



**2024 Action Plan Element
of the
2020-2024 Consolidated Plan**

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 CDBG 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). 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 towns have chosen to include their Will County areas as part of the DuPage County Consortium.

In the second half of 2019 the DuPage County Consortium developed a five-year Consolidated Plan (ConPlan) to integrate the planning efforts for three 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. Additionally, the County received \$31,526,000 in Community Development Block Grant Disaster-Recovery (CDBG-DR) funds due to a presidentially declared disaster in April 2013. All CDBG-DR funds have been obligated and projects are complete. The County is working to closeout its CDBG-DR grant. The ConPlan can be viewed at www.dupageco.org/cdc.

The ConPlan does not consolidate these programs into one program. They are separate programs with separate regulations, but they all have the same starting date. The ConPlan views them as interrelated resources dealing with interrelated problems. This document summarizes housing needs, homeless needs, and non-housing community development needs, such as public services and infrastructure. It also prioritizes those needs and identifies strategies that the CDC will utilize to meet those needs over a 5-year period. Any questions or comments regarding this plan should be directed to:

DuPage County Community Development Commission

421 N. County Farm Rd, Room 2-800, Wheaton, IL 60187

630 407-6600 / communitydev@dupageco.org

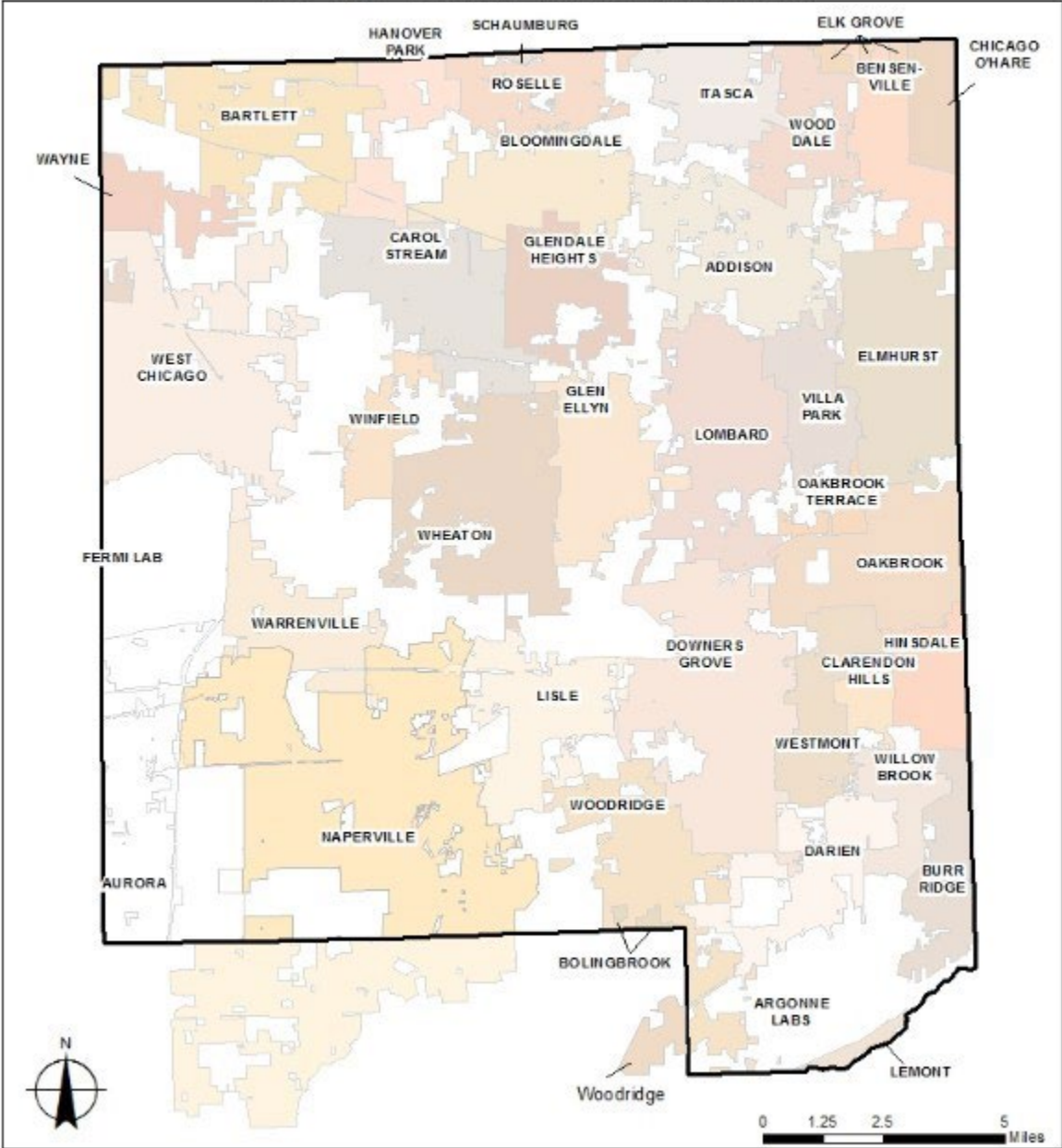
The CDC was established in 1975 and has had primary responsibilities for establishing policies for the CDBG, HOME, and ESG programs. The CDC is made up of 18 County government representatives (essentially the County Board) and representatives of 28 municipalities. These municipalities are those that have signed an intergovernmental agreement 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 Executive Committee is the lead agency for the ConPlan. The Committee includes 12 representatives that are elected by the full CDC membership. The majority membership alternates each year between municipal and County representatives.

Introduction Continued

The most active of the policy groups is the CDC Executive Committee. The full CDC generally meets once a year to elect the Executive Committee and officers. The HOME Advisory Group advises the County directly on the use of HOME dollars for affordable housing financing. The choice of the Executive Committee as lead agency for the ConPlan is based on its central role as; (a) the working committee for the CDC; and (b) the core group for the HOME Advisory Group, which adds a representative from Naperville when taking action.

Figure ES-1
DuPage County Consortium Area



DuPage County Consortium Area

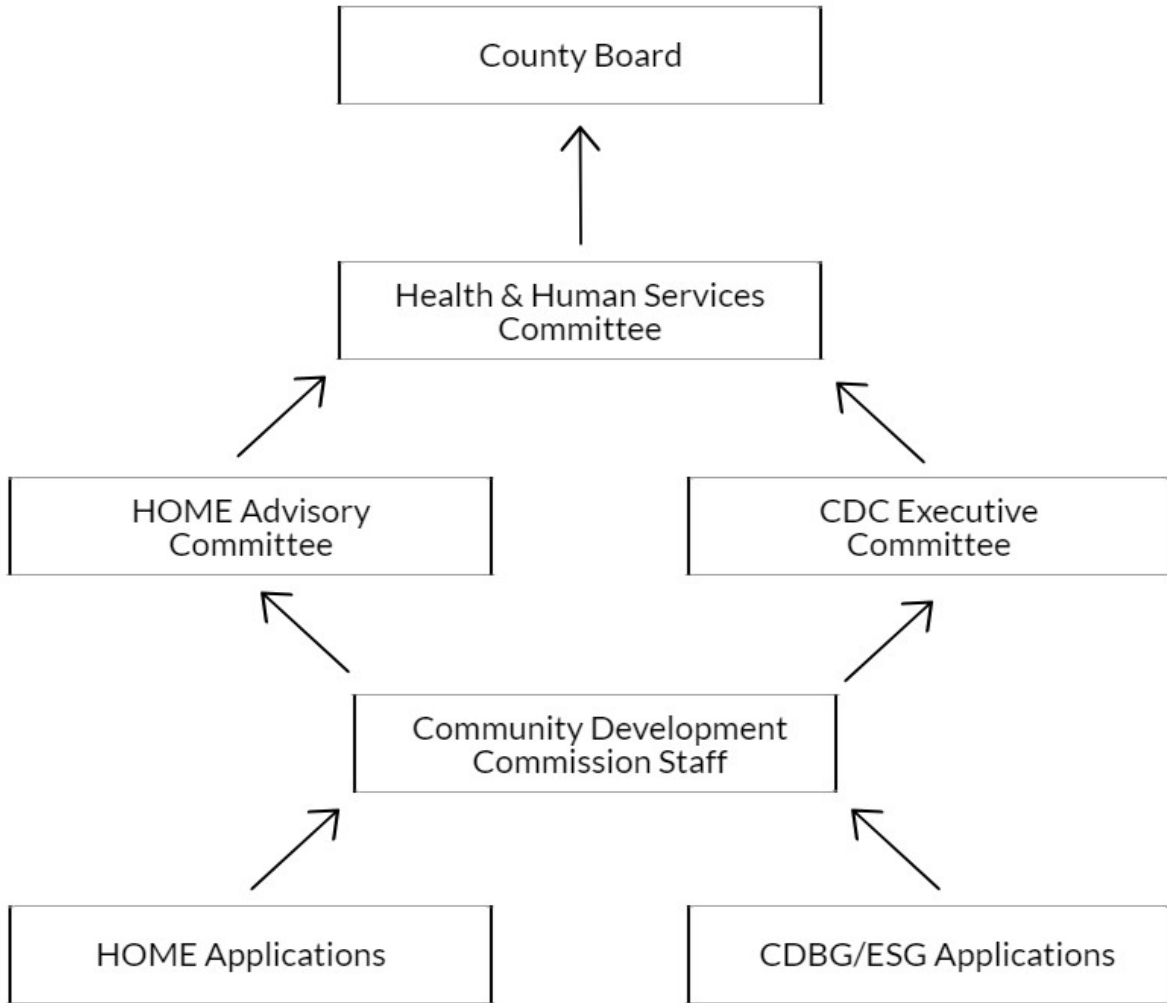


Figure ES-2 CDC Approval Hierarchy Chart

CDC Hierarchy

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 2024 Action Plan is an important part of the ConPlan. The composition of CDBG and ESG projects for the 2024 action plan are based on competitive application rounds. In 2019, the CDC requested 3 years of funding applications to cover program years 2020, 2021, & 2022. With some projects being fast tracked or cancelled, the CDC solicited for three years of neighborhood investment applications in the fall of 2021. Lastly, public service and ESG applications to be awarded in PYs 2023 and 2024 were requested in

fall of 2022. CDC has selected projects for the 2024 program year based on the submitted applications which have been reviewed and competitively scored.

