned Activities</b>	Provide services including limited financial assistance for homeless prevention and emergency needs. Will also provide literacy training and counseling to attain housing stability.	
12	<b>Project Name</b>	DuPage Homeowner Center Counselor in Court/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	Life Skills - Budget and Financial Counseling
	<b>Funding</b>	CDBG: \$25,468
	<b>Description</b>	This program helps families address financial and housing situations to prevent homelessness via workshops, counseling, and the "Counselor in the Courts" program, which places a counselor in the courtroom to assist homeowners. This program serves all of Dupage County.
	<b>Target Date</b>	3/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	622
	<b>Location Description</b>	1600 E. Roosevelt Rd. Wheaton, IL 60187
	<b>Planned Activities</b>	This program serves all of DuPage County. Funds will be used to pay partial salaries and benefits for 4 FT Housing Counselors, 2 FT Financial Coaches, and 1 PT Intake Assistant.
13	<b>Project Name</b>	Family Shelter Service Emergency Shelter Program/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	H&S - Domestic Abuse Services Need
	<b>Funding</b>	CDBG: \$35,019
	<b>Description</b>	To address the needs of victims of domestic violence that are homeless as a result of that violence. Will support salaries and benefits of staff directly serving these clients.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	212
	<b>Location Description</b>	7300 S. Main St. Downers Grove, IL 60516
	<b>Planned Activities</b>	Safe Home Advocates provide critically-needed resources to sustain clients' immediate safety and help them build a life without violence. Clients are provided three nutritious meals each day and are supplied with all basic needs such as diapers for infants.
14	<b>Project Name</b>	Bridge Communities Job Readiness Program/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Life Skills - Employment Services
	<b>Funding</b>	CDBG: \$29,713

	<b>Description</b>	Provide employment counseling and job readiness training to homeless families and families at risk of homelessness focusing on economic self-sufficiency.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	152
	<b>Location Description</b>	505 Crescent Blvd. Glen Ellyn, IL 60137
	<b>Planned Activities</b>	The funding will be used to support the partial salaries of 1 Full-Time Employment Director, 1 Full-Time Employment Counselor, and 1 Part-Time Employment Counselor who provide direct services to clients.
<b>15</b>	<b>Project Name</b>	Catholic Charities TBRA Rapid Rehousing Program/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	Housing - Supportive Housing
	<b>Funding</b>	CDBG: \$11,721
	<b>Description</b>	This rapid rehousing program addresses the immediate housing crisis of literal and chronically homeless individuals and families in DuPage County.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	38
	<b>Location Description</b>	3130 Finley Rd. Suite 520 Downers Grove, IL 60515
	<b>Planned Activities</b>	Funding to partially support the salary of the program's case manager who provides direct client services to those referred and approved for participation in the program.
<b>16</b>	<b>Project Name</b>	ChildServ Counseling Program/Public Service
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Public service
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical)

	<b>Funding</b>	CDBG: \$9,647
	<b>Description</b>	Provide nurturing, structured, therapeutic homes to adolescent wards of the state who have experienced past abuse, neglect, or severe trauma.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16
	<b>Location Description</b>	4603 Main St. Lisle, IL 60532 & 4936 Highland Ave. Downers Grove, IL 60515
	<b>Planned Activities</b>	The funds will go toward the salaries and benefits of the therapist for each group home. Therapists provide direct service diagnosis, treatment planning, and therapy to assigned clients and provide clinical consultation to other program staff as needed.
<b>17</b>	<b>Project Name</b>	Outreach Community Center NRC/Public Service
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$14,856
	<b>Description</b>	This program, based out of the Outreach Community Center NRC, will provide youths age 14-18 with job preparation classes, academic classes, and place those of age into part-time work positions.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	40
	<b>Location Description</b>	345 S. Gunderson Carol Stream, IL 60188
<b>Planned Activities</b>	Funding will support summer staff salaries and benefits, program supplies, and participant transportation.	
<b>18</b>	<b>Project Name</b>	York Center NRC/Public Service
	<b>Target Area</b>	Neighborhood Resource Centers

	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$9,551
	<b>Description</b>	This program will offer full-day summer programming for elementary students. Programs will include tutoring, literacy activities, recreation, and life skills.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60
	<b>Location Description</b>	1420 S. Meyers Rd. Lombard, IL 60148
	<b>Planned Activities</b>	Elementary school students use group activities and games, repetition, skill sheets, and group and one-on-one reading time to maintain and improve their academic skills. Character education is built into all structured recreation activities at the center during the week for all youth.
19	<b>Project Name</b>	Willowbrook Corner Youth Learning Program NRC/Public Service
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$18,040
	<b>Description</b>	Funding will be used to assist staff salaries and help young students improve their educational performance.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	172
	<b>Location Description</b>	16W610 Honeysuckle Rose Ln. Willowbrook, IL 60527 & 16W631 91st St. Willowbrook, IL 60527

	<b>Planned Activities</b>	Provide learning opportunities to practice problem solving and decision making skills. Parents will also be offered a wide range of support programs as well. They wish to empower the children and families to end the cycle of poverty and increase their quality of life.
20	<b>Project Name</b>	Almost Home Kids Rehab/Capital Improvements
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical)
	<b>Funding</b>	CDBG: \$52,805
	<b>Description</b>	Refinish flooring in the hallways to improve accessibility for children with disabilities using wheelchairs, replace outdated fixtures, and add bay windows to 2 of the 7 children's bedrooms.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	78
	<b>Location Description</b>	7 S. 721 Route 53 Naperville, IL 60540
	<b>Planned Activities</b>	Refinish flooring in the hallways, replace outdated fixtures, and add bay windows.
21	<b>Project Name</b>	Bartlett Learning Center Clare Home for Women/Capital Improvements
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Special Populations - Handicapped Services
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	Residential facility will be purchased and rehabilitated. This home will become a Community Integrated Living Arrangement (C.I.L.A). The Clare Home will be the permanent residence for eight women.
	<b>Target Date</b>	3/31/2020



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8
	<b>Location Description</b>	The property will be located within a 6-mile radius of the existing Clare Woods Academy located at 125 E. Seminary Ave., Wheaton, IL 60187.
	<b>Planned Activities</b>	The Clare Home for Women would entail the purchasing and renovating of an existing home with little to no renovations required. The property will be located within a 6-mile radius of the existing Clare Woods Academy located at 125 E. Seminary Ave., Wheaton, IL 60187.
<b>22</b>	<b>Project Name</b>	ChildServ Group Homes Rehab/Capital Improvements
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Non-profit capital
	<b>Needs Addressed</b>	Housing - Supportive Housing
	<b>Funding</b>	CDBG: \$66,176
	<b>Description</b>	At the Downers Grove home, the kitchen will be renovated, carpeting will be removed and wood floors will be installed, a new air conditioning system and a new shower door will be also be installed. At the Lisle home, the soffit fascia on the roof will be replaced, the stairs and railing will be redone, and new windows will be installed.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16
	<b>Location Description</b>	4603 Main St. Lisle, IL 60532 & 4936 Highland Ave. Downers Grove, IL 60515
<b>Planned Activities</b>	At the Downers Grove home, the kitchen will be renovated, carpeting will be removed and wood floors will be installed, a new air conditioning system and a new shower door will be also be installed. At the Lisle home, the soffit fascia on the roof will be replaced, the stairs and railing will be redone, and new windows will be installed.	
<b>23</b>	<b>Project Name</b>	DuPage Care Center Phase II Electrical Work/Capital Improvements
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities

	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical)
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	Upgrading the electrical equipment that was installed in the 1950's.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	372
	<b>Location Description</b>	400 N. County Farm Rd. Wheaton, IL 60189
	<b>Planned Activities</b>	Upgrades to the electrical equipment to include relocating the location of two primary electrical switches.
<b>24</b>	<b>Project Name</b>	Little Friends Client Cafeteria Renovation/Capital Improvements
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Life Skills - Employment Services
	<b>Funding</b>	CDBG: \$208,800
	<b>Description</b>	Funding to support the renovation of the client cafeteria as well as replacing two HVAC units, upgrading 13 safety lights, and installing panic paddles on 6 entry doors.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	148
	<b>Location Description</b>	2302 Wisconsin Ave. Downers Grove, IL 60515
	<b>Planned Activities</b>	Client cafeteria renovation to include removing walls, replacing ceiling, installing electrical subpanels, and upgrading kitchen equipment. Additional building improvements include replacing two rooftop HVAC units, installing panic paddles to exterior doors, and replacing exterior lighting.
<b>25</b>	<b>Project Name</b>	Seguin Center Training Center Acquisition/Capital Improvements

	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Life Skills - Employment Services
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	The acquisition and renovation of a 3,500 to 4,500 sq ft ADA-compliant Employment & Life Skills Training Center located in DuPage County.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	40
	<b>Location Description</b>	The location is to be determined, but plans are to secure a site, likely in northern DuPage County, near populations of low-income adults with developmental disabilities.
	<b>Planned Activities</b>	The acquisition and renovation of a 3,500 to 4,500 sq ft ADA-compliant Employment & Life Skills Training Center located in DuPage County for the delivery of community-based employment and life skills training services for up to 40 people with developmental disabilities annually.
26	<b>Project Name</b>	Serenity House Kitchen Rehab/Capital Improvements
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Non-profit capital
	<b>Needs Addressed</b>	H&S - Substance Abuse Services Need
	<b>Funding</b>	CDBG: \$52,000
	<b>Description</b>	Remodel the current kitchen at the Women's Extended Residential Care (WERC) facility and making the kitchen energy efficient.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	62
	<b>Location Description</b>	897 S. Rohlwing Rd. Addison, IL 60101.

	<b>Planned Activities</b>	The kitchen remodel requires the replacement of worn countertops, recessed lighting, insulation, drywall, paint, trim, back-splash, flooring, and cabinets.
27	<b>Project Name</b>	Wayne Township ADA/Infrastructure
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - ADA Compliance
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Funds to help labor and material costs for the installation of six (6) ADA approved automatic door mechanisms.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200
	<b>Location Description</b>	27W031 North Ave. West Chicago, IL 60185
	<b>Planned Activities</b>	Installation of door mechanisms include two bathrooms and four primary doors into the Wayne Township building, electrical labor and materials for the pulling of dedicated circuits from the breaker panel, power supply hook-ups for automatic doors and push plates, and door frame modifications.
28	<b>Project Name</b>	Addison Bridge Replacement/Infrastructure
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Street Improvements
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	Removing the aging culvert superstructure over Westwood Creek on Rozanne Drive and replacing it with a bridge type structure.
	<b>Target Date</b>	3/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1270
	<b>Location Description</b>	Rozanne Drive over Westwood Creek (Salt Creek Tributary) in Addison, IL.
	<b>Planned Activities</b>	Removing the aging culvert superstructure over Westwood Creek on Rozanne Drive and replacing it with a bridge type structure. Adjacent sidewalk and pavement approaches will also be replaced as part of the work.
29	<b>Project Name</b>	Villa Park Yale Ave Water Main/Infrastructure
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	Replacement of existing 4-inch water main on Yale Ave from Ridge Rd to Plymouth St with approximately 1,100 feet of new 8-inch water main.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	105
	<b>Location Description</b>	Yale Avenue from Ridge Road to Plymouth Street in Villa Park, IL.
	<b>Planned Activities</b>	Replacement of existing 4-inch water main on Yale Ave from Ridge Rd to Plymouth St with approximately 1,100 feet of new 8-inch water main. Also includes replacing an existing water main crossing under the railroad with new 8-inch water main in 36-inch casing pipe. The work includes new water services, valves, fire hydrants, and restoration.
30	<b>Project Name</b>	Bensenville Streetlights Phase II/Infrastructure
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Streetlights
	<b>Funding</b>	CDBG: \$200,000

	<b>Description</b>	Installing streetlights in one of the oldest areas of Bensenville that currently lacks streetlights. This area is in walking distance of an elementary school as well as a senior housing facility.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	565
	<b>Location Description</b>	The project area is bounded by York Rd, Jefferson St, Marion St, and Washington St in Bensenville, IL.
	<b>Planned Activities</b>	Installing approximately 34 new street lights. The project area is bounded by York Rd, Jefferson St, Marion St, and Washington St in Bensenville, IL.
31	<b>Project Name</b>	Bensenville Street Improvements/Infrastructure
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Street Improvements
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	Pavement removal and replacement, spot curb and gutter improvements, spot sidewalk improvements including ADA ramps, storm sewer modifications as well as replacement of existing watermain. This project is located in a residential neighborhood on the north side of Bensenville, IL.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	745
	<b>Location Description</b>	Eastview Ave and Franzen St between IL-19 and Hillside Dr in Bensenville, IL.
	<b>Planned Activities</b>	Pavement removal and replacement, spot curb and gutter improvements, spot sidewalk improvements including ADA ramps, storm sewer modifications as well as replacement of existing watermain.
32	<b>Project Name</b>	Glendale Heights Gregory Ave and Somerset St Rehab/Infrastructure
	<b>Target Area</b>	Municipal Neighborhood Investment Activities

	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Street Improvements
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	Reconstruct Gregory Ave from S. Brandon Dr to Somerset Dr, and Somerset Dr from Gregory Ave, to approximately 530 ft north of Gregory Ave.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2150
	<b>Location Description</b>	Gregory Ave from S. Brandon Dr to Somerset Dr, and Somerset Dr from Gregory Ave, to approximately 530 ft north of Gregory Ave in Glendale Heights, IL.
	<b>Planned Activities</b>	Reconstruct Gregory Ave from S. Brandon Dr to Somerset Dr, and Somerset Dr from Gregory Ave, to approximately 530 ft north of Gregory Ave. In addition to repairs to the road, complete drainage improvements and ADA accessibility on the sidewalks.
<b>33</b>	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - First Time Homebuyer Assistance Housing - Rehab of Owner Occupied Units Need Housing - Supportive Housing
	<b>Funding</b>	HOME: \$166,276
	<b>Description</b>	Funding for the administration of the HOME grant. This includes staff salaries and benefits, a small amount a travel, auditing expenses, supplies, and publishing.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This is not applicable to Administration.

	<b>Location Description</b>	421 N County Farm Road, Wheaton IL 60187
	<b>Planned Activities</b>	Receive, analyze and fund applications. Perform technical assistance. Monitor activities. Reporting.
34	<b>Project Name</b>	CHAD Rehab of Housing
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - Affordable Rental Units Need
	<b>Funding</b>	HOME: \$249,416
	<b>Description</b>	To rehab 10-12 units of multifamily rental housing. This agency is designated as a Community Housing Development Organization and should fulfill the 15% required set aside.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	There will be approximately 10-12 families under 60%MFI that will benefit from this activity.
	<b>Location Description</b>	Further underwriting is needed to determine location.
	<b>Planned Activities</b>	CHAD"s would like to rehab at least 10 units (possibly 11 or 12) These would include 2 one bedroom and up to 10 2 bedroom units. The rehab would include baths and kitchens.
35	<b>Project Name</b>	Tenant Based Rental Assistance (TBRA)
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	Housing - Emergency Rent and Utility Assistance
	<b>Funding</b>	HOME: \$300,000
	<b>Description</b>	Provides rent assistance and self sufficiency with the end goal of moving homeless individuals and families into permanent self supporting housing.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 18 households at 50% MFI and below will benefit.



	<b>Location Description</b>	These addresses are not known at this time.
	<b>Planned Activities</b>	Will assist homeless individuals and families whose income does not exceed 50% of the median family income, adjusted for size. The housing units will be inspected to determine if they meet housing quality standards.
<b>36</b>	<b>Project Name</b>	Alden Warrenville Sr Community
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - New rental
	<b>Needs Addressed</b>	Housing - Affordable Rental Units Need
	<b>Funding</b>	HOME: \$1,182,181
	<b>Description</b>	To build a 3 story, 71 unit senior living development. Will have 1 and 2 bedroom apartments and common area amenities.
	<b>Target Date</b>	3/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximate 71 households, 62 and older, under 80% MFI.
	<b>Location Description</b>	28W620 Batavia Road, Warrenville, IL 60555-2203
	<b>Planned Activities</b>	Alden is proposing to build a 3 story 71 unit, affordable independent senior living development.
<b>37</b>	<b>Project Name</b>	Naperville Elderly Homes Rehab NEH I
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - Affordable Rental Units Need
	<b>Funding</b>	HOME: \$411,527
	<b>Description</b>	Formerly known as Martin Avenue Apartments, this activity centers upon rehab work on the 71 units located on the north wing. Will include replacement of baths and showers as well as improving accessibility to the units.
	<b>Target Date</b>	3/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 71/122 senior households.
	<b>Location Description</b>	
	<b>Planned Activities</b>	310 W martin Avenue, Naperville, IL 60540
38	<b>Project Name</b>	Naperville Elderly Homes II (NEH II)
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - Affordable Rental Units Need
	<b>Funding</b>	HOME: \$428,214
	<b>Description</b>	To rehab the remaining 51 units located in the south wing of the Martin Avenue apartments in Naperville.
	<b>Target Date</b>	3/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	51 units (some are studio) of affordable housing to be rehabbed. To be Senior housing.
	<b>Location Description</b>	310 W Martin Avenue, Naperville, IL 60540
	<b>Planned Activities</b>	Rehab work will include adding accessibility features such as shower grab bars, fold down/ fixed shower seats, replacement of bath tubs with shower units and reconfiguration of kitchens.
	39	<b>Project Name</b>
<b>Target Area</b>		Income Survey and Presumed Benefit Activities
<b>Goals Supported</b>		Suitable living environment - Homeless
<b>Needs Addressed</b>		Housing - Supportive Housing
<b>Funding</b>		CDBG: \$11,721
<b>Description</b>		The rapid rehousing program addresses the immediate housing crisis of literal and chronically homeless individuals and families across DuPage County.
<b>Target Date</b>		3/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	38 very low income families
	<b>Location Description</b>	601 W Liberty in Wheaton IL 60189
	<b>Planned Activities</b>	This funding will support the salary of the program manager that provides direct services to clients that have been referred to and approved for participation in the TBRA program.
40	<b>Project Name</b>	Addison Road Water Main Replacement
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$501,250
	<b>Description</b>	This project consists of replacing an existing 6 and 8-inch water main with a 12-inch water main on the west side of Addison Rd from Byron Ave. to Oak St. and patching the street as necessary.
	<b>Target Date</b>	3/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3,402 individuals will benefit from the proposed project, 2,875 of which are low-moderate income.
	<b>Location Description</b>	Addison Rd from Byron Ave. to Oak St. in Addison, Illinois.
	<b>Planned Activities</b>	This project consists of replacing an existing 6 and 8-inch water main with a 12-inch water main on the west side of Addison Rd from Byron Ave. to Oak St. and patching the street as necessary.
41	<b>Project Name</b>	Glendale Heights Water Main Improvement Phase I
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$400,000

	<b>Description</b>	Replace existing water main along Glen Hill Drive and Armitage Avenue (approximately 4,025 lineal feet, or 0.76 miles). Construction shall consist of new ductile iron water mains, valve vaults, fire hydrants, domestic service lines and water service boxes/valves. The Village also intends to improve ADA accessibility where necessary.
	<b>Target Date</b>	3/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	284 individuals will benefit from the proposed project, 206 of which are low-moderate income.
	<b>Location Description</b>	Glen Hill Drive and Armitage Avenue in Glendale Heights, IL.
	<b>Planned Activities</b>	Replacement of existing water main along Glen Hill Drive and Armitage Avenue (approximately 4,025 lineal feet, or 0.76 miles). Construction shall consist of new ductile iron water mains, valve vaults, fire hydrants, domestic service lines and water service boxes/valves. The Village also intends to improve ADA accessibility where necessary.
42	<b>Project Name</b>	Villa Park Harvard Avenue Water Main Project
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	Replacement of approximately 1,200 lineal feet of existing 4-inch water main with a new 8-inch water main along Harvard Ave. from Plymouth St. to the south end at Jefferson Pool, which will include roadway restoration above the proposed water main. The Village will perform ADA accessibility improvements at the intersections within the project limits.
	<b>Target Date</b>	3/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,105 individuals will benefit from this project, of which 660 are low-moderate income.
	<b>Location Description</b>	Harvard Ave. from Plymouth St. to the south end at Jefferson Pool, in Villa Park, Illinois.

	<b>Planned Activities</b>	Replacement of approximately 1,200 lineal feet of existing 4-inch water main with a new 8-inch water main along Harvard Ave. from Plymouth St. to the south end at Jefferson Pool, which will include roadway restoration above the proposed water main. The Village will perform ADA accessibility improvements at the intersections within the project limits.
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## **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**

CDBG area benefit projects must be located in a geographic area determined to be low-to-moderate income. DuPage County operates on an “exception criteria” with HUD; a geographic area must be at least 35.85% low to moderate income to meet the low/mod national objective for an area benefit type of project. Census tract block group income data is now released by HUD in larger geographic areas than previously. Staff will determine if the project location/service area reasonably coincides with the HUD - defined block group area. If the service area does not reasonably coincide with the block group area then an income survey utilizing a HUD-approved methodology must be completed. Service areas with a higher percentage concentration of low income residents will generally be a higher priority. The choice to apply for these funds will be in the hands of each municipality located within the County jurisdiction and will be scored competitively. The 2019 funding for municipal infrastructure projects and for Neighborhood Resource Centers is directed at geographic areas that meet the income test. Data on low to moderate income areas and maps of these areas are available at [http://www.dupageco.org/Community\\_Services/Community\\_Development\\_Commission/1305/](http://www.dupageco.org/Community_Services/Community_Development_Commission/1305/)

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Municipal Neighborhood Investment Activities	43
Income Survey and Presumed Benefit Activities	55
Neighborhood Resource Centers	2

**Table 5 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

It is the policy of the DuPage Community Development Commission and the DuPage HOME Advisory Group that greater locational choice is promoted in the development of affordable housing in the DuPage County area. This policy will be promoted in the implementation of the Community Development Block Grant Program and the HOME Investment Partnership Act program.

All project applications reviewed by the DuPage Community Development Commission for funding by the DuPage County CDBG program or reviewed by the DuPage HOME Advisory Group for funding by the DuPage Consortium HOME program that propose new construction of affordable housing or otherwise adding to the affordable housing stock will be evaluated for the suitability of the proposed site. That policy promotes greater locational choice for both low and moderate-income persons and minorities.

Rationale for allocating investments geographically is to ensure that pockets of low-income and/or minority residents are not created or increased, while at the same time ensuring that any such existing

areas have access to the same infrastructure and services as geographic areas that are not low-income or high minority concentration.

**Discussion**

No additional discussion.

## Affordable Housing

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

#### Introduction

During the next year, DuPage County estimates that 190 rental units will be created or preserved. Of the units created, all units will be affordable to incomes less than 60% MFI with additional set asides from the total units to specifically serve households at less than 50% (unit) and households at less than 30% (units). During the next year, DuPage County estimates assisting households at 80% or less of MFI through its first-time homebuyer program. Tables 6 and 7 show the breakdown of the number and type of 2019 households to be supported.

As noted in the Strategic Plan, homeownership is becoming slightly more attainable as the economy slowly improves, more jobs are available, and the price of some homes remains affordable in several areas throughout the County.

Barriers to affordable housing, which include local planning and zoning, building codes, fragmented local government structure, costs, and housing the most difficult populations most often pertain to development of new rental units. DuPage County will continue to collaborate with municipal community development departments through the Community Development Commission to seek solutions to permitting and inspection situations.

It is also important to note that issues that affected “affordable” housing often are also “fair housing issues” because they are experienced by protected classes. The County will continue to fund agencies that specialize in the legal areas of fair housing. DuPage County also has an agreement with HOPE Fair Housing. HOPE’s mission is “to create greater housing opportunities for all. We want to ensure everyone has the chance to live in the community/home/apartment of their choice free from discrimination based on race, color, religion, national origin, sex, disability, familial status, or any other characteristics protected under state or local laws. HOPE accomplishes this through education, outreach, enforcement, training, and advocacy.”

One Year Goals for the Number of Households to be Supported	
Homeless	25
Non-Homeless	190
Special-Needs	0
Total	215

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	25
The Production of New Units	68



<b>One Year Goals for the Number of Households Supported Through</b>	
Rehab of Existing Units	122
Acquisition of Existing Units	0
<b>Total</b>	<b>215</b>

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

**Discussion**

A total of 215 households are projected to be supported through a number of strategies in the next year. DuPage County supports a Tenant Based Rental Assistance (TBRA) program to provide affordable housing opportunities for the homeless. DuPage County expects to continue providing an estimated 25 households with assistance in 2019.

The CDC has also listed the goal for acquisition of existing units because acquiring existing affordable housing multifamily units has been difficult. Instead, the CDC will focus on rehabbing existing units, producing new units through new construction and acquisition of market rate homes to sell to qualifying homebuyers, and continue providing rental assistance to tenants that are homeless or on the verge of homelessness. In 2019, the Naperville Elderly Homes Phase I project in Naperville, will rehab 71 units of its existing property for low income seniors. Phase II will consist of the rehabilitation of 51 units on the subject property and 68 new construction units for low income persons on the adjacent property. Also, in the coming year, the Alden Foundation will build a new construction development in Warrenville with 67 units for low income seniors.

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

### **Introduction**

The DuPage Housing Authority (DHA) does not manage any public housing. The DHA has been serving the County for 75 years and continues to administer the Housing Choice Voucher (HCV) program, which allows eligible families to lease a housing unit, suited to their family size from a landlord of their choosing. The landlord agrees to participate in the program and to maintain the housing in compliance with HUD required property standards.

During 2018, the DHA served 3,025 households through the Housing Choice Voucher, Project-Based Voucher and Homeownership programs. The total leased units from the Annual Contributions Contract total includes 2,339 Housing Choice Vouchers (HCV), 219 Project-Based Vouchers (PBV) and 21 Homeownership units. Of these units, 593 were Port-Ins to DuPage County from other housing authority jurisdictions and 186 were Port-Outs of DuPage County. All 593 units were regular HCV households. In the Spring of 2018, DHA received 25 of their own VASH (Veterans Affairs Supportive Housing) Vouchers. Of that 25 vouchers, 22 were being utilized as of 12/31/18.

Although there are several factors that must be evaluated to determine a household's eligibility to participate in the HCV program, financial status is a primary driver for this program.

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

DHA has announced the opening of the general wait list for the Tenant-Based Housing Choice Voucher Program. The wait list will open on Tuesday, March 5, 2019 at 10:00 a.m. DHA will be accepting pre-applications to the first 1,500 applicants.

The DuPage Housing Authority is striving to increase leasing to 100% utilization during 2019. The Authority will continue to reach out to potential landlords to maintain an adequate supply of affordable housing for the HCV program participants.

DHA is participating as the administering agency for two Rental Assistance Demonstration (RAD) conversions. This is a special program of HUD that allows public housing agencies to convert their Tenant-Based Vouchers into Project Based Vouchers. There are currently 56 RAD units in DuPage County.

On November 29, 2016, the DHA published a request for proposals for the Project-Based Voucher (PBV) Program. The request was for new construction or existing housing rehab projects wholly within DuPage County, Illinois. One proposal was submitted and was approved for the PBVs; however, the project was unable to secure the other funding sources involved and the project was halted. The DHA seeks to meet a goal of de-concentrating poverty and helping to expand affordable housing opportunities through the award of Project-Based Vouchers.

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

DuPage County does not currently have any public housing units within its jurisdiction. H.O.M.E. DuPage, Inc. assists first-time home buyers and low- to moderate-income, single-parent and minority households through various programs, such as education for first-time home buyers, credit counseling, financial literacy training, and foreclosure prevention counseling. These services are funded, in part, by grants through the federal HOME Investment Partnerships Program.

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

This DHA is not designated as a troubled PHA.

**Discussion**

No additional discussion.

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

### **Introduction**

Through the DuPage County Continuum of Care, DuPage County is facilitating an update to the existing Plan to End Homelessness, working with local community leaders to identify critical needs and the increased use of data in evaluation and planning. Measurable actions towards ending homelessness include the expansion of the Coordinated Entry System, developing housing and service support interventions through prioritization of resources for homeless persons and those at risk of homelessness. The updated plan will include DuPage County's capacity to quickly identify and engage people at risk of and experiencing homelessness, and divert individuals and families from entering the homeless services system whenever possible. Many plan elements will specifically address veteran, family and youth homelessness, and those fleeing domestic violence.

### **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**

The one-year goals for reducing and ending homelessness are to allocate resources to meet the needs of the homeless, those at-risk of homelessness, and the non-homeless special needs populations. Action to achieve goals will be executed through direct funding of rental assistance programs; homebuyer down-payment assistance; housing counseling programs; and provision of affordable housing through creation of new housing units, and rehabilitation and acquisition of existing units. DuPage County, in collaboration with the DuPage Continuum of Care (CoC), assures that available resources fund projects and programs that strive to end homelessness.

DuPage County and the DuPage CoC allocate funds to housing-first projects which dedicate outreach to those in need of rapid rehousing and homelessness prevention. Direct service providers including faith and community-based organizations, local education agencies, and social service agencies are aware of available housing and emergency assistance resources and participate in joint planning efforts.

The DuPage County Coordinated Entry System (CES) prioritizes assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. The Homeless Management Information System (HMIS) collects and captures uniform information and progress is assessed using System Performance Measures.

CES coordinates referrals and prioritization for resources including prevention, transitional housing, rapid rehousing, permanent supportive housing, emergency shelter, and case management services. CES uses standardized tools and practices, incorporates a system-wide Housing First approach, participant choice, and coordinates housing and homeless assistance to allow communities to prioritize scarce

resources for those with the most severe service needs. Grant funds from federal and state programs, along with other funding sources, are being allocated for rapid rehousing.

The DuPage CoC Homelessness Prevention Providers (HPP) committee maintains standard protocols for provision of service to the homeless, at-risk of homelessness, chronically homeless, and vulnerable populations. Effective screening begins the process to determine needs, eligibility for available resources, and appropriate providers. Case managers and applicants assess household needs and solutions to either maintain current housing or obtain permanent housing for those at-risk or, for those unhoused and/or unsheltered, to rapidly achieve stable, permanent housing.

The DuPage CoC members and service providers outreach to those in need with multiple information and access points for emergency assistance. Local faith and community-based organizations, educational providers, social services providers, street outreach, and emergency shelters, participate in community resource listings. Community events such as Back to School Fair (Catholic Charities), Open Door Resource Fair (DuPage Pads), and Homeless Veterans' Resource Fair (Midwest Shelter for Homeless Veterans), provide a vast array of resources, connections, on-site services, and direct access to providers. Information is available to the public through wide distribution of printed brochures, web-based information systems, resource lines, and a 24-hour emergency housing assistance hotline. Free legal representation and foreclosure counseling are available at eviction and foreclosure courts through CoC member agencies.

See public version for additional information.