The below table shows the estimated funds expected to be available in and included in the 2024 Action Plan:

SUMMARY OF DISTRIBUTION OF FUNDING BY NEED:

The Action Plan outlines several types of housing and community development needs.

1. Decent Housing: These needs include rehabilitation of owner-occupied housing and new construction and/or rehabilitation of affordable rental units.
2. Municipal Infrastructure: These needs include infrastructure improvements benefiting low-moderate income neighborhoods, persons, or households.
3. Non-Profit Capital Improvements: These needs include capital improvements of public facilities assisting low-moderate income persons and special needs facilities. Those served may include seniors, victims of domestic violence, persons with substance abuse issues, persons with developmental disabilities, persons with physical disabilities, and persons with severe mental illness.
4. Homeless and Homeless Prevention Needs: Funds will be used for all points on the Continuum of Care for persons who are homeless including prevention of homelessness, emergency shelters, and transitional housing. Most funds are for operating programs, but some direct emergency assistance is provided in the form of rent, utility payments, or other eligible direct emergency assistance.
5. Public Service Needs: Targeted public service assistance will be provided for programs that address providing emergency shelter, providing legal assistance to support the homeless or those at risk of homelessness, providing financial resources to homeless or those at risk of homelessness, providing foreclosure prevention, or providing support for Tenant-Based Rental Assistance (TBRA) administration for homeless and those at risk of homelessness.
6. Remaining funds will be programmed to administration, planning and fair housing activities.

Program	Objectives and Outcomes	Estimated 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.	\$3,663,480.00
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.	\$1,860,190.00
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.	\$288,247.00
CDBG-DR	The objective of CDBG-DR is to address ongoing housing and infrastructure needs from a flood event in April 2013. This a one-time disaster funding, projects have been completed, and this grant is currently within the closeout process. Outcomes are measured in terms of beneficiaries or infrastructure improvements completed. Full information on this program is available at: https://www.dupagecounty.gov/government/departments/community_services/municipalities_and_non-profits/community_development_commission/cdbgdr.php .	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.	\$1,027,342.00
Total New Funding		\$6,839,259.00

2024 Grant Specific Estimates

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. HUD reports outlining DuPage's compliance and performance relative to peer groups identify DuPage as a well-managed program. HUD's most recent Year End Review concluded DuPage County's CDBG, HOME, and ESG activities are consistent with its Consolidated Plan and in compliance with the Statutes and operating regulations. DuPage County has the continuing capacity to administer Consolidated Plan-covered programs. One hundred percent of DuPage's CDBG funds since the beginning of DuPage's participation have been used to benefit low and moderate-income individuals.

Details of past performance can be found in the Consolidated Annual Performance 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 that the primary purpose of the programs covered by the Consolidated Plan is to improve communities by providing: 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 target of these funds it is important to involve these households.

The CDC will follow its Citizen Participation Plan, which includes:

Public hearings to be held for all projects that are seeking CDBG funding to gain citizen's input. This includes municipal applicants, non-municipal capital applicants, and public service applicants. The public hearings completed by municipal applicants, non-municipal capital applicants, and public service applicants took place in late 2019 for the 2020-2022 CDBG funding round. Additional public hearings were held by municipal partners in the fall of 2021 for the 2022-2024 CDBG funding round. Public hearings were completed by public service and ESG applicants in fall of 2022 for the 2023-2024 CDBG and ESG funding round.

A HUD-required County public hearing is scheduled for 01/17/2024 and will be held in person at 421 N County Farm Road, Room 3-500a, Wheaton, IL 60187. This will occur before final action by the County Board. Copies of the draft plan are made available in municipal buildings and public libraries throughout the consortium area. Notification will be published in the Daily Herald on 12/29/2023, a general circulation newspaper in the DuPage Consortium area.

The public comment periods are as follows:

For the draft Action Plan, the CDC requires a 30-day comment period, unless otherwise specified under the pertinent Federal regulation. The comment period will commence with the 01/02/2024 notification and be completed on 02/02/2024 prior to the County Board's final action on the Plan. Notice of this comment period is done simultaneously with the notice of the public hearings on the draft Action Plan and uses the same methods. Any substantial amendments to the Action Plan or ConPlan are subject to a public hearing.

For the Consolidated Annual Performance and Evaluation Report (CAPER), the CDC requires a 15-day comment period, unless otherwise specified under the pertinent Federal regulation, prior to submitting it to HUD. Notification is published in a newspaper of general circulation in the DuPage Consortium area. The County conducts a public hearing during the public comment period.

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

Portions of the ConPlan 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 that will require public hearing and comment are: (a) modifications to the list of proposed activities affecting at least 25% of the federal funds subject to the ConPlan; and (b) changes in use of Community Development Block Grant (CDBG) program funds from one eligible activity to another (24 CFR 91.105(c)).

Responses to Comments and Complaints

RESPONSES TO COMMENTS

It is the policy of the CDC that all comments directed to the Consolidated Plan or the annual performance report that are received during public hearings and designated comment periods shall be responded to in writing within the document. Comments will be summarized in the document followed by responses.

RESPONSES TO COMPLAINTS

Any written complaints regarding the Consolidated 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.

Citizen Participation Plan - Additional Information

In accordance with the DuPage County Citizen Participation Plan, in emergent situations where public meetings are not allowable or feasible, a virtual public hearing may be held that allows questions in real time with answers coming directly from the members of the organization conducting the public hearing.

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.

Comments received during the public comment period and responses to public comments will be shared here.

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

This section will be updated after the public comment period ends.

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 funding to projects that meet the highest priority based on surveys from villages, cities, agencies, and residents throughout the County of DuPage. Each request for funding will be scored equally through a rigorous application period to determine the best applications for awarding grants and / or loans. 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 Consolidated Plan. The County maintains a list of certified MBE / WBE contractors on our website, https://www.dupagecounty.gov/government/departments/community_services/municipalities_and_non-profits/community_development_commission/minority_and_women_contractors.php, which is updated throughout the year and all participants are re-certified annually. Bid specifications and advertisements utilized by subgrantees, subrecipients, and developers include language encouraging MBE / WBE participation. Likewise, the MBE / WBE list is provided to subgrantees, subrecipients, and developers prior to soliciting bids so that any companies on the list that provide the work being solicited are alerted to the opportunity to bid on the work.

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. This emphasis promotes measurement of outcomes of activities, and priorities are placed on activities that best achieve measurable movement toward ConPlan goals. To support this effort, 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.

Agency Role	Name	Department/Agency
Lead Agency	DUPAGE COUNTY	
CDBG Administrator	DUPAGE COUNTY	Department of Community Services
HOPWA Administrator	N/A	N/A
HOME Administrator	DUPAGE COUNTY	Department of Community Services
ESG Administrator	DUPAGE COUNTY	Department of Community Services
HOPWA-C Administrator	N/A	N/A

Table 1 – Responsible Agencies

Narrative

The DuPage County Consortium includes DuPage County and the municipalities of Downers Grove, Naperville, and Wheaton. Although 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 as joint recipients with DuPage County and Naperville as 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).

The lead agency, and most active of the policy groups, for the development of the Consolidated Plan is the Executive Committee of the DuPage Community Development Commission (CDC). The CDC is made up of 18 County government representatives (essentially the County Board) and representatives of 28 municipalities. These municipalities are those that have signed an intergovernmental agreement 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 HOME Advisory Group advises the County directly on the use of HOME dollars for affordable housing financing.

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, Room 2-800, Wheaton, Illinois 60187

(630) 407-6600 / communitydev@dupageco.org

Access to Records

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 program may arrange to do so, and copies will be made available in accordance with applicable Freedom of Information requirements.

Access to Meetings

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 Open Meetings Act. Therefore, notification and reporting requirements apply any time a majority of a quorum of any of these groups assembles to discuss the business of the CDC. It is also the policy of the CDC to notify organizations who would be directly affected by a policy issue scheduled for consideration by one of the CDC's policy groups.

Technical Assistance

To encourage participation in its programs by organizations who may wish to apply for funds, the CDC provides the following technical assistance.

Mandatory CDBG / ESG Pre-application Meetings: Any organization intending to apply for CDBG or ESG funds is required to attend a pre-application meeting to review the application process. Access to the online application is provided to Applicants after attendance at the mandatory pre-application meeting. The online application has scoring criteria built in so that applicants are aware of how the application will be scored.

One-on-One Pre-Application Consultations: In addition to the mandatory CDBG / ESG meetings, staff is available to meet as many times as necessary with any public or private organization interested in the annual CDBG, HOME or ESG programs, as well as program funding provided outside of annual allocations, including but not limited to CDBG-DR, ESG-CV, and CDBG-CV. The purpose of these consultations is to give specific advice that will enhance the applicant's probability of success in obtaining funds and to achieve their housing or community development goals.

Data: DuPage County maintains census and other data useful for grant preparation and it is routinely made available to applicants to the CDC's programs. Low- and moderate-income data and maps provided by HUD are posted on the CDC's website.

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 Continuum of Care 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 employed three mechanisms to solicit this information public hearings, focus groups, 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 by participating in each: a) with leadership and oversight roles, b) gathering the specific identified priority needs, strategies, and funding opportunities, c) putting forth an objective view of performance, and finally, d) sharing the knowledge to inform the planning of diverse providers within DuPage County. This allows DuPage County to coordinate efforts to achieve a collective impact on priority needs and policy using focused strategies.

Through the Continuum of Care and through its own funding processes, assisted housing providers, health, mental health, and service agencies are encouraged to coordinate and collaborate and duplication of services is evaluated. One example of such efforts through the Continuum of Care is the stationing of a DuPage County Health Department staff member at the DuPage PADS Service Center as a way of building trust so that homeless persons with mental health issues will be willing to accept a housing unit provided by the Health Department.

DuPage County continues to coordinate and collaborate through active participation in Impact DuPage. Impact DuPage, which was 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 to anticipate and manage change through centralized data collection and analysis, and to leverage local funding to strategically and collaboratively address priorities. Impact DuPage goals were created with the intention of building on previous collaborative successes and lessons learned. Data is in format through a website funded by the Health Department.

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 responds to the needs of homeless persons through coordination and communication with CoC projects such as emergency shelters, domestic violence agencies, transitional housing programs, youth serving organizations, Veterans agencies, street outreach to persons and families experiencing chronic homelessness, and within the homeless prevention provider community. As part of the CoC Coordinated Entry System, the CoC provides information regarding access points for emergency housing assistance to health care programs including mental health, hospitals, substance use disorder treatment centers, and health clinics. DuPage County CoC homelessness prevention and rapid rehousing agencies, emergency shelters, street outreach staff, domestic violence shelters, transitional housing programs, case managers and counselors explore and assess each client's situation, referring and linking to resources for further assistance as needed. The DuPage Continuum of Care responds to changing needs. As an example, the COVID-19 pandemic changed the emergency shelter environment in the county and so several Continuum of Care partners pivoted to utilizing hotels for emergency shelter. Information was shared with the CoC and coordination occurred where possible. The model proved successful and the county, with the support of CDBG-CV funds, provided grant funding to acquire the hotel to be utilized as a permanent interim housing center.

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

As lead agency for the CoC, DuPage County Community Services provides coordination, communication and consultation between ESG, CDBG, and CoC funding, as well as coordination with the DuPage County CoC as to priority needs and policy. The CoC has established and operates a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services and each ESG recipient or subrecipient works with the CoC to ensure the screening, assessment, and referral of program participants are consistent with ESG written standards required under 576.400(e). As ESG recipients and subrecipients are required to use the CoCs coordinated entry process, the consultation requirement for the CoC is intended to ensure the coordinated entry design meets the needs of all ESG program funded projects. The CoC has established written standards for ESG recipients and subrecipients for providing assistance with ESG Program funds. ESG recipients and the DuPage County CoC coordinate to develop performance standards for evaluating effectiveness of ESG program funded activities and the CoC incorporates this process for consulting ESG recipient in their governance charter. The CoC evaluates outcomes of projects funded under the ESG program and the CoC program and reports such evaluations to HUD in the fashion and format as required by HUD. ESG

funds are awarded by DuPage County through its Community Services Department after consultation with the CoC on the criteria for funding and recommendation by the Grants Funding Committee on proposed awards. Recommendations of the Grants Funding Committee are then sent to the Leadership Committee for final approval. DuPage County Community Services is the designated HMIS lead responsible for managing the HMIS; reviewing, revising, and approving a security plan, a privacy plan, and a data quality plan for the HMIS. The CoC provides information, including providing data from the HMIS, to assist with evaluating ESG activities within the context of broader system performance to inform subsequent ESG funding allocations.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	VILLAGE OF GLENDALE HEIGHTS
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
2	Agency/Group/Organization	Village of Willowbrook
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
3	Agency/Group/Organization	Village of Hanover Park
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
4	Agency/Group/Organization	City of Warrenville
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
5	Agency/Group/Organization	City of Elmhurst
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
6	Agency/Group/Organization	Village of Westmont
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
7	Agency/Group/Organization	Bloomington Township
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
8	Agency/Group/Organization	Village of Lombard
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
9	Agency/Group/Organization	Village of Wayne
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
10	Agency/Group/Organization	VILLAGE OF ADDISON
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
11	Agency/Group/Organization	Village of Glen Ellyn
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
12	Agency/Group/Organization	City of Naperville
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
13	Agency/Group/Organization	CITY OF WEST CHICAGO
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
14	Agency/Group/Organization	Village of Carol Stream
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
15	Agency/Group/Organization	City of Darien
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
16	Agency/Group/Organization	Village of Woodridge
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
17	Agency/Group/Organization	Almost Home Kids
	Agency/Group/Organization Type	Services-Children Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
18	Agency/Group/Organization	DUPAGE PADS, INC
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment, and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
19	Agency/Group/Organization	Family Shelter Service
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment, and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.

20	Agency/Group/Organization	ST. PATRICK'S RESIDENCE
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
21	Agency/Group/Organization	METROPOLITAN FAMILY SERVICES
	Agency/Group/Organization Type	Services-Education Services-Employment Legal
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
22	Agency/Group/Organization	PEOPLE'S RESOURCE CENTER
	Agency/Group/Organization Type	Services-Education Services-Employment Food Pantry

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
23	Agency/Group/Organization	LOAVES & FISHES COMMUNITY PANTRY
	Agency/Group/Organization Type	Services-Education Food Pantry
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.

24	Agency/Group/Organization	ChildServ
	Agency/Group/Organization Type	Housing Services-Children
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. and a Nonprofit Needs Assessment Survey. The agency participated in the consultation as one who provides services in the DuPage County jurisdiction, though the agency is headquartered in Chicago. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
25	Agency/Group/Organization	SENIOR HOME SHARING
	Agency/Group/Organization Type	Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Needs Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
26	Agency/Group/Organization	Marklund Children's Home
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
27	Agency/Group/Organization	PRAIRIE STATE LEGAL SERVICE
	Agency/Group/Organization Type	Service-Fair Housing Legal Services

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
28	Agency/Group/Organization	DuPage Housing Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
29	Agency/Group/Organization	Literacy DuPage
	Agency/Group/Organization Type	Services-Education

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
30	Agency/Group/Organization	Catholic Charities Diocese of Joliet
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.

31	Agency/Group/Organization	Mayslake Village
	Agency/Group/Organization Type	Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment and a Nonprofit Needs Assessment Survey. The area for improved coordination was a determination of capital needs that would potentially require funding and priority setting in the planning period. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
32	Agency/Group/Organization	DuPage Habitat for Humanity
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
33	Agency/Group/Organization	Willowbrook Corner Community House
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization Neighborhood Organization

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
34	Agency/Group/Organization	Midwest Shelter For Homeless Veterans
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
35	Agency/Group/Organization	Bridge Communities
	Agency/Group/Organization Type	Housing Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
36	Agency/Group/Organization	United Cerebral Palsy Seguin of Greater Chicago
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
37	Agency/Group/Organization	Serenity House Counseling Services
	Agency/Group/Organization Type	Substance Abuse

	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
38	Agency/Group/Organization	Northeastern Illinois Area Agency on Aging
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
39	Agency/Group/Organization	FRANCISCAN MINISTRIES INC
	Agency/Group/Organization Type	Housing Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.

40	Agency/Group/Organization	Mercy Housing
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
41	Agency/Group/Organization	NAMI DuPage
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
42	Agency/Group/Organization	HCS FAMILY SERVICES INC.
	Agency/Group/Organization Type	Services-homeless Food Pantry
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
43	Agency/Group/Organization	Evangelical Child and Family Agency
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
44	Agency/Group/Organization	YWCA of Metropolitan Chicago Patterson and McDaniel Family Center
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.

45	Agency/Group/Organization	West Suburban Community Pantry
	Agency/Group/Organization Type	Services-Education Food Pantry
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
46	Agency/Group/Organization	CASA of DuPage County
	Agency/Group/Organization Type	Services-Children Legal
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
47	Agency/Group/Organization	Northern Illinois Food Bank
	Agency/Group/Organization Type	Food Bank
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
48	Agency/Group/Organization	LITTLE FRIENDS, INC
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Services-Employment
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
49	Agency/Group/Organization	WAYSIDE CROSS MINISTRIES FOR NOT FOR PROFIT
	Agency/Group/Organization Type	Services-homeless Substance Abuse
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.

50	Agency/Group/Organization	Community Career Center
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
51	Agency/Group/Organization	Outreach Community Ministries, Inc.
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Neighborhood Resource Center Needs Survey. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period. Also, participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.

52	Agency/Group/Organization	The Community House
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
53	Agency/Group/Organization	SVDP I Housing Corp
	Agency/Group/Organization Type	Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
54	Agency/Group/Organization	Wood Glen Senior Residences
	Agency/Group/Organization Type	Housing Services-Elderly Persons

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
55	Agency/Group/Organization	Cadence Health Central DuPage Hospital
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit Needs Assessment Survey. The anticipated outcome of the consultation was established high and low priorities for particular community and area needs, and the availability of resources to meet those needs throughout the planning period.
56	Agency/Group/Organization	HOPE Fair Housing Center
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Organization participated in a request for detailed information on Fair Housing impediments in DuPage County. The anticipated outcome of the consultation was guidance in completing an analysis of impediments to fair housing along with planning goals and actions addressing fair housing needs, goals and strategies.