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

Persons identified as homeless will be connected with easily accessible housing providers strategically located throughout the County. As with homelessness prevention services, when no other housing option is available, persons will be connected with financial and supportive services with the goal to both secure and establish stability in permanent housing.

DuPage County and the DuPage CoC supports emergency shelters and transitional housing programs that provide service to homeless individuals and families, and special needs populations. Agencies offering emergency shelter and/or transitional beds or residential treatment include, but are not limited to: 360 Youth (unaccompanied youth shelter and

transitional housing); Bridge Communities (transitional housing); DuPage County Health Department (supportive housing and transitional housing), Catholic Charities and DuPage Pads (emergency shelter, transitional housing, permanent supportive housing and emergency assistance); Family Shelter Service (domestic violence shelter and services); Midwest Shelter for Homeless Veterans (shelter); and Serenity House (residential substance abuse). The 2018 Housing Inventory Count identified 202 year-round emergency shelter beds (including 41 domestic violence), 116 transitional housing beds, 68 rapid rehousing beds and 386 permanent supportive housing beds throughout the County. Efforts to increase

those beds and exit individuals and families from the temporary beds to permanent housing are showing some success and will continue to address that need.

DuPage County dedicates nearly all of its public service funding cap under the Community Development Block Grant to shelter and transitional housing essential services. Additionally, Community Development Block Grant funds are used to produce or preserve units of transitional and permanent supportive housing, as well as, affordable housing stock.

**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**

DuPage County and the DuPage CoC respond to those who become homeless by coordinating with emergency shelters, domestic violence shelters, transitional housing programs, educational and legal services partners, and the concerned community. Funding resources are allocated to direct service providers to support efforts to shorten the length of time individuals and families experience homelessness and prevent those recently homeless from returning to homelessness.

CES, used by CoC agencies, facilitates prioritization of the needs that chronically homeless, families with children, veterans, and unaccompanied youth face while homeless. The prioritization and connection to resources rapidly moves homeless persons to a safe environment and reduces the length of time that individuals and families are experiencing homelessness. Homeless persons make the transition to permanent housing and receive supportive services to stabilize and maintain housing. DuPage shelters coordinate their efforts with the homeless prevention/rapid rehousing providers to divert shelter stays for individuals and families whenever possible. Homelessness prevention and rapid rehousing programs, emergency shelters, street outreach program, domestic violence shelters, veterans' shelters and alternate housing, and transitional housing programs staff explore and assess immediate and long-term needs; referring and linking individuals and families to financial, educational, child care, employment services, legal services, and other resources needed to sustain housing.

DuPage County's need for affordable housing exceeds the existing affordable housing stock. Involving affordable housing developers in the CoC planning process can promote the need and facilitate access to affordable housing for homeless individuals and families in DuPage County. DuPage County funds preservation and production projects that maintain or increase affordable housing units to the greatest extent possible through federal community development and housing grants. Connecting homeless and at-risk persons to home-buyer and rental assistance programs; removing language, legal, income, and cultural barriers; and providing supportive services, improves opportunities for access to affordable housing.

Sustaining the recently homeless in permanent housing units obtained under the housing first model is achieved through funding support of CoC service providers. Individuals and families are assisted to maximize income through employment and mainstream benefits, accessing employment service providers and applying for public benefits with guidance from a case manager. The case management services extend to assisting program participants in initiating savings plans, locating stable housing, and accessing medical, dental, credit, and legal help. Financial counseling and budgeting techniques are provided and made available through DuPage County Community Services. Developing landlord networks that are flexible in dealing with tenant issues promotes relationships that support the recently homeless in accessing and sustaining permanent affordable housing.

**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 mission of the DuPage CoC is simple: develop and support effective strategies to end homelessness in DuPage County.

The CoC's service providers assess individuals or families for present indicators of increased risk of homelessness; prolonged unemployment, foreclosure, mental illness, domestic violence, drug or alcohol addiction, unanticipated medical expenses, disabilities, exiting an institution such as jail or a mental health facility, or exiting a skilled nursing care center and other incurred emergency expenses.

Assisting low and extremely low-income households prevent homelessness coordinates the assessment of the individual needs creating the risk, with referral to the resources available to meet the immediate housing need and develop strategies to obtain and sustain permanent supportive or permanent housing. Housing assistance services are available through grants and private funding sources, linkage is provided through the CoC homeless prevention providers throughout the County.

The vulnerable populations being discharged from health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions are assisted in the transition to housing first, through memoranda of understanding between the CoC and these facilities. These encourage facilities to assess needs and coordinate discharge according to established protocols with the emergency shelters, transitional housing programs, supportive housing programs, and homeless prevention providers, to avoid homelessness. Further, the case management process of the various housing resources makes the connections and directs the flow of persons to the resources available to address needs toward sustaining permanent housing.

The individuals and families experiencing the previously mentioned risks, and already receiving

assistance through public and private agencies, are likely within the coordinated network of homeless prevention providers or will be referred to those resources. Through outreach and public awareness efforts, education of faith and community-based agencies, web-based information sources, distribution of printed materials, and information and referral resources, individuals and agencies serving them have access to the homeless prevention case management services that will assist in obtaining or maintaining housing.

**Discussion**

No additional discussion.



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

### **Introduction**

The lack of affordable housing for lower-income households has been linked with instability and an increased risk of homelessness. With cost burdens >30% and >50% of annual income, affecting owner households and renter households alike, instability and the risk of homelessness affect a substantial number of households in DuPage County.

### **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**

Although the DuPage Community Development Commission works to create and operate under sound policies for use of the funds received from HUD, DuPage County, as a whole, is not able to influence land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, and growth limitations in the municipalities within DuPage County. As a non-home rule county, influence in most matters extends only to the unincorporated areas. The County operates under great fiscal constraint so that the County portion of real estate taxes does not increase and, therefore, does not contribute to any increased tax burden for residents. The County Board Chairman has also led and continues to champion an effort across the entire state of Illinois to consolidate and eliminate the myriad of taxing authorities that affect real estate taxes.

By working with our own Building Department and the municipal members of the CDC, issues with building codes and fees and charges can often be resolved on individual cases. CMAP has undertaken an “affordable housing plan” with Impact DuPage to tie together the efforts of our ConPlan, other studies that CMAP has conducted within DuPage County, and the data collected by Impact DuPage. Goals identified include: using more commercial redevelopment projects to include housing opportunities, growing the number of rental units available to HCV holders, and building a targeted network that can advance the strategies outlined toward meeting these goals. The strategies may provide an effective approach to public policy change and heightening awareness of the affordable housing concerns in DuPage County. Additionally, Impact DuPage is partnering with the DuPage Housing Collaborative to create affordable housing opportunities in DuPage County by identifying an area in need of specific housing and then offering tailored services to residents. The goal is to inspire community action to develop housing that serves a broad range of socioeconomic and demographic profiles of those living, working, or retiring in the county, with a goal to create an affordable housing development by December 31, 2019.

The CDC believes that the public’s misperception of affordable housing can lead to resistance to the development of affordable housing within our community; therefore, education on these issues are

important. The DuPage County Community Development Commission continues to stay informed of legislative efforts through the Housing Action Illinois, an organization that advocates for affordable housing at the local, state, and national level.

### **Discussion**

DuPage County, along with agencies operating throughout DuPage County, seeks to address the housing problems residents experience by increasing the supply of affordable housing, reducing housing cost burden, reducing overcrowding, and facilitating investment in neighborhoods across the County.

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

### **Introduction**

The actions identified below will improve the county's ability to develop a viable urban county, maintain and increase decent, affordable housing, and provide a suitable living environment.

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

The largest obstacle for meeting underserved needs is diminishing resources, both at the Federal and state levels. The County always receives more eligible, viable requests for funds than the amount of funds available. The County will continue to encourage and, depending on the type of project, require leveraged funds. Another way to better utilize available resources is to make sound, data driven decisions as to funding needs. As discussed elsewhere in this Action Plan, Impact DuPage (ImpactDuPage.com), spearheaded by the DuPage County Health Department, is a group of community leaders and organizations working to determine community needs and priorities that will improve the well-being of the DuPage County community. Impact DuPage partners are engaging DuPage County residents and service providers in several assessment activities to determine community needs. Two of the key goals established are: 1) to anticipate and manage change through centralized data collection and analysis; and 2) to leverage local funding to strategically and collaboratively address priorities. DuPage County will also continue to seek funding opportunities to help our communities through building in more resilience and sustainability.

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

The County will continue to evaluate and fund projects that increase the stock of affordable housing. A project that maintains or increases the affordable housing stock will be identified as a high priority. In addition to providing funding for rehab or new construction of affordable housing, collaboration will be encouraged with outside agencies to leverage funding, eliminate barriers to affordable housing, and provide services for residents to find housing within DuPage County. Groups like the DuPage Housing Authority, the Continuum of Care, H.O.M.E DuPage, and HOPE Fair Housing have all focused on affordable housing over the years.

Through the local technical assistance program from the Chicago Metropolitan Agency for Planning (CMAP), which was awarded in October of 2015, Impact DuPage has been working to create a common agenda around the issue of affordable housing to enhance local advocacy efforts and raise awareness of this important issue. Impact DuPage is committed to creating a common understanding of community needs, gaps and priorities that will advance the well-being of the DuPage County community. This includes further assessment of housing needs in DuPage County and the development of an action plan

to address these needs. Impact DuPage has created an Affordable Housing workgroup comprised of a small group of housing stakeholders to develop an Affordable Housing Action Plan.

The workgroup also secured additional local technical assistance from CMAP, which began in January of 2016, which will drive the data collection and alignment objectives outlined in the Affordable Housing Action Plan. This effort will pull together an overall plan for affordable housing in DuPage County that will tie together the County's Consolidated Plan, municipality comprehensive plans, the Homes for a Changing Region studies prepared by CMAP for various DuPage municipalities, and the Impact DuPage indicators and data.

Currently, Impact DuPage is partnering with the DuPage Housing Collaborative to create an affordable housing opportunity and tailored services to residents in DuPage County. The overall goal is to inspire community action to develop affordable housing that serves a broad range of socioeconomic and demographic profiles of residents living, working, and/or retiring in DuPage County. The objectives over the next three years are:

- By December 31, 2019, create an affordable housing development opportunity in one DuPage County community.
- By December 31, 2020, develop assessment of onsite supportive services at the development site.
- By December 31, 2021, develop the plan for delivering supportive service needs to residents at the site.

In 2019, an update is required for the DuPage County Analysis of Impediments to Fair Housing. The update shall identify misunderstanding about the nature of Fair Housing problems, resistance to affordable housing within the County, assess the high demand for housing and identify areas of need for affordable housing, and counteract instances of housing discrimination. DuPage County has partnered with HOPE Fair Housing Center to identify these needs and continue education and outreach programs.

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

The DuPage County Consortium (Consortium) has and will continue to work with the Illinois Department of Public Health (IDPH) and its Childhood Lead Prevention Program to reduce lead-based paint hazards. The Consortium will continue to adapt its CDBG and HOME programs in response to the statistics for lead-based paint contamination compiled and released by the IDPH, and will coordinate with the IDPH, which provides four types of services:

- Public Information
- Testing for Lead Hazards in the Home
- Screening for Elevated Blood Levels
- Counseling

The Consortium will continue to include lead-based paint evaluations in its existing housing programs; primarily as part of the “owner occupied” DuPage County Single-Family Rehabilitation (SFR) Program. The application process includes providing prospective clients a copy of the USEPA brochure, “The Lead-Safe Certified Guide to RENOVATE RIGHT”. Residences built prior to 1978 receive a lead-based paint inspection by a State of Illinois-certified service. A report is prepared identifying the existence of and condition of any/all surfaces within the home containing lead-based paint. Applicants approved for the SFR Program receive a copy of that report. SFR Program services include the remediation of deteriorated lead-based paint contamination done by USEPA certified contractors. The SFR Program includes additional grant funds of up to \$10,000 for lead-based paint services, if required by the circumstances of the individual residences. Lead remediation work is performed in accordance with HUD and EPA standards by lead abatement workers, licensed by the Illinois Department of Public Health. All contractors must be certified lead renovators and the company must be registered as a firm by the U.S. EPA.

For homeownership programs, a visual assessment of lead-based paint hazards is conducted by CDC staff, prior to sale, for each unit built before 1978. CDC staff works with H.O.M.E. DuPage, and any other agency participating in home ownership activities, to insure that the visual assessment is incorporated into the existing home inspection process.

For projects that are not owner-occupied residences, including apartments occupied or to be occupied by recipients of the ESG and TBRA programs, a visual assessment for possible lead-based paint contamination is included with the health and safety inspection of each property as part of the qualifying criteria for the unit prior to occupancy. A copy of the inspection and assessment reports are provided to the agency directly assisting the eligible clients.

For other projects that are not owner-occupied, such as rehabilitation of foreclosed houses or rental properties, determining the steps needed to make the properties lead safe and/or abate lead paint begins when the developer submits an application for the project. Lead testing and budgets to correctly deal with lead-based paint issues are required as part of the project underwriting.

As per Federal Regulations found at 24 CFR Part 35, specific thresholds are followed to determine the protective hazard reduction requirement for each project that has been assisted with HOME and/or CDBG funding.

#### Acquisition/Leasing - Visual Assessment

Rehabilitation receiving up to and including \$5,000 per unit - Paint testing - Stabilization

Rehabilitation receiving more than \$5,000 - \$25,000 per unit - Identify and address lead-based paint hazards - Implement interim controls

Rehabilitation receiving over \$25,000 - Identify and eliminate lead-based paint hazards. Full abatement of lead-based paint is required.

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

DuPage County has experienced lower levels of poverty than generally found throughout the State of Illinois. According to 2011-2015 American Community Survey 5-year estimates, approximately 7.4% of DuPage County residents are below the poverty level. Despite the fact that this is much lower than the 14.3% overall Illinois rate of poverty, it still means there are over 67,000 residents living in poverty in DuPage County. Many poverty level families lack employment skills and/or language/literacy skills. A complete summary of programs available to provide training and help can be found in Appendix Section E.

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

The DuPage County Consortium has long emphasized coordination and collaboration as key strategies in meeting housing and community development needs. The Community Development Commission (CDC) itself is a collaboration of local units of government that sets policies for the CDBG, HOME, and ESG programs and is the lead agency for the development of the Consolidated Plan. Other collaborations that the County has formed include the DuPage County Continuum of Care, the DuPage Health Coalition, Giving DuPage and IMPACT DuPage.

The role of these collaborative networks includes: (a) sharing information on their activities including descriptions of programs, housing opportunities, development projects, and other initiatives; (b) sharing information on grant programs and other financing options; (c) encouraging cooperation among participants on specific programs and projects, including the development of joint projects and applications for funding; (d) working together on advocacy efforts; (e) providing countywide and broad-based leadership opportunities to local agencies that would not be available outside of these collaborations; (f) building capacity in non-profit agencies through training opportunities, board building, and awareness campaigns; (g) increase the involvement of residents in the non-profit community through volunteerism and philanthropy; and (h) providing broad based and regular input into the Consolidated Planning process.

Local government also plays a role in developing institutional structure and the DuPage Community Development Commission (CDC) is an integral part of that process. There are currently 28 municipalities that are members of the CDC and which appoint representatives to the Commission. Membership also includes all 18 DuPage County Board members; the County Board Chairman may also appoint two additional members to the CDC. Based on this structure, local governments have continuing opportunities to be part of the decision-making processes inherent in meeting housing and community development needs.

Non-government organizations, primarily non-profit groups and housing developers, provide a large portion of the housing and services that address needs of the low-income population of DuPage County, and therefore, are part of the institutional structure. DuPage County continues to give technical assistance to increase the capacity of these local organizations and continues to maintain data on community needs that will help local organizations set priorities and apply for various grant funding.

Each collaboration described above has a primary goal of enhancing the ability of its partners to maximize resources.

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

DuPage County uses the Continuum of Care (CoC) as the hub of coordination between all agencies. Agencies offering housing and services to all homeless and special needs populations participate in the CoC. Non-duplication of services and cooperation, coordination, and collaboration are principles on which the CoC operates. These principles are then applied to funds administered by the CDC. Within the CoC, there are further efforts to engage non-participating providers, particularly the faith-based community, in the larger conversation as to how coordination can help leverage limited resources. The faith-based community in DuPage County contributes a significant amount of resources to the issues of housing and homelessness and efforts will continue in 2019 to further enhance the coordination of these resources through the CoC.

### **Discussion**

## Program Specific Requirements

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

#### Introduction

These Program Specific Requirements refer specifically to CDBG, HOME and ESG.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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.	99.00%



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

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

DuPage County does not utilize forms of investment beyond those identified in 24 CFR 92.205(b).

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:

DuPage County will use HOME Investment Partnerships Program funds to provide housing for low income persons. The forms of funding used to assist homebuyers and/or developers include: down payment assistance, development subsidies, direct loans as second mortgages, or some combination of these methods. DuPage County will use the recapture method of insuring affordability for all homebuyers receiving direct assistance. DuPage County will use the resale provision of insuring affordability for for-sale housing where the homebuyer does not receive direct assistance. Only one method shall be utilized for each project. The recapture method is only allowed when there is direct HOME assistance to the homebuyer; resale provisions must be used when there is only a development subsidy provided to the project. Development subsidy is defined as the difference between the total development cost of producing the unit and the fair market value of the property. To review the full DuPage County Resale Recapture Guidelines for HOME Investment Partnerships Program – Homeownership Activities, please refer to Appendix Item B.

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:

24 CFR 92.254(a)(4) is as follows:

HOME regulations require the following minimum periods of affordability in relation to the HOME dollars invested per unit: Under \$15,000 – five years; \$15,000 to \$40,000 – 10 years; over \$40,000 – 15 years. HOME regulations require the following minimum periods of affordability in relation to the HOME dollars invested per unit: Under \$15,000 – five years; \$15,000 to \$40,000 – ten years; over \$40,000 – 15 years. To review the full DuPage County Resale Recapture Guidelines for HOME Investment Partnerships Program – Homeownership Activities, please refer to Appendix Item B.

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:

DuPage County will not be undertaking any refinancing of existing debt secured by multifamily

housing that is rehabilitated with HOME funds.

### **Emergency Solutions Grant (ESG)**

1. Include written standards for providing ESG assistance (may include as attachment)

Written standards for providing assistance under the Emergency Solutions Grant are within the Emergency Solutions Grant Program Plan, reviewed, revised, and approved in March 2019. The Plan is reviewed by CoC Homelessness Prevention Providers Committee (HPP) and approved by the Leadership Committee. The Program Plan is an attachment in Appendix C.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

As required by CoC Program interim rule 24 CFR 578.7(a)(8), the DuPage County CoC has established a Coordinated Entry System (CES) and written standards in collaboration with its local Emergency Solutions Grant (ESG) recipients and subrecipients. The CES and written standards have been developed and updated in compliance with HUD Notice CPD-17-01, and the process designed to coordinate participant access, intake, assessment, and provision of referrals for persons experiencing a housing crisis. The DuPage County CoC CES written standards were formally adopted by the Leadership Committee on 01/22/18. The CES process prioritizes assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. The CES process also provides information about service needs and gaps to assist the CoC in planning assistance and identifying needed resources.

The Coordinated Entry System coordinates referrals and prioritization for resources including prevention, transitional housing, rapid rehousing, permanent supportive housing, emergency shelter and case management services. It uses standardized tools and practices, incorporates a system-wide Housing First approach, participant choice, and coordinates housing and homeless assistance to allow communities to prioritize scarce resources for those with the most severe service needs. Grant funds from federal and state programs, along with other funding sources, are being allocated for rapid rehousing.

The DuPage CoC has adopted the orders of priority per Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status. The prioritization is used in all CoC funded Permanent Supportive Housing programs and is being expanded into other housing resources. The Coordinated Entry process is being used to identify and house chronically homeless persons, individuals and families with the longest length of homelessness and those with the most severe needs. The Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) is the

standard assessment tool used that prioritizes based on length of homelessness and severity of needs. Each provider screens all participants utilizing the VI-SPDAT for appropriate housing and services. Homeless persons that have completed the VI-SPDAT are entered into HMIS along with their overall score. The DuPage CoC has a prioritization list through HMIS. Those who are chronically homeless, have been homeless the longest, and are most vulnerable are prioritized for housing. They will progress to a more in-depth assessment to gain access to rapid re-housing services, transitional housing, and permanent supportive housing.

A Coordinated Entry and Prioritization Procedure Workflow document for Standard Entry is available. Households are referred to interventions or resources available within the continuum based on level of need. Direct connections to homeless prevention services, emergency shelter services, domestic violence shelter and services, and supportive housing for youth are made by case managers. The coordinated entry and assessment process: minimizes the time one experiences a housing crisis; links clients to the most appropriate housing intervention; targets permanent supportive housing resources to those who are the most vulnerable with the most intensive needs; and provides system level outcomes and reporting. In order to identify and engage all populations across the county, the DuPage CoC provides outreach with multiple information and access points and different languages across the county. Faith and community organizations, law enforcement and local education agencies are aware of available housing and emergency assistance.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The Administration funds will be utilized by DuPage County, the recipient of the ESG funds; no sub-award of Administration funds will be made. The HMIS funds will be utilized by DuPage County as the lead agency of the CoC and entity responsible for HMIS; no sub-award of HMIS funds will be made. The CoC determined that homelessness prevention and rapid re-housing funds will be made available through a shared-funding allocation to the following sub-recipients that have demonstrated capacity and the ability to effectively participate: Catholic Charities and DuPage County Community Services. The remainder of the ESG allocation was made available to organizations that are members of the CoC and which are undertaking projects that advance the strategic plans of the CoC through a competitive application process that was developed in conjunction with the Leadership and Grants Funding Committees of the CoC.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Because the County Board is an elective body, it is not possible to provide for the participation of a homeless individual or formerly homeless individual on the board. Two community members, persons with lived experience, sit on the Leadership Committee and Homeless Prevention Providers

(HPP) committee of the CoC. Sub-recipient agencies that are able to incorporate the participation of homeless or formerly homeless individuals in planning and decision-making efforts, do so. Additionally, agencies serving the homeless are required to report on program participant satisfaction as part of the application process for funding. Agencies are obtaining this data through surveys of clients and focus groups of homeless persons.

5. Describe performance standards for evaluating ESG.

The application process and selection criteria for ESG funding has been developed in conjunction with and approved by the Leadership Committee and Grants Funding Committee of the CoC. Outcome measures (performance standards) are then developed for each subrecipient, based on their application, and reported through HMIS. The CoC considers the severity of a project's population in its review and ranking process, using stand-alone criteria with a point given for each population served including; chronically homeless, substance abuse, significant health or behavioral health challenges, functional impairments, coming from the streets, criminal record, and special populations such as DV, LGBTQ, youth, and veterans. The criteria were added to encourage projects to serve persons with the highest needs. Needs with higher priority in the Consolidated Plan are assigned a higher multiplier so that applications addressing those needs receive a higher score. Efforts to better identify best practices for reducing the number of homeless individuals and families, and for shortening the time people spend homeless, are supported by continuous quality analysis of data entered into HMIS. The specific performance standards for the indicators of progress toward ending homelessness are decreasing the length of time persons are homeless, decreasing returns to homelessness, decreasing the number of homeless persons, increasing employment and income growth, decreasing the number of first time homeless, and increasing permanent housing placement.

No additional discussion.

## Attachments



DuPage County

2019 Action Plan Substantial  
Amendment 2  
Appendix



**APPENDIX A – 2019 DuPage County Project Funding Amounts**

**This section contains the proposed projects and amounts listed in the 2019 Action Plan, 2019 Substantial Amendment #1, & 2019 Substantial Amendment #2.**

DuPage County Funding					
Agency	Project	Estimated 2019 Funding	Actual 2019 Funding	Funding Change	Type
CDC Internal Program	Administration and planning set aside for CDBG	\$790,757	\$762,874	-3.53%	CDBG
CDC ESG Program	Administration and ESG project funding	\$290,385	\$300,407	3.45%	ESG
CDC ESG-CV Program	Administration and ESG-CV project funding		\$1,031,548	100%	ESG-CV
CDC Internal Program	Administration and planning set aside for HOME	\$182,393	\$166,277	-8.84%	HOME
CDC Internal Program	Set-aside for Single Family Rehab program	\$331,098	\$269,385	-18.64%	CDBG
DuPage County Community Services Internal Activity	Housing Resource Unit - Case management positions	\$190,000	\$183,293	-3.53%	CDBG
Glendale Heights	Gregory Avenue & Somsert Drive Street Rehabilitation	\$400,000	\$400,000	0%	CDBG
Bensenville	2019 Village Street Improv (N. Side of Town) Priority 1	\$400,000	\$400,000	0%	CDBG
Bensenville	2019 Annual Residential Streetlights Project - Priority 2	\$200,000	\$200,000	0%	CDBG
Villa Park	Yale Avenue Water Main Replacement	\$400,000	\$400,000	0%	CDBG
Addison	Rozanne Drive Over Westwood Creek (Salt Creek Tributary)	\$300,000	\$300,000	0%	CDBG
Addison	Addison Road Water Main Replacemnt		\$501,250	100%	CDBG
Glendale Heights	Water Main Improvement Phase I		\$400,000	100%	CDBG
Villa Park	Harvard Avenue Water Main Project		\$400,000	100%	CDBG
Wayne Township	ADA Accessibility Improvements	\$15,000	\$15,000	0%	CDBG
Serenity House Counseling Services	Serenity House - WERC Energy-efficient Kitchen	\$52,000	\$52,000	0%	CDBG
United Cerebral Palsy Seguin of Greater Chicago	Employment & Life Skills Training Center for Persons with Developmental Disabilities	\$400,000	\$400,000	0%	CDBG



Agency	Project	Estimated 2019 Funding	Actual 2019 Funding	Funding Change	Type
Little Friends, Inc.	Client Cafeteria renovation and other building improvements	\$208,800	\$208,800	0%	CDBG
Teen Parent Connection, Inc	Teen Parent Connection Roof Replacement	\$13,930	\$13,930	0%	CDBG
DuPage Care Center	Phase II Electrical Work	\$400,000	\$400,000	0%	CDBG
ChildServ	ChildServ Group Homes Capital Improvement	\$95,300	\$66,176	-31%	CDBG
Almost Home Kids	Naperville Rehab & Reconstruction	\$52,805	\$52,805	0%	CDBG
Bartlett Learning Center	The Clare Home for Women	\$300,000	\$300,000	0%	CDBG
Outreach Community Services, Inc.	Outreach Community Center NRC	\$15,400	\$14,856	-3.53%	CDBG
Outreach Community Services, Inc.	York Center NRC	\$9,900	\$9,551	-3.53%	CDBG
The Community House	Willowbrook Corner Youth Learning Program	\$18,700	\$18,040	-3.53%	CDBG
360 Youth Services	Cornerstone Shelter	\$36,300	\$35,019	-3.53%	CDBG
Bridge Communities, Inc.	Employment and Job Readiness Program	\$30,800	\$29,713	-3.53%	CDBG
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention and Daybreak Transitional Housing	\$36,300	\$35,019	-3.53%	CDBG
Catholic Charities, Diocese of Joliet	HOME TBRA Rapid Rehousing	\$12,150	\$11,721	-3.53%	CDBG
ChildServ	ChildServ Group Homes	\$10,000	\$9,647	-3.53%	CDBG
DuPage Homeownership Center dba HOME DuPage, Inc	\$50,000.00 Foreclosure Prevention/Homelessness Prevention/Counselor in Court/Foreclosure Recovery	\$26,400	\$25,468	-3.53%	CDBG
DuPage Pads	TBRA Case Management Program	\$12,150	\$11,721	-3.53%	CDBG
Family Shelter Service	Emergency Shelter Program for Victims of Domestic Violence	\$36,300	\$35,019	-3.53%	CDBG

Agency	Project	Estimated 2019 Funding	Actual 2019 Funding	Funding Change	Type
Midwest Shelter for Homeless Veterans	LCpl. Nicholas Larson Home for Veterans	\$37,400	\$36,080	-3.53%	CDBG
Outreach Community Services, Inc.	Case Management	\$16,500	\$15,918	-3.53%	CDBG
People's Resource Center	Homeless Prevention Program	\$31,900	\$30,774	-3.53%	CDBG
Prairie State Legal Services, Inc.	Homeless Prevention Legal Services	\$30,800	\$29,713	-3.53%	CDBG
Serenity House Counseling Services	Residential Substance Use Disorder Treatment Program	\$35,200	\$33,957	-3.53%	CDBG
Catholic Charities, Diocese of Joliet & DuPage Pads	Tenant-Based Rental Assistance	\$300,000	\$300,000	0%	HOME
Community Housing Advocacy and Development (CHAD)*	2019 Community Housing Development Organization Project - Affordable Housing Acquisition / Rehab	\$273,590	\$249,416	-8.84%	HOME
Alden Foundation*	Warrenville Horizon Senior Living Affordable Housing	\$1,303,055	\$1,182,181	-9.28%	HOME
Naperville Elderly Homes I*	Rehabilitation of Affordable Senior Housing	\$411,527	\$411,527	0%	HOME
Naperville Elderly Homes II*	New Construction of Affordable Senior Housing & Rehabilitation of Existing Affordable Senior Units	\$428,214	\$428,214	0%	HOME

\*HOME Projects identified in the 2019 Action Plan are subject to additional underwriting and approval from the DuPage County Home Advisory Group.



*APPENDIX B – DuPage County Resale & Recapture Guidelines*

Appendix B includes the DuPage County Resale & Recapture Guidelines for the HOME Funds

DuPage County HOME Advisory Group

DuPage County Resale Recapture Guidelines for HOME Investment Partnerships Program – Homeownership Activities

Adopted: April 4, 2017

DuPage County will use HOME Investment Partnerships Program funds to provide housing for low income persons. The forms of funding used to assist homebuyers and/or developers include: down payment assistance, development subsidies, direct loans as second mortgages, or some combination of these methods. DuPage County will use the recapture method of insuring affordability for all homebuyers receiving direct assistance. DuPage County will use the resale provision of insuring affordability for for-sale housing where the homebuyer does not receive direct assistance. Only one method shall be utilized for each project, the recapture method is only allowed when there is direct HOME assistance to the homebuyer; resale provisions must be used when there is only a development subsidy provided to the project. Development subsidy is defined as the difference between the total development cost of producing the unit and the fair market value of the property.