57	Agency/Group/Organization	Alden Group
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Needs Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in a Nonprofit 5 Year Capital Needs Assessment. The anticipated outcome of the consultation was a determination of capital needs that would potentially require funding and priority setting in the planning period.
58	Agency/Group/Organization	Village of Hinsdale
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
59	Agency/Group/Organization	Village of Bensenville
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.

60	Agency/Group/Organization	Village of Villa Park
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
61	Agency/Group/Organization	DOWNERS GROVE
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development Infrastructure Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participation in Municipal Needs Survey. Anticipated areas for improved coordination include: a comprehensive view of the County infrastructure needs, funding estimates toward meeting those needs, and local government readiness to participate in projects.
62	Agency/Group/Organization	Comcast
	Agency/Group/Organization Type	Internet Provider
	What section of the Plan was addressed by Consultation?	Broadband Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	An in-person meeting was held 05/30/2019 with a Comcast Senior Manager of External Affairs to discuss the broadband needs of low-moderate income households throughout DuPage County. Anticipate outcomes and areas for improved coordination: an understanding of broadband infrastructure currently available in DuPage County, plans for infrastructure improvement, and available resources for existing customers as well as an introduction to non-profit partners for collaboration opportunities.
63	Agency/Group/Organization	AT&T
	Agency/Group/Organization Type	Internet Provider
	What section of the Plan was addressed by Consultation?	Broadband Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Collaboration with AT&T Sales Manager took place in September 2019 to discuss the broadband needs of low-moderate income households throughout DuPage County. Anticipate outcomes and areas for improved coordination: an understanding of broadband infrastructure currently available in DuPage County, plans for infrastructure improvement, and available resources for existing customers as well as an introduction to non-profit partners for collaboration opportunities.
64	Agency/Group/Organization	DuPage County Stormwater
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Hazard Resiliency

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with the DuPage County Stormwater Division was completed regarding resiliency pertaining to natural hazards associated with climate change. Anticipated outcomes or areas for improved coordination: an understanding of plans currently in place to address potential impact & mitigation opportunities of flooding and other natural hazards in DuPage County as well as coordination and collaboration that takes place between DuPage County Stormwater and municipalities, agencies, and institutions.</p>
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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. The County reached out with many organizations and given the time constraints and completion due dates some agencies were unable to contribute. Each agency type was consulted, no agency types were intentionally excluded from consultation.

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	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 Con Plan strategic goals seek to bring the CoC efforts into the overall DuPage County community development matrix.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
State of Illinois 2015-2019 Consolidated Plan	State of 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 Consolidated Plan	City of Naperville	The City supports affordable housing and the County's single-family rehab efforts.
DuPage County Health Department Annual Report 2019	DuPage County Health Department	The County referred to the annual report to discuss and identify gaps in health coverage and programs to help uninsured residents.
On To 2050 Comprehensive Regional Plan	Chicago Metropolitan Agency for Planning (CMAP)	The goals for affordable housing and community development in the consolidated plan overlap with CMAPs goal of prioritized investment for infrastructure and development.
DuPage Housing Authority 2019 Annual Report	DuPage Housing Authority	The County referred to DHAs Annual Report to review housing needs and programs to support affordable housing.
Impact DuPage Priorities 2019-2021	Impact DuPage	The County referred to the Impact DuPage 2019-2021 Priorities reports to review priorities established. The Impact DuPage priority of Affordable Housing ties to the County's ConPlan goals. The Impact DuPage priority of strengthening prevention and treatment of behavioral health issues for County residents also ties to the priority needs as established by our partner not-for-profit agencies.

Table 3 – Other local / regional / federal planning efforts

Narrative

No additional 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.

Laws that created the CDBG, HOME, and ESG programs state that the primary purpose of the programs covered by the ConPlan is to improve communities by providing: decent housing, suitable living environment, and growing economic opportunities for low-moderate income households in DuPage County. Since low-moderate income households are the target of these funds it is important to involve these households.

DuPage County completed extensive outreach in preparation for this ConPlan. Outreach was completed by the Community Services (CS) Department from 2/5/2018–3/30/2018. CS collaborated with Impact DuPage to edit and distribute a client survey that was originally provided by the Illinois Department of Commerce & Economic Opportunity. The survey was solicited to 22 other health & human service agencies and resulted in 2,496 responses from low-moderate income residents. In addition to the client focused survey, CS also provided a survey to community stakeholders from 5/2018–6/2018 which resulted in 143 responses.

CDC completed community outreach to further target special populations along with Municipalities and Townships. 4 surveys were created to target seniors, Veterans, youth, and persons with disabilities. Each survey gathered data on housing needs, employment needs, basic needs, transportation needs and health needs as well as basic demographic data. 276 responses were received. Additionally, outreach to non-profit agencies was completed to obtain additional data on housing needs, employment needs, basic needs, transportation needs, broadband needs, and health needs from the service providers. The survey also requested data on the capital needs of agency owned public facilities over the next 5 years.

Outreach was completed for our Municipal and Township partners. 2 surveys were created and made available, one to address the social service needs as identified within each community, and a second to gather data on public facility and infrastructure capital needs over the next 5 years. 25 responses were received.

The CDC and CS department combined efforts to run focus groups at 12 non-profit agencies throughout the County. 84 individuals attended, which included clients, community members, care givers, non-profit staff, and parents of clients. Focus groups consisted of a of variety issues impacting DuPage County residents, including housing needs, employment needs, basic needs, transportation needs, broadband needs, and health needs. Information related to focus groups and surveys is located in the Appendix of the 2020-2024 ConPlan.

Consultation with DuPage Stormwater was completed regarding resiliency to natural hazards associated with climate change. Detailed information can be found in section MA-65 of the ConPlan.

Analysis of Impediments to Fair Housing (AI) was solicited for comment in connection with the 2020-2024 ConPlan. The final AI can be found on our website: https://www.dupagecounty.gov/government/departments/community_services/municipalities_and_non-profits/community_development_commission/planning_and_reporting_documents.php#outer-780

The CDC encourages public comment and offers transparency to the greatest extent possible for each grant:

DuPage County CDC, 421 N County Farm Rd, Rm 2800, Wheaton IL 60187, (630) 407-6600, communitydev@dupageco.org

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	Community Services Needs Assessment Survey	Minorities Non-English Speaking - Specify other language: Spanish	A community services needs assessment survey was distributed in both paper and electronic copies	A total of 2,496 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A comment period was not associated with the survey.	

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)
2	Community Services Needs Assessment Survey	Non-targeted/broad community	A community stakeholder survey was distributed in both paper and electronic copies	A total of 143 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A comment period was not associated with the survey.	

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	Community Services Needs Assessment Survey	Persons with disabilities	An individuals with disabilities community outreach survey was distributed in both paper and electronic copies.	A total of 38 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A comment period was not associated with the survey.	https://www.surveymonkey.com/r/DuPage_CDC_Individuals_w_Disabilities

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	Community Services Needs Assessment Survey	Residents of Public and Assisted Housing Seniors	A seniors community outreach survey was distributed in both paper and electronic copies.	A total of 161 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A public comment period was not associated with the survey.	https://www.surveymonkey.com/r/DuPage_CDC_Seniors

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	Community Services Needs Assessment Survey	Veterans	A veterans community outreach survey was distributed in both paper and electronic copies.	A total of 74 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A public comment period was not associated with the survey.	https://www.surveymonkey.com/r/DuPage_CDC_Veterans

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)
6	Community Services Needs Assessment Survey	Non-targeted/broad community	A Non-Profit Capital & Priority Needs Survey was distributed in both paper and electronic copies.	A total of 35 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A public comment period was not associated with the survey.	https://www.surveymonkey.com/r/Capital_Needs_Assessment

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)
7	Community Services Needs Assessment Survey	Neighborhood Resource Centers	The survey was sent electronically to seven agencies throughout DuPage County that serve clients through a Neighborhood Resource Center (NRC) to obtain information on the priority needs and availability of services to the clients they serve.	Four surveys were received from four different non-profit agencies in DuPage County. Responses were utilized to develop the ranking criteria for 2020-2024 CDBG applicants seeking NRC funding.	A public comment period was not associated with the survey.	

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)
8	Community Services Needs Assessment Survey	Non-targeted/broad community	Municipal Needs Assessment Social Services Survey was distributed electronically.	A total of 14 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A public comment period was not associated with the survey.	https://www.surveymonkey.com/r/DuPage_CDC_Municipal_Social_Services

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)
9	Community Services Needs Assessment Survey	Non-targeted/broad community Municipalities	A Municipal Needs Assessment Engineering/Infrastructure Survey was distributed electronically.	A total of 11 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A public comment period was not associated with the survey.	https://www.surveymonkey.com/r/DuPage_CDC_Municipal_Engineering_Infrastructure

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)
10	Community Services Needs Assessment Survey	Youth	A youth community outreach survey was distributed in both paper and electronic copies.	A total of 3 completed surveys were received. A comment period was not associated with the survey. Data included on completed surveys was summarized to determine the needs within the community.	A public comment period was not associated with survey.	https://www.surveymonkey.com/r/DuPage_CDC_Youth

11	Community Services Needs Assessment Survey	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Residents of Public and Assisted Housing</p>	<p>Focus groups were completed at 12 different agencies throughout DuPage County, all serving various low-moderate income residents. A total of 84 individuals attended the focus groups.</p>	<p>An open discussion regarding basic needs, food/nutrition, housing, health, education, employment, transportation, financial/legal issues, childcare/development, parenting/family support, community, & Veteran's needs took place during each focus group. Staff from DuPage County Community</p>	<p>All comments were accepted and discussed during each focus group.</p>	
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				<p>Services & Community Development lead each group and attendees guided the discussion. Most comments indicated satisfaction with available services. Some commented on lack of public transportation, lack of affordable housing, the need for increased pay for care givers, and an increased need for</p>	
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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)
				capital improvement funding to keep public facilities operational.		
12	Electronic Outreach	Non-targeted/broad community	An electronic copy of the draft 2024 Action Plan will be supplied to each municipality within DuPage County for public viewing and commenting.	Will be updated after the comment period ends.	Will be updated after the comment period ends.	

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)
13	Public Comment Period	Non-targeted/broad community	30-day public comment period will take place from 01/02/2024 - 02/02/2024. See Appendix for publication certification notifying public of comment period.	Will be updated after the public comment period ends.	Will be updated after the public comment period ends.	

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)
14	Newspaper Ad	Non-targeted/broad community	Newspaper ad will be published in the Daily Herald informing citizens of the public comment period and public hearing pertaining to the 2024 Action Plan. See Appendix for publication certification.	Will be updated after the public comment period ends.	Will be updated after the public comment period ends.	

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)
15	Public Hearing	Non-targeted/broad community	A public hearing will take place on 01/17/23 at 5 pm in person at DuPage County, 421 N. County Farm Rd., Room 3-500a, Wheaton, IL 60187.	Will be updated after the public hearing.	Will be updated after the public hearing.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The County anticipates receiving annual funding for CDBG, HOME, and ESG funds from the Department of Housing and Urban Development. Funding fluctuates on an annual basis. Staff allocates funds to several different categories depending on the needs of the communities. In addition to general administration, planning, and fair housing, the County expects to fund the following categories:

Housing

These funds include owner-occupied housing rehabilitation and rental housing, including rental housing for seniors, which may be acquired, newly constructed, and/or rehabilitated.

Neighborhood Investment and Public Facilities

Funds will be used for projects such as water, sewer, and street improvements in low-moderate income neighborhoods and removal of architectural barriers. Fund may also be used to acquire and/or rehabilitate Community Integrated Living Arrangements (CILAs), defined as public facilities under CDBG, which house and serve persons with disabilities.

Homeless

Funds will be used to serve persons who are homeless and those at risk of homelessness including prevention of homelessness, emergency shelters, and street outreach. Funds are also used to help support the HUD required Homeless Management Information System (HMIS).

Other Public Services

Funds will be used to target programs that address providing emergency shelter, legal assistance to support the homeless or those at risk of homelessness, financial resources to homeless or those at risk of homelessness, foreclosure prevention, or support for TBRA administration for

homeless and those at risk of homelessness.

Community Development Block Grant – Disaster Recovery (CDBG-DR)

DuPage County has been awarded two allocations of CDBG-DR funds. DuPage County was required to publish an Action Plan for the purpose of receiving a Community Development Block Grant-Disaster Recovery Grant (CDBG-DR) in the amount of \$7,000,000 in accordance with the Disaster Relief Appropriations Act, 2013 (Public Law 113-2). The U.S. Department of Housing and Urban Development guidance for the funding was published December 16, 2013, in the Federal Register as Docket No. FR-5696-N-07 (the “Notice”) with an effective date of December 23, 2013. On June 3, 2014, a supplemental allocation of \$18.9 million was published in the Federal Register as Docket No. FR-5696-N-09 (“Second Notice”) with an effective date of June 9, 2014. On January 8, 2015, a supplemental allocation of \$5.6 million was published in the Federal Register as Docket No. FR-5696-N-13 (“Third Notice”) with an effective date of January 13, 2015. This brings the total allocation to DuPage County to \$31.5 million. These funds are being made available to assist disaster recovery efforts in response to a declared major disaster occurring in DuPage County in April, 2013. These funds can be used only for specific disaster recovery-related purposes specifically tied to the April 2013 flood event. In the summer of 2021, the expenditure deadline for these funds was extended to 9/30/2023.

All funds have been allocated to projects, all projects have been completed, and the grant is currently in the closeout phase.

DuPage County has developed and will maintain a website regarding all disaster recovery activities assisted with these funds. All documents related to the CDBG-DR funds are posted on the website at https://www.dupagecounty.gov/government/departments/community_services/municipalities_and_non-

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	3,663,480	647,605	228,244	4,539,329	0	<p>CDBG Funds will be used to support community development programming in low- and moderate-income neighborhoods. Programs include neighborhood investment, single-family rehabilitation, and public services and improvement.</p> <p>Program income includes reimbursement of CDBG funds from Notes which have become due during the previous program year.</p> <p>Prior year resources include CDBG funds from activities which came in under budget during the previous program year.</p>

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	1,860,190	151,493	0	2,011,683	0	HOME funds will be used to develop affordable housing for low-income residents. Projects will include new construction and rehab of affordable housing. Program income includes payment of received from amortizing loans associated with previously funded HOME projects.

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	288,247	0	0	288,247	0	ESG funds will be used to assist homeless individuals and those at risk of homelessness with emergency shelter services, street outreach, and homelessness prevention. Additionally, ESG funds will be used to support administration of HUD's Homeless Management Information System (HMIS).

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, encourages that applicants of CDBG funded neighborhood investment projects including road, sewer, sidewalk, recreational park facilities and other infrastructure improvements provide leveraged funds toward the project. A funding request may not exceed the cap set by the CDC in order to provide assistance to additional community residents.

DuPage County also encourages applicants of CDBG funded removal of architectural barriers to improve accessibility activities provide leveraged funds toward the project. A funding request may not exceed the cap set by the CDC 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 may be awarded during the application process, if such leveraging is provided. A funding request may not exceed the cap set by the CDC 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, or leveraging, is supplied by Low Income Housing Tax Credits, private funding, and a number of other funding sources.

The ESG Program regulations require 100% match. This requirement is met through private foundation, state, and other federal sources with match allowances.

If appropriate, describe publicly 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, many of the needs identified in this plan will be met utilizing lands publicly owned by municipalities within DuPage County.

Discussion

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	Entire Jurisdiction	Neighborhood Investment - Water/Sewer Improvements	CDBG: \$2,400,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6075 Persons Assisted
2	Suitable Living Environment - Non-Profit Capital	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	Entire Jurisdiction	Special Populations - Handicapped Services	CDBG: \$596,150	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted
3	Viable Urban Community - Public Service	2015	2019	Public Service Assistance, including Neighborhood Resource Centers	Neighborhood Resource Centers Entire Jurisdiction	H&S - Domestic Abuse Services Need Housing - Emergency Rent and Utility Assistance Housing - Supportive Housing	CDBG: \$535,000	Public service activities other than Low/Moderate Income Housing Benefit: 2660 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Provide Decent Housing - Rental Units	2015	2019	Affordable Housing	Entire Jurisdiction	Housing - Affordable Rental Units Need	HOME: \$3,951,402	Rental units constructed: 5 Household Housing Unit Rental units rehabilitated: 3 Household Housing Unit
5	Provide Decent Housing - Homeowner	2020	2024	Affordable Housing	Entire Jurisdiction	Housing - Rehab of Owner-Occupied Units Need	CDBG: \$200,000	Homeowner Housing Rehabilitated: 12 Household Housing Unit
6	Suitable Living Environment - Homeless	2015	2019	Homeless	Entire Jurisdiction	Housing - Emergency Shelters	ESG: \$231,629	Homeless Person Overnight Shelter: 1092 Persons Assisted
7	Suitable Living Environment - Homeless Prevention	2020	2024	Homeless	Entire Jurisdiction	Housing - Emergency Rent and Utility Assistance	HOME: \$100,000 ESG: \$35,000	Tenant-based rental assistance / Rapid Rehousing: 15 Households Assisted Homelessness Prevention: 25 Persons Assisted

8	Administration & Planning	2020	2024	Administration & Planning	Entire Jurisdiction	H&S - Basic Needs (Food, Clothing, Medical) H&S - Child Abuse and Counseling H&S - Domestic Abuse Services Need H&S - Medical Care for Uninsured H&S - Mental Health Services Need H&S - Sexual Assault Services H&S - Substance Abuse Services Need Housing - Affordable Rental Units Need Housing - Emergency Rent and Utility Assistance Housing - Emergency Shelters Housing - First Time Homebuyer Assistance Housing - Lead Hazard Screening Services Housing - Legal	CDBG: \$647,055 HOME: \$186,019 ESG: \$21,618	Other: 3 Other
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						Counsel (Homeless Prevention) Housing - Rehab of Owner Occupied Units Need Housing - Shared Housing Need Housing - Supportive Housing Life Skills - Budget and Financial Counseling Life Skills - Employment Services Neighborhood Investment - ADA Compliance Neighborhood Investment - Economic Development Neighborhood Investment - Flooding Mitigation Neighborhood Investment - Parks/Recreation Neighborhood Investment -		
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						Planning Neighborhood Investment - Public Facilities Neighborhood Investment - Sidewalks Neighborhood Investment - Solid Waste Disposal Neighborhood Investment - Street Improvements Neighborhood Investment - Streetlights Neighborhood Investment - Tree Replacement Neighborhood Investment - Water/Sewer Improvements Special Population - Child Care Services Need Special Populations - Caregiver Counseling Special Populations -		
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
						Handicapped Services Special Populations - Home Delivered Meals Need Special Populations - Home Health Care Special Populations - Legal Counsel Special Populations - Senior Services Special Populations - Transportation Special Populations - Youth Services Neighborhood Investment - Water Recycling		

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Viable Urban Community - Municipal Infrastructure
	Goal Description	Infrastructure improvements benefiting low-moderate income neighborhoods, persons, or households.