Recapture Provisions

Subject to recapture are the HOME funds that are invested in a HOME assisted unit as a direct subsidy to the homebuyer. This includes down payment assistance and second mortgages that finance the difference between fair market value based on fair market value and the homebuyer's first mortgage. The minimum length of affordability is as follows based on the total direct HOME assistance to the homebuyer:

Affordability Requirements for the HOME Program	
Direct Homeownership Assistance HOME Amount Per Unit	Minimum Period of Affordability
Less Than \$15,000	5 Years
\$15,000 - \$40,000	10 Years
More than \$40,000	15 Years

The recapture provisions are as follows:

- The Affordability Period shall be based on the total direct HOME subsidy to the homebuyer and does not take into account a development subsidy provided on the unit.
- Activity Types - HOME funds as direct buyer assistance may be provided as:
  1. First Time Homebuyer Program -
    - a. direct subsidy to the homebuyer as downpayment assistance;
  2. Production of homeowner units through new construction or acquisition/rehab/resale -
    - a. direct subsidy as a second mortgage that reduces the need for buyer equity or senior debt financing;
    - b. direct subsidy as the difference between fair market value at the time of sale and the sales price if HOME funds were used to develop the property and the property is being sold below market value;
    - c. direct subsidy to the homebuyer as downpayment assistance.
- The buyer must be purchasing the home to use as a principal residence. In other words, the buyer must intend to live in the home for the entire affordability period and not be buying the home for any other purpose, such as investment or rental property.
- Enforcement Mechanisms - Recapture provisions shall be detailed within each written Home Investment Partnerships Agreement between DuPage County and the Subrecipient or Developer

as well as within each written Homebuyer Agreement between the homebuyer and DuPage County and enforced through a zero-interest, deferred payment mortgage on the property, filed with the DuPage County Recorder's Office and also enforced through a Homebuyer Agreement that runs for the entire term of the affordability period. The requirements within shall be triggered when the property is sold or the title transfers. For projects including downpayment assistance, for sale new construction and for sale acquisition rehabilitation programs, the HOME assisted property owners will be required to maintain property insurance coverage in an amount sufficient to cover the amount of HOME assistance and list DuPage County as an additional insured during the period of affordability. Monitoring of insurance policies will assist in identifying properties that are no longer occupied by the assisted buyer.

- Methods- The recapture option allows DuPage County to recapture all or a portion of the HOME subsidy if the property is sold or transferred during the affordability period. All HOME assisted property sales under the recapture option shall meet the following criteria:
  1. The homebuyer may sell the property to any willing buyer.
  2. The transfer of the property during the period of affordability triggers repayment of the direct HOME subsidy to DuPage County in accordance with the promissory note the buyer entered into with DuPage County when he/she originally purchased the home.

In the event of recapture, the amount subject to recapture is as follows and will be further detailed within a promissory note signed by the buyer and by an agreement with the homebuyer that runs for the entire affordability period:

1. Down payment assistance loans of up to \$14,999 are forgiven on a pro-rata basis at 20% yearly over the affordability period.
2. Direct loans as second mortgages are deferred until the property is sold, title is transferred or the buyer ceases to occupy the property as their principal residence, then the loan is due in full.

The amount of recapture is subject to the availability of net proceeds available from the sale of the property. Net proceeds is defined as the sales price minus superior loan repayment (other than HOME funds) and any other closing costs. In the event that the owner sells or title transfers on the premises within the affordability period, he/she will be obligated to repay DuPage County based on a pro-rata reduction for the time the homebuyer has owned and occupied the housing, measured against the required affordability period. This recapture is subject to the limitation that when the recapture requirement is triggered by a sale (voluntary or involuntary, and also including foreclosure or deed in lieu of foreclosure) of the housing unit, and there are no net proceeds or the net proceeds are insufficient to repay the HOME investment due, DuPage County can only recapture the net proceeds, if any.

If the property is no longer occupied during the affordability period by the HOME-eligible household that originally purchased the property, the entire amount of the HOME Investment becomes due. The buyer, so long as any sums remain unpaid to DuPage County and/or the period of affordability is still in effect, whichever is longer, must personally occupy the premises as his/her sole principal residence. Any lease or rental of subject premises during the period of affordability shall constitute an event of non-compliance and the full loan amount shall become due and payable immediately.

- Mortgage Release – Upon receipt of recaptured funds, or at the completion of the affordability period, DuPage County will record a Release Deed with the DuPage County Recorder's Office to release to original HOME assisted property from the obligations of the affordability period.
- Repayments – Repayment of recaptured funds will be deposited in the HOME account and used for other HOME-eligible activities.

**Resale Provisions**

Subject to resale provisions are the total HOME funds that are invested in a HOME-assisted unit, development subsidies and direct assistance. The minimum length of affordability is as follows based on the total HOME subsidy to the property:

Affordability Requirements for the HOME Program	
Direct Homeownership Assistance HOME Amount Per Unit	Minimum Period of Affordability
Less Than \$15,000	5 Years
\$15,000 - \$40,000	10 Years
More than \$40,000	15 Years

The resale provisions are as follows:

- The affordability period is based on the total amount of HOME funds invested in the housing including down payment assistance, direct loans as second mortgages, the difference between fair market value at the time of sale and sales price and development subsidies.
- **Activity Types** – Resale provisions for Homeownership shall be used when there is no direct assistance provided to the homebuyer or in a market where it is questionable that the unit will maintain affordability on its own. DuPage County HOME assisted activities which may use Resale provisions include Single Family New Construction or Acquisition/Rehabilitation/Resale.
- **Principal Residency** -- The buyer must be purchasing the home to use as their sole principal residence. In other words, the buyer must intend to live in the home for the entire affordability period and not be buying the home for any other purpose, such as investment or rental property.
- **Enforcement Mechanisms** – Resale requirements shall be detailed within each program written Homebuyer Agreement between the homebuyer and DuPage County and enforced through a Regulatory and Land Use Restriction Agreement filed with the DuPage County Recorder’s Office and the requirements within shall be triggered upon sale or transfer of the HOME assisted property. For homebuyer projects including the new construction and acquisition/rehabilitation/resale programs, the HOME assisted property owners will be required to maintain property insurance coverage in an amount sufficient to cover the amount of HOME assistance and list DuPage County as an additional insured during the Period of Affordability. Monitoring of insurance policies will assist in identifying properties that are no longer occupied by the assisted buyer. In the event of non-compliance the full loan amount shall become due and payable immediately.
- **Methods** – The resale option ensures that the HOME assisted unit remains affordable over the entire period of affordability. Resale provisions must be used where there is no direct assistance to the homebuyer which may include down payment assistance, direct loans as second mortgages, the difference between fair market value at the time of sale and sales price. All designated HOME-assisted property sales or transfers under the resale provision during the period of affordability shall meet the following criteria:
  1. The new purchaser must meet the criteria of low income, defined as having annual household income at or below 80% of the area median income (as defined by HUD) for the Chicago-Joliet-Naperville, IL HUD Metro FMR Area, and occupy the property as the family’s principal residence.
  2. The sales price must be “affordable” to a reasonable range of low income buyers. Affordability is further defined within the below table:

Criteria	Resale Programs:
Housing Debt and Overall Debt	Will be based on ratios currently in effect under FHA and the secondary mortgage market

Appropriateness of Amount of Assistance	In accordance with above stated ratio guidance, subsidy will not be given that allows a homebuyer to have a total housing expenses to income ratio less than 28%.
Monthly Expenses of Family	Cannot exceed 41% of Income. Housing ratio cannot exceed 36% (or go lower than 28% per above policy). Budgeting is part of the homeownership counseling process.
Assets Available for the Acquisition	Homebuyer's liquid assets after closing may not exceed \$25,000. Homebuyer may use any combination of primary mortgage financing, personal funds, and/or gift funds to acquire the housing.
Financial Resources to Sustain Homeownership	Homebuyer must document income sufficient to meet the 35/41 ratio requirements.
Responsible Lending	If utilizing other mortgage financing, must choose a fixed rate FHA or conventional mortgage. If the lender is not on the list of lenders for the First Time Homebuyer Program, DuPage County staff will review the terms of the loan to ensure the loan is fixed rate, at an interest rate comparable to interest rates being offered by Homestead program lenders, is not charging points, and is not charging fees that are not usual or customary. Staff may ask homebuyer counseling agency to assist with this review, if necessary.

To ensure affordability in the event that the sales price required to provide a fair return to the original owner exceeds what is affordable to its target population of homebuyers DuPage County can provide direct assistance to the subsequent income-eligible buyer.

3. The housing purchase price may not exceed 95 percent of the median purchase price for the type of housing for the area as determined and published by the U.S. Department of Housing and Urban Development (HUD) from time to time. DuPage County also reserves the right to determine the 95 percent limit following HUD approved methodology, with such newly determined limit to be approved by HUD.
4. 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 sales price may encompass the following in its formula:
  - a. The cost of any capital improvements, documented with receipts including but not limited to the following:
    - i. Any additions to the home such as a bedroom, bathroom, or garage;
    - ii. Replacement of heating, ventilation, and air conditioning systems;
    - iii. Accessibility improvements such as bathroom modifications for disabled or elderly which were not installed through a federal, state, or locally-funded grant program; and
    - iv. Outdoor improvements such as a new driveway, walkway, retaining wall, or fence.

5. The increase in the value of owner equity and investment as calculated by the cumulative percentage of change as calculated by the Housing Price Index (HPI) calculator of the Federal Housing Finance Agency plus 1.00 times the total owner investment at time of purchase plus the documented improvements as described above.

(ex. Home purchased in 2000 for \$50,000. The HPI for 2000-2004 stayed the same at +.03 for each year, which calculates to a cumulative percentage of .12. To calculate "fair return" one must multiply \$50,000 x 1.12 = \$56,000, plus the documented improvements of \$4,000 would total \$60,000. The "fair return" to the seller would be the increase in value of \$60,000, minus the original investment of \$50,000 to equal a \$10,000 fair return.)

- Resale Provision Release – Upon completion of the affordability period, DuPage County will file a release of the Regulatory and Land Use Restrictions Agreement document with the DuPage County Recorder's Office to release the original HOME assisted property from the obligations of the affordability period.





APPENDIX C - 2019 DuPage County Emergency Solutions Program

Documents include:  
-2019 Emergency Solutions Grant Program Plan



DUPAGE COUNTY CONTINUUM OF CARE

## Emergency Solutions Grant Program Plan

### Street Outreach, Emergency Shelter, Rapid Re-Housing & Homelessness Prevention March 2019

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### Emergency Solutions Grant Program Plan Purpose

This document provides a summary of The U.S. Department of Housing and Urban Development (HUD) Emergency Solution Grant (ESG) rules and agreed upon procedural guidelines for program implementation in DuPage County. The intent of this document is to provide a framework through which ESG funds will be used in DuPage County and how DuPage County Continuum of Care (CoC) agencies providing Emergency Shelter, Street Outreach, Rapid Re-housing (RRH), Homelessness Prevention (HP) and other targeted homeless programs coordinate services to meet Continuum objectives of making homelessness rare, brief and one-time in DuPage County.

The ESG Program Plan is intended to guide all ESG subrecipients, both County and State, in implementation of their respective ESG program. This document, in no manner, should be seen as an alternative to or replacement of HUD rules and guidance which can be found at: [www.hudexchange.info](http://www.hudexchange.info).

ESG specific information is maintained at: [www.hudexchange.info/programs/esg/](http://www.hudexchange.info/programs/esg/). This website is updated regularly by HUD and it is the responsibility of each subrecipient to keep apprised of any and all new and revised guidance. Community Planning and Development (CPD) listservs help stakeholders stay informed about programs, competitions, awards, policy updates and more. Sign up for the CPD listserv and select the topics for which you would like to receive more information. To sign up, follow the link: <https://www.hudexchange.info/maillinglist/>

County subrecipients are given an opportunity to apply for ESG funds annually. Subrecipient Eligibility is subject to Community Development Commission Policy, the annual Action Plan, and 5-year Consolidated Plan.

State subrecipients submit applications following directives of the State ESG Recipient.

### Federal Impacts on Provision of ESG Assistance

HUD issued the 09/21/16 final rule entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs" The final rule, effective October 21, 2016, requires that recipients and subrecipients of HUD CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any HUD CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family.

DuPage County Continuum of Care housing and service providers have reviewed and considered the final rule and the impact the requirements will have on operations and best practices. Each provider has or is currently refining policies and procedures to ensure that equal access is available to all eligible individuals and families regardless of their actual or perceived sexual orientation and gender identity.

The [VAWA Final Rule](#) expands housing protections for survivors of domestic abuse, dating violence, sexual assault, and stalking in CoC and ESG projects. The rule was created to help ensure all individuals



have access to a safe home without the fear of violence and to reduce the risk of homelessness among survivors. The Final Rule identifies the protections and rights outlined in the rule including the protection from refusal of assistance, termination of assistance, or eviction based on being a survivor. A survivor has the right to an emergency transfer when there is a safe and available unit and the option to bifurcate a lease to help keep a survivor safely housed. The Community Development Commission has developed a VAWA Policy and Emergency Transfer Plan (see appendix)

In the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("PRWORA" or "the Act"), Congress restricted immigrant access to certain public benefits, but also established a set of exceptions to these restrictions. In 2001, after consulting with other Federal agencies, including HUD and U.S. Department of Health and Human Services (HHS), the Attorney General issued an Order reiterating the three-prong test established in PRWORA and specifying the types of programs, services, or assistance determined to be necessary for the protection of life or safety. Specifically included is, "short-term shelter or housing assistance for the homeless, for victims of domestic violence, or for runaway, abused, or abandoned children."

HUD has determined Street Outreach Services, Emergency Shelter, and Rapid Re-Housing are not subject to the Act's immigration-based restrictions. As such, DuPage County CoC ESG program resources will provide these programs without regard to immigration or U.S. residency status. ESG Homeless Prevention Assistance, however, is subject to the Act. PRWORA includes an exemption for nonprofit charitable organizations but not for government organizations. Title IV of the Act provides that nonprofit charitable organizations are not required under the Act to verify the immigration status of applicants for federal, state, or local public benefits. 8 U.S.C. § 1642(d). In order to ensure equal access and non-discrimination, if immigration or US residency status may become a factor in determining ESG eligibility for an applicant household, a non-exempt subrecipient shall promptly facilitate a transfer of the application to an exempt subrecipient. For more information, subrecipients or stakeholders may refer to HHS, HUD, and DOJ joint-agency letter: [HHS-DOJ-Letter-Regarding-Immigrant-Access-to-Housing-and-Services.pdf](#)

#### Components of the Emergency Solutions Grant

In DuPage County, the Consolidated Planning Process and Citizen and Agency Participation are organized and conducted in close coordination with the DuPage County Continuum of Care. This process includes ESG as well as non-ESG funded programs. The Consolidated Planning process assesses the community's homeless assistance and housing needs, examines available resources, sets 3-5 year strategies, and develops an annual action plan to meet priority needs with citizen's participation and consultation with various organizations, including the DuPage County CoC.

The Emergency Solutions Grant provides a variety of supports (See Eligible Supports for Emergency Solutions Grant) to achieve the following five assistive elements: 1) engaging homeless individuals and families living on the street; 2) improving the number and quality of emergency shelters for homeless individuals and families; 3) helping operate these shelters while providing essential services to shelter residents; 4) rapidly re-housing homeless individuals and families; and 5) preventing individuals and families from becoming homeless.

DuPage County's ESG programs consist of: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and the Homeless Management Information System.



### Street Outreach

Street outreach is currently provided through emergency shelter providers with established targeting and essential services procedures. Street outreach teams reach out to unsheltered homeless persons to connect them with emergency shelter, housing, and/or critical services, and provide them with urgent, non-facility-based care. One shelter provider has an active street outreach program, funded by ESG; one shelter provider has an active outreach program for unsheltered veterans referred and engaged during site visits to veteran service facilities. Street and site outreach providers participate on the CoC Homeless Prevention Providers Committee, establishing best practices for meeting the needs of the homeless in DuPage County. Standards for targeting unsheltered persons and providing essential services related to street outreach are maintained by the providers according to the program scope of services in the following ways:

Street outreach teams target and locate unsheltered persons through leads that may include concerned citizens; community businesses; community-based organizations; local authorities including police, schools, heating and cooling centers, government agencies; veterans' facilities and services; and by observation of persons at local areas known to attract homeless persons and seen sleeping in vehicles overnight or in other places not meant for human habitation. Street outreach is mapping the sites where persons have been contacted or observed and collecting information from community sources toward refined targeting.

Street outreach teams initiate contact with referred or observed persons, determining eligibility (unsheltered homeless persons) through self-report or direct observation by outreach teams. Street outreach is an essential access point in the Continuum of Care's Coordinated Entry System (CES). Street outreach covers the entire geographical area of DuPage County and ensures, to the best of its ability that non-sheltered, chronically homeless persons are engaged in and remain engaged in the CES even if they repeatedly decline housing services.

Activities include: initial assessment of needs and eligibility; providing or obtaining immediate crisis counseling; addressing urgent physical needs such as, meals, blankets, clothing, and toiletries; and actively referring/connecting to homeless assistance, mainstream social services, veteran services and housing. Housing programs may include emergency shelter, transitional housing, permanent supportive housing and rapid re-housing programs. Transportation is provided as needed.

Street outreach contacts are entered into the Homeless Management Information System (HMIS) adding client information if and as it becomes available. Street Outreach is required to record both contacts<sup>1</sup> and engagement<sup>2</sup> dates. It is not until the client is engaged that the full assessment must be completed. There should be no more than one engagement date per enrollment, but at minimum there must be one contact if not more. Contact information in HMIS and case notes will at minimum include eligibility,

<sup>1</sup> A contact is defined as an interaction between a worker and a client. Contacts may range from simple a verbal conversation between the Street Outreach worker and the client about the client's well-being or needs or may be a referral to service. In other words, any and every meaningful interaction, no matter how small.

<sup>2</sup> Date of engagement is defined as the date on which an interactive client relationship results in a deliberate client assessment or beginning of a case plan. The date of engagement should be entered into HMIS at the point that the client has become engaged. It may be on or after the project entry date and prior to project exit. If the client exits without becoming engaged the engagement date should be left blank.



referral source, service transactions with specific provisions of basic needs, information and referrals, direct connection to housing, and outcome of each contact.

Clients are exited from street outreach programs when engaged with homeless assistance providers in temporary or permanent housing, or after contact is lost for more than 30 days.

Essential services and activities related to street outreach include the case management process of using the Coordinated Entry System. The street outreach entry in HMIS is not prioritized for housing interventions until sufficient assessment information is obtained.

Verifying and documenting eligibility; counseling; developing, securing, and coordinating services; obtaining public mainstream benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning for permanent housing stability will be provided by street outreach teams directly or referred to appropriate homeless assistance providers, according to the street outreach program scope of service.

Street outreach teams will directly connect interested unsheltered homeless persons to homeless assistance providers and social service providers in accordance with the accepted CoC coordination of services plan, providing transportation to the resource as needed. Persons of special populations will be connected to providers according to program specific guidelines. In situations of immediate crisis needs such as, severe mental illness and behavioral episodes that may result in harm to the individual or others, substance abuse induced episodes, and/or physical health crisis, the street outreach teams will directly contact DuPage County Health Department crisis line, local police, or emergency medical providers, on behalf of the individual. Street outreach teams encountering single, unaccompanied youth under the age of 25 will contact local police and or Illinois Department of Children and Family Services (DCFS) for appropriate intervention.

Site outreach teams directly connect willing unsheltered homeless persons to the appropriate homeless assistance and social service providers according to program specific guidelines and the accepted CoC coordination of services plan, providing transportation to resources as needed. Immediate crisis needs as stated above, will be met by the team if qualified, or connected directly to appropriate emergency assessment and treatment providers.

Follow up contacts between street and site outreach teams toward relationship building, assessment, and referral to services, will be conducted in public places as selected or agreed on by the homeless persons, for the safety of the homeless persons and the street outreach and site outreach teams.

#### Emergency Shelter

Emergency shelter is currently provided in DuPage County, funded with ESG and/or other funding sources, to meet the needs of homeless persons/families including veterans, victims of domestic violence, and unaccompanied youth. A transitional housing program in DuPage also meets the criteria for ESG shelter funding. There are five active shelter providers within DuPage County.

The shelter providers conform to the CoC coordination of services plan, participate in CoC planning, and enter data in HMIS unless using a comparable database for domestic violence shelters. All shelter



providers have written or verbal Release of Information to assist in referrals to other providers. Shelter providers will ensure that all clients are aware of their adopted Privacy Policy, have access to it, and are notified of their rights regarding data sharing.

Shelter providers meet the local health and safety inspection requirements for the facilities and services offered, and meet minimum safety, sanitation, and privacy standards as specified in 24 CFR 576.403(a)(b) when funded by ESG for shelter operations or renovations. Emergency shelter providers participate on the CoC Homeless Prevention Providers Committee, establishing best practices for meeting the needs of the homeless in DuPage County. State Subrecipients must submit documentation verifying that the shelter facility has passed an inspection by a local or state fire department within the last 12 months. Verification of a passed inspection by a local or state health department must be provided, as well, if meals are prepared by shelter staff.

In addition to providing shelter supports, shelter sites will introduce the coordination and prioritization process to those who are literally homeless. Protocol includes a standard authorization to share information. A standard demographic assessment is entered into HMIS and a standard assessment, the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT), is completed 7 or more days after shelter entry to determine the severity of need. This information is used to prioritize persons into the housing which best fits their needs. Tools used: Severity of Need Triage Tool, Client Consent to Participate, Homeless Management Information System, and Determination of Chronic Homelessness.

The CES does not delay access to Emergency Shelter to the extent that shelter is available.

ESG funded emergency shelter activities include: provision of essential services to individuals and families in shelter; renovation of shelter facilities; and shelter operations.

#### Essential Services

Essential services are provided by the DuPage County shelters whether funded by ESG and/or other funding sources. Essential services may include: case management, child care, education services, employment services and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation. Services for special populations include homeless youth, victims of domestic violence, and services for people living with HIV/AIDS. Program/provider specific policies may require participation in the essential services offered.

Case management is provided by all shelter providers and includes: an initial assessment of needs with continuous program/specific reassessment points throughout the shelter stay; counseling; assistance with obtaining public benefits – completing applications, accompanying clients to offices, or providing transportation to the offices, obtaining needed documentation to complete the application process; monitoring participant progress toward self-sufficiency; prioritizing needs as circumstances change during the program participation; establishing a housing stability plan; and providing information, referral, and connection to housing providers.

Education services are provided directly by shelter providers or referrals and connections to these services are made available to program participants, as needed, especially to remove barriers to sustained





housing. These may include: instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language (ESL), GED, and tenant/landlord issues. Shelter providers coordinate with the Illinois State Board of Education Homeless Liaisons, to ensure that the educational needs are met for school-age youth participating in the program, in accordance with the McKinney-Vento Act as amended by the Every Student Succeeds Act of 2015.

Employment assistance, in the form of job seeking skills at minimum, is provided directly by shelter providers and referrals and connections to other resources are made available to program participants for specific needs identified beyond those provided at the shelter.

Legal services are made available by all shelter providers to participants through referral and connection to Prairie State Legal Services primarily, and other resources for legal services as needed.

Life skills training are provided by all shelter providers and may include: budgeting, money management, household management, conflict resolution, shopping practices, nutrition guidance, use of public transportation, and parenting, as appropriate to the participant.

Transportation is provided by all shelter providers in the form of vouchers, gas cards, bus/train passes, taxi vouchers, staff transport, and donated cars. Limits on amounts, types, and uses are program/provider specific.

#### Admission, Diversion & Discharge

Shelter providers have written procedures for admission, diversion, referral, voluntary and involuntary discharge, and coordination with homeless assistance providers within the CoC.

Admission policies are program/provider specific; all shelter providers use an intake process by phone or walk-in, and three agencies will send staff out to meet with potential participants in public places. Entry into the shelter system is coordinated through self-referral, walk-in, referral from other shelter and homeless prevention providers, and referral through community based homeless assistance providers, social service agencies, public-benefit providers, and other resources throughout DuPage County.

An Initial assessment is conducted that includes verifying and documenting eligibility for the program. Homeless persons found to be ineligible for the program are referred to other appropriate resources and provided transportation to those resources where the individual/family is willing to accept that referral. Persons admitted to shelter are assessed for entry into the CES in accordance with current CES procedures. Length of stay standards are program/provider specific and detailed within the provider policy/procedures manuals. Safeguards to meet the safety and shelter needs of special populations – victims of domestic and other violence, are program/provider specific. In instances where the shelter is unable to provide safeguards for the safety of program participants already in the shelter, or those requesting admission, referrals and connection to the domestic violence shelter providers for appropriate alternatives are provided.

Diversion practices are program/provider specific; all shelter providers refer and connect appropriate homeless individuals/families to housing assistance providers for permanent supportive housing, rapid re-housing, and tenant rental assistance, and/or develop a temporary housing situation with family or friends to avoid entry into the homeless services system.



Discharge practices are program/provider specific; all shelter providers post and/or provide participants with written notice of required behaviors, rules, or expected conduct for all participants while in the shelter program and consequences of disregard. Where possible, voluntary and involuntary discharges include planned next steps for the participant, referrals and information to housing assistance providers and community based agencies for social services, follow up procedures, and the shelter provider's policy for continued assistance in the case of return to homelessness or the participant's inability or unwillingness to remain within the program.

Unplanned discharges are experienced by all shelter providers and there are program/provider specific practices for these instances. All shelter providers are continually assessing participants' needs and progress, providing information and guidance on next steps throughout the shelter stay. Should the participant become unable or unwilling to continue in the program, some knowledge has been provided.

#### **Shelter Renovation & Operations**

Shelter Renovation is an ESG funded activity for buildings owned by government entities or non-profit organizations. The renovation may include rehabilitation or conversion of a building into an emergency shelter. DuPage County ESG funds are not used for this purpose, State ESG funds may be available.

Shelter Operations are funded by ESG for the cost of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless individual or family a hotel or motel voucher for that individual or family is included. DuPage County ESG funds are not used for shelter operations, State ESG funds are available for that purpose.

#### **Homelessness Prevention**

Homelessness Prevention under ESG may include assistance in the form of: short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, and other housing needs to prevent them from moving into an emergency shelter or place not intended for human habitation. Written policies and procedures are found in the Consistent Procedures and Policies, Outreach and Coordination of Services, and Procedural Guidance, sections below. During the 2019 program year, Homelessness Prevention funds are not available through State funding.

#### **Rapid Re-Housing**

Rapid Re-housing under ESG may include assistance in the form of: short-term and medium-term rental assistance as needed to help persons living in an emergency shelter or other place not meant for human habitation. In the Coordinated Entry System, those literally homeless persons who scores recommend short-term interventions or rapid re-housing will be added to the prioritization process. Those who have found a unit to rent and can obtain sufficient income in the future to sustain housing will be referred to a rapid re-housing provider for additional eligibility determination, assessment of needs and service provision. Written policies and procedures are found in the Consistent Procedures and Policies, Outreach and Coordination of Services, and Procedural Guidance, sections below.

#### **Homeless Management Information System (HMIS)**

Homeless Management Information System (HMIS) is our local information technology system used to collect client-level data, resource data, data on the provision of housing and services to homeless



individuals and families and persons at risk of homelessness. All funded provider agencies within the Continuum of Care Homeless Provider Program, with the exception of domestic violence shelter and service providers, are required to complete client-level data entry into HMIS and follow other procedures outlined in the Standard Operating Procedures (SOP), which can be found here: <https://www.dupageco.org/HMIS/SOP/>. The SOP provides the policies, procedures, guidelines, and standards that govern the DuPage County Continuum HMIS operations, and the roles and responsibilities for participating agency staff.

#### Homelessness Assistance Through the ESG Program

The Homelessness Prevention and Rapid Re-housing (HP-RRH) components of ESG are intended to have a meaningful impact on homelessness and housing stability for participating households by: preventing people from becoming homeless; diverting people into housing if they are currently applying for shelter; and helping people who become homeless to quickly return to permanent housing (See Eligible Supports for Emergency Solutions Grant). ESG consists of a Rapid Re-Housing component for those who are currently literally homeless and a Homelessness Prevention component for those who meet homeless criteria categories 2 & 4 (Imminent Risk of Homelessness, Fleeing or Attempting to Flee Domestic Violence) or those who meet HUD's at risk of homeless criteria (see Homeless Eligibility & Verification Form in Appendix). Eligible households under HP will be those with extremely low incomes, below 30% of the Area Median Income (AMI) (See Appendix for current guidelines) who lack resources and support networks for housing and who are at risk of homelessness. Participating households must agree to allow household demographic and service information to be shared between the participating agencies of the Homelessness Prevention Providers Committee of the DuPage Continuum of Care as well as those participating in the Northeast Illinois HMIS system as defined in the Baseline Privacy Notice and the DuPage County Continuum of Care – Authorization to Exchange Information for the Homeless Prevention Provider Network (see Appendix or <http://www.dupageco.org/HMISForms/>). Agencies will enter client level information into the DuPage County's Homeless Management Information System (HMIS) (See Confidentiality & HMIS Standards section in this document). Participating households must complete a case management assessment to determine eligibility and to develop goals toward housing stabilization. Agreeing to and participating toward achieving these goals are a requirement of both one-time and ongoing assistance. Goals may be outlined in a Personal Recovery Plan, Housing Stability Plan or comparable document. The DuPage County Continuum of Care will target and prioritize households that have a demonstrated housing crisis, and that are assessed as likely to remain stably housed after this assistance. Eligibility must be re-assessed every 90 days (or less) for all HP participating households and annually (or less) for RRH participating households (See Eligibility Criteria section in this document). Households receiving any type of rent assistance under this program must reside or plan to reside in an eligible unit (See Eligible Units section in this document).

ESG is not a mortgage assistance program and it is not intended to serve persons who need long-term and or intensive supports. ESG assistance is intended to stabilize housing. Except for housing stabilization case management, maximum assistance under this program is 24 months in any 3-year period. The limits on the assistance apply to the total assistance an individual receives, either as an individual or as part of a family.

#### Consistent Procedures and Practices

ESG – Homelessness Prevention and Rapid Re-Housing Providers (HP-RRH) agree to actively



participate in the Homelessness Prevention Provider (HPP) Committee of the DuPage County Continuum and to follow this plan and all HUD rules, to make certain that households meet the eligibility criteria of the program, to eliminate duplication, and to ensure seamless homelessness prevention coverage in the county. All HP-RRH providers must enter client and service level data into the HMIS system in accordance with HUD rules, operating standards set by the DuPage Continuum of Care and confidentiality laws (See Confidentiality under HMIS Standards section in this document).

All eligible supports are outlined in the ESG Notice dated December 5, 2011. These supports are intentionally focused on housing –financial assistance to help pay for housing services designed to keep people in housing, or services to locate housing. DuPage HP-RRH provider agencies are required to follow the ESG Notice, HUD's guidance, and the policies and procedures within this program plan. Agency providers will comply with all applicable Fair Housing and Civil Rights Laws. An agency may not develop more strict guidelines for screening eligibility and service provision without approval of the DuPage County CoC and DuPage County Community Development.