2	Goal Name	Suitable Living Environment - Non-Profit Capital
	Goal Description	Capital improvements to public facilities owned and operated by non-profit organizations throughout DuPage County, serving low-moderate income persons, including special populations such as seniors and persons with disabilities.
3	Goal Name	Viable Urban Community - Public Service
	Goal Description	Targeted Public Service assistance that addresses housing and homeless needs. These services may include, but are not limited to, housing information and referral services, homeless prevention case management, domestic violence survivor services, transitional housing services, and other public services.
4	Goal Name	Provide Decent Housing - Rental Units
	Goal Description	New construction and/or rehabilitation, which may include acquisition, of affordable rental units to serve households that are low-moderate income.
5	Goal Name	Provide Decent Housing - Homeowner
	Goal Description	Rehabilitation of existing low-moderate income owner-occupied housing.
6	Goal Name	Suitable Living Environment - Homeless
	Goal Description	Provide interim and/or overnight housing. This also includes Street Outreach activities funded with ESG program funds. Also includes costs for the HUD required Homeless Management Information System (HMIS).
7	Goal Name	Suitable Living Environment - Homeless Prevention
	Goal Description	Includes homelessness prevention activities under ESG as well as Tenant-Based Rental Assistance under HOME.
8	Goal Name	Administration & Planning
	Goal Description	Administration and Planning for CDBG, HOME & ESG.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The County will administer approximately \$26,500,000 in Entitlement funds during the effective consolidated plan timeframe and a number of initiatives and activities are planned to address the issues facing the community. Additionally, this Action Plan covers the use of program income earned on prior years' expenditures and investments, such as loan proceeds and repaid funds, and the use of reallocated dollars from prior years. This will continue to enhance the entitlement funding and enable even more activities to be funded with these dollars.

#	Project Name
1	Neighborhood Investment - Water and Sewer Improvements
2	Suitable Living Environment - Non-Profit Capital
3	Affordable Housing - Homeowner Rehab
4	Viable Urban Community - Public Service
5	ESG 2024
6	Affordable Housing - Rehabilitation
7	Affordable Housing - New Construction
8	Administration of CDBG & HOME
9	Suitable Living Environment - Homeless Prevention TBRA

Table 4 – Project Information

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

The County conducted extensive surveys of both municipal and non-profit partners. High and low priorities are determined via those surveys, and the County attempts to fund projects that meet municipal and non-profit agency needs, within the constraints of diminishing resources.

The main obstacle to addressing underserved needs is the funding available and the uncertainty of future amounts that will be available in the coming years. Each year application requests continually exceed the funding available, and the County tries to allocate funding proportionally to the activities identified as the highest need.

Should any of the proposed activities identified to correspond to the projects reflected within the 2024 Action Plan be unable to move forward, an alternate activity will be substituted in accordance with the Citizen Participation Plan.

AP-38 Project Summary
Project Summary Information

1	Project Name	Neighborhood Investment - Water and Sewer Improvements
	Target Area	Entire Jurisdiction
	Goals Supported	Viable Urban Community - Municipal Infrastructure
	Needs Addressed	Neighborhood Investment - Water/Sewer Improvements
	Funding	CDBG: \$2,400,000
	Description	Provide water and sewer improvements in eligible low-moderate income census tract block groups or income survey qualified areas of DuPage County. Individual allocations will be specified in IDIS during activity setup.
	Target Date	3/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	6,075 low-moderate income individuals.
	Location Description	Village of Addison, Village of Bensenville, Village of Glendale Heights, City of West Chicago, and/or other eligible areas withing DuPage County.
	Planned Activities	Water and sewer improvement activities in eligible low-moderate income census tract block groups or income survey qualified areas of DuPage County include, but are not limited to, installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants as well as corresponding street repairs necessary as part of the water/sewer improvements, etc. Individual allocations will be specified in IDIS during activity setup.
2	Project Name	Suitable Living Environment - Non-Profit Capital
	Target Area	Entire Jurisdiction
	Goals Supported	Suitable Living Environment - Non-Profit Capital
	Needs Addressed	Special Populations - Handicapped Services
	Funding	CDBG: \$596,150
	Description	Acquisition and/or rehabilitation of a non-profit owned public facility, which will be used to serve low-moderate income individuals, including but not limited to, persons with disabilities. The public facility may be a Community Integrated Living Arrangement (CILA) or Group Home.
	Target Date	3/31/2024

	Estimate the number and type of families that will benefit from the proposed activities	5 low-moderate income individuals.
	Location Description	Eligible portions of DuPage County.
	Planned Activities	Acquisition and/or rehabilitation of a structure to be used as a public facility which will provide shelter for persons having special needs, such as persons with disabilities. The public facility will serve as a CILA or Group Home.
3	Project Name	Affordable Housing - Homeowner Rehab
	Target Area	Entire Jurisdiction
	Goals Supported	Provide Decent Housing - Homeowner
	Needs Addressed	Housing - Rehab of Owner-Occupied Units Need
	Funding	CDBG: \$275,483
	Description	Rehabilitation of existing single-family housing owned and occupied by low-moderate income eligible households.
	Target Date	3/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	13 low-moderate income households.
	Location Description	Eligible areas of DuPage County as identified through the urban county qualification process.
	Planned Activities	Rehabilitation of existing single-family housing owned and occupied by low-moderate income eligible households.
4	Project Name	Viable Urban Community - Public Service
	Target Area	Entire Jurisdiction
	Goals Supported	Viable Urban Community - Public Service
	Needs Addressed	H&S - Domestic Abuse Services Need Housing - Emergency Rent and Utility Assistance Housing - Supportive Housing
	Funding	CDBG: \$535,000

	Description	Provide staffing support to assist clients experiencing homelessness, housing insecurity, unemployment, economic crisis, and/or domestic violence. Also provide staffing support to determine eligibility and assist clients in securing affordable housing. Individual allocations will be specified in IDIS during activity setup.
	Target Date	3/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	2,660 low-moderate income individuals.
	Location Description	DuPage County.
	Planned Activities	Subrecipient support to assist clients with finding affordable housing, act as a liaison between client and landlord to ensure housing is maintained. Also, assist clients with resources to secure basic needs, enhance self-sufficiency, ensure safety, and/or to improve their economic status. Individual allocations will be specified in IDIS during activity setup.
5	Project Name	ESG 2024
	Target Area	Entire Jurisdiction
	Goals Supported	Suitable Living Environment - Homeless Suitable Living Environment - Homeless Prevention Administration & Planning
	Needs Addressed	Housing - Emergency Rent and Utility Assistance Housing - Emergency Shelters
	Funding	ESG: \$288,247
	Description	Funding for HESG Activities which includes Administration and Planning (7.5%); may include any combination of the following: Street Outreach, Homeless Prevention, Rapid Rehousing, Emergency Shelter, Homeless Management Information System (HMIS).
	Target Date	3/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	1,117 individuals who are literally homeless or at risk of homelessness.
	Location Description	Various locations throughout DuPage County.

	Planned Activities	Provide support to Subrecipients serving homeless persons to provide shelter, food, and clothing. Includes administration and planning. Activity details are reported through HUD's SAGE system.
6	Project Name	Affordable Housing - Rehabilitation
	Target Area	Entire Jurisdiction
	Goals Supported	Provide Decent Housing - Rental Units
	Needs Addressed	Housing - Affordable Rental Units Need
	Funding	HOME: \$725,664
	Description	Funding will address affordable housing needs within DuPage County by rehabilitating existing affordable housing units throughout DuPage County through qualified developers, owners, and/or sponsors. This includes the regulatory 15% Community Housing Development Organization set-aside. Individual allocations will be specified in IDIS during activity setup.
	Target Date	3/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	3 low-moderate income households.
	Location Description	Scattered residential units throughout eligible DuPage County HOME Consortium areas.
	Planned Activities	Rehabilitation of affordable rental units through qualified developers, owners, and/or sponsors throughout DuPage County. This includes the regulatory 15% Community Housing Development Organization set-aside. Individual allocations will be specified in IDIS during activity setup.
7	Project Name	Affordable Housing - New Construction
	Target Area	Entire Jurisdiction
	Goals Supported	Provide Decent Housing - Rental Units
	Needs Addressed	Housing - Affordable Rental Units Need
	Funding	HOME: \$1,000,000
	Description	New construction of affordable rental housing units/developments through qualified developers, sponsors, and/or owners located within DuPage County. Individual allocations will be specified in IDIS during activity setup.

	Target Date	3/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	5 low-moderate income households.
	Location Description	Within eligible portions of the DuPage County HOME Consortium area.
	Planned Activities	New construction of affordable housing units to serve income-eligible households.
8	Project Name	Administration of CDBG & HOME
	Target Area	Entire Jurisdiction
	Goals Supported	Administration & Planning
	Needs Addressed	Neighborhood Investment - Water/Sewer Improvements H&S - Domestic Abuse Services Need Housing - Emergency Rent and Utility Assistance Housing - Emergency Shelters Housing - Affordable Rental Units Need Special Populations - Handicapped Services
	Funding	CDBG: \$732,696 HOME: \$186,019
	Description	Funding up to the regulatory cap for the administration of the HOME (10% cap) & CDBG (20% cap) programs. This will include staff salaries and benefits, travel, training, auditing expenses and publishing. Also includes fair housing enforcement activities, including outreach, education, and enforcement.
	Target Date	3/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	421 N. County Farm Rd., Wheaton, IL 60187.
	Planned Activities	Analyze applications, underwrite projects, provide technical assistance, monitor existing projects, provide reporting to HUD. Carry out financial activities, environmental reviews, and monitoring of subrecipients.
9	Project Name	Suitable Living Environment - Homeless Prevention TBRA
	Target Area	Entire Jurisdiction

Goals Supported	Suitable Living Environment - Homeless Prevention
Needs Addressed	Housing - Emergency Rent and Utility Assistance
Funding	HOME: \$100,000
Description	Providing security deposits and rental assistance incorporating self-sufficiency with the end goal of moving homeless individuals and families into permanent self-supported housing.
Target Date	3/31/2024
Estimate the number and type of families that will benefit from the proposed activities	15 low-income households.
Location Description	Eligible rental units throughout DuPage County.
Planned Activities	Assisting homeless individuals and families whose income does not exceed 50%MFI. Housing units are inspected to determine if they meet housing quality standards. Typically, individuals are in the program for 48 months.

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. HUD has determined that DuPage County is a community with no or very few areas in which 51 percent of the residents are low- and moderate-income. For these grantees, the CDBG law authorizes an exception criterion for such grantees to be able to undertake area benefit activities. Specifically, section 105(c)(2)(A)(ii) of the Housing and Community Development Act of 1974, as amended, states that an activity shall be considered to principally benefit low- and moderate-income persons when "the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income." The current exception threshold for DuPage County is 40.60%, which is based on the 2011-2015 American Community Survey (ACS). This percentage represents the minimum percentage of low- and moderate-income persons that must reside in the service area of an area benefit activity for the activity to be assisted with CDBG funds. 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, 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 2024 funding for municipal infrastructure projects is directed at geographic areas that meet the low-to moderate-income percentage exception criterion limit.

Data on low- to moderate-income areas and maps of these areas are available at <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>.

Geographic Distribution

Target Area	Percentage of Funds
Neighborhood Resource Centers	0

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 Partnerships 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

HUD Low-Moderate Income Summary Data (LMSID) can be found at the following webpage:

<https://www.hudexchange.info/news/updates-to-low-moderate-income-summary-data-now-available/>

Affordable Housing

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

Introduction

During the next year, DuPage County estimates that 8 affordable rental units will be created or preserved. Of the units created, all units will be affordable to incomes less than or below 60% MFI at initial lease-up

DuPage County also works with local non-profit agencies to provide a Tenant-Based Rental Assistance program. This program provides direct rental assistance to eligible clients in order to make high-cost rental units throughout the County more affordable. Funding from previous years' Action Plans continues to be used to support the TBRA program. It is estimated that 15 clients will be serviced by the TBRA program in 2024.

Homeownership is becoming less attainable as economic changes, including those related to the COVID-19 pandemic, continue to impact lower income residents. Low-moderate income residents in DuPage County are facing higher unemployment levels and the price of the remaining affordable homes continues to increase. First-time homebuyers are also facing challenges including higher interest rates associated with loans from traditional lenders, higher student loan debt, lower credit scores, and a greater amount of time needed to save for a home. H.O.M.E. DuPage continues to work with clients and develop strategies for homeownership. DuPage County coordinates with H.O.M.E. DuPage as appropriate, for homeownership education, as an example.

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

It is also important to note that issues that affect "affordable" housing often are also "fair housing issues" because these issues are often experienced by protected classes. The County will continue to fund agencies that specialize in the legal areas of affordable housing. HOPE Fair Housing is also CDBG funded. 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	15

One Year Goals for the Number of Households to be Supported	
Non-Homeless	8
Special-Needs	0
Total	23

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	5
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	23

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

Discussion

As noted above, DuPage County supports a Tenant Based Rental Assistance (TBRA) program to provide affordable housing opportunities for the homeless.

The CDC will focus on rehabbing existing units, producing new units through new construction, and continue providing rental assistance to tenants that are homeless or on the verge of homelessness.

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

Introduction

DuPage County partners with the DuPage Housing Authority (DHA) and affordable housing Developers to address the needs of public housing. The DHA does not manage any public housing, but it administers programs that assist households in obtaining affordable units, of their choice, throughout DuPage County in an effort to address the needs of public housing.

The DHA has been serving DuPage for 81 years and administers the Housing Choice Voucher (HCV) Program, which allows eligible families to lease a housing unit suited to their family size by any landlord. The landlord agrees to participate in the program & to maintain the housing in compliance with HUD's property standards.

In 2021 the DHA was awarded 91 emergency housing vouchers and continues to participate in the Regional Housing Initiative.

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

3,329 vouchers are specifically assigned to DHA through what is called an Annual Contributions Contract or ACC in 2023. 312 are specifically assigned to the Project Based Voucher (PBV) Program. Through collaboration and partnership, Developers seeking to create affordable housing within DuPage County can apply for PBVs when the DHA opens its application. The DHA Project Based Voucher (PBV) Wait List closed Friday, March 31, 2022, at 4:30 p.m. Central Time. There were several DHA PBV wait lists to choose from: 5 Senior buildings, 5 sites offering housing in collaboration with Social Service Agencies such as those with developmental disabilities and/or mental health needs. The wait list remains closed as of 2023. This collaborative approach can provide another layer of affordable units to a project with the County.

When HCVs are issued, the family must live within the Public Housing Authority's (PHA) jurisdiction for at least 1 year. The family can then move anywhere that administers the HCV Program. The HCV Program also has portability, meaning a household can utilize their HCV in DuPage County by transferring their voucher from the PHA that originally provided the voucher to the DHA.

The DHA works with approximately 1,206 different landlords to ensure that each rental unit passes the Housing Quality Standards guidelines & that the rental amount charged is comparable with market rents for similar unassisted units in the same area. COVID-19, and related HUD Waivers, impacted inspections

in 2020 but DHA was able to make operational changes to continue to assist clients.

To secure an HCV, a family typically must be listed on the official wait list for the HCV program of the DHA. DHA most recently opened and closed the wait list for new HCV applications on May 10, 2022. The waitlist was previously opened March of 2019 and approximately 1,500 applicants were added. The DHA strives to maintain the utilization rate for the HCV program at or above 95% & calls families from the wait list to be screened & evaluated for eligibility to receive a voucher. .

DHA opened the waitlist for the Rental Housing Support Program (RHSP) on September 7th, 2022, the waitlist remains closed. A total of 310 pre-applicants are chosen for specific unit types. RHSP is not the Housing Choice Voucher (Section 8). It is not able to be transferred to other housing authorities (not portable). Participants must rent a specific unit with a specific eligible landlord (similar to a project-based program). Households in the program will pay approximately 30% of their income in rent based on a contribution schedule.

The DHA has received 40 Veterans Affairs Supportive Housing (HUD-VASH) vouchers from 2021 to 2023.

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. The DuPage Homeownership Center (DHOC) dba H.O.M.E. DuPage, Inc. assists first-time home buyers and low-income, single-parent and minority households through various programs, such as education for first-time home buyers, financial literacy training, foreclosure prevention counseling, and reverse mortgage counseling.

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

The DuPage Housing Authority is not designated as a troubled PHA. Of the 3,500 PHA in the US, DHA is one of approximately 1,000 designated as a High-Performer PHA- HUD's highest score.

Discussion

Items addressed above.

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

Introduction

Through the DuPage County Continuum of Care, DuPage County maintains and updates a 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. In 2022, DuPage County expects to acquire its first interim housing center which is expected to play a key role in the future homelessness service network. In 2023, DuPage County expanded the capacity of its first interim housing center, a shelter intervention which plays a key role in the DuPage County homelessness services network. Funded in part with CDBG-CV and American Rescue Plan Act funds, the interim housing center is the first of its kind in the county.

The Plan to End Homelessness provides an overview of 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. Plan elements 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

One-year goals and actions for reducing and ending homelessness include reducing the length of time homeless for individuals experiencing homelessness within our crisis response system, increasing exits to permanent housing destinations, and decreasing returns to homelessness following a successful placement into 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, and emergency shelters participate in community resource listings through the recently added 211 DuPage network of resources. Community events provide a vast array of resources, connections, on-site services, and direct access to providers. These activities are hosted both in person and through virtual events using online apps that are easily accessible. 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. Street outreach teams locate, identify, and build relationships with individuals or families living in unsheltered settings for the purpose of providing immediate support, intervention, and

connections with homeless assistance programs or mainstream social services and shelter or housing programs.

Other efforts such as the DuPage Pads Street Outreach project and “meals-only” services target unsheltered homeless persons. Pads Street Outreach teams respond to contacts from officials and community members referring unsheltered persons. Teams observe and engage persons toward participation in shelter and other appropriate resources. Midwest Shelter for Homeless Veterans reaches out to unsheltered veterans through weekly contact services with Veteran Administration (VA) facilities and services. The DuPage County Health Department’s Assertive Community Treatment program engages the mentally ill unsheltered population.

CES Access Points include DuPage County Intake & Referral, Catholic Charities, 360 Youth Services, DuPage Pads Street Outreach and Family Shelter Service (domestic violence). Residents who call DuPage County may be assessed and targeted for prevention and diversion. Catholic Charities, 360 Youth Services, Family Shelter Service and DuPage Pads conduct crisis stabilization and connect to emergency shelter. DuPage Pads continues to own and operate the county’s first interim housing center. Referrals are made to appropriate agencies and coordination of services is standardized through the use of HMIS.