#### Outreach and Coordination of Services

Other available resources will be used before ESG funds are used in homeless prevention. In addition, the HPP Committee will collaborate with other agencies to ensure that all households at risk will have full access to the HP-RRH program, including people who are unsheltered, or residing in area shelters, transitional housing programs, residing in temporary housing assisted by townships and other human service entities.

The Homelessness Prevention Providers Committee has developed a uniform brochure (see CoC Homelessness Prevention and Re-housing Brochure in appendix) on all Homelessness Prevention and Re-housing Programs including HP-RRH.

The HPP Committee has developed a referral system between shelter providers and providers of homelessness prevention and rapid re-housing. Shelter providers enter client information into the HMIS Coordinated Entry System. In addition, written referrals with authorizations to share information are sent to a designated location when a person experiencing a housing crisis is seeking to be rapidly re-housed and needs assistance (currently the People's Resource Center for PADS, Catholic Charities for Family Shelter Services and DuPage County Community Services for Charitable providers paying for hotels). The written referral is assessed and sent to the most appropriate ESG provider based on the household's needs, and the agencies' budgets, services and capacity at the time of the referral. Agencies promptly reach out to the household to facilitate the assistance.

The DuPage County Continuum of Care is utilizing a CES to prioritize placements in DuPage County Continuum of Care Programs and to achieve better outcomes for those experiencing a housing crisis. The CES policy aims to minimize the time one experiences a housing crisis; link clients to the most appropriate housing intervention; prioritize entry of those most vulnerable to scarce housing resources supported by the CoC; and provide system level outcomes and reporting.

Contained in this policy are expectations of community-wide standardization of assessment, placement, and prioritization resulting in the ability to target HUD- funded programs most effectively to those with the highest needs and the greatest barriers. The policy addresses standard processes for assessment and recording of eligibility factors within HMIS, outreach, application, and prioritization. The



CoC agencies work together under the direction of the CoC Needs Assessment Committee, to develop policies and procedures following HUD's most recent guidance.

The most recent CES policy reflects the definition of chronically homeless as defined in CoC Program interim rule as amended by the Final Rule on Defining "Chronically Homeless" and accepts the orders of priority established in prior notice CPD-16-011. The DuPage County Continuum of Care Coordinated Entry System Written Standards can be found at [www.dupagehomeless.org](http://www.dupagehomeless.org)<sup>3</sup> and defines coordinated entry Access Points, standardized tools and assessments, response, referral and prioritization (where applicable) for a CoC housing Interventions including Permanent Supportive Housing, Transitional Housing, Rapid Re-Housing, and Homelessness Prevention for the homeless and at-risk populations, including youth and victims of domestic violence.

Continuum agencies will provide quality services and appropriate referral linkages to assist homeless individuals and those who are at risk of homelessness obtain appropriate support services. This includes referrals and linkages to permanent housing, medical and mental health treatment, counseling, and similar type services essential to achieve independent living.

Eligible Supports for Emergency Solutions Grant  
Procedural Guidance

- I. HP- ESG will only provide assistance to households residing in, homeless within or moving to DuPage County.
- II. HP- ESG will utilize geographic boundaries as outlined in the Agency List and Community Served (see Appendix) for all services other than Financial Education and Legal Services which will be provided by DuPage County Community Services Family Self-Sufficiency Program and Prairie State Legal Services respectively. Exceptions may be made for clients who have an ongoing relationship with any ESG agency. However, exceptions must be decided in coordination with the agency responsible for that geographical area & the agency providing the service. The Agency List and Community Served document is updated as necessary at the discretion of the HPP Committee, HPP Executive Committee or Leadership Committee of the DuPage County Continuum of Care. Geographic boundaries are not applicable to clients who are homeless. (see Outreach and Coordination of Services.). There are two cost types: Housing Relocation and Stabilization Services (Includes: Moving costs, rental application fees, security deposit, last month's rent, utility deposit and utility payment) and Rental Assistance (includes arrears, short and medium-term rent). Eligible households may be served using these two cost types in the categories of Rapid Re-housing assistance or Homelessness Prevention assistance. Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, ESG assistance cannot be provided to eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state, or local housing program. It could be used to pay for another cost type such as security deposit or utility payments. For example, a homeless veteran entering a HUD-VASH project that will assist him with his monthly rent may receive security deposit assistance through ESG funds.
- III. When providing rental assistance and security deposit, the lease must be in the client's name and signed by the tenant and the landlord. The assistance (voucher and payment) is made to the property

<sup>3</sup> <https://dupagehomeless.org/wp-content/uploads/2018/01/2018-DuPage-County-CES-Written-Standards-01-22-18.pdf>



- owner/property complex only, and is not to exceed the amount owed to the owner for rent and/or security deposit.
- IV. Rent may not exceed Fair Market Rents for that unit size and must meet rent reasonableness standards for that specific unit (appendix: Fair Market Rent Limits and the Rent Reasonableness Standard).
  - V. Total rent assistance is not to exceed 24 months in any 3-year period.
  - VI. Total utility assistance is not to exceed 24 months in any 3-year period.
  - VII. Other ESG assistance must also be reasonable. ESG documentation should demonstrate that the ESG provider completed due diligence to ensure reasonable costs.
  - VIII. Financial assistance under HP-RRH is provided in voucher form only, and no payments are made directly to participating households.
  - IX. ESG providers must track ESG services separately from other funds. Likewise, services provided under the components of Homelessness Prevention and Rapid Re-housing must be tracked independently of each other. ESG funds provided via the State of Illinois must be tracked separately from ESG funds received by the County. Finally, funds must be tracked separately by grant Fiscal Year.

#### Rental Assistance

HUD advises that ESG assistance should be “need-based”, meaning that providing agencies should determine the amount of assistance based on the amount necessary to prevent the program participant from becoming homeless or returning to homelessness in the near future. In no case is the ESG assistance provided to exceed 24 months in any 3-year period.

The goals for housing stabilization set by the case managers with the adult household members will include an assessment of income, expenses and the basic necessities required to maintain housing and stability. A budget will be developed and agreed upon prior to the approval of rental assistance. If ongoing rent assistance is projected, the budget will be monitored by the case manager. Rent assistance may be planned and approved in advance, but approvals are not to exceed the 90-day eligibility period for households receiving homeless prevention or one-year for households receiving rapid-re-housing assistance. Rent payments to the landlord will not be paid significantly in advance.

All ESG Providers will determine assistance based on identified variables, including income, rent, other financial issues, etc. Client rental payment for tenant based rent assistance will be determined based on the amount of assistance required to meet their monthly expenses (i.e. total monthly income (-) minus total monthly expenses monthly = rent assistance amount). A lesser amount of rent may be required of the client in accordance with the program plan (such as establishing savings for housing stability or planned debt payments - i.e., client has a garnishment, pay day loan, child support arrearage or is working with legal or credit repair for debt reduction, etc.).

To ensure a consistent application of standards in determining rent amounts for ESG participating households the ESG provider will be responsible for determining and communicating the amount of rent to be provided within this formula as well as empowering the participating household to assume graduating levels of financial responsibility.

ESG providers will obtain new income verification for the household as planned on a quarterly or annual basis. All households must meet income and risk criteria for continued assistance. The family's rent portion will be recalculated accordingly and will be reflected in the assistance.



Agencies have the option of reviewing income and rent assistance prior to the planned recertification date when such a recertification would impact assistance needed for housing stabilization. Agencies will provide assistance with the expectation that households will be able to sustain housing independently in the foreseeable future.

All CoC and ESG funded provider agencies are expected to adopt a Housing First approach that continually lowers the barriers to entry for prospective clients, and that avoids screening out clients based on real or perceived barriers to success. The CoC will provide annual training on low barrier and Housing First best practices.

Rental Assistance is available to both HP and RR households. It consists of the following cost types:

**Short-term Assistance:**

Short-term assistance is provided for up to a maximum of 3 months. A housing stability plan will be developed with the household with the expectation that the household will be stable after assistance. A household that initially qualifies for short-term (1-3 months) assistance can transition into medium term assistance at the discretion of the case manager.

**Medium-term Assistance**

Medium-term assistance can be provided from 4 months up to a maximum of 24 months.

**Rent Arrears**

Rent arrearage assistance is not to exceed a one-time payment of up to 6 months. Rent arrearage is counted toward the 24-month maximum. When providing rental arrearage assistance, the ESG agency must ensure and document that the payment will enable the eligible household to remain in the housing unit for which the arrears are being paid or enable the household to move to another unit. ESG funds cannot be used to pay for rental arrearage assistance in which there was no written lease in place at the time unless an oral lease is enforceable by State law

**Late Payment Fees**

Payment of late fees is only allowed with one-time rent arrears assistance.

Housing Relocation & Stabilization Services (HRSS)

Housing Relocation and Stabilization Services consist of Financial Assistance and Stabilization Services and are available to both HP and RR households.

**Financial Assistance**

Eligible financial assistance costs covered under housing relocation & stabilization services are listed below (HRSS)

**Rental Application Fee**

ESG providers may assist program participants with rental applications fees as long as they are only fees charged by the property owner/manager to all applicants.

**Security Deposit**



There is no expectation that security deposits be returned to the ESG provider agency. Security deposits may be used for damages as defined in the lease or returned to the tenant for use on the next unit should the tenant move in the future. Security Deposits are to be used for permanent housing only. Clients that are moving into a halfway house or need "program fees" are not eligible. Per HUD guidelines, ESG agencies will only provide the equivalent of 2 months' rent maximum for security deposit to eligible households. Exceptions are not allowed.

#### **Last Month's Rent**

If necessary, an ESG provider agency may assist with last month's rent payment at the time the owner is paid the security deposit and first month's rent. The payment must not exceed one month's rent.

#### **Utility Deposits**

There is no expectation that utility deposits be returned to the ESG provider agency. ESG provider agencies may only assist program participants with the standard deposit required by utility companies for gas, electric, water and sewage service.

#### **Utility Payment and Arrearage Assistance**

To receive assistance with utility deposit or utility arrearage a household must meet applicable housing risk and income eligibility. Agencies will document that utilities cannot be maintained or connected without assistance. ESG agencies will only provide eligible individuals or households with up to 24 months of utility payments within any 3-year period, including up to 6 months of arrears per service, provided that the client or a member of his/her household has an account in his/her name with a utility company. ESG funds can only be utilized for provision of gas, electric, water, sewer, and garbage collection services; not phone or cable. As with rent assistance, utility assistance cannot be provided to eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal or state subsidy program (LIHEAP). When assisting with utility arrearages, ESG Providers must complete due diligence to determine monthly costs and document the method used.

#### **Moving & Storage Costs**

Reasonable moving costs, such as truck rental, hiring a moving company, or temporary storage fees can only be provided to eligible households for a maximum of 3 months, provided that fees are accrued after participant is deemed eligible and before the participant moves into permanent housing. Storage fee arrears are not eligible. ESG agencies must ensure moving costs are reasonable and document due diligence in finding a reasonable cost.

#### **Stabilization Services**

##### **Housing Search and Placement**

ESG providers may provide services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing. Housing should be mutually agreed upon by both the Case Manager and the participants Head of Household. Housing options selected by the participants will be verified by the provider as meeting grant requirements. At a minimum, housing should be clean, decent, well-maintained, affordable, and in a neighborhood, that meets the needs of the family. Locating adequate housing is the responsibility of the family with assistance from a Case Manager as needed. The





Case Manager may contact landlords directly if advocacy is needed. If needed, financial assistance with application fees is available. The Case Manager should keep abreast of current rental markets, landlords to avoid, and appropriately refer families to partnering landlords. Referrals will not be made to landlords that have repeatedly proven uncooperative with the ESG provider or a partner agency, have refused to reimburse due funds, do not adequately maintain properties, or have otherwise abused tenants' rights.

Per HUD, costs under Housing Stability Case Management include: assessing (initial and periodic re-evaluations), arranging, coordinating, and monitoring the delivery of services to facilitate housing stability for participants. ESG services cannot exceed 30 days during the period participant is seeking permanent housing and 24 months' during the period participant is living in permanent housing.

During short-term assistance, case management includes: assessment; housing stability planning; and referrals. The household is expected to achieve stability goals in 90 days or less. Suggestions may be made for goals to be completed by the ESG participants without case management support. However, per HUD Guidelines, each household receiving ongoing assistance must meet with the case manager on a monthly basis, unless prohibited by Violence Against Women Act (VAWA) or Family Violence and Prevention Services Act (FVSPA).

Medium-term case management calls for regularly defined (monthly or more frequent is acceptable) face-to-face contact between household and case manager. Case management activities may include the same activities of short-term case management. Medium term case management is required during the months of medium term assistance and is appropriate when considerable barriers or need for considerable coordination and advocacy, case plan is expected to last more than 90 days.

#### Mediation

Mediation services between the participant and property owner/manager are only eligible if necessary to prevent loss of permanent housing.

#### Credit Repair

Per HUD, Credit Repair can include credit counseling and other services necessary to assist with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. ESG participants will have access to attend DuPage County Community Services Family Self-Sufficiency Money Management and Credit Repair workshops. Additional credit counseling services will be available at the discretion of ESG providers according to need and available resources.

#### Legal Services

Legal Services must be necessary to resolve a legal problem that prohibits the participant from obtaining permanent housing or will likely result in the loss of permanent housing. It may include landlord/tenant matters; child support; guardianship, paternity, emancipation, and legal separation; orders of protection and civil remedies for victims of domestic violence; appeal of veteran's and public benefit claim denials; and the resolution of outstanding criminal warrants. Legal services related to immigration and citizenship or mortgages are ineligible under ESG. Prairie State Legal Service (PSLS) is the ESG Legal service provider in DuPage County. Participants requiring housing related legal services will be referred to PSLS for available services and legal advice.



#### Bed Vacancies and Prioritization

As vacancies arise in any CoC program, the housing provider will contact HMIS for a referral. The HMIS System Administrator will generate a list from HMIS based on order of priority as outlined in the "Prioritization" section per project type, and based upon target populations served by the requesting program. The HMIS System Administrator will send the requesting agency the top 5 prioritized participants for further assessment. The agency with the vacancy must make a suitable effort to complete outreach to the candidates in order of priority. The provider will contact the participant to further determine eligibility and to assess for client choice to participate in the program. Providers shall exhaust all efforts to reach the client, including reaching out to the original referring agency and any other partnering agencies. If the participant declines, is found to not be eligible, or is unable to be located, the participant will be returned to the priority list. All participants have the option to not apply or decline the housing which is offered.

#### Determining and Documenting ESG Eligibility

Although households may be prioritized for referral for ESG housing assistance, all households must be assessed for eligibility and appropriateness of ESG services, via an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of service needed, upon entry. Households receiving Rapid Re-housing services must be re-assessed at least annually and households receiving HP-RRH services must be reassessed for eligibility at least once every 90 days. Households which do not meet all eligibility criteria are not eligible to receive any ESG services - including financial assistance and housing relocation and stabilization services. Households may become ineligible for ESG services if they do not meet the terms of the Recovery Plan at any point as determined by the ESG provider, or if ESG services are no longer the most appropriate service to stabilize housing. (See Separation Guidelines)

After initial eligibility, the ESG household is determined to remain eligible until 90 days or file closure, whichever comes first. ESG providers can choose to require re-evaluation each time a program participant experiences a change in income, household composition, or need for assistance.

ESG case files must show sufficient documentation of eligibility and determination of assistance. Guidance on acceptable documentation may be found at [www.hudexchange.info](http://www.hudexchange.info) (Refer to HUD's issued guidance). The expectation will be that documentation standards are of the highest standard reasonable. In order of preference: 1. Written third-party documentation, 2. intake worker observations second and 3. certification from the person seeking assistance.

If a lower standard of documentation is used (for example, self-statement of income) the agency will document attempts made to secure documentation and proceed only when reasonable and necessary to avoid or alleviate a homeless situation of the applicant household. Based on this guidance, the Continuum has developed a format to document homeless status and define the necessary documents to verify. (See Homeless Eligibility & Verification Form.) Oral-third party and self-certification are not appropriate documentation for determination of a disability

Eligibility criteria other than listed in HUD guidance or this program plan must be approved by DuPage County CoC, documented in written policies and procedures, and must be applied consistently.

Households must be eligible under each and all categories below:



#### Minimum Eligibility Criteria:\*

##### Homeless Prevention (HP)

- I. ESG HP assistance can be available to individuals and families that are in Homeless Categories 2, 3, and 4, but are not literally homeless (see Appendix) OR those in At-Risk of Homelessness Categories 1, 2, and 3. (see At-a-Glance – Criteria for Definition of At Risk of Homelessness in Appendix)
- II. At initial assessment, households must have income below 30 % Area Median Income (AMI). (see [www.huduser.org/DATASETS/ii.html](http://www.huduser.org/DATASETS/ii.html).) And must lack resources and support networks that would prevent them from moving into an emergency shelter or other place described in Category 1 of the homeless definition.
- III. At each 90-day re-certification, to continue receiving ESG service households must have income that is at or below 30 % of AMI, and must lack sufficient resources and support networks to retain housing without ESG assistance.

\*Clients must meet the minimum eligibility criteria and may not be subject to any additional requirements preventing or restricting funds.

##### Rapid Re-Housing (RRH)

Rapid Re-housing assistance is only available to individuals and families who meet the definition for Literally Homeless Category 1 under the Homeless Definition Final Rule as follows (see Appendix)

Individual or family who lacks a fixed, regular, and adequate residence, meaning:

- a) Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- b) Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs) or
- c) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

There is no income threshold at initial assessment. At annual re-certification, households must have income at or below 30 % of AMI, and must have no appropriate subsequent housing options and must lack sufficient resources and support networks to retain housing.

##### All Households (HP or RRH):

- I. Must agree to allow household information to be shared with participating agencies of the Homelessness Prevention Provider Committee including via the HMIS reporting system; ESG funding recipients must be entered into HMIS for reporting requirements
- II. Complete a comprehensive assessment of needs and service plans for housing stabilization
- III. ESG funding recipients must be willing to create and engage in a Recovery Plan and case management as needed to acquire and maintain stable housing (Independent of this assistance)



- within a defined time period not to exceed 24 months)
- IV. Households may be required to complete critical goals prior to being approved for ESG financial assistance. Such goals may include obtaining a source of income in the household as ESG financial assistance for rent will not stabilize a household alone.
  - V. If receiving assistance with utility deposit or utility arrearage, household must show, in addition to imminent risk or homelessness, financial need, valid disconnect notice or proof that utilities will not be connected without assistance. As with all activities under ESG, assistance must be sought first from other resources Low Income Home Energy Assistance Program (LIHEAP) and ESG assistance cannot be for the same cost type or time period as other assistance.
  - VI. If receiving rental arrears, short-term, or medium-term rent assistance, the household must be living in or planning to move to a residence which meets HUD's Rent Reasonableness Standard, Fair Market Rent Standards and housing habitability standards. (See Eligible Units)

#### Guidance for Determining & Documenting Housing Options, Resources & Support Networks

In addition to determining homeless status and other eligibility criteria, ESG agencies are required to assess whether an applicant has alternatives to ESG assistance to obtain or maintain housing. This includes an assessment of financial resources, assets, family or support networks which may translate to alternative housing options. DuPage County COC understands, due to the diversity and complexity of resident's needs and resources, there is no standardized tool which will accurately predict the future housing situation for all applicants. DuPage County COC will rely on the professional judgment of ESG agency staff to assess, during their interview, housing options, resource and support networks and whether households need ESG assistance. The conclusion of this assessment will be documented in the file by the staff person conducting the assessment using the Housing Options, Resource & Support Networks portion of the standardized tool Homeless Eligibility & Verification Form.

To provide guidance on specific manners of assessment see below.

#### **Financial Resources**

Each file will contain a monthly budget which incorporates a household's income, resources and expenses. The budget is only required to look at expenses necessary to maintain housing and basic needs. However, agencies may also include debt payment or other expenses, including savings for housing stability, if deemed appropriate by the housing stabilization plan. When mainstream resources are available in the community, the ESG provider may require the participating household to obtain or maintain these resources as a condition of assistance.

#### **Assets**

Household assets are always to be assessed to determine income eligibility as defined by HUD. A review of assets is also a relevant piece of determining whether a household has financial resources to obtain or maintain housing.

Cash, savings and checking accounts are to be considered tangible assets available for the household budget as described above. Household reported cash, and bank accounts must be reviewed in the initial and recertification assessment process. Tangible assets such as furnishings, automobiles, jewelry and clothing may be retained by the household and are not required to be a part of this analysis.



Assets designed by law for retirement (e.g., IRA, Roth IRA, 401K accounts) will not be a required aspect of the determination of the household's resources for any applicant younger than 59 ½. For financial assistance, arrears and short-term rent assistance, agencies are not required to consider other assets (e.g. retirement accounts, certificate of deposit) in their assessment of the household's resources.

For ongoing tenant based rental assistance, agencies are required to consider available assets (e.g., Certificate of Deposits, Investments) in determining whether to include use of these assets in the housing stabilization plan. The following questions are used as guidance for assessing and documenting this decision:

- a. Does the household report any assets?
- b. Can the assets be converted to cash quickly and without excessive penalty?
- c. Is the asset substantial enough, in and of itself, to assist the household in independently sustaining housing without risk?

If the answer is yes to all of the above, the agency will require the household to strategically use the assets to stabilize future housing. ESG funded Housing Relocation and Stabilization Services may be offered at this time. If the assets are not substantial, or may not be converted to cash quickly and without cost and the household would only reasonably delay homelessness, the agency may plan strategic use of these assets in the housing stabilization plan but use of assets is not required by the COC.

For the purpose of this guidance, 'substantial' refers to assets which exceed 2-months of basic household expenses as defined in financial resources above. 'Without significant penalty' means a loss of 25% or more of available assets, including potential tax penalties.

#### Social Support Networks including Family and Friends

At the time of application, ESG providers will explore housing options with all applicants. It is the clear intention of the DuPage County COC that viable housing alternatives will be safe, and adequate.

Case managers will explore current or future alternatives that participants have to ESG assistance. These alternatives include financial resources toward the monthly budget, such as family support, church contributions, or housing alternatives which may include staying with family or friends. Case managers will explore these options in their interview and document, in the file, their concluding assessment of whether these are viable alternatives now or in the future. Viable options would include those which are safe, adequate and unlikely to place the household members at future risk of homelessness (e.g. breaking a lease where the landlord will enter a financial judgment).

#### Non-Duplication

ESG specifies a household previously deemed ineligible, but which becomes eligible may continue to receive assistance but is not to exceed a total of 24 months of assistance within a 3-year period. Additional financial supports will be determined at the discretion of the ESG agency using geographic boundaries and criteria for Non-selection/Non-continuation.

Current HPP Committee guidelines state: "Households should not receive assistance from any homelessness prevention provider fund (IDHS, ESG, CSBG, and EFSP) more than one time in any twelve-month period. Exceptions may be considered in extraordinary circumstances, when necessary,



to put a multi-month package together for the client, or when funding is near depletion.”

This guideline will stand true in DPC for ESG financial assistance only. Services under ESG Housing Relocation and Stabilization Services may be provided to eligible clients regardless of previous financial assistance received by the household. Exceptions are at the discretion of the ESG providing agency. Best practices call for any exception to be made in coordination with the first providing agency.

ESG providers report on all adults receiving financial assistance for inclusion in the non-duplication list and in HMIS. ESG providers must have valid authorization to share information via the non-duplication list and HMIS. (See Confidentiality & HMIS Standards)

#### Non-Selection/Non-Continuation (Initial/Continuing Eligibility)

The ESG agency will make decisions regarding non-selection for participation in ESG at initial application or at recertification due to any of the reasons defined below. Criteria apply to both initial application and at time of quarterly or annual reassessment. Likewise, misrepresentation of eligibility by any household also provides reason for immediate separation from any program assistance.

- I. Household does not meet all eligibility criteria; or
- II. Household does not complete all steps to establish eligibility in a timely manner; or
- III. Misuse of program services by any household member; or
- IV. Household does not complete or refuses to engage in Recovery Plan objectives; or
- V. Household non-readiness, as determined by the ESG providing agency, due to:
  - a. Lack of “key” resources from service providers in the community or unwillingness/inability by the household to link to such key services; and/or
  - b. Household’s misuse of resources, including personal resources such as income and benefits

For the purpose of this guidance, key resources are those resources or services that are integral to the household’s ability to achieve self-sufficiency. Self-Sufficiency is defined as the household’s ability to maintain rent and household expenses independent of the ESG within a defined period of time.

- VI. At the discretion of the ESG providing agency, if the participant is deemed unable to participate in case management service toward independent housing and where there is a need to maintain a safe work environment for staff. This determination may be based on the household’s use of current and past agency services - including but not limited to: a review of the client’s previous participation in similar agency services, such as homelessness prevention services, short-term case management or some equivalent data.

The ESG providing agency will make all reasonable efforts to link clients to services or advocate for provision of services before making a decision of non-selection.

#### Separation Guidelines

All assistance provided under ESG is subject to eligibility requirements and program guidelines. Final decisions regarding non-continuation will be relayed in writing, to the household, by the ESG providing agency. The ESG agency will provide, when appropriate, information about helpful outside resources and the opportunity to re-apply to the program or to enter the program at a later date.



Per HUD guidelines, provider agencies must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination, so that a program participant's assistance is terminated only in the most severe cases.

A formal separation process will, at a minimum, consist of the following:

- a. Written notice which includes date of termination, reason for termination, opportunity for appeal, and, if appropriate, any helpful resources to assist the participating household to maintain housing stability.
- b. Opportunity to appeal – Participating households which are selected for non-continuation are entitled to request a review of the decision with the opportunity to present oral or written objections before a person other than the person (or a subordinate of the person) who made or approved the termination decision. Final decisions regarding the appeal will be provided promptly in writing.

#### Eligible Units

See ESG Interim Rule 24 CFR Parts 84, 85, 91<sup>1</sup>, & 576.404 for information regarding conflicts of interest, Non-discrimination and Equal Opportunity Requirements, Fair Housing, and Civil Rights laws.

#### Fair Market Rent Limits and the Rent Reasonableness Standard

All units which receive short and/or medium-term rental assistance under the Emergency Solutions Program must have a monthly gross rent which is at or below the most recently published HUD Fair Market Rent Standards<sup>4</sup>. The monthly gross rent must also meet HUD's rent reasonableness standard, meaning the landlord attests that the gross rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private, unassisted market and must not be in excess of rents being charged by the owner for comparable non-luxury unassisted units. These standards of Fair Market Rent and Reasonableness apply to arrearages as well as rent going forward. (See, in Appendix, HUD guidance: Rent Reasonableness and Fair Market Rent Under the Emergency Solutions Grant Program).

As the HUD Fair Market Rent is low for DuPage County, the DuPage County Continuum may request a waiver for this regulation. Any change in the Fair Market Standard will be added as an addendum to this plan. In the absence of an addendum, the Fair Market Rent standard is as set by HUD and may be found with the published datasets.

Fair Market Rent refers to a calculation to determine the Gross Rent. Gross rent is the sum of the rent paid to the owner plus, if the tenant pays separately for utilities, the monthly allowance for utilities established by the public housing authority for the area in which the housing is located. For purposes of calculating the FMR, utilities include electricity, gas, water and sewer, and trash removal services but not cable or satellite television service, or internet service. If the owner pays for all utilities, then gross rent equals the rent paid to the owner.

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four

<sup>4</sup> [https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019\\_code/2019summary.pdn?obsasub=METRO16980M16980&year=2019&fmrtype=Final&dallas\\_sa\\_override=TRUE](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019_code/2019summary.pdn?obsasub=METRO16980M16980&year=2019&fmrtype=Final&dallas_sa_override=TRUE)



bedroom FMR, for each extra bedroom. For example, the FMR for a five-bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six -bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.

Small Area Fair Market Rents do not apply to the ESG Program.

To document rent reasonableness, the agency must determine rent reasonableness using one of the following methods:

- a. Reviewing comparable units advertised for rent
- b. Written verification from the property owner of comparability of rent charged for other units

The ESG providing agency should consider the following when determining rent reasonable:

- a. The location, quality, age, size, and type of the unit
- b. Any amenities, services and utilities to be provided by the owner.

Documentation of the comparable review will be retained in the participant file. An optional form is located in the Appendix (Rent Reasonableness Checklist and Certification).

#### Minimum Habitability Standard

HUD has set minimum standards for permanent housing. ESG funds may only be used to help a program participant remain or move into housing which meets these minimum habitability standards. This includes funds for Housing Stabilization Services as well as Rental Assistance.

As stated in the Federal Register, minimum habitability standards the housing must meet all the following criteria: (1) Structure and materials. The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents. (2) Space and security. Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep. (3) Interior air quality. Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents. (4) Water supply. The water supply must be free from contamination. (5) Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste. (6) Thermal environment. The housing must have any necessary heating/cooling facilities in proper operating condition. (7) Illumination and electricity. The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure. (8) Food preparation. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner. (9) Sanitary conditions. The housing must be maintained in a sanitary condition. (10) Fire safety. (i) There must be a second means of exiting the building in the event of fire or other emergency. (ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit.

Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed





for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. (iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors.

Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

Inspections will include a visual lead-based paint inspection when tenants include a pregnant female, or a child under six years of age and in houses built prior to 1978. This is in compliance with HUD's lead-based paint regulations which appear within title 24 of the Code of Federal Regulations as part 35(24 CFR 35).

DuPage County's HP-RRH program will utilize County staff members who have completed Housing Quality Standard training to perform the requisite habitability inspections. The habitability inspection forms are appended to this plan. Should an inspection be necessary outside of DuPage County, DuPage County staff will either perform the habitability inspection or contact the local participating jurisdiction or housing authority for assistance in obtaining an inspection.

Housing inspections completed by the DuPage or Aurora Housing Authorities for units that will receive a HUD-VASH or Housing Choice Voucher (formerly Section 8) are acceptable as long as they have been completed within 60 days of the client's ESG application. Client files must contain documentation from the respective Housing Authority to confirm that the unit passed inspection prior to a provider issuing financial assistance.

#### Habitability Inspection Referral Process

The Provider will complete a written referral on the form provided, and will fax/email the completed form to DuPage County Community Services, Single Family Rehabilitation Program. A qualified inspector will coordinate and complete the housing inspection. The inspector will return the completed Habitability Standard Form, as needed, in addition to the completed referral form, to verify the inspection status. The forms will be returned to the original Provider for the participant's file.

#### Lease Requirements

The provision of ESG rent assistance and security deposits seeks to ensure permanent housing stabilization:

- I. The landlord must agree to work with the ESG agency to accept vouchered rent payment and to stop eviction proceedings upon receipt of signed voucher.
- II. Households may be assisted at the end of their lease term, if a move to another housing unit is necessary in order to ensure future housing stabilization.
- III. Month-to-Month leases – month-to-month leases reflect transience, and should be avoided in general. HUD does not specifically exclude month-to-month leases. The ESG agency will attempt to engage the landlord to work on a long-term lease arrangement when this benefits the client.
- IV. ESG agencies must have a copy of the valid lease to assist with rent unless financial assistance is limited solely to payment of rental arrears. Valid leases must include signatures of both the client and/or a member of the household and the owner/authorized representative, and must be dated.
  - a. Recipients of ESG funds must have a written lease or rental agreement, the legal right to reside in the unit and prove responsibility for paying the rent. As a general matter, if the



eligible person is not named on a valid lease/rental agreement either as a tenant or an authorized occupant, the person has no legal right to reside in the unit and is therefore not eligible for rental assistance. However, if an applicant is listed as an occupant on a lease agreement and can prove through paid receipts in their name, money orders or cancelled checks that they pay rent or utility bills, even if the accounts are in the name of another household member, it is permissible to assist the applicant. The Grantee and project sponsor have responsibility for ensuring the eligibility of each household assisted with ESG funds.

- b. Oral leases, if enforceable by State law, are acceptable when assistance is solely for arrears.
- c. A sublease is considered a legal lease. However, the grantee should be sure that the relationship between the participant/grantee/sub grantee and the landlord is not in violation of the conflict of interest provisions as stated in the ESG Notice. For example, the sublease agreement should not be between relatives or other parties where there is a potential conflict of interest. Only the owner of record or Management Company may be paid.
- d. Rooms to rent and shared housing arrangements with separate leases - Applicants residing in shared housing programs that provide separate leases for each tenant may be eligible for assistance if they are a valid leaseholder. Single room occupancy rent reasonableness and FMR Limits apply.

#### Rental Assistance Agreement

Rental Assistance cannot be provided without an agreement between the ESG provider and the owner/property manager.

- a. ESG provider will ensure that a rental assistance agreement between the provider and the owner/property manager is completed for each participant household receiving rental assistance.
- b. ESG providers must ensure timely rent payments are made on behalf of participant households receiving ongoing financial assistance. ESG regulations specifically prohibit the use of ESG funds for late payment fees incurred by the ESG provider under Rental Assistance Agreement with the owner/property manager.
- c. The Agreement must contain the same rent payment due date, grace period and late payment penalty requirements as the program participant's lease.
- d. A rental assistance agreement between the ESG HP Provider and property owner or property management will include a requirement that the owner copy the agency on any notice to the program participant to vacate housing or any complaint to commence an eviction. The agreement will specify the term of the anticipated assistance to be provided.
- e. The rental assistance agreement will terminate and no further rental assistance payments may be made under that agreement if the program participant moves out of the housing unit, the lease terminates and is not renewed, or the program participant becomes ineligible to receive ESG rental assistance.

#### HMIS Standards

The purpose of a Homeless Management Information System (HMIS) is to gather information about the extent and nature of homelessness to assist planners, policy makers and providers of services to the homeless to design the most effective policies and programs, to coordinate care, and better serve clients. HMIS provides an effective and usable case management tool and by collecting and analyzing client, program and system-level data to report on the extent and nature of homelessness.

HMIS provides the ability to: develop unduplicated counts of clients served at the local level; analyze



patterns of use of people entering and exiting the homeless system; and evaluate the effectiveness of those systems.

The DuPage County Continuum of Care participates in the "Northeast Illinois Collaborative HMIS" (NIL HMIS). The NIL HMIS is a shared, regional HMIS managed by a Technical Lead Agency. DuPage County Continuum of Care Leadership Committee oversees the DuPage County HMIS Lead and is primarily responsible for all local HMIS activity

All DuPage ESG providing agencies, with the exception of domestic violence shelter and service providers, must enter client-level data into the NIL HMIS. A Standard Operating Procedure (SOP) provides the policies, procedures, guidelines, and standards that govern the DuPage County Continuum

operations, and the roles and responsibilities for participating agency staff. The SOP addresses roles and responsibilities, privacy, data quality, security and offers standardized forms for agency use. The SOP is reviewed annually and updated as necessary by the HMIS Committee in coordination with other committees and approved by the Leadership Committee of the DuPage County Continuum of Care.

All DuPage ESG programs are governed by the same minimum standards of client privacy protection within HMIS. A Baseline Privacy Notice describes how client information may be used and disclosed and how clients can get access to their information. Each ESG agency will either adopt the Baseline Privacy Notice or develop a Privacy Notice which meets and exceeds all minimum requirements set forth in the Baseline Privacy Notice.

ESG funded agencies will ensure all clients are aware of the adopted Privacy Notice, have access to it and are notified of their rights regarding data sharing. ESG funded agencies will make reasonable accommodations for persons with disabilities, language barriers or education barriers. If the agency has a website the Privacy Notice will be published on that website. Agencies review their program requirements to determine what industry privacy standards must be met that exceed the minimum standards outlined in this Privacy Plan and Baseline Privacy Notice (examples: Substance Abuse Providers covered by 24 CFR Part 2, HIPPA Covered Agencies, Legal Service Providers) and review the most updated HUD HMIS Privacy Standards (currently: 2004 HUD HMIS Privacy Standards (69 Federal Register 45888)). Agencies assign only end users who can meet End User responsibilities and designate one user that has been trained to technologically uphold the agency's privacy responsibilities.

HMIS End Users will uphold the client's privacy. End Users have the responsibility to understand their agency's Privacy Notice, be able to explain their agency's Privacy Notice to clients, follow their agency's Privacy Notice, know where to refer the client if they cannot answer the client's questions, and present their agency's Privacy Notice to the client before entering any information.

End Users will be trained to consistently enter data that is complete, timely and accurate according to approved workflows documents. Workflow documents are used for both training and reference to ensure proper understanding and use of the Homeless Management Information System. End Users are encouraged to contact the HMIS Help Desk for support as needed, [www.dupageco.org/HMISHelp](http://www.dupageco.org/HMISHelp).



In addition to a valid authorization to release information from the head of household and each adult member, each HP-RRH agency has agreed to participate in HPP and/or RRH provider groups within HMIS to share information required for reporting purposes and to prevent duplication of services. (See DuPage Homelessness Prevention Partnership Community Partnership Agreement 2017 or most recent version in Appendix).

Effective May 1, 2015, the CoC expanded data sharing for service providers who offer Rapid Rehousing (RRH) and Homelessness Prevention (HP) service type activities. Data elements shared will include: client demographics, case manager, entry/exit information and service information. The purpose of this expanded data sharing is to improve service collaboration and increase effectiveness of funds through reduced duplication of data collection and improved referral linkages.

Additional information can be found at <http://www.dupageco.org/HMIS>; and [www.hudexchange.info](http://www.hudexchange.info)

#### Tracking Services and Outcomes

Services and program outputs must be tracked according to HMIS standards. The annual DuPage County COC Homelessness Prevention Reporting Tool and the ESG Caper are completed to track services. Regarding outcomes, all HP-RRH agencies will complete a follow up call in 90 days from the date households were exited from HP-RRH to determine whether the household remained stably housed. Additional performance outcomes may be proposed by the Continuum of Care Leadership Committee.

#### Client Confidentiality

Each subrecipient must implement procedures to ensure the security and confidentiality of records pertaining to any individual provided with assistance and that the address or location of any assisted housing, including domestic violence shelters, will not be made public. To facilitate coordination, to ensure non-duplication and to aid in the consistent reporting of DPC HP- ESG services provided within the HMIS service system, all participating adults must be informed of the HMIS Privacy Policy. Participant's information will be utilized and shared per the standards in the Privacy Plan and policy. All participating adults are required to sign an Authorization to Release Information, including household demographics, income, and service information and case plan that may be shared amongst all providers in the Homelessness Prevention Provider Committee. Participating household members may decline sharing of certain assessment information which is not essential to coordination/non-duplication. It is the responsibility of the HP-RRH provider agency to protect the confidential nature of such information. However, participant refusal to share essential information for service coordination/non-duplication will affect eligibility for HP-RRH services.

#### Recordkeeping Requirement

Sufficient records must be established and maintained by ESG Providers to demonstrate that all ESG requirements are being met. For more information about recordkeeping requirements, refer to 24 CFR 576.500.

#### Record Retention Period

ESG providers must maintain documentation on all households seeking assistance. If determined ineligible, documentation must reflect reasons. Documentation of participant eligibility and assistance provided must be retained for a minimum of 5 years after the expenditure of all funds from the grant under



which the program participant was served. Subrecipients will refer to applicable agreements with State and County ESG recipients for specific instruction on records management.

#### Reporting Requirements

ESG Recipients will submit annual performance reports to HUD via Consolidated Annual Performance and Evaluation Reporting (CAPER). DuPage HP-RRH providers will ensure necessary data is available in the required format per the grantors (State of Illinois and/or DuPage County) requests.

#### Monitoring

DuPage ESG providers have received funding from either or both state and county grantees. As with program implementation guidance, monitoring requirements are expected to be met as they are outlined by each grantor. The requirements may be included in contracts, Memorandum of Understanding, or manuals. As ESG program has been in development, some updates to procedures may be provided via email.

County guidance for direct federal allocation states the following: Sub-grantee monitoring reinforces accountability; provides for continuous improvement; and is required by the ESG Notice. Monitoring goals include the improvement of program and financial performance and ensure regulatory compliance in all areas. Monitoring ESG In the County is done through a variety of measures consisting of desk top review, which includes evaluation of requests for payment; and on-site visits with program and file review.

#### Match

The requirements for matching ESG funds are described in section 576.201 of the [ESG Interim Rule](#), and the requirements for documenting matching contributions are described in section 576.500(o). The matching requirement applies to the ESG recipient. HUD provides the recipient with the discretion to pass the match requirement on to the sub recipients. In the DuPage County Continuum of Care, sub recipients of State funds are required to allocate, track and report on match funds. Sub recipients of County ESG funds are also required to allocate, track and report on match funds with the exception of agencies providing Homelessness Prevention and Rapid rehousing services as these funds are "pooled" and provided only on as reimbursement of eligible costs. Match for County funded ESG HP and RR is allocated and tracked by the County ESG recipient.

#### Appendix

1. Agency List and Communities Served
2. At a Glance Criteria for Definition of At Risk of Homelessness
3. Baseline Privacy Notice
4. Universal Intake Form
5. DuPage Continuum of Care Homelessness Prevention and Rapid Re-Housing Brochure
6. DuPage County CoC Authorization to Exchange Information for the Homelessness Prevention Provider Network
7. DuPage Homelessness Prevention Partnership Agreement
8. At a Glance Criteria for Definition of Literal Homelessness
9. Homelessness Eligibility and Verification Form
10. HUD Guidance Rent Reasonableness and Fair Market Rent



11. Rent Reasonableness and Certification Checklist
12. Income Limits, Fair Market Rents and Utility Allowance Schedule revised November 2018
13. CDC VAWA Policy and Emergency Transfer Plan

## HPP AGENCY LIST AND COMMUNITIES SERVICED

*Revised April 2017*

Grant Funded		Privately Funded	
<p><b>PEOPLES RESOURCE CENTER</b> Grants: IDHS, ESG, EFSP and agency funds</p> <p style="text-align: center;"><b>(630) 682-5402</b></p> <p>Serves all current PRC Clients in DuPage County</p>	<p><b>CATHOLIC CHARITIES</b> Grants: ESG, IDHS, SSVF (Veterans) and agency funds</p> <p style="text-align: center;"><b>(630) 495-8008</b></p> <p>Addison Bensenville** Bolingbrook** Burr Ridge Clarendon Hills Darien Downers Grove Elmhurst Itasca Lombard Medinah Oakbrook Oakbrook Terrace Villa Park Wood Dale Woodridge</p>	<p><b>DUPAGE COUNTY</b> Grants: C5BG, ESG, IDHS</p> <p style="text-align: center;"><b>(630) 407-6500</b></p> <p style="text-align: center;"><b>1-800-942-9412</b></p> <p>Aurora** Bartlett** Bloomington Glen Ellyn Glendale Heights Hanover Park** Hinsdale Keeneyville Lemont** (unincorp) Lisle Naperville Ontarioville Roselle Wayne West Chicago Westmont Wheaton Willowbrook Winfield</p> <p style="text-align: center;">** Multi County</p>	<p><b>Loaves &amp; Fishes Community Services (Naperville Cares)</b></p> <p style="text-align: center;"><b>(630) 355-3663 X4</b></p> <p>Naperville resident or Naperville Church Member</p> <p><b>LOVE Christian Clearinghouse</b></p> <p style="text-align: center;"><b>(630) 512-8665</b></p> <p>Addison Bensenville Burr Ridge Clarendon Hills Darien Downers Grove Elmhurst Glen Ellyn Hinsdale Itasca Lisle Lombard Oakbrook Oakbrook Terrace Villa Park Westmont Willowbrook Wood Dale Woodridge</p>
<p><b>OUTREACH COMMUNITY MINISTRIES</b></p> <p>Grants: IDHS, ESG and agency funds</p> <p style="text-align: center;"><b>(630) 260-7600</b> Carol Stream</p> <p style="text-align: center;"><b>(630) 682-1910</b> Glen Ellyn &amp; Wheaton</p> <p style="text-align: center;"><b>(630) 393-7057</b> Warrenville &amp; surrounding unincorporated areas</p>	<p><b>Veterans Assistance</b></p>		
<p><b>CATHOLIC CHARITIES</b></p> <p>Grant: SSVF (Veterans)</p> <p style="text-align: center;"><b>(630) 495-8008</b></p> <p>Supportive services for Homeless or Low-Income, At-Risk Veteran Families in DuPage, Kankakee and Will County</p>	<p><b>Midwest Shelter for Homeless Veterans</b></p> <p>Grant: SSVF (Veterans)</p> <p style="text-align: center;"><b>(630) 871-8387</b></p> <p>Supportive services for Homeless or Low-Income, At-Risk Veteran Families in DuPage</p> <p>Multiple Counties Served: DeKalb, DuPage, Kane, Kendall, Grundy, LaSalle &amp; Will</p>	<p><b>Veterans Assistance Commission of DuPage County</b></p> <p style="text-align: center;"><b>(630) 407-5655</b></p> <p>DuPage County Veterans and their Widows, Spouses, or Dependents</p>	



# At Risk of Homelessness

<b>CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</b>	<b>Category 1</b>	<b>Individuals and Families</b>	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u></li> <li>(ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; <u>AND</u></li> <li>(iii) Meets one of the following conditions:               <ul style="list-style-type: none"> <li>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u></li> <li>(B) Is living in the home of another because of economic hardship; <u>OR</u></li> <li>(C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u></li> <li>(D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u></li> <li>(E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u></li> <li>(F) Is exiting a publicly funded institution or system of care; <u>OR</u></li> <li>(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan</li> </ul> </li> </ul>
	<b>Category 2</b>	<b>Unaccompanied Children and Youth</b>	<p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p>
	<b>Category 3</b>	<b>Families with Children and Youth</b>	<p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</p>



## [AGENCY] PRIVACY NOTICE

Effective (05/01/2015)

Version 3.0

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

### A. What This Notice Covers

1. This notice describes the privacy policy and practices of [Name of Agency]. Our main office is at [Address, web address, telephone contact information].
2. A client is anyone whose personal data is included in the Northeast Illinois HMIS [in connection with the receipt of services or assistance]. This person need not be homeless.
3. When a client request services from this agency, we enter information about them and members of their household into a computer system called a Homeless Management Information System (HMIS). This HMIS is used by many agencies in Suburban Cook and DuPage Counties that provide services to persons and families in need.
4. The HMIS is administered by DuPage County Department of Community Services. Their office is at 421 N County Farm Road, Wheaton, IL 60187. Their website is [www.dupageco.org/HMIS](http://www.dupageco.org/HMIS). You can contact the system administrator at 630-407-6397. DuPage County Department of Community Services has adopted this Privacy Notice as well.
5. The policy and practices in this notice cover the processing of protected personal information of those agencies participating in the Northeast Illinois Homeless Management Information System (HMIS). All personal information that we maintain, not just the information entered into the HMIS, is covered by the policy and practices described in this notice. This policy covers only the programs within the agency that participate in HMIS.
6. Protected Personal information (PPI) is any information we maintain about a client that:
  - a. allows identification of an individual directly or indirectly
  - b. can be manipulated by a reasonably foreseeable method to identify a specific individual, or
  - c. can be linked with other available information to identify a specific client.When this notice refers to personal information, it means PPI.
7. We adopted this policy because of standards for Homeless Management Information Systems issued by the Department of Housing and Urban Development. We intend our policy and practices to be consistent with those standards. See 69 Federal Register 45888 (July 30, 2004).
8. This notice tells our clients, our staff, and others how we process personal information. We follow the policy and practices described in this notice.
9. We may amend this notice and change our policy or practices at any time. Amendments may affect personal information that we obtained before the effective date of the amendment. All amendments are approved by the HMIS Committee of the DuPage County Continuum of Care and are then adopted by all agencies that use the HMIS.

Current information about the DuPage County HMIS Committee can be found on the HMIS website at [www.dupageco.org/HMIS](http://www.dupageco.org/HMIS).

10. We give a written copy of this privacy notice to any individual who asks. We maintain a copy of this policy on the HMIS website at [www.dupageco.org/HMIS](http://www.dupageco.org/HMIS).

**B. How and Why We Collect Personal Information**

1. We collect personal information only when appropriate to provide services or for another specific purpose of our agency or when required by law.
2. We may collect personal information for these purposes:
  - a. To provide or coordinate services to clients
  - b. To locate other programs that may be able to assist clients
  - c. To verify information given to us by clients
  - d. For functions related to payment or reimbursement from other services that we provide
  - e. To operate our agency, including administrative functions such as legal, audits, personnel, oversight, and management functions
  - f. To comply with reporting obligations
  - g. When required by law
3. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services, and to better understand the need individuals in the community. We only collect information that we consider to be appropriate.
4. We only use lawful and fair means to collect personal information.
5. We normally collect personal information with the knowledge or consent of our clients. If you seek our assistance and provide us with personal information, we assume that you consent to the collection of information as described in this notice.
6. We may also get personal information from:
  - a. Individuals who are with you or are part of your household
  - b. Individuals who are assisting you
  - c. Individuals or organizations you provide for verification of information or references
  - d. Information already collected about you by other agencies that are part of the HMIS
  - e. Other private organizations in the DuPage County Continuum of Care
  - f. Government agencies including DuPage County and the State of Illinois.
  - g. Public records including internet searches, telephone directories and other published sources
7. When possible, we post a sign at our intake desk or other location explaining the reasons we ask for personal information. The sign gives our agency's contact information, the HMIS administrator's contact information and the location of this privacy notice.

**C. How We Use and Disclose Personal Information**

1. We use or disclose personal information for activities described in this part of the notice. We may or may not make any of these uses or disclosures with your information. We share client records with other agencies that may have separate privacy policies and that may allow different uses and disclosures of the information.

2. All participating agencies of the Northeast Illinois HMIS share client record information. The information that is shared with these participating agencies is extensive. The list of these agencies and the information shared changes frequently. You can view a full list of these agencies and the information that we share at our website, [www.dupageco.org/HMIS](http://www.dupageco.org/HMIS).
3. You have the right to opt-out of having this information shared with other participating agencies. To do so, you must request and sign the "Client Data Sharing Refusal Form." If you sign this form, your information will remain in the HMIS and be subject to the other disclosures in this privacy notice, but the information will not be available to the other participating agencies of the Northeast Illinois HMIS.
4. The information that will be shared if you do not opt-out is as follows:
  - a. Personal identification information
  - b. Demographic information
  - c. Program Enrollment Type and Dates
  - d. The name of your case manager, if you are assigned one

The detailed list of information that we share can be found at our website: [www.dupageco.org/HMIS](http://www.dupageco.org/HMIS)

5. Some programs and agencies require sharing of information different than what is discussed in this privacy notice. For those programs, individuals will be presented with additional consent information.
6. We assume that you consent to the use or disclosure of your personal information for the purposes described here and for other uses and disclosures that we determine to be compatible with these uses or disclosures:
  - a. to provide or coordinate services to individuals
    - b. for functions related to payment or reimbursement for services
    - c. to carry out administrative functions such as legal, audits, personnel, oversight, and management functions
    - d. to create de-identified (anonymous) information that can be used for research and statistical purposes without identifying clients
    - e. when required by law to the extent that use or disclosure complies with and is limited to the requirements of the law, including Freedom of Information Act requests
    - f. to avert a serious threat to health or safety if
      - (1) we believe that the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public, and
      - (2) the use or disclosure is made to a person reasonably able to prevent or lessen the threat, including the target of the threat
    - g. to report about an individual we reasonably believe to be a victim of abuse, neglect or domestic violence to a governmental authority (including a social service or protective services agency) authorized by law to receive reports of abuse, neglect or domestic violence
      - (1) under any of these circumstances:
        - (a) where the disclosure is required by law and the disclosure complies with and is limited to the requirements of the law
        - (b) if the individual agrees to the disclosure, or

- (c) to the extent that the disclosure is expressly authorized by statute or regulation, and
  - (I) we believe the disclosure is necessary to prevent serious harm to the individual or other potential victims, or
  - (II) if the individual is unable to agree because of incapacity, a law enforcement or other public official authorized to receive the report represents that the PPI for which disclosure is sought is not intended to be used against the individual and that an immediate enforcement activity that depends upon the disclosure would be materially and adversely affected by waiting until the individual is able to agree to the disclosure.
- (2) when we make a permitted disclosure about a victim of abuse, neglect or domestic violence, we will promptly inform the individual who is the victim that a disclosure has been or will be made, except if:
  - (a) we, in the exercise of professional judgment, believe informing the individual would place the individual at risk of serious harm, or
  - (b) we would be informing a personal representative (such as a family member or friend), and we reasonably believe the personal representative is responsible for the abuse, neglect or other injury, and that informing the personal representative would not be in the best interests of the individual as we determine in the exercise of professional judgment.
- h. for academic research purposes
  - (1) conducted by an individual or institution that has a formal relationship with this agency if the research is conducted either:
    - (a) by an individual employed by or affiliated with the organization for use in a research project conducted under a written research agreement approved in writing by a designated agency program administrator (other than the individual conducting the research), or
    - (b) by an institution for use in a research project conducted under a written research agreement approved in writing by a designated agency program administrator.
  - (2) any written research agreement:
    - (a) must establish rules and limitations for the processing and security of PPI in the course of the research
    - (b) must provide for the return or proper disposal of all PPI at the conclusion of the research
    - (c) must restrict additional use or disclosure of PPI, except where required by law
    - (d) must require that the recipient of data formally agree to comply with all terms and conditions of the agreement, and
    - (e) is not a substitute for approval (if appropriate) of a research project by an Institutional Review Board, Privacy Board or other applicable human subjects protection institution.
- i. to a law enforcement official for a law enforcement purpose (if consistent with applicable law and standards of ethical conduct) under any of these circumstances:
  - (1) in response to a lawful court order, court-ordered warrant, subpoena or summons issued by a judicial officer, or a grand jury subpoena

- (2) If the law enforcement official makes a written request for PPI that:
  - (a) is signed by a supervisory official of the law enforcement agency seeking the PPI
  - (b) states that the information is relevant and material to a legitimate law enforcement investigation
  - (c) identifies the PPI sought
  - (d) is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought, and
  - (e) states that de-identified information could not be used to accomplish the purpose of the disclosure.
- (3) if we believe in good faith that the PPI constitutes evidence of criminal conduct that occurred on our premises
- (4) in response to an oral request for the purpose of identifying or locating a suspect, fugitive, material witness or missing person and the PPI disclosed consists only of name, address, date of birth, place of birth, Social Security Number, and distinguishing physical characteristics, or
- (5) the official is an authorized federal official seeking PPI for the provision of protective services to the President or other persons authorized by 18 U.S.C. 3056, or to foreign heads of state or other persons authorized by 22 U.S.C. 2709(a)(3), or for the conduct of investigations authorized by 18 U.S.C. 871 and 879 (threats against the President and others), and the information requested is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought.
- j. to comply with reporting obligations for homeless management information systems and for oversight of compliance with homeless management information system requirements.
- k. to the administrators and contractors of the HMIS system, including DuPage County and Suburban Cook County Staff and contractors, Bowman Systems, L.L.C staff and contractors and the HMIS Committee Chairperson and vice-Chairperson.
- 7. Before we disclose your personal information that is not described here, we seek your consent first.

**D. How to Inspect and Correct Personal Information**

- 1. You may inspect and have a copy of your personal information that we maintain. We will offer to explain any information that you may not understand.
- 2. We will consider a request from you for correction of inaccurate or incomplete personal information that we maintain about you. If we agree that the information is inaccurate or incomplete, we may delete it or we may choose to mark it as inaccurate or incomplete and to supplement it with additional information.
- 3. To inspect, get a copy of, or ask for correction of your information, ask a program staff member how to obtain this information.
- 4. We may deny your request for inspection or copying of personal information if:
  - a. the information was compiled in reasonable anticipation of litigation or comparable proceedings
  - b. the information is about another individual (other than a health care provider or homeless provider)
  - c. the information was obtained under a promise or confidentiality (other than a promise from a health care provider or homeless provider) and if the disclosure would reveal the source of the information, or

- d. disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual.
5. If we deny a request for access or correction, we will explain the reason for the denial. We will also include, as part of the personal information that we maintain, documentation of the request and the reason for the denial
6. We may reject repeated or harassing requests for access or correction.

**E. Data Quality**

1. We collect only personal information that is relevant to the purposes for which we plan to use it. To the extent necessary for those purposes, we seek to maintain only personal information that is accurate, complete, and timely.
2. We are developing and implementing a plan to dispose of personal information, found in the HMIS system, not in current use seven years after the information was created or last changed. As an alternative to disposal, we may choose to remove identifiers from the information.
3. We may keep information for a longer period if required to do so by statute, regulation, contract, or other requirement.

**F. Complaints and Accountability**

1. We accept and consider questions or complaints about our privacy and security policies and practices. Because there are many agencies and parties involved, it is often hard to know where to direct a complaint. We ask that questions or complaints regarding the HMIS go to the HMIS System Administrator at DuPage County Community Services. Questions or complaints pertaining to the agency serving you should follow the agency's grievance procedure. If you are unsure where to go, you may go to either agency listed below and we will help you determine the best person to speak with.

HMIS System Administrator  
421 N County Farm Road  
Wheaton, IL 60187  
630-407-6397  
[www.dupageco.org/HMIS](http://www.dupageco.org/HMIS)  
[Agency Contact Information]  
[Address]  
[Address]  
[Phone Number]  
[Website]

2. All members of our staff (including employees, volunteers, affiliates, contractors and associates) are required to comply with this privacy notice. Each staff member must receive and acknowledge receipt of a copy of this privacy notice.

**G. Change History:**

1. Version 1.0 October 2009- Initial Policy was a part of client consent documents
2. Version 2.0 October 2012 - Adopted HUD's baseline privacy notice and detailed our implied consent disclosure process
3. Version 3.0 October 2014 – Updated HUD's baseline privacy notice to include Suburban Cook County, address the name change of DuPage County HMIS to Northeast Illinois HMIS, and reflect the changes to the list of shared data elements.

Head of Household Name: \_\_\_\_\_

Universal Intake Form

Head of Household

HMIS CLIENT ID#			INTAKE/ENTRY DATE		
FILL IN AFTER SERVICEPOINT ENTRY			MONTH / DAY / YEAR		
NAME OF HEAD OF HOUSEHOLD (first, middle, last name, suffix (e.g., Jr, Sr, III))				Client doesn't know	Client refused
First Name		Middle Name		<input type="checkbox"/>	<input type="checkbox"/>
Last Name		Alias/Suffix		<input type="checkbox"/>	<input type="checkbox"/>
SSN			Approx. or Partial SSN Reported <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veteran Status	<input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran Status is on the Client Profile Tab and may need to be updated if the client is already in ServicePoint		<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth			Approx. or Partial DOB Reported <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Race	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American <input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Race (Leave Blank if None)	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American <input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other	NA	NA
Ethnicity	<input type="checkbox"/> Non-Hispanic/Latino	<input type="checkbox"/> Hispanic/Latino		<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Transgender: M to F <input type="checkbox"/> Transgender: F to M	<input type="checkbox"/> Doesn't identify as male, female or transgender	<input type="checkbox"/>	<input type="checkbox"/>
Primary Language	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other, specify:		

HOUSEHOLD INFORMATION

Relationship (to HoH)	<b>SELF</b>	Number in Household:	Use a separate HH Member Supplemental page for each additional HH member
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DOMESTIC VIOLENCE

Domestic Violence Victim/Survivor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
	(If Yes) how long ago was the last incident?		
	<input type="checkbox"/> Within the past 3 months <input type="checkbox"/> 3-6 months ago <input type="checkbox"/> 6-12 months ago <input type="checkbox"/> More than a year ago <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
(If Yes) are you currently fleeing?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Does Not Know <input type="checkbox"/> Client Refused			



Head of Household Name: \_\_\_\_\_

## LIVING SITUATION

## Client Location

Choose the continuum where the client is located (In most cases this will be "IL-514 DuPage")

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> IL-514 DuPage            | <input type="checkbox"/> IL-502 Waukegan/North Chicago/Lake | <input type="checkbox"/> IL-512 Bloomington/Central Illinois |
| <input type="checkbox"/> IL-511 SubCook           | <input type="checkbox"/> IL-506 Joliet/Kendall/Grundy       | <input type="checkbox"/> IL-518 Northwest/LaSalle            |
| <input type="checkbox"/> IL-517 Aurora/Elgin/Kane | <input type="checkbox"/> IL-509 De Kalb                     |  |

City and Zip where client stays or spends most of their time

Current City \_\_\_\_\_ Current Zip \_\_\_\_\_

RESIDENCE PRIOR TO PROJECT ENTRY: Where was the client sleeping last night? Or, in other words, what was the client's living situation just prior to entering this project? For non-residential programs this is their current situation. Choose from Literally Homeless Situation OR Institutional Setting OR TH/PSH Situation. Once chosen, stay in that column.		
<b>1A. Homeless Situation</b>  <input type="checkbox"/> Place not meant for human habitation <input type="checkbox"/> Emergency Shelter (includes hotel/motel paid for with agency voucher) <input type="checkbox"/> Safe Haven <input type="checkbox"/> Interim Housing  ↓ Next Answer 2A: Length of Stay. ↓	<b>1B. Institutional Situation</b>  <input type="checkbox"/> Foster care home or foster care group home <input type="checkbox"/> Hospital or other residential non-psychiatric medical facility <input type="checkbox"/> Jail, prison, or juvenile detention facility <input type="checkbox"/> Long term care facility or nursing home <input type="checkbox"/> Psychiatric Hospital or Facility <input type="checkbox"/> Substance Abuse Treatment Facility or detox center  ↓ Next Answer 2B: Length of Stay. ↓	<b>1C. Transitional or Permanent Housing Situation</b>  <input type="checkbox"/> Hotel or motel paid for without emergency shelter voucher <input type="checkbox"/> Owned by client, NO ongoing housing subsidy <input type="checkbox"/> Owned by client, with ongoing housing subsidy <input type="checkbox"/> Permanent Housing for formerly homeless persons <input type="checkbox"/> Rental by client, NO ongoing housing subsidy <input type="checkbox"/> Rental by client, with VASH housing subsidy <input type="checkbox"/> Rental by client with GPD TIP subsidy <input type="checkbox"/> Rental by client, with other ongoing housing subsidy <input type="checkbox"/> Residential Project/halfway house with NO homeless criteria <input type="checkbox"/> Staying or living with a family member <input type="checkbox"/> Staying or living with a friend <input type="checkbox"/> Transitional Housing for homeless persons (including homeless youth)  ↓ Next Answer 2C: Length of Stay. ↓
<b>2A: LENGTH OF STAY: How long was the client in a Homeless Situation?</b> <input type="checkbox"/> One Day or Less <input type="checkbox"/> Two Days to One Week <input type="checkbox"/> > One Week but < One Month <input type="checkbox"/> One to Three Months <input type="checkbox"/> > three months, but < 1 year <input type="checkbox"/> One Year or Longer <input type="checkbox"/> Client Does Not Know <input type="checkbox"/> Client Refused  ↓ Next Answer 3: Chronic Questions ↓	<b>2B: LENGTH OF STAY: How long was the client in an Institutional Situation?</b> <input type="checkbox"/> One Day or Less <sup>1a</sup> <input type="checkbox"/> Two Days to One Week <sup>1a</sup> <input type="checkbox"/> > One Week but < One Month <sup>1a</sup> <input type="checkbox"/> One to Three Months <sup>1a</sup> <input type="checkbox"/> > three months, but < 1 year <input type="checkbox"/> One Year or Longer <input type="checkbox"/> Client Does Not Know <input type="checkbox"/> Client Refused  <sup>1a</sup> If the client reported Three Months or less then answer the question below. If the client reports more than 3 months, the client is not chronic, skip the rest of this page.  <b>On the night before the Institutional Situation, did the client stay on the streets, in ES or SH?</b> <input type="checkbox"/> Yes (proceed below to 3: Chronic Questions)	<b>2C: LENGTH OF STAY: How long was the client in a Housing Situation?</b> <input type="checkbox"/> One Day or Less <sup>1b</sup> <input type="checkbox"/> Two Days to One Week <sup>1b</sup> <input type="checkbox"/> > One Week but < One Month <input type="checkbox"/> One to Three Months <input type="checkbox"/> > three months, but < 1 year <input type="checkbox"/> One Year or Longer <input type="checkbox"/> Client Does Not Know <input type="checkbox"/> Client Refused  <sup>1b</sup> If the client reported One Week or less then answer the question below. If the client reports 7 days or more, then the client is not chronic, skip the rest of this page.  <b>On the night before the TH/PSH Housing Situation, did the client stay on the streets, in ES or SH?</b> <input type="checkbox"/> Yes (proceed below to 3: Chronic Questions)

Head of Household Name: \_\_\_\_\_

	<input type="checkbox"/> No (the client is NOT Chronic, skip the rest of this page)	<input type="checkbox"/> No (the client is NOT Chronic, skip the rest of this page)
<b>3: CHRONIC QUESTIONS:</b> (depending on your answer in the above questions).		
3.1: Approximate Date <u>this current episode</u> of homelessness began? Have the client look back to the date of the last time the client had a place to sleep for more than 7 days that was not on the streets in ES or SH.		M/D/Y
3.2: Regardless of where they stayed last night – Number of times (episodes) the client has been homeless on the streets, in ES, or SH in the past three years including today. If this is the first time the client has been homeless in the past 3 years then the response is One Time. • A NEW EPISODE SHOULD BE COUNTED AFTER EACH TIME THE CLIENT HAD HOUSING FOR 7 DAYS OR LONGER (AT A FRIEND'S OR FAMILY MEMBER'S OR OTHER NON-HOMELESS SITUATION) OR WAS IN AN INSTITUTIONAL SETTING FOR 90 DAYS OR MORE		<input type="checkbox"/> One Time <input type="checkbox"/> Two Times <input type="checkbox"/> Three Times <input type="checkbox"/> Four or more times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
3.3: Total number of months on the street, in ES or SH in the past 3 years. the number of cumulative but not necessarily consecutive months spent homeless.		Number of Months

**DISABILITY**

Does the client have a disabling condition?

Yes                       No                       Doesn't Know                       Refused

Disability Type	(If Yes) Start Date	Currently receiving Services or Treatment?	Will the Condition be long term?	Disability Determination
<b>Alcohol Abuse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes:				
<b>Drug Abuse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes:				
<b>Alcohol and Drug Abuse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes:				
<b>Chronic Health Condition</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes:				
<b>HIV/AIDS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes:				

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Head of Household Name: \_\_\_\_\_

<b>Mental Health Problem</b>	_____/_____/_____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes: _____				
<b>Developmental Disability</b>	_____/_____/_____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes: _____				
<b>Physical Disability</b>	_____/_____/_____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused		
Notes: _____				

**INCOME**

Does the household have any current income?

Yes  No  Client Does Not Know  Client Refused

If No, move on to Household Income for AMI Below.

If Yes, indicate in each source if the household receives the income, and if they do, the household member receiving the income, the monthly amount (to the nearest dollar) of each source, and the income start date.

	HH Member	Amount	Start Date	HH Member	Amount	Start Date
<b>Earned Income:</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
		\$			\$	
<b>Unemployment Insurance</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>SSI: Supplemental Security Income</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>Social Security Disability Income</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>VA Service Connected</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>Private Disability Insurance</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>Worker's Compensation</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>Temporary Assistance for Needy Families (TANF)</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>General Assistance:</b>						
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$			\$	
<b>Retirement Income from Social Security</b>						

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Form 122 (01/17)



Head of Household Name:

<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$		\$	
<b>VA Non-Service Connected</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$		\$	
<b>Pension from a former job</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$		\$	
<b>Child Support</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$		\$	
<b>Alimony or Other Spousal Support</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$		\$	
<b>Other Source (specify):</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes:	\$		\$	

TOTAL MONTHLY HOUSEHOLD INCOME \$ \_\_\_\_\_ NUMBER OF HOUSEHOLD MEMBERS \_\_\_\_\_  
 FY2017 AREA MEDIAN INCOME (AMI)

Household Size	1	2	3	4	5	6	7	8
30% AMI	\$1,383	\$1,583	\$1,779	\$1,975	\$2,133	\$2,292	\$2,450	\$2,608
50% AMI	\$2,304	\$2,633	\$2,963	\$3,292	\$3,558	\$3,821	\$4,083	\$4,346
80% AMI	\$3,688	\$4,217	\$4,742	\$5,267	\$5,692	\$6,113	\$6,533	\$6,954
100% AMI	\$4,608	\$5,267	\$5,925	\$6,583	\$7,117	\$7,642	\$8,167	\$8,692

TOTAL MONTHLY HOUSEHOLD INCOME AS PERCENTAGE OF AMI:

Below 30%     
  30%-49%     
  50%-79%     
  80%-99%     
  100% and above

**NON-CASH BENEFITS**

Does the household currently receive any Non-Cash Benefits?

Yes     
  No     
  Client Does Not Know     
  Client Refused

Please indicate which of the following non-cash benefits have you received over the last 30 days.  
 (You may use "All" if all household members receive the benefit)

<b>Food stamps or money for food on a benefits card (if yes, amount of benefit)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:	
<b>Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:	
<b>TANF child care services</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:	
<b>TANF transportation services</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:	
<b>Other TANF-Funded Services</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:	

Agency's LOGO



Head of Household Name: \_\_\_\_\_

Other Source (specify):	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:

**HEALTH INSURANCE**

Do household members currently have health insurance?

Yes  No  Client Does Not Know  Client Refused

Complete the following (You may use "All" if all household members receive the benefit)

Medicaid	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Medicare	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Illinois All Kids (State Children's Health Insurance Program)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Veteran's Administration Medical Services	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Employer Provided Health Insurance	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Health Insurance obtained through COBRA	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Private Pay Health Insurance	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
State Health Insurance for Adults	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Indian Health Services Program	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
Other	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Household Members:
If "Yes" to Other, Specify Source:	

**CLIENT'S RESIDENCE/LAST PERMANENT ADDRESS**

For SSVF Projects, this is where the client lived for 90 days or more before coming to your project

Client's Street Address		Apt #	
City, Township	State	Zip	

10-0118-18

Printed: 10/22/2017

Agency's LOGO



Head of Household Name: \_\_\_\_\_

Address Data Quality	<input type="checkbox"/> Full Address Reported	<input type="checkbox"/> Incomplete or estimated address reported
	<input type="checkbox"/> Client Does Not Know	<input type="checkbox"/> Client Refused
Phone Number		Alternate Phone
Email Address		
Start Date		End Date
Client's Residence Notes		
Address Type	<input type="checkbox"/> After Program	<input type="checkbox"/> Before Program
	<input type="checkbox"/> Before Program-Last Permanent	<input type="checkbox"/> Program (while in your project)

EMERGENCY CONTACT (OPTIONAL)

Contact's Name			
Client's Street Address		Apt #	
City, Township	State	ZIP	
Phone #	Second Phone #		
Relationship to Client			
Start Date		End Date	
Is there a release of information to contact this person?	<input type="checkbox"/> Yes <input type="checkbox"/> No		



Head of Household Name: \_\_\_\_\_

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Head of Household Name: \_\_\_\_\_

**Universal Intake Form**  
**Household Member**

HMIS CLIENT ID#			INTAKE/ENTRY DATE			
FILL-IN AFTER SERVICEPOINT ENTRY			MONTH / DAY / YEAR			
NAME OF HOUSEHOLD MEMBER (first, middle, last name, suffix (e.g., Jr, Sr, III))					Client does not know	Client refused
First Name		Middle Name		<input type="checkbox"/>	<input type="checkbox"/>	
Last Name		Alias/Suffix		<input type="checkbox"/>	<input type="checkbox"/>	
SSN	Approx. or Partial SSN Reported <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Veteran Status	<input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran Status is on the Client Profile Tab and may need to be updated if the client is already in ServicePoint.			<input type="checkbox"/>	<input type="checkbox"/>
Relationship (to HoH)	<input type="checkbox"/> HoH's Child <input type="checkbox"/> HoH's Spouse/Partner	<input type="checkbox"/> HoH's Other Relation <input type="checkbox"/> Other: Non-Relation		NA	NA	
Date of Birth	Approx. or Partial DOB Reported <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Primary Race	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American <input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Race (Leave Blank if None)	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American <input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other	NA	NA	
Ethnicity	<input type="checkbox"/> Non-Hispanic/Latino	<input type="checkbox"/> Hispanic/Latino		<input type="checkbox"/>	<input type="checkbox"/>	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Transgender: M to F <input type="checkbox"/> Transgender: F to M	<input type="checkbox"/> Doesn't identify as male, female or transgender	<input type="checkbox"/>	<input type="checkbox"/>	
Primary Language	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other, specify:			
Domestic Violence Victim/Survivor	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/>	<input type="checkbox"/>	
	(If Yes) how long ago was the last incident?					
	<input type="checkbox"/> Within the past 3 months <input type="checkbox"/> 3-6 months ago <input type="checkbox"/> 6-12 months ago <input type="checkbox"/> More than a year ago <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused					
(If Yes) are you currently fleeing?						
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Does Not Know <input type="checkbox"/> Client Refused						



Head of Household Name: \_\_\_\_\_

Member Name: \_\_\_\_\_

**DISABILITY**  
Does the client have a disabling condition?  
 Yes       No       Doesn't Know       Refused

Disability Type	(If Yes) Start Date	Currently receiving Services or Treatment?	Will the Condition be long term?	Disability Determination	Documentation of disability and severity on file
<b>Alcohol Abuse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>Drug Abuse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>Alcohol and Drug Abuse</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>Chronic Health Condition</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>HIV/AIDS</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>Mental Health Problem</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>Developmental Disability</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					
<b>Physical Disability</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client Refused	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Doesn't Know <input type="checkbox"/> No <input type="checkbox"/> Refused	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused			
Notes:					



Head of Household Name: \_\_\_\_\_

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### General Information

The DuPage County Continuum of Care Homelessness Prevention & Re-housing Services are designed to stabilize individuals and families in their existing homes, shorten the amount of time families and individuals stay in shelter, and assist individuals and families with securing affordable housing. Eligible households experiencing a short-term economic crisis may receive assistance to avoid eviction and homelessness. Services can also assist homeless individuals or families in securing housing by providing short-term financial assistance and/or other supports.

A network of collaborating community agencies receive and distribute an array of funding. The eligibility guidelines described within apply to government grants. Community Partners assist to expand options for assistance. As funds are limited, financial assistance from any provider may make a household ineligible for further financial assistance.

#### Services offered through this program include:

- Rental Assistance
- Mortgage Assistance
- Security Deposit Assistance
- Supportive Services to help obtain and maintain housing

### Eligibility Criteria

All households must be able to meet and document the following eligibility criteria.

Additional eligibility criteria may apply:

- Must be moving into or currently residing in DuPage County
- Must be in danger of eviction, foreclosure or currently homeless
- Must document ability to meet future rent and monthly expenses through current income or the development of a Personal Recovery Plan
- Must disclose any assistance received in the past 24 months
- The landlord or mortgage company must agree to accept payment and stop current eviction/foreclosure proceedings upon receipt of signed rent assistance voucher

Most grants require the household to:

- Document an unexpected recent drop in income, economic crisis or extenuating circumstance
- Have a current lease
- Meet income guidelines
- Reside in a unit which meets standards of habitability and cost

DuPage County Continuum of Care Providers also offer the following to assist individuals and families establish or stabilize their housing:

- Referrals to emergency shelter or transitional housing programs
- Housing resources and subsidized housing information within DuPage County
- Tenant/landlord rights information
- Educational rights of homeless student's information
- Referrals for legal services
- Referrals for food, clothing and other basic needs
- Referrals for healthcare coverage
- Referrals for education and employment services
- Referrals for financial & credit education
- Short-term case management services

#### To apply for services:

Call DuPage County Community Services at (630) 407-6500 or (800) 942-9412 to speak with an Information & Referral Specialist about services and a referral to a community agency near you.

Some funding is limited to target populations, such as veterans or those currently residing in an emergency shelter.

Funding is dependent on grants received from various sources.

Rev. 02/22/17

**DuPage County  
Continuum of Care**

**Homelessness Prevention  
& Re-housing  
Service Providers**

DuPage County Community Services  
People's Resource Center  
Catholic Charities  
Outreach Community Ministries  
Midwest Shelter for Homeless Veterans

**Community Partners**

DuPagePads  
LOVE Christian Clearinghouse  
Loaves and Fishes Community Services  
Veterans Assistance Commission of  
DuPage County

*Legal assistance to maintain housing  
may be available through  
Prairie State Legal Services*

*Foreclosure mitigation and homeownership  
counseling is available through  
HOME DuPage*

Funding provided in part by the Illinois  
Department of Human Services, the  
Emergency Food and Shelter Program,  
Community Services Block Grant,  
Community Development Block Grant,  
and the U.S. Department of Housing &  
Urban Development



The DuPage County Continuum of Care-  
Homelessness Prevention & Re-housing  
Program does not discriminate in admission  
to programs or activities in compliance with  
the Illinois Human Rights Act; the U.S. Civil  
Rights Act; The Fair Housing Act; Section  
504 of the Rehabilitation Act; the Age  
Discrimination Act; the Age Discrimination  
in Employment Act; and the U.S. and Illinois  
Constitutions.

**Homelessness  
Prevention  
& Re-housing**



[www.dupagehomeless.org](http://www.dupagehomeless.org)

### Información General

Los servicios de Continuo de Cuidado y Prevención de los Desamparados y Reubicación del Condado de DuPage, son designados para estabilizar individuos y familias en sus hogares, cortar el tiempo que las familias e individuos pasan en albergues y asistir individuos y familias a obtener viviendas económicas. Aquellos hogares que están pasando por una crisis económica de corto plazo pueden recibir ayuda para evitar el desalojo y desamparo. Los servicios también pueden ayudar a individuos o familias desamparados en asegurar viviendas por medio de proveer ayuda financiera a corto plazo y/o otros servicios.

Un sistema de agencias comunitarias colaborando entre sí reciben y distribuyen los fondos. Las reglas de elegibilidad para fondos del gobierno se aplican entre estas agencias. Nuestras agencias comunitarias ayudan en ampliar las opciones de ayuda. Como nuestros fondos son limitados, si ya recibió ayuda financiera de cualquiera de nuestras agencias puede que eso le impida obtener ayuda adicional en el futuro.

Servicios ofrecidos por este programa incluyen:

- Asistencia de Renta
- Asistencia de Hipoteca
- Asistencia con el Depósito de Seguridad
- Servicios de Apoyo para obtener y mantener vivienda

• Todos los hogares tienen que cumplir y documentar los siguientes criterios para ser elegible. Otros criterios adicionales pueden aplicarse:

- Debe estar actualmente viviendo o mudándose al Condado de DuPage
- Estar en riesgo de desalojo o evicción, de una ejecución hipotecaria o desamparado
- Debe probar con documentos y el ingreso mensual tener la capacidad de pagar su renta y costos mensuales futuros o mostrar la existencia y ejecución de un Plan de Recuperación Personal
- Debe divulgar cualquier ayuda recibida en los últimos 24 meses
- Además, el propietario o la compañía hipotecaria deben aceptar los pagos y poner un alto al procedimiento actual de desalojo/evicción o de ejecución hipotecaria una vez recibido el cupón de pago firmado

La mayoría de los fondos requieren:

- El comprobar una pérdida inesperada y reciente de ingresos, una crisis económica o circunstancias atenuantes
- Tener un contrato de renta actual y válido
- Cumplir con los requisitos de ingreso
- Vivir en una residencia que cumpla los requisitos básicos de costo y vivienda

Los proveedores del Continuo de Cuidado del Condado de DuPage también ofrecen los siguientes servicios para asistir a individuos y familias a establecer y estabilizar sus viviendas:

- Referencias de albergues de emergencia o programas de vivienda para familias en transición
- Información sobre recursos de vivienda, información sobre alquileres justos a precio del mercado y alquileres de subsidio en el Condado de DuPage
- Información acerca de derechos del arrendatario/propietario
- Derechos e información educacional del desamparado
- Referencias para servicios legales
- Referencias para comida, ropa y otros servicios básicos
- Referencias para servicios de salud
- Referencias para servicios de educación y empleo
- Referencias para servicios de reparación de crédito
- Trabajar con un trabajador de casos a corto plazo

#### Para solicitar servicios:

Hane al Condado de DuPage, Servicios de la Comunidad al (630) 407-6500. Para hablar con un Especialista de Información y Referencia en cuanto a servicios disponibles. Usted puede ser referido a otro proveedor de prevención de los desamparados, dependiendo de su localización geográfica.

Algunos de los fondos están limitados a una población específica, como veteranos o aquellos viviendo en albergues de emergencia.

Fondos de ayuda dependen en otorgamientos recibidos de varias fuentes.

Rev. 09/01/15



**Proveedores de Servicios para la Prevención de los Desamparados & Recolocación**

Departamento de Servicios a la Comunidad del Condado de DuPage

Peoples Resource Center

Catholic Charities

Outreach Community Ministries

Midwest Shelter for Homeless Veterans

**Compañeros Comunitarios**

DuPage PADS

Love Christian Clearing House

Naperville CARES

Veteran's Assistance Commission of DuPage County

*Atención Legal para mantener su hogar puede ser disponible a través de Prairie State Legal Services*

*Disputas de ejecuciones hipotecarias y consejería para dueños de casas está disponible a través de DuPage Homeownership Center*

Los fondos son otorgados en parte por el Departamento de Servicios Humanos, el Program de Albergues y Comidas de Emergencia, Community Services Block Grant, Community Development Block Grant y el Departamento de Casas y Desarrollo Urbano de los Estados Unidos.

El Continuo de Cuidado del Condado de DuPage, Prevención y Re-colocación de los Desamparados no discrimina en la admisión a los programas o las actividades de acuerdo con la Ley de Derechos Humanos de Illinois; la Ley de Derechos Civiles de los Estados Unidos; la Ley de Vivienda Justa; la Sección 504 de la Ley de Rehabilitación; la Ley de Anti-discriminación por Edad; la Ley de Anti-discriminación por Edad en el Empleo; y las Constituciones de Illinois y los Estados Unidos.



**Prevención de los Desamparados y Recolocación**



Website: [www.dupagehomeless.org](http://www.dupagehomeless.org)



**DUPAGE COUNTY HOMELESS PREVENTION PARTNERSHIP  
COMMUNITY PARTNERSHIP AGREEMENT  
2018 – 2021**

The DuPage County Homeless Prevention Partnership (HPP) is a vehicle for communication and coordination among agencies involved in providing assistance to prevent homelessness among DuPage County residents. It has operated since 1984 and consists of a commonly agreed upon set of principles, as well as consistent practices for distributing homeless prevention funding and avoiding duplication of services. Agencies participating in the HPP for 2018 – 2021 are: Catholic Charities/Diocese of Joliet, DuPage County Community Services, DuPagePads, H.O.M.E. DuPage, Inc., Loaves & Fishes Community Services, LOVE Christian Clearinghouse, Midwest Shelter for Homeless Veterans, Outreach Community Ministries, People's Resource Center, Prairie State Legal Services, and the Veterans Assistance Commission of DuPage County. This mutual commitment and partnership promotes accessibility, leveraging, wrap around services, and collaboration. The HPP effectively addresses homelessness by developing and supporting effective strategies and promoting full accessibility to safe, affordable housing and comprehensive and integrated services.

**Goals of the Homelessness Prevention Partnership include:**

- Prevent homelessness and rapidly re-house at-risk residents in all geographic areas of DuPage County
- Maximize effectiveness of assistance through a strong community partnership that ensures best practices and eliminates duplication of benefits
- Distribute direct housing assistance funds to those individuals and families already homeless or in danger of eviction or foreclosure in a client-centered environment, provide necessary case management, wrap around services, referrals to other mainstream programs, budgeting assistance, and resource linkage
- Maximize coordination of efforts through a shared HMIS database or the non-duplication list

**DuPage Homeless Prevention Partnership agencies agree to the following:**

- Review and plan homeless prevention and rapid re-housing partnership principles, guidelines, policies and best practices
- Maintain regular communication through the HMIS, the HPP Non-Duplication & Service Coordination List, and other means including but not limited to electronic correspondence and telephone communication
- Maintain regular and frequent contact to ensure high quality, efficient delivery of services
- Promote cooperative planning and service delivery as collaborative partners, ensuring that assistance is accessible and efficient


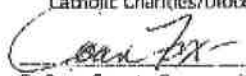
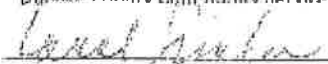

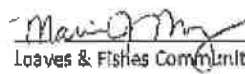

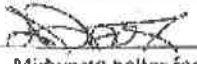
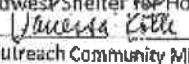

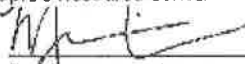
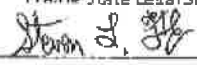


- Work to ensure overall effective strategies to prevent homelessness and continuance of homeless prevention funds
- Attend DuPage Homeless Provider Partnership Committee meetings to continually review partnership agreements and participate in working groups and committee activities
- Work collaboratively to address the Action Plan for Emergency Services in the DuPage County Consolidated Plan, which sets forth priorities for the County's housing and non-housing community development needs. Within the Action Plan, which can be found on the DuPage County website ([www.dupageco.org/cdc](http://www.dupageco.org/cdc)), is the ESG Program Plan which is reviewed and approved by the HPP Committee annually.

**Each DuPage Homeless Prevention Partnership agency distributing funds will:**

- Screen clients for eligibility and financial assistance
- Provide case management, budgeting assistance, and guidance for clients who are eligible for direct housing assistance, including access to all services available through the community partnerships with the Homeless Prevention Partnership
- Assess and refer clients to mainstream, government, and other community resources that can improve their self-sufficiency
- Provide supportive services where appropriate
- Participate in HMIS if required and allow participating agencies to view services records to avoid duplication of services, or provide similar information via the "HPP Non-Duplication & Service Coordination List"
- Comply with all local, state and federal policies and requirements of funding, as well as consistent application of established HPP best practices
- Participate in data sharing, as appropriate, to maximize coordination and eliminate duplicated use of HPP funds. Data sharing will occur only with proper authorization and may be accomplished via HMIS following Standard Operating Procedures or by providing similar information via the "HPP Non-Duplication & Service Coordination List." Those distributing shared funds must fully participate in data sharing to avoid duplication of shared funds.

2018 - 2021 Homeless Prevention Partnership Provider Agreement

 Catholic Charities/Diocese of Joliet	Title: <u>Executive Director</u>
 DuPage County Community Services	Title: <u>Administrator</u>
 DuPage Pads	Title: <u>President &amp; CEO</u>
 H.O.M.E. DuPage, Inc.	Title: <u>Executive Director</u>
 Loaves & Fishes Community Services	Title: <u>Associate Director</u>
 LOVE Christian Communities	Title: <u>Executive Director</u>
 Midwest Shelter for Homeless Veterans	Title: <u>Acting Executive Director</u>
 Outreach Community Ministries	Title: <u>COO</u>
 People's Resource Center	Title: <u>Executive Director</u>
 Prairie State Legal Services	Title: <u>MANAGING ATTORNEY</u>
 Veterans Assistance Commission of DuPage County	Title: <u>Superintendent</u>




# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>



# Homeless Definition

<b>RECORDKEEPING REQUIREMENTS</b>  	<b>Category 1</b>	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li>   <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>:             <ul style="list-style-type: none"> <li>○ discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>○ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li>   <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	<b>Category 3</b>	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> <li>• For victim service providers:             <ul style="list-style-type: none"> <li>○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> </li> <li>• For non-victim service providers:             <ul style="list-style-type: none"> <li>○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u></li> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>

**Homeless Eligibility & Verification Form**

Head of Household: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_

Date of Eligibility: \_\_\_\_\_  
Number of Children: \_\_\_\_\_

**Imminent Risk of Homelessness (Category 2): Will imminently lose their primary nighttime residence including those with family or friends and being asked to leave within 14 days, provided that:**

The individual or family must meet ALL THREE criteria below:

- Residence will be lost within 14 days of the date of application for homeless assistance; and
- No subsequent residence has been identified; and
- The individual or family lacks the resources or support networks needed to obtain other permanent housing

Required Documentation for criteria above:

- a. Self-certification that no subsequent residence has been identified; AND
- b. Self-certification other written documentation that the individual or family lacks the financial resource and support necessary to obtain permanent housing or if a Youth, lacks safe, alternate housing, financial or other resources and lacks other support networks  
AND
- c. A court order resulting from an eviction action notifying the individual or family that they must leave; or
- c. For individuals and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
- c. A documented and verified oral statement indicating how and when the residence will be lost. For Youth, Statement by youth that they cannot continue to stay at the place they have been AND written or oral verification from owner or renter of housing obtained by intake worker OR documentation of intake worker's attempts to verify information

**Attach documentation and completed SRI.F-DECLARATION OF HOUSING STATUS, OPTIONS & SUPPORT NETWORKS**

P: Case\_management/AAtemplates/homeless\_verification 02-18

Homeless Eligibility & Verification Form

Head of Household: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_

Date of Eligibility: \_\_\_\_\_  
Number of Children: \_\_\_\_\_

- Fleeing or Attempting to Flee Domestic Violence (Category -4):** Any individual or family fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence. Or Youth fleeing or attempting to flee their housing or a place they are staying due to such conditions which have taken place in the household or has made them afraid to return to the housing including trading sex for housing, is being trafficked or physical abused, or fears violence due to his or her sexual orientation, and the youth has no safe, alternative housing, resources or support networks to obtain or maintain permanent housing who:

Must meet all three criteria below

- Is fleeing, or is attempting to flee, domestic violence; and
- Has no identified subsequent residence; and
- Lacks the resources or support networks to obtain other permanent housing.

Required Documentation for criteria above:

*For Victim Service Providers*

- o An oral statement by the individual or head of household seeking assistance which states; they are fleeing; that they have not subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.

*For non-Victim Service Providers*

- o Self-certification or certification by case worker of an oral statement by the individual, head of household or Youth seeking assistance that they are fleeing. If safety of the person(s) fleeing is not jeopardized, the oral statement must be verified through written observation by the intake worker or staff at other organizations including law enforcement, housing or service provider, social worker, homeless liaison or legal assistance provider has sought assistance from OR documentation of intake worker's attempts to verify information and certification of the statement by the youth or intake worker and
- o Self-certification that no subsequent residence has been identified; and
- o Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

**Attach documentation and completed SELF-DECLARATION OF HOUSING STATUS, OPTIONS & SUPPORT NETWORKS**

P: Case\_management\A\Templates\homeless\_verification 02 18

Homeless Eligibility & Verification Form

Head of Household: \_\_\_\_\_ Date of Eligibility: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

**HUD must approve CoC Program  
funded projects to serve youth under Category 3.**

- Homeless under Other Federal Statutes (Homeless Category 3): Unaccompanied youth under 25 years of age; or families with children (0-18) and youth (18-25), who do not otherwise qualify as homeless under definition, but who:**

Must meet all four criteria below

- Are defined as homeless under the other listed Federal Statutes; and

Required Documentation for criteria above:

- o Certification by the nonprofit or state or local government that the individual or head of household seeking assistance meet the criteria of homelessness under another Federal Statute;

- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; and

Required Documentation for criteria above:

- o Certification of no permanent housing in the last 60 days

- Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and

Required Documentation for criteria above:

- o Certification by the individual or head of household, and any available documentation, that (s)he has moved two or more times in the past 60 days;

- Can be expected to continue in such status for an extended period of time due to special needs or barriers

Required Documentation for criteria above:

- o Documentation of special needs or two or more barriers

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**Homeless Eligibility & Verification Form**

Head of Household: \_\_\_\_\_ Date of Eligibility: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

**SELF-DECLARATION OF HOUSING STATUS, OPTIONS & SUPPORT NETWORKS**

- Household without dependent children (complete one form for each adult in the household)  
 Household with dependent children (complete one form for household)  
Number of persons in the household: \_\_\_\_\_

This is to certify that the above-named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

**Check only one:**

- I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).  
 I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.  
 I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next \_\_\_\_\_ days.  
 None of the above, I [and my children] am at risk of homelessness

I certify that the information above and any other information I have provided is true, accurate and complete.

I have identified a subsequent residence for household members? \_\_\_\_\_ Yes \_\_\_\_\_ No

I [or my household] have the resources or support networks needed to obtain other permanent housing or, for Youth, other safe alternative housing? \_\_\_\_\_ Yes \_\_\_\_\_ No

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Case Manager Certification**

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for assistance. Document attempt made for third party verification below:

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

Intake Worker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Homeless Eligibility & Verification Form**

Head of Household: \_\_\_\_\_

Date of Eligibility: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Number of Children: \_\_\_\_\_

**At Risk of Homelessness**

**Individuals & Families (At Risk -Category 1) – Individual or family or Youth who**

Meets ALL Three below

- Has an annual income below 30% of median family income for the area; AND
  - Attach Income Eligibility Calculation
- Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND
  - Certification that no subsequent residence has been identified; and
  - Self-certification or other written documentation that the individual or family lacks the financial resource and support necessary to obtain permanent housing (attach)
- Meets one of the following conditions (provide appropriate documentation):
  - Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; or
  - Is living in the home of another because of economic hardship; or
  - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; or
  - Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; or
  - Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; or
  - Is exiting a publicly funded institution or system of care; or
  - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in DuPage County approved Con Plan

**Unaccompanied Children and Youth (At Risk -Category 2); A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute**

Must meet one criteria below

- Certification by the nonprofit or state or local government that the individual or head of household seeking assistance meet the criteria of homelessness under another Federal Statute;

**Families and Children with Youth (At Risk –Category 3);) An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.**

Must meet one criteria below

\_\_\_\_\_ Certification by the nonprofit or state or local government that the individual or head of household seeking assistance meet the criteria of homelessness under another Federal Statute.

**Attach documentation and completed SELF-DECLARATION OF HOUSING STATUS, OPTIONS & SUPPORT NETWORKS**

P: Case\_management/AAtemp ates/homeless\_verification 02-18

Homeless Eligibility & Verification Form

Head of Household: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_

Date of Eligibility: \_\_\_\_\_  
Number of Children: \_\_\_\_\_

**Literally Homeless (Category 1): Lacks a fixed, regular, and adequate nighttime residence, individual or family:**

Must meet **ONE** of three criteria below:

Has a primary nighttime residence that is a public or private place not meant for human habitation;

Required Documentation for criteria above:

- o Self-certification stating individual or household was living on the streets or in shelter

Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs);

Required Documentation for criteria above:

- o Written observation by the outreach worker, shelter provider or (if gov't, the statement may be made by a homelessness liaison); OR
- o Written referral by another housing or service provider; OR

Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Required Documentation for criteria above:

- o One of the above forms of documentation of evidence and
- o Discharge paperwork or written/oral referral, OR
- o Written record of the intake worker's due diligence to obtain above, and
- o Certification by the individual that they exited the institution

Is this client chronically homeless?  
\_\_\_\_ Yes \_\_\_\_ No

The individual adult or adult in a family MUST:  
Be currently literally homeless;  
AND  
\_\_\_\_ Have a Disability; AND  
Meet at least one of the following:  
Continued to be literally homeless for 12 months more; OR  
\_\_\_\_ Be literally homeless on 2 separate instances in the past 3 years (including 12 months of literal homelessness)

**Attach documentation and completed SELF-DECLARATION OF HOUSING STATUS, OPTIONS & SUPPORT NETWORKS**

P: Case\_management/Attempts/homeless\_verification 02-18

**Homeless Eligibility & Verification Form**

Head of Household: \_\_\_\_\_ Date of Eligibility: \_\_\_\_\_  
 Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

**Housing and Homelessness History Self-Certification**

*Case Manager Instructions: This template for a Self-Statement Certification of housing/homelessness for the past 12 months or more. Use this template to gather information on where and how the client was (un)sheltered. Documentation and verification of homelessness is important for CES Prioritization, and to demonstrate eligibility for certain types of financing. This Self-Certification and related documentation should be maintained in the client's file and may be uploaded to the CES within HMIS.*

**I certify that I was homeless (sleeping in a homeless emergency shelter, a place not meant for human habitation, in a hotel paid for by a charity, or on the streets) OR sheltered (in my own housing, temporary housing or hotel) during the following period(s) of time:**

Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_ I lived \_\_\_\_\_

**What else would you like to share about your history?**

*For example, "I cannot remember the name of the place where I was living in the fall of 2016. I think it was a homeless emergency shelter. I have problems with my memory from that time due to an illness."*

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

I certify the above information is correct.

\_\_\_\_\_  
 (Signature of Client)

\_\_\_\_\_  
 (Date)

I reviewed the above statement with the client.

\_\_\_\_\_  
 (Signature of Staff Witness)

\_\_\_\_\_  
 (Organization)

\_\_\_\_\_  
 (Date)

Time Period	Location of Literal Homelessness	Documented?
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

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## Rent Reasonableness and Fair Market Rent Under the Emergency Solutions Grants Program

### ABOUT THIS RESOURCE

Providing rental assistance through the Emergency Solutions Grants (ESG) program requires understanding and adherence to both Fair Market Rents (FMRs) and rent reasonableness standards, to determine whether a specific unit can be assisted with short- or medium-term rental assistance. This resource provides an explanation of both concepts and describes how to determine and document compliance with each. In addition, it briefly describes some of the differences and similarities between rental assistance provided under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) and ESG. ESG recipients and their subrecipients can use this resource to develop policies, procedures, and documentation requirements to comply with HUD rules.

### OVERVIEW

The ESG program Interim Rule allows short- and medium-term rental assistance to be provided to eligible program participants only when the rent, including utilities (gross rent<sup>1</sup>), for the housing unit:

1. Does not exceed the Fair Market Rent (FMR) established by HUD for each geographic area, as provided under 24 CFR 888 and 24 CFR 982.503; and
2. Complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.<sup>2</sup>

This requirement is in the ESG program Interim Rule at 24 CFR 576.106(d).

#### HPRP & ESG: Key Difference

**HPRP:** Rent must meet rent reasonableness standards.

**ESG:** Rent must meet rent reasonableness standards and cannot exceed HUD's published FMRs for the area.

In some communities, the reasonable rent for a specific unit may be lower than the FMR that has been established for the community.

**Bottom line:** The rent for the unit assisted with ESG funds must not exceed the lesser of the FMR or the rent reasonableness standard.

<sup>1</sup> Gross rent is the sum of the rent paid to the owner plus, if the tenant pays separately for utilities, the monthly allowance for utilities established by the public housing authority for the area in which the housing is located. For purposes of calculating the FMR, utilities include electricity, gas, water and sewer, and trash removal services but not cable or satellite television service, or internet service. If the owner pays for all utilities, then gross rent equals the rent paid to the owner.

<sup>2</sup> The rent must be reasonable when compared to other units of similar location, type, size, and amenities within the community.

## DETERMINING IF RENT IS ACCEPTABLE FOR ESG RENTAL ASSISTANCE

Whether a household is seeking to maintain its current housing or relocate to another unit to avoid homelessness (Homelessness Prevention), or exiting homelessness into new housing (Rapid Re-Housing), the process for determining acceptable rent amounts is the same:

- The recipient or subrecipient first compares the gross rent (see box below) for the current or new unit with current FMR limits, which are updated annually.
- If the unit's gross rent is at or below FMR, the recipient/subrecipient next uses current data to determine rent reasonableness (more information is provided below on how to determine and document this).

If the gross rent is at or below both the FMR and the rent reasonableness standard for a unit of comparable size, type, location, amenities, etc., ESG funds may be used to pay the rent amount for the unit.

If the gross rent for the unit exceeds either the rent reasonableness standard or FMR, ESG recipients are prohibited from using ESG funds for any portion of the rent, even if the household is willing and/or able to pay the difference. However, because the FMR and rent reasonableness requirements apply only to rental assistance, ESG funds may be used:

1. to pay for financial assistance and services to help the eligible program participant stay in the unit, or
2. to pay for financial assistance and services to locate and move to a different unit that meets the rent reasonableness standard and is at or below FMR and pay rental assistance in that unit.

Rent reasonableness and FMR requirements do not apply when a program participant receives only financial assistance or services under Housing Stabilization and Relocation Services. This includes rental application fees, security deposits, an initial payment of "last month's rent," utility payments/deposits, and/or moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair. (Note: "Last month's rent" may not exceed the rent charged for any other month; security deposits may not exceed 2 months' rent.)

Calculating the GROSS RENT AMOUNT

To calculate the gross rent of a unit that is being tested by the FMR standard:

$$\begin{array}{r} \text{Total contract rent amount of the unit} \\ + \\ \text{Any fees required for occupancy under the lease (excluding late fees and pet fees)} \\ + \\ \text{Monthly utility allowance* (excluding telephone) established by local PHA} \\ = \\ \text{Gross Rent Amount} \end{array}$$

\*Note: The monthly utility allowance is added only for those utilities that the tenant pays for separately (for more information on utility allowances established by the local public housing agency (PHA), see 24 CFR § 982.517). The utility allowance does not include telephone, cable or satellite television service, and internet service. If all utilities are included in the rent, there is no utility allowance.

## WHAT IS THE FMR REQUIREMENT?

HUD establishes FMRs to determine payment standards or rent ceilings for HUD-funded programs that provide rental assistance, which it publishes annually for 530 metropolitan areas and 2,045 non-metropolitan county areas. Federal law requires that HUD publish final FMRs for use in any fiscal year on October 1—the first day of the fiscal year (FY). FMRs for each fiscal year can be found by visiting HUD's website at [www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html) and clicking on the current "Individual Area Final FY20\_\_ FMR Documentation" link. This site allows recipients/subrecipients to search for FMRs by selecting their state and county from the provided list. The site also provides detailed information on how the FMR was calculated for each area.

Recipients/subrecipients must consult the most current FMR published for their geographic area and document FMR for all units for which ESG funds are used for rental assistance.

To calculate the gross rent for purposes of determining whether it meets the FMR, consider the entire housing cost: rent plus the cost of utilities that must, according to the lease, be the responsibility of the tenant. Utility costs may include gas, electric, water, sewer, and trash. However, telephone, cable or satellite television service, and internet service are not included in FMRs, and are not allowable costs under ESG. The FMR also does not include pet fees or late fees that the program participant may accrue for failing to pay the rent by the due date established in the lease.

HUD sets FMRs to ensure that a reasonable supply of modest but adequate rental housing is available to HUD program participants. To accomplish this objective, FMRs must be both high enough to permit a selection of units and neighborhoods and low enough to serve as many low-income families as possible.

Note: Once a unit is determined to meet the FMR and rent reasonableness requirements, ESG funds may be used to pay for the actual utility costs. The utility allowance calculation is only used to determine whether the unit meets the FMR standard.

### Determining and Documenting FMR

Recipients/subrecipients must ensure that the rent for units assisted under the ESG Program does not exceed current HUD-published FMRs for their particular geographic region.

Determining FMR standards is straight forward; no geographic area has more than one FMR standard. However, if a recipient/subrecipient covers multiple cities or counties, they must use the appropriate FMR for the geographic area in which the assisted rental unit is located. Recipients/subrecipients should print and place in case files a copy of the applicable FMR data to document the FMR for that participant's unit size and geographic area.

#### Example:

A case manager is looking to rapidly re-house a mother and son, and has identified a 2-bedroom unit at a rent of \$1,200 per month, not including utilities (the tenant's responsibility). The utility allowance established by the PHA is \$150. Therefore, the gross rent is \$1,350. A check of three similar units in the neighborhood reveals that the reasonable rent is \$1,400 for that area of the city. However, the FMR for the jurisdiction is \$1,300. This means the family cannot be assisted with ESG in this unit because the gross rent exceeds the FMR.

## WHAT IS THE RENT REASONABLENESS REQUIREMENT?

HUD's rent reasonableness standard is designed to ensure that rents being paid are reasonable in relation to rents being charged for comparable unassisted units in the same market. Methods of determining and documenting rent reasonableness are described in the section below. For units within the FMR limit, if a rent reasonableness determination supports a lower rent than the advertised rent, then ESG funds may not be used to rent the unit (unless the landlord is willing to lower the rent). However, as with FMR, ESG funds could be used to assist the program participant to move to a different unit that meets both the FMR and rent reasonableness standards. If the rent reasonableness determination supports the advertised rent (and is within the FMR limit), rental assistance with ESG funds may be provided for the unit, as long as all other program requirements are met.

### Determining and Documenting Rent Reasonableness

Recipients are responsible for determining what documentation is required in order to ensure the rent reasonableness standard is met. Recipients and subrecipients should determine rent reasonableness by considering the location, quality, size, type, and age of the unit, and any amenities, maintenance, and utilities to be provided by the owner. Comparable rents can be checked by using a market study of rents charged for units of different sizes in different locations or by reviewing advertisements for comparable rental units. For example, a participant's case file might include the unit's rent and description, a printout of three comparable units' rents, and evidence that these comparison units shared the same features (location, size, amenities, quality, etc.). Another acceptable method of documentation is written verification signed by the property owner or management company, on letterhead, affirming that the rent for a unit assisted with ESG funds is comparable to current rents charged for similar unassisted units managed by the same owner.

#### Caution

Comparable rents vary over time with market changes, so it is important to ensure that the comparison you are using is up-to-date and appropriate for each prospective unit.

Recipients must establish their own written policies and procedures for documenting comparable rents and ensure that they are followed when documenting rent reasonableness in the case file. A recipient may require all subrecipients to use a specific form or a particular data source. Use of a single form to collect data on rents for units of different sizes and locations will make the data collection process uniform. A sample "Rent Reasonableness Checklist and Certification" form is available at:

[www.hud.gov/offices/cpx/affordablehousing/library/forms/rentreasonablechecklist.doc](http://www.hud.gov/offices/cpx/affordablehousing/library/forms/rentreasonablechecklist.doc)

Note: This sample form is used across different housing programs.

Before conducting its own study of rent levels in its community, a recipient/subrecipient should consult existing sources of rental housing data that can be used to establish comparable rents. The section below describes some different sources of information on rental units to help recipients and subrecipients meet rent reasonableness requirements. Each recipient must determine which approach is appropriate for its jurisdiction, given the size of its program, other housing programs it administers, local staff capacity, and other resources available within the community.

## Rental Housing Data Sources

**Public sources of data:** There may be organizations within the recipient's jurisdiction that collect and aggregate data on the rental housing stock, such as a state or local Public Housing Agency (PHA) or the local Chamber of Commerce.

**Real estate advertisements and contacts:** Ads in newspapers or online are simple ways to identify comparable rents. The following are potential sources of information:

- Newspaper ads (including internet versions of newspaper ads);
- Weekly or monthly neighborhood or "shopper" newspapers with rental listings;
- "For Rent" signs in windows or on lawns;
- Bulletin boards in community locations, such as grocery stores, laundromats, churches, and social service offices;
- Real estate agents;
- Property management companies that handle rental property; and
- Rental Listing websites like:  
[www.apartmentguide.com](http://www.apartmentguide.com)  
[www.apartments.com](http://www.apartments.com)  
[www.forrentmag.com](http://www.forrentmag.com)  
[www.move.com/apartments/main.aspx](http://www.move.com/apartments/main.aspx)

**Tip:** Real estate ads and contacts might not provide all the information the recipient requires to determine rent reasonableness. In such instances, a follow-up call to obtain the missing information may be required. Newspaper and internet listings often contain either the lowest rent or the range of rents when there is variation among units with the same number of bedrooms. The recipient should follow up to determine what causes the rents to vary (e.g., unit size, location within the development, number of bathrooms, amenities), and then document these factors.

**Rental market study:** A rental market study is an in-depth analysis of a particular rental market that is often prepared by independent organizations for specific communities. Commercial firms will frequently conduct these studies before developing rental housing in a particular location. They can provide a good source of data to use as the basis of a rent reasonableness policy. However, some rental market studies may be narrowly focused on a particular type of rental housing (such as housing for seniors or rental condominiums) and might be useful only for certain housing units assisted with ESG funds.

**Tip:** When using either a market study or a market survey, it is very important to understand what is and is not included in the rent reported. For example, surveys/studies may report rents with all, some, or no utilities included. When comparing unassisted market units with ESG-assisted units, it is important to consider whether utilities and other amenities are included in the rent.

**Rental market survey:** A rental market survey provides a comparison of various landlords and property management companies in the area. Some local governments conduct surveys to assist with planning activities. Additionally, local associations of rental owners and managers may survey their members periodically and publish the results. Many of these surveys report average rents and/or rent ranges by the number of bedrooms and submarket location. However, such surveys frequently do not contain the detailed information required for rent reasonableness comparisons, such as amenities (free parking, laundry, etc.) or additional fees that must be paid. Rental market surveys are designed to show the overall picture of the rental market and may not be useful in evaluating the rent for a particular unit type.

**Rental database:** For HPRP, some grantees found it useful to build their own rental database in order to perform more efficient searches for comparable rents. Building a rental database allows the majority of work to be completed on the front end, which increases the efficiency of making



rent reasonableness determinations and allows assistance to be provided more quickly. However, there are serious resource issues to consider for this option, including updating the data and maintaining the database, which can be labor-intensive and costly. If choosing this option, ESG recipients in close proximity to one another may choose to collaborate on a regional database.

#### Rural Housing Data Sources

While there may be fewer rental units in rural areas than in urban and suburban areas, it is possible to find comparable rents for different unit types located in these areas using various data sources, including:

- U.S. Department of Agriculture's Rural Development Agency (USDA): USDA provides direct and guaranteed loans for single and multi-family housing development in rural areas and for farm laborers. Contact information for Rural Development State and Local Offices or USDA Service Centers is available at [www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html). Each Rural Development Office, if it has a Rural Housing component, should provide information on the types of rental housing available in communities throughout the state, and include unit sizes and rental rates.
- PHAs: If a rural community is also under the jurisdiction of a PHA, the PHA may be a source of comparable rent data.
- Real estate agents: Local real estate agents are not only knowledgeable about real estate prices but often are a source of information on rental housing in the area. They may be able to extrapolate rent estimates based on the general cost of housing in the area. To find real estate agents active in particular communities, recipients can consult the National Association of Realtors on the web at [www.realtor.org](http://www.realtor.org). For demographic information on the housing stock, market trends, etc., recipients should access [www.realtor.org/research](http://www.realtor.org/research).

#### COMPONENTS OF AN EFFECTIVE POLICY

For monitoring purposes, HUD will determine whether the recipient/subrecipient developed a written policy and followed that policy to determine and document that:

1. The rent was reasonable; and
2. The rent was within the established FMR limit.

The basis for the determination must be supported by the evidence documented in the case file. Therefore, adequate documentation will enable a supervisor or other entity charged with monitoring the program to readily identify the factors and process that resulted in the determination that each unit met HUD requirements.

Recipients'/subrecipients' policies and procedures must be transparent and consistently applied across their program, and result in decisions that comply with HUD requirements. At a minimum, an effective policy includes a methodology, documentation requirements, staffing assignments, and strategies for addressing special circumstances.

This means that policies and procedures should provide step-by-step guidance on making comparisons between the program participant's rent, the FMR, and the rent reasonableness standards for comparable units in that community. This includes the documentation to be included in each case file, such as forms and/or case notes from the staff making the

determination. For example, a recipient could create a policy where a provider must consider the rents of three comparable units and allow as "reasonable" only rents that fall within \$50 of the average of the three comparable rents. In this example, a rent could be paid that is slightly higher than some of the individual comparable units. That rent would still be considered "reasonable" under the recipient's policy—but rent could only be paid if it is also at or below the FMR.

#### STAFF ROLES AND RESPONSIBILITIES

Recipients/subrecipients should have a procedure in place to ensure that compliance with rent reasonableness and FMR are documented prior to a check for rent being approved and/or prepared. The responsibility of determining and documenting each unit's compliance with these standards may be assigned to one or more program staff, such as the case manager, clerical support staff, or a staff member who is assigned to conduct habitability inspections. One staff person may perform all the checks, or the tasks may be divided among more than one staff. For example, for rent reasonableness, one staff member could conduct a telephone survey of the property owner/landlords, while another searches rental databases for comparable properties.

**RENT REASONABLENESS CHECKLIST AND CERTIFICATION**

	Proposed Unit	Unit #1	Unit #2	Unit #3
Address				
Number of Bedrooms				
Square Feet				
Type of Unit/Construction				
Housing Condition				
Location/Accessibility				
Amenities Unit: Site: Neighborhood:				
Age in Years				
Utilities (type)				
Unit Rent Utility Allowance Gross Rent				
Handicap Accessible?				

**CERTIFICATION:**

**A. Compliance with Payment Standard**

Proposed Contract Rent + Utility Allowance = Proposed Gross Rent

Approved rent does not exceed applicable Payment Standard of

\$ \_\_\_\_\_.

**B. Rent Reasonableness**

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [ ] is [ ] is not reasonable.

Name:	Signature:	Date:
-------	------------	-------

**Income Limit Median Family Income for DuPage County**  
Effective 04/14/2017

HOUSEHOLD SIZE	Extremely Low Income 0-80 % AMI*	Very Low Income 81-90% MFI	Low Income 91-99% MFI
1	\$16,600	\$27,650	\$44,250
2	\$19,000	\$31,600	\$50,600
3	\$21,350	\$35,550	\$56,900
4	\$23,700	\$39,500	\$63,200
5	\$25,600	\$42,700	\$68,300
6	\$27,500	\$45,850	\$73,350
7	\$29,400	\$49,000	\$78,400
8	\$31,300	\$51,250	\$83,450

\*AMI listed for ESG eligibility purposes effective 4/14/2017

**2018 DuPage County HUD Fair Market Rent (FMR)**  
(Effective 10/01/2018)

Bedrooms	HUD FMR for DuPage County 2018	110%	117%
Single Room	\$686	\$755	\$803
Zero Room/Efficiency	\$915	\$1,007	\$1,071
1	\$1,014	\$1,118	\$1,221
2	\$1,212	\$1,333	\$1,418
3	\$1,512	\$1,696	\$1,804
4	\$1,814	\$2,028	\$2,157
5	\$2,121	\$2,363	\$2,481
6	\$2,397	\$2,637	\$2,805

The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.  
[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2018\\_code/2018summary.adn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2018_code/2018summary.adn)

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019\\_code/2019summary.adn?cbasub=METRO16980M169808.ya01=2019&fmrtype=Final&data\\_s\\_a\\_override=TRUE](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2019_code/2019summary.adn?cbasub=METRO16980M169808.ya01=2019&fmrtype=Final&data_s_a_override=TRUE)

P:\Case Management\AA Templates\MFI and FMR 2019 - revised Nov 1 2018

**2017 UTILITY ALLOWANCE SCHEDULE**  
**EFFECTIVE MAY 1, 2017**

	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
<b>ELECTRIC</b>							
Lights, etc. (Other Electric) Includes Monthly Electric Fee							
Apartments/Townhouse/Rowhouse/Highrise	\$35	\$38	\$45	\$53	\$60	\$67	\$72
House (single family detached)	\$43	\$48	\$58	\$69	\$79	\$89	\$95
Cooking-All Unit Types	\$6	\$7	\$8	\$10	\$12	\$14	\$15
Water Heating-All Unit Types	\$14	\$16	\$23	\$29	\$33	\$37	\$40
<b>Heating</b>							
Apartments/Townhouse/Rowhouse	\$19	\$22	\$30	\$38	\$45	\$53	\$58
House (Single Family Detached)	\$44	\$52	\$61	\$69	\$78	\$87	\$94
<b>NATURAL GAS</b>							
Cooking-All Unit Types	\$2	\$2	\$3	\$4	\$4	\$5	\$5
Water Heating-All Unit Types	\$5	\$6	\$9	\$12	\$13	\$15	\$16
<b>Heating</b>							
Apartments/Townhouse/Rowhouse	\$13	\$15	\$18	\$20	\$23	\$25	\$27
House (Single Family Detached)	\$24	\$28	\$33	\$37	\$41	\$46	\$49
Monthly Gas Fee-All Unit Types	\$14	\$14	\$14	\$14	\$14	\$14	\$14
<b>MISCELLANEOUS</b>							
Water-All Unit Types	\$23	\$24	\$31	\$39	\$46	\$54	\$59
Sewer-All Unit Types	\$15	\$15	\$18	\$21	\$24	\$27	\$28
Trash-All Unit Types	\$13	\$13	\$13	\$13	\$13	\$13	\$13
Refrigerator-All Unit Types	\$13	\$13	\$13	\$13	\$13	\$13	\$13
Range-All Unit Types	\$12	\$12	\$12	\$12	\$12	\$12	\$12
<b>TOTAL ALLOWANCES</b>							
<b>SOURCE: DUPAGE HOUSING AUTHORITY 5/1/2017</b>							

P:\Case Management\AA Templates\MFI and FMR 2019 - revised Nov. 1 2018



APPENDIX D – 2019 Action Plan Public Hearing Documents

Documents include:

- 2019 Action Plan
- Public Hearing Notice
- Certification of Publication -Sign In Sheet
- Agenda
- Meeting Minutes

2019 Action Plan Substantial Amendment I

- Certification of Publication
- Sign In Sheet
- Agenda
- Meeting Minutes

legal notices

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Judicial Sales

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT... PUBLIC NOTICE... PURSUANT TO JUDGMENT OF... [Detailed legal notice text]

Judicial Sales

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT... PUBLIC NOTICE... PURSUANT TO JUDGMENT OF... [Detailed legal notice text]

Probate

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT... PUBLIC NOTICE... [Detailed legal notice text]

Real Estate Auctions

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Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Public hearing notice]

Public Hearings & Notices. PUBLIC NOTICE... [Large public hearing notice with multiple paragraphs]

NOTICE OF PUBLIC HEARING FOR THE 2016 ACTION PLAN and 2018 ACTION PLAN AMENDMENTS FOR THE DUPAGE COUNTY CONSORTIUM  
 DuPage County is beginning preparation of the 2016 Action Plan describing the use of these funds for the next fiscal year. In addition, DuPage County is seeking an amendment to its 2014 and 2018 Action Plans to amend the HOME Investment Partnerships Program projects that are proposed for funding. A public hearing to obtain input for the Action Plans will be held on: **Thursday, March 5, 2019, at 6:00 p.m.**

421 North County Farm Road  
 Wheaton, Illinois  
 Conference Room 3-000, 3rd Floor, North End of Building  
 The location of the public hearing is accessible to people with disabilities. Anyone requiring special accommodations should contact the Community Development Commission office at (630) 487-5600. Please use the main entrance. We accept that you may park in the staff parking lot.

DuPage County estimates it will receive approximately \$143.761 million in funding from the Community Development Block Grant Program, \$90.205 thousand from the Emergency Solutions Grant Program, and \$1,432,452 million from the HOME Investment Partnerships Act Program for a total of approximately \$145.458 million in Federal funding for FY 2019. The overall goal of these three programs is to provide viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities especially for low and moderate income persons. The DuPage County Consortium covers all of DuPage County and excludes the City of Aurora. It is estimated that 100% of DuPage County funds received from these three programs, and covered by the Consolidated Plan, will benefit persons of low and moderate income.

The 2016 and 2018 amendments are for the purpose of amending the HOME Investment Partnerships Program projects that are proposed for funding. The draft 2016 Action Plan, and 2016 and 2018 amendments will be available on February 14, 2019, on the DuPage County Community Development Commission website: <http://www.dupage.org/CommunityDevelopment/Commission/2019>. Information on the Action Plan process may be obtained by contacting the DuPage County Community Development Commission at (630) 487-5600. The Public Comment Period begins on February 15, 2019 with written comments accepted until 6:30 p.m. on March 18, 2019. Written comments may be sent to the DuPage County Community Development Commission, 421 North County Farm Road, Room 3-000, Wheaton, Illinois 60187. You may also fax us at (630) 487-5600.  
 Published in Daily Herald February 14, 2019 (45-3154)

RECEIVED  
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COMMUNITY DEVELOPMENT  
 COMMISSION

CERTIFICATE OF PUBLICATION  
 Paddock Publications, Inc.

DuPage County  
**Daily Herald**

Cooperation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the DuPage County DAILY HERALD. That said DuPage County DAILY HERALD is a secular newspaper, published in Naperville and has been circulated daily in the Village(s) of:

- Addison, Aurora, Bartlett, Bensenville, Bloomingdale, Carol Stream,
- Darien, Downers Grove, Elmhurst, Glen Ellyn, Glendale Heights,
- Hanover Park, Hinsdale, Itasca, Keeneyville, Lisle, Lombard, Medinah,
- Naperville, Oakbrook, Oakbrook Terrace, Plainfield, Roselle, Villa Park,
- Warrenville, West Chicago, Westmont, Wheaton, Wheelbrook,
- Winfield, Wood Dale, Woodridge

County(ies) of DuPage \_\_\_\_\_  
 and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DuPage County DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 14-FEB-19 in said DuPage County DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.  
 DAILY HERALD NEWSPAPERS

BY *Doula Baltz*  
 Designee of the Publisher and Officer of the Daily Herald

Control # 4516394



This Notice is being republished as a correction. The year of the public hearing is 2019. The original Notice was published on 02/22/2019. DuPage County is the primary proponent of the 2019 Action Plan detailing the use of these funds for the next business year. In addition, DuPage County is proposing an amendment to its 2016 and 2018 Action Plan to amend the HOME Investment Partnerships Program projects that are proposed for funding. A public hearing to obtain input for the Action Plan will be held as follows:

**Tuesday, March 5, 2019, at 9:00 a.m.**  
**421 North County Farm Road**  
**Wheaton, Illinois**

Conference Room 3-203A, 3rd Floor, North End of Building  
 The location of the public hearing is accessible to persons with disabilities. Access requiring special accommodations should contact the Community Development Commission office at (630) 401-6246.  
 Please use the main entrance. We suggest that you park in the South parking lot.

DuPage County estimates it will receive approximately \$2,920,782 million in funding from the Community Development Block Grant Program, \$224,265 thousand from the Emergency Solutions Grant Program, and \$1,423,002 million from the HOME Investment Partnerships Act Program for a total of approximately \$4,568,049 million in Federal funding for FY2019. The overall goal of these three programs is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities particularly for low and moderate income persons. The DuPage County jurisdiction covers all of DuPage County and includes the City of Burrish. It is estimated that more of DuPage County funds received from these three programs, and covered by the Consolidated Plan, will benefit persons of low and moderate income.

The 2016 and 2018 amendments are for the purpose of amending the HOME Investment Partnerships Program projects that are proposed for funding.  
 The 2019 Action Plan, and 2016 and 2018 amendments will be available on February 14, 2019, on the DuPage County Community Development Commission website: <http://www.dupage.org/communitydevelopment>  
 Community Development Commission  
 Information on the Action Plan process may be obtained by contacting the DuPage Community Development Commission at (630) 401-6246. The public comment period begins on February 14, 2019 with written comments accepted until 4:30 p.m. on March 18, 2019. Written comments may be sent to the DuPage Community Development Commission, 421 North County Farm Road, Room 3-203, Wheaton, Illinois 60187. You may also fax us at (630) 407-4447.  
 Published in Daily Herald February 22, 2019 (476581)

**CERTIFICATE OF PUBLICATION**  
**Paddock Publications, Inc.**

**DuPage County**  
**Daily Herald**

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DuPage County DAILY HERALD**. That said **DuPage County DAILY HERALD** is a secular newspaper, published in Naperville and has been circulated daily in the Village(s) of:

Addison, Aurora, Bartlett, Bensenville, Bloomingdale, Carol Stream,  
Darien, Downers Grove, Elmhurst, Glen Ellyn, Glendale Heights,  
Hanover Park, Hinsdale, Itasca, Keeneyville, Lisle, Lombard, Medinah,  
Naperville, Oakbrook, Oakbrook Terrace, Plainfield, Roselle, Villa Park,  
Wartenville, West Chicago, Westmont, Wheaton, Willowbrook,  
Winfield, Wood Dale, Woodridge

County(ies) of DuPage  
 and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DuPage County DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed proof slip is a true copy, was published **22-FEB-19** in said **DuPage County DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

**PADDOCK PUBLICATIONS, INC.**  
**DAILY HERALD NEWSPAPERS**

BY *Laulla Baltzman*  
 Designee of the Publisher and Office of the Daily Herald

Control # 4518981



**DUPAGE  
COUNTY**

Community  
Development  
630-407-6500  
Fax: 630-407-6501

Family Care  
411 S. County Farm Rd.  
Wheeling, IL 60187  
630-407-2450  
Fax: 630-407-2451

Housing Supports  
and Self-Sufficiency  
630-407-6500  
Fax: 630-407-6501

Intake and Release  
630-407-6500  
Fax: 630-407-6501

Psychological  
Services  
405 S. County Farm Rd.  
Wheeling, IL 60187  
630-407-6300  
Fax: 630-407-6301

Senior Services  
630-407-6500  
Fax: 630-407-6501

## COMMUNITY SERVICES

630-407-6500  
Fax: 630-407-6501  
community@dupageco.org  
[www.dupageco.org/community](http://www.dupageco.org/community)

### PUBLIC HEARING ATTENDANCE FOR THE 2019 ACTION PLAN AND 2016 AND 2018 ACTION PLAN AMENDMENTS FOR THE DU PAGE COUNTY CONSORTIUM

March 5, 2019  
Room 3-500a  
6:00PM

1. John
2. Barbara Conroy
3. Shirley Stearns
4. Rachel
5. Julie Hamlin
6. Beth Dunn
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_

Jack T. Krummel, Administration Building, 401 N. County Farm Road, Wheeling, Illinois 60187



**DUPAGE  
COUNTY**

Community  
Development  
630-407-6600  
Fax: 630-407-6601

Family Center  
422 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-2450  
Fax: 630-407-2451

Housing Supports  
and Self Sufficiency  
630-407-6500  
Fax: 630-407-6501

Intake and Referral  
630-407-6500  
Fax: 630-407-6501

Psychological  
Services  
508 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-6400  
Fax: 630-407-6401

Senior Services  
630-407-6500  
Fax: 630-407-6501

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cspprograms@dupageco.org

[www.dupageco.org/community](http://www.dupageco.org/community)

### AGENDA PUBLIC HEARING

#### DUPAGE COUNTY, ILLINOIS 2019 Action Plan for Housing and Urban Development 2016 and 2018 Action Plan Amendments and

March 5, 2019  
Room 3-500a  
6:00 P.M.

- Welcome
- 2016 and 2018 Action Plan Amendments
- Annual Action Plan for 2019
- Questions
- Public Input
- Adjournment

Jack T. Knuepfer Administration Building, 421 N. County Farm Road, Wheaton, Illinois 60187



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Community  
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630-407-6600  
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122 N. County Farm Rd.  
Wheaton, IL 60187  
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Fax: 630-407-2451

Housing Supports  
and Self-Sufficiency  
630-407-6500  
Fax: 630-407-6501

Intake and Referral  
630-407-6500  
Fax: 630-407-6501

Psychological  
Services  
509 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-6400  
Fax: 630-407-6401

Senior Services  
630-407-6500  
Fax: 630-407-6501

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Fax: 630-407-6501  
csoprograms@dupageco.org

[www.dupageco.org/community](http://www.dupageco.org/community)

### 2019 Action Plan 2016 Action Plan Substantial Amendment #2 2018 Substantial Amendment #1b for Housing and Urban Development March 5, 2019 Public Hearing Minutes

#### In Attendance:

Julie Hamlin, Community Development Manager – DuPage County  
Elizabeth Dunn, Senior Community Development Specialist – DuPage County  
Renia Kohn (sp), representing Pastors Paul and Fiona Arthurs – The Carlton Center  
Barb Cerny, Associate Development Director – Bartlett Learning Center  
John Utterback, Executive Director – Bartlett Learning Center, Cupertino Home  
Shirley Stacey – Hope Fair Housing

#### Welcome:

Hamlin called the meeting to order at 6:00pm. Introductions were made. The first introduction was Renia Kohn (sp) representing the Carlton Center located in the Carol Stream area. Services provided are counselling, youth services and re-entry. Barb Cerny and John Utterback represented Bartlett Learning Center, Cupertino Home. Currently Cupertino home is a residence for disabled men. They are in the process of opening a similar home for women. Shirley Stacey, with Hope Fair Housing Center located in Wheaton said this organization assists individual who have been victims of housing discrimination. Many of the individuals who are discriminated are persons with disabilities and women with children under 12 years of age.

#### Description of Funding Received:

DuPage County receives federal funding for the Department Housing and Urban Development (HUD) annually. In addition, the County has received a one-time award of Disaster Recovery funds.

The Action plans cover usage of the Federal funds received by HUD;

- Emergency Solutions Grant Funding (ESG)
- Community Development Block Grant Funds (CDBG)
- HOME Investment Partnerships Act (HOME)
- Community Development Block Grant-Disaster Recovery (CDBG-DR)

The Disaster Recovery funding has its own Action Plan. However, it is also referred to in the Annual Action Plans.

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**2016 Substantial Amendment 2:**

These Action Plans have been amended to specifically change HOME Investment Partnerships program projects proposed funding.

This is the second Substantial Amendment to the 2016 Action Plan. DuPage Habitat for Humanity - Scattered Site Rehab/Resale - project's funding was reduced to \$300,000.00. With that reduction of funding, a reduction in the number of properties to be acquired, rehabbed and resold was also reduced down to two.

Another adjustment made to the 2016 Action Plan Substantial Amendment was to the Community Housing Advocacy and Development (CHAD) - Scattered Site Rehab of Affordable Rental Units - project. The funding was reduced to \$191,394.00. The reduction was done to meet the HUD-required 15% Community Housing Development Organization (CHDO) Set-Aside allowance.

With these funding reductions, the County will propose funding for Naperville Elderly Homes I which is rehabilitation of affordable Senior housing for a proposed amount of \$973,525.00.

These were the only changes made to the 2016 Action Plan.

**2018 Action Plan Substantial Amendment 1b:**

Technically this is the first substantial amendment to this Action Plan. However, presented last year to the public, was a substantial amendment due to the receipt of more than 10% of additional HUD funding before the 2018 Action Plan was finalized. HUD just saw the final version, which included this amendment, and viewed it as the final, draft 2018 Action Plan. Whereas the public saw both the initial Draft Action Plan as well as what was called the 2018 Substantial Amendment 1 to the Action Plan. This document identified the increase funding received. This current Amendment is technically called 2018 Substantial Amendment 1b. Again, this amendment is only to amend projects that are proposed for HOME Investment Partnerships Funding that can only be used for affordable housing purposes.

For 2018, the proposed substantial amendments are DuPage Habitat for Humanity - New Construction Activity - project is removed in its entirety, Naperville Elderly Homes I - Rehabilitation of Affordable Senior Housing - will be added in the amount of \$62,052.00 and Naperville Elderly Homes II - New Construction of Affordable Senior Housing - in the amount of \$509,969.00.

In the 2018 Substantial Amendment, Stacey questioned the removal of the DuPage Habitat's New Construction project from the plan. Hamlin responded that originally this organization was listed in the 2018 Action Plan as new construction of subdivision in Hanover Park. Proposed is to remove it in its entirety in order to account for the Naperville Elderly Home projects that were more shovel ready.

**2019 Action Plan for Housing and Urban Development:**

As a requirement to receive HUD funding, the county has to provide a Five-Year Consolidated Plan (ConPlan) which covers all of the goals, priority needs and types of projects to fund that the

County anticipates to need throughout that five-year time frame. Along with the Consolidated Plan, prepared annually is the Action Plan. This document gives specifics of each project that is going to be funded. The funding is based off the allocation the County receives from HUD for the year. The 2019 Action Plan is the fifth year of this ConPlan. This will be the final action plan that falls under this consolidated planning process.

For 2019, funding recommendations have already been given to the Community Development Executive Committee and they have approved the recommendations. The next step in the process is to put in the proposed 2019 projects into the action plan. These funding numbers are not final, because the County has not received its allocation from HUD. While the County's 2019 HUD funding year begins April 1, it is unlikely that awards amount will be known by that time. The County is unsure when it will receive these amounts, but when received, if there is a 10% variance, the Action Plan will again go out for public comment. The public will be informed of any changes to the proposed projects. If the variance is less than 10%, and lower than the projected funding levels, the funding reductions to the projects will be done in accordance with the Citizen Participation Plan.

**Public Input:**

No public comment was provided at this time, but general discussion took place.

Shirley Stacy (Hope Fair Housing) felt that the communication was always ongoing between their organization and the County. It was appreciated. She felt there was a great partnership between Hope fair Housing and the County over the many years. It is helpful and dependable information is provided on both sides.

John Utterback (Bartlett Learning Center, Cupertino Home) asked if the County will be seeking input for the next five-year plan. Hamlin said absolutely. Soon solicitation for public input will take place. A county-wide needs assessment needs to be developed. The needs identified through this assessment will guide how the funding will be spent over the next five years. This is the tool that is used to development the funding applications. The Community Services Block Grant (CSBG) did a needs assessment last summer, so data from those surveys will be incorporated into the new ConPlan. Focus groups with different agencies will be held. There will be a public hearing and public comment period for that five-year ConPlan as well. Municipalities will be sent a survey, as well as nonprofit agencies for capital needs assessment on buildings. Some public facility costs can be covered by CDBG funding.

John Utterback asked if the CSBG assessment was available for viewing. Hamlin said this needs assessment was available on the County website which she will provide to him. Noted was that the CSBG needs assessment did not address persons with disabilities. As a result, this department will be doing special outreach specifically for that population.

The five-year consolidated plan is the largest report. It requires an intense amount of public outreach and the County is excited to see what the changes have taken place throughout the County over the past five years, and interested in learning what the needs will be for the next five years.

Once the final funding numbers are received, the Action Plan will be going to County Board for the County's final approval. Once this approval has taken place, the document is sent to HUD for review and its final approval. When the Action Plan is approved, HUD will send the funding

agreements made between HUD and the County. Then the individual agreements to entities receiving funds will be sent out.

One of the most important items to remember is, if your entity is to receive funding, do not do any work on that project until talking to County Staff. No work can take place until the approval of agreement between the entity and the County.

**Adjournment**

The meeting adjourned at 6:15pm.



## COMMUNITY SERVICES

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Fax: 630-407-6501  
csprograms@dupageco.org  
[www.dupageco.org/community](http://www.dupageco.org/community)

2020-2024 Consolidated Plan for Housing and Urban Development  
2020 Annual Action Plan Element of the Consolidated Plan  
Analysis of Impediments to Fair Housing  
2019 Action Plan Substantial Amendment 1  
March 3, 2020 Public Hearing Minutes

The public hearing opened at 2:06pm

**Community Development**  
630-407-6600  
Fax: 630-407-6601

**Family Center**  
422 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-2450  
Fax: 630-407-2451

**Housing Supports and Self-Sufficiency**  
630-407-6500  
Fax: 630-407-6501

**Intake and Referral**  
630-407-6500  
Fax: 630-407-6501

**Senior Services**  
630-407-6500  
Fax: 630-407-6501

### **In Attendance:**

Julie Hamlin – DuPage County, Community Development Manager; Christine Pedersen – DuPage County, Community Services Manager/ Senior Accountant and Barbara Cerny – Ray Graham Association.

### **Welcome:**

Hamlin thanked those in attendance for attending the public hearing to discuss the 2020-2024 ConPlan, 2020 Action Plan, 2019 Action Plan Substantial Amendment #1, and our Analysis of Impediments to Fair Housing.

### **Description of Funding Received:**

DuPage County receives annual allocations of CDBG, HOME, and ESG funding through the Department of Housing & Urban Development. Regulations require that entities receiving these federal funds create a Consolidated Plan to address the needs of the community and prioritize how funding will be invested at least every 5 years. Staff has been working diligently to create our 2020-2024 Consolidated Plan (ConPlan). The public hearing addressed the 2020-2024 ConPlan, the 2020 Action Plan element of our ConPlan, the Analysis of Impediments completed as part of the ConPlan process, and also a substantial amendment to our 2019 Action Plan.

### **2020-2024 Consolidated Plan for Housing and Urban Development:**

DuPage County receives Federal funding as an entitlement grantee and the lead member of the DuPage County Consortium. The DuPage County Consortium includes DuPage County and the municipalities of Downers Grove, Naperville, and Wheaton. These three municipalities are identified separately as individual members due to their status as entitlement grantees under the Community Development Block Grant program. Wheaton and Downers Grove are joint recipients with DuPage County and Naperville is a Metropolitan Entitlement City with its own CDBG allocation. All or part of 36 other municipalities are included within DuPage County's borders. 28 of these municipalities work closely with the County as part of the DuPage Community Development Commission (CDC). Portions of Naperville and Woodridge are outside of DuPage County and these two towns have chosen to include their Will County areas

Jack T. Knuepfer Administration Building, 421 N. County Farm Road, Wheaton, Illinois 60187



as part of the DuPage County Consortium.

Significantly stressed was the importance of participating in the 2020 Federal Census. By April 1, 2020, every home will receive an invitation to participate in the census. Census data drives funding allocations for federal grant programs, including those covered by this 5-year ConPlan. Please be sure to complete the census and encourage clients, family, and friends to do the same. Every person should be counted. Undocumented residents are still concerned that the census could be used against them. However, there is no question pertaining to legal resident status. The census is a nonpartisan division of the Federal Government and this information remains strictly confidential. Those working with this data take an oath stating they will not reveal this information.

To be eligible for CDBG funding as an urban county, the population must be at least 200,000. Allocations are determined by HUD based on population size, extent of poverty, housing overcrowding, age of housing, and population growth lag.

HOME allocations are determined in part by inadequacy of housing, poverty, & fiscal distress, among other criteria.

ESG program fund allocations are provided to metropolitan cities, urban counties, territories, and states to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly rehouse homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

Anticipated Funding (Program Year April 1<sup>st</sup> – March 31<sup>st</sup>):

Unfortunately, the County has not yet received its award. The numbers given are an estimate off of the previous years amount. The anticipated amount for CDBG is \$3,814,372; HOME \$1,662,767, and ESG \$300,407. The Community Development Block Grant -Disaster Recovery (CDBG-DR) is not an annual allocation. However, it is part of the Consolidated Plan process and that the public is informed. The \$31,500,000 that was received due to a 2013 flooding event. All of the \$31.5 million has been designated to projects. Currently there is \$4,534,321 left to expend over this Consolidated Plan period.

Process:

To develop the ConPlan various entities/individuals were contacted through surveys, consultations, and focus groups to provide information.

Needs Assessment:

This section provides a clear picture of the needs related to affordable housing, special needs housing, community development, and homeless in DuPage County.

Market Analysis:

An analysis had to be performed for the whole County. This section includes an overview, number of units available throughout, cost analysis, condition of housing, homelessness, goals, and barriers to affordable housing.

Strategic Plan:

Describes priority needs, anticipated resources, goals, anti-poverty strategy, and monitoring. As mentioned previously, this includes the \$4.5 million CDBG-DR left to expend.

**2020 Annual Action Plan Element of the Consolidated Plan:**

In connection with the priority needs that were identified by stakeholders and partners, the County solicited for applications for projects that would meet the identified priority needs. Through a competitive application process, projects were identified to be funded during the 2020 program year. Upon approval of the ConPlan and 2020 Action Plan by the County Board, and upon receipt of funding from HUD, identified projects will move forward to create a positive impact for residents throughout DuPage.

CDBG Breakdown:

- 2 NIV projects totaling \$800,000
- 5 public facility improvement projects totaling \$1,277,815
- 1 Convalescent Center project totaling \$400,000
- 3 projects serving children within specified neighborhoods to provide needed resources totaling \$52,237
- 16 public service projects totaling \$516,000
- SFR Program \$278,283
- Closing Cost Grant Program \$18,000

ESG:

Seven agencies that will serve those who are literally homeless or at risk of homelessness through a variety of programs. This is a grant of just over \$300,000.

HOME Breakdown:

- The HOME Partnerships Program focuses on creating or maintaining affordable housing.
- Rehab of affordable housing \$250,000
- New construction of affordable housing \$1,399,107
- Tenant-Based Rental Assistance \$300,000

The next part of the process is:

- 02/25/2020 – First reading by the DuPage County Board
- 02/25/2020 – Public Hearing at 6 pm, Room 3-500b
- 03/03/2020 – Public Hearing at 2 pm, Room 3-500b
- 03/09/2020 – End of public comment period
- 03/10/2020 – Final approval by DuPage County Board
- The final approval includes any comments received from the public.

**2019 Action Plan Substantial Amendment #1:**

Two properties that received CDBG funding in the past were recently sold. The terms of the previous agreements required the grantee to return a portion of the CDBG funds to the County upon sale of the properties. Combined, the two sales provided program income in the amount of \$1,091,590 to be reprogrammed for other CDBG eligible projects. Since the funds are being received in our 2019 program year, we are substantially amending our 2019 Action Plan to account for the increase of funds.

A Substantial Amendment is being made to the 2019 Action Plan to amend the Community Development Block Grant (CDBG) Program projects that are proposed for funding. The changes are as follows:

1. Removed the CDBG funded Teen Parent Connection roof replacement capital improvement project in the amount of \$13,930. The agency respectfully declined the money.
2. Updated the project scope for a CDBG funded capital project awarded to the Bartlett Learning Center. The original scope identified a vacant property located in West Chicago that the agency wished to acquire, which is no longer on the market. Bartlett Learning Center has changed their project scope to reflect acquisition and rehabilitation of a residential facility to be located within a 6-mile radius of the existing Clare Woods Academy located at 125 E. Seminary Ave., Wheaton, IL 60187;
3. Added three CDBG funded infrastructure Improvement projects totaling \$1,301,250 that will benefit low-moderate income neighborhoods in Addison (\$501,250 CDBG funding), Glendale Heights (\$400,000 CDBG funding), and Villa Park (\$400,000 CDBG funding) These are being recommended for funding due to the influx in program income.

The Substantial Amendment was published February 5, 2020. The public comment period will take place from February 6, 2020 through March 9, 2020. Two public hearings will be held. One was on February 25, 2020 and the other today on March 3, 2020. Once all public comments are received, the Amendment will also go to County Board for final approval on March 10, 2020.

At the conclusion of the public comment period, any public comment received will be appended to the corresponding Substantial Amendment and the Substantial Amendment will go to the Health and Human Services Committee and the County Board for approval and submission to the U.S. Department of Housing and Urban Development (HUD).

**Analysis of Impediments to Fair Housing:**

As part of the Consolidated Plan process the analysis of Impediments have to be updated to align with the more closely with any changes that have had happened over the past five year. The document identifies impediments to fair housing choice within the County and outlines actions to be taken to overcome the effects of any impediments identified. The County worked closely with Hope Fair Housing in creating this document. Hope Fair Housing will work with the County over the next five years to assist.

Summary of Impediments	Planned Actions	Actual Actions & Documentation
A. Misunderstandings about the nature of fair housing problems	HOPE Fair Housing will identify and counteract instances of housing discrimination. HOPE will address willful fair housing violations  Complete updated survey of municipalities to: <ul style="list-style-type: none"> <li>• Learn more about their housing activities</li> <li>• Update status of their zoning ordinances re: group homes</li> <li>• Update status of their building codes re: ADA accessibility</li> </ul>	

	<ul style="list-style-type: none"> <li>• Status of fair housing ordinances and Human Rights Commissions</li> <li>• Learn about the amount of fair housing complaints received and how they are handled</li> </ul> <p>Outreach activities to highlight what constitutes fair housing and to ensure that residents know where to go for information and resolution of complaints. We believe we have many resources in place to obtain justice for our residents, but residents may not always be aware of these resources.</p>	
B. Need for better information and communication on fair housing issues	<p>HOPE Fair Housing will maintain an office where residents can go to obtain fair housing and equal opportunity materials and participate in fair housing education activities.</p> <p>HOPE will continue to implement education and outreach programs and will disseminate fair housing literature throughout the county.</p> <p>Work with advocacy groups and municipalities to document how code enforcement activities are affecting fair housing.</p>	
C. High demand for housing and high cost of housing	<p>Work toward being more directive about where our Federal dollars are spent. We believe we have excellent geographic distribution of affordable units throughout the county; however, the county is now built out and fewer multi-unit projects will be constructed in the future. We will survey the geographic placement of our current units and identify areas in need of more affordable units.</p> <p>Affordability of housing and fair housing are two separate issues but related in the sense that often</p>	

	the same groups are disenfranchised by each issue.	
D. Resistance to affordable housing	<p>Work with municipalities that are not in compliance with the Illinois Affordable Housing Planning and Appeals Act to bring them into compliance.</p> <p>HOPE Fair Housing will counsel complainants who have encountered illegal discrimination of options available to them and provide assistance to complainants in filing administrative complaints, as well as lawsuits, where appropriate.</p> <p>HOPE Fair Housing will maintain its testing program in DuPage County and will be organizationally complainant and initiate administrative complaints and/or lawsuits as appropriate, based upon testing evidence.</p>	

**Public Input:**

There were no questions or public comment. Hamlin explained once the final numbers are received from the Department of Housing and Urban Development (HUD), the final Consolidated Plan document will then be submitted back to them for their approval. After it is approved, the funding is awarded. Unfortunately, there is no estimated time in which the County will receive the funds.

**Adjournment:**

The March 3, 2020 public hearing adjourned at 2:26pm.



APPENDIX E – Actions Planned to Reduce the Number of Poverty-Level Families

This section contains additional information from Section 85 - Other Actions of the Action Plan to list additional actions planned to reduce the number of poverty-level families

**People's Resource Center (PRC) Employment** - offers Jobs, Computer Literacy, Training and Access (JCLTA) adult program for extremely low to low income DuPage County residents at eleven neighborhood locations in high-need areas. Partners include numerous volunteers, such as nonprofits and places of worship for space, classroom instruction, workshops, and mentoring. Free computer classes and free refurbished home computers, job searches, coaching and other supportive social services are offered. Pre-screened candidates are connected with partner employers seeking to hire.

**PRC English as a Second Language (ESL)** – offers an Adult Learning and Literacy program that provides instruction in English, math, reading skills, GED, and citizenship test preparation. Settings are classrooms, small groups, and one-on-one sessions with volunteer tutors. PRC also offers “drop-in” tutoring sessions.

**Literacy DuPage** - Literacy DuPage, a community-based affiliate of ProLiteracy offers a unique educational service by providing accessible and customized tutoring in reading, writing, speaking and understanding English. The program serves adults in over 30 DuPage County communities who are immigrants, refugees and/or economically disadvantaged, and who are seeking to improve their English comprehension skills. They are adult men and women of all ages, nationalities, economic and social backgrounds. Annually, 500 adult learners are served with the help of 400 volunteers contributing over 25,000 hours of tutoring time. Literacy DuPage also offers workplace literacy programs and eight English Conversation Groups at partner libraries for 300 participants.

By responding to the increased needs of other health and human service agencies and school districts, collaborative partnerships have been cultivated enabling the program to reach the adult learners with the greatest needs. Currently over 70% of client referrals are through these partnerships. Literacy DuPage also partners with 36 libraries in the county who donate free space for training and tutoring and provide opportunities for tutor recruitment and learner referrals. Additional partnerships with DuPage County Health Providers improve the health literacy of their patient referrals.

**Achieving Independence and Mobility Center for Independent Living (AIM-CIL)** - Nonresidential independent living center offering a free Youth Transition and Employment Readiness Program for young persons ages 18-25 with various disabilities, and their parents/guardians throughout DuPage County. AIM-CIL staff as well as AbilityLinks staff provide onsite educational training for employment. AbilityLinks hosts a job opportunity website for persons with disabilities and inclusive employers. Classes include leadership, communication, resumes, interviewing, and basic computer skills. Resources include support services, onsite training, and job fairs.

**Community Career Center (CCC)** - Community Career Center (CCC) provides diverse resources to empower individuals to achieve fulfilling employment. Service consist of individualized coaching and support in the areas of career exploration, career enhancement and professional development; skill building workshops, networking/accountability groups and career assessments. Computer workstations with current software tutorials are available.

West Suburban Jobs Council (WSJC) - coalition of community service agencies and other stakeholders focused on increasing access to training and a living wage for low-income residents in DuPage County. It offers advocacy, professional development, and networking opportunities among the agencies.

College of DuPage College and Career Information Center - offers multiple services for job seekers. "Chaps get Hired" is a career services online career link.. Career Ready 101 is a free on-line program that includes pre and post testing for foundation skills in math, reading, locating information, writing, teamwork, business writing, listening, observation, and applied technology. Other topics that are covered, some with tutorials, are financial literacy, soft (employability) skills, career exploration and occupational information, and resume writing and interviewing skills. Case managers coordinate with clients and the college for some of the services.

Ray Graham Association Community Employment Services (RGA) - one of a number of nonprofit organizations providing employment services for its adult clients with primarily intellectual and developmental disabilities throughout DuPage County. Customized supports promote success in community employment. Vocational evaluation, career counseling, job development, placement, transportation training, and job coaching are offered. RGA serves as consultant to employers on disability awareness, job modifications and the Americans with Disabilities Act.

DONKA -- provides computer training, assistive technology, and job placement for persons with physical and visual disabilities. Its curriculum is designed to give students in DuPage County the skills necessary to gain employment.

Midwest Shelter for Homeless Veterans, Inc. (MSHV) –Midwest Shelter for Homeless Veterans (MSHV): MSHV provides veterans and their families with housing and supportive services that lead to self-sufficiency. Services include transitional housing, affordable housing, and permanent supportive housing with stabilization services for low-income and very low-income homeless and at-risk veterans. MSHV provides job readiness and employment services, basic need items through the no-charge thrift store, financial coaching, and case management to veterans. Partner agencies include DuPage VAC, DuPage PADS, Hines VA Hospital, and veteran service organizations.

Bridge Communities – Offers 2 year transitional housing and wraparound services, including employment assistance, to 130 DuPage County homeless families each year. Client families are helped to secure and maintain employment for economic self-sufficiency upon graduation from the program. Job readiness training, resume writing, and mock interviewing are some services offered. The employment director also helps clients families gain acceptance into local universities, colleges and training centers. Once meaningful employment is secured, the focus with the client is on job retention and further employment training to continue to increase income.

DuPage PADS - provides a range of services through its staff and program partners designed to create sustainable futures for homeless persons and families in DuPage County. Among the services offered is the Career Solutions Program which assists participants in becoming job-qualified through computer classes, resume writing and job search and interview skills. The program focus is on career compatibility; career search; career development and placement; and career retention services.



Financial Fitness Collaborative - A collaborative among four nonprofits consisting of H.O.M.E. DuPage (DuPage Homeownership Center), Bridge, DuPage Habitat for Humanity, Catholic Charities, was formed in 2013 to create the Financial Fitness Collaborative. Since that time, a number of nonprofits have joined the collaborative. The program provides financial literacy counseling and workshops for over 500 low-income adults/head of households. The workshop curriculum includes household budgeting, credit/debt management, establishing savings, smart consumerism, and banking products. The program is for clients who are low income adults lacking basic financial literacy skills, have debt, poor credit, and little or no savings.

Parents Alliance Employment Project (PAEP) and workNet DuPage -

The mission of Parents Alliance Employment Project (PAEP) is to improve the quality of life of people with developmental disabilities through individualized employment services. PAEP provides a variety of programs and services to individuals with developmental disabilities including career counseling, job training and preparation, job development, job placement, and job coaching and follow-up. Each of the unique services assists individuals with disabilities develop secure career plans, enter into and retain community employment.

PAEP is a leading provider of many employment programs for people with disabilities including partnerships with the Division of Rehabilitation Services, local High School Districts, and in and out of school youth programs funded by the DuPage County Workforce Innovation and Opportunity Act. As a co-located partner with the workNet DuPage Career Center, PAEP works in collaboration with key agencies to offer job seekers resources and access to employment, training and support services that are necessary to succeed in the labor market and to match employers with skilled workers. Specific areas and resources include youth services (ages 18-24), job fairs, career workshops, layoff resources and employer services.

Additional programs that are available to provide for needs of poverty-level families are:

**Making the Connection** - Through research and data analysis, training and technical assistance, as well as a range of language access services, the DuPage Federation on Human Services Reform has helped expand the health and human service system to better meet the needs of the area's changing population. Trainings offered include Essentials of Public Benefits, Accessing Medical Benefits, Immigrants and Public Benefits, Navigating Benefits for Special Populations, Cultural Competency, Mental Health First Aid, and Interpreter Trainings.

**Family Self Sufficiency** – administered through DuPage County Community Services empowers individuals to take control of their lives so they may become independent, productive members of their community. FSS provides comprehensive case management, counseling, educational and employment planning, to help income eligible clients to reach their personal and professional goals.

**Women, Infants, and Children Supplemental Nutrition Program (WIC)** acts as an income supplement by providing healthy food, nutrition education, case management, and coordination with other needed services for those at a high risk of malnutrition. Additional programs supplied by the state and federal government assist by providing housing vouchers, healthcare assistance,

supplemental nutrition (SNAP) and other family services such as violence and pregnancy prevention services.

Youth Housing Assistance Program (DCFS) – To help attain or maintain housing stability for youth who are currently or previously the legal responsibility of the Illinois Department of Children & Family Services.

Housing Counseling Programs – Housing Choice Partners of Illinois, Inc. works with area housing authorities to offer voucher families a wide range of housing choices throughout the metropolitan Chicago region. H.O.M.E. DuPage (DuPage Homeownership Center) provides housing counseling services to low and moderate-income individuals and families who are seeking credit repair, homeownership, or foreclosure prevention.

Low Income Home Energy Assistance Program (LIHEAP) - administered through DuPage County Community Services and providing energy assistance to extremely low-income households.