Addressing the emergency shelter and transitional housing needs of homeless persons

Persons identified as experiencing homelessness are connected to accessible housing providers strategically located throughout the County. When no other housing option is available, persons are connected with financial and supportive services with the goal to secure and establish stability in permanent housing.

DuPage County and the DuPage CoC support emergency shelters and transitional housing programs that provide service to individuals and families experiencing homelessness, and special needs populations. Agencies offering emergency shelter and/or transitional beds or residential treatment include, but are not limited to: 360 Youth Services (unaccompanied youth shelter and transitional housing); Bridge Communities (homelessness prevention); DuPage County Health Department (supportive 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 permanent supportive housing); and Serenity House (residential substance abuse housing and services). The 2023 Housing Inventory Count identified 388 year-round emergency shelter beds (including 66 beds dedicated for persons experiencing domestic violence), 144 transitional housing beds, 130 rapid rehousing beds and 442 permanent supportive housing beds throughout the County. Emergency Shelter beds in particular increased in 2022 due to the expanded capacity made possible by the addition of a congregate shelter for use as an interim housing center. This congregate shelter has seen a significant increase in the number of families experiencing homelessness. Efforts to increase to exit individuals and families from temporary beds to permanent

housing are showing success and will continue to address that need.

In 2023, six public service projects addressed shelter and transitional housing essential services. Community Development Block Grant funds are also used to produce or preserve units of transitional and permanent supportive housing, and 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 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, childcare, 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 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 homebuyer 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 to develop and support effective strategies to end homelessness in DuPage County. The 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

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 and provision of affordable housing through creation of new housing units, and rehabilitation and acquisition of existing units. DuPage County, collectively, will also work to integrate an interim housing center into its existing resources. Replacing a congregate model, this has had a stabilizing effect on emergency shelter services provided by DuPage Pads and is expected to continue to do so once the building is acquired. 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 Service and Program Coordination 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.

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. In addition, more than one-half (56%) of seniors' gross rent or mortgage exceeds 30% of their household income.

Other areas that could impact stability and an increased risk of homelessness are prolonged unemployment, foreclosure, mental illness, domestic violence, substance abuse, unanticipated medical expenses, disabilities, re-entry from jail or a mental health facility, exiting a skilled nursing care center, difficulties accessing assistance services, and other emergency expenses. In addition, the current economic conditions, partially related to the COVID-19 pandemic, could lead to further instability among cost burdened households. Severely cost burdened households are more likely than others to sacrifice other necessities like healthy food and healthcare to pay the rent. The County can take steps and collaborate with agencies and local governments to continue increasing the stock of affordable housing in all neighborhoods.

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 (CDC) works to create and operate under sound policies for use of the funds received from HUD, DuPage County 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. Recently board members have formed an ad hoc committee to tackle the issue of affordable housing in DuPage County. The committee began its work with a series of education sessions, including creating a definition of affordability, evaluating the impact of local County policies on current development opportunities, analyzing action of past Boards that attempted to increase the affordable housing supply, and determining what recourse are available to address the needs.

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. Impact DuPage developed an Action Plan addressing affordable housing. A small group of stakeholders formed an affordable housing workgroup and secured local technical assistance from Chicago Metropolitan Agency

for Planning (CMAP). The planning efforts aim to create alignment between our Consolidated plan, municipality comprehensive plans, and the plans of other community-based housing organizations. The strategies may provide an effective approach to public policy change and heightening awareness of the affordable housing concerns in DuPage County. They aim to prioritize affordable housing issues and finalize initiatives to inspire community action.

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 is important. Understanding the current local forces that encourage and/or discourage affordable housing development and best practices to address identified affordable housing issues. 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

There has been an increase in resources as a result of federal legislation. As always, the County works to manage these resources efficiently to meet the underserved needs in the County. This includes identifying the best funding source for each need. It also includes thoroughly evaluating project requests and utilizing available resources to make sound, data driven decisions as to funding needs. As discussed elsewhere in this Action Plan, Impact DuPage (ImpactDuPage.org), 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 create a common understanding of community needs, gaps, and priorities that will advance the well-being of the DuPage County community. In addition, DuPage County Department of Community Services commissioned the Northern Illinois University Center for Governmental Studies to conduct the 2022 DuPage County Needs Assessment Study. The findings are used to help understand the needs of residents and improve the quality of community services in DuPage County. COVID-19 has of course impacted needs in the community – creating some needs and changing other existing needs. DuPage County has worked to maximize new and existing resources to address these needs and will continue to seek funding opportunities to help our communities.

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.

The DuPage County Board Chair has also planned to utilize surplus funds to contribute 2.5 million for affordable housing projects in DuPage County. This comes after the board voted to allocate 2.5 million towards the initiative. Bringing the County contribution to 5 million to begin a program for affordable housing solutions in DuPage County. The Housing Solutions Committee members evaluate housing affordability in DuPage County, study local policies, and brainstorm solutions to make homes more

equitably affordable.

In addition, DuPage County in conjunction with Cook, Kane, Lake, McHenry, and Will are partnering with the Chicago Metropolitan Agency for Planning (CMAP) to apply for the U.S. Department of Housing and Urban Development Pathways to Removing Obstacles to Housing (PRO Housing) grant program. The application focuses on housing readiness planning. Such as the process of tackling regulatory barriers like zoning, entitlement processes and building codes and inspection that inform the housing types and price points in our region's communities. CMAP reports that the region struggles to supply enough good, affordable, and accessible housing that is connected to jobs and services. Residents are concerned about the cost and types of housing available. Currently there is a mismatch between the housing that people want and what's available, and a systemic imbalance between job centers and where people live. Issues that undermine the regional economy and reinforce issues of segregation and concentrated poverty. The PRO Housing grant presents an opportunity for regional partners to work together to improve housing and community goals. CMAP has a long range-regional plan titled ON TO 2050. The plan states that by 2050, residents in our region should have the ability to find a good, affordable, and accessible home that fits each household's preferences, including proximity to jobs, transportation, and other amenities, throughout all states of life. ON TO 2050 sets a goal of reducing housing and transportation costs for low and moderate-income resident, to improve housing choice and quality of life.

In December 2019, DuPage County completed an updated Analysis of Impediments to Fair Housing as part of its 2020-2024 Consolidated Plan. The update identifies 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. 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 ensure 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 2022 American Community Survey 1-year estimate, approximately 6.7% of DuPage County residents are below the poverty level. Even though this is much lower than the 11.9% overall Illinois rate of poverty, it still means there are over 61,000 residents living in poverty in DuPage County. Many poverty level families lack employment skills and/or language/literacy skills and must rely on

programs and additional resources to keep their home affordable to live in. The County is in full support of maintaining services to enhance the lives of all residents including low income, persons with disabilities, and others in need of assistance. For additional actions, see the Appendix.

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 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 number of resources to the issues of housing and homelessness and efforts will continue to further enhance the coordination of these resources through the CoC.

Discussion

Non-government organizations (e.g., non-profit groups and housing developers) provide a large portion of the housing and services that address the needs of the low-income population of DuPage County. It is important to continue to provide the support that these organizations need to be successful. Therefore, DuPage County continues to give technical assistance to increase the capacity of local organizations to provide housing and other services and continues to maintain data on community needs that will help local organizations set priorities and apply for various grant funding.

Program Specific Requirements

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

Introduction

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.

In response to the COVID-19 pandemic, the U.S. Department of Housing and Urban Development (HUD) has issued a series of waivers and suspensions related to the Emergency Solutions Grant (ESG) Program, the Community Development Block Grant (CDBG) Program, and the HOME Investment Partnerships Program (HOME). DuPage County will follow the requirements under the ESG, CDBG, and HOME programs and intends to utilize any suspensions and waivers currently available or that become available for ESG, CDBG, and HOME in order to efficiently administer available funds.

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

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
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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. 70.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)

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

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.

Please find the full Resale Recapture Guidelines for HOME Investment Partnerships Program - Homeownership Activities attached within the Appendix.

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:

As stated above, depending on the type of HOME subsidy provided, there are two methods that can be used to ensure affordability of the units acquired with HOME funds.

DuPage County will use the recapture method of ensuring affordability for all homebuyers receiving

direct assistance. An example of when recapture would be used is under the HOME funded homebuyer assistance program. Depending on the individual financial need of each homebuyer, a loan will be provided in an amount sufficient to fill an existing financing gap, not to exceed \$14,999. The loan will be secured by a zero-interest, deferred payment mortgage on the property. When the property is sold or the title transfers, the pro rata balance will be due. If the property is no longer occupied by the HOME-eligible household that originally purchased the property during the period of affordability, the entire amount of the HOME investment becomes due. 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. Recaptured funds will be deposited in the HOME account and used for other HOME-eligible activities. Recapture is enforced through HOME Agreements between the County and Subrecipient/Developer as well as through each written Homebuyer Agreement between the homebuyer and the County and a deferred payment mortgage recorded against the property.

DuPage County will use the resale provision to ensure 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. Enforcement mechanisms include a HOME Agreements between the County and Subrecipient/Developer along with a Regulatory Land Use Restriction Agreement that will be recorded against the property to ensure the property remains affordable during the regulatory affordability period.

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 – fifteen years.

Please find the full Resale Recapture Guidelines for HOME Investment Partnerships Program - Homeownership Activities attached within the Appendix.

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.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

As per the DuPage County Community Development Commission Tenant Based Rental Assistance Program Policy, Section 4. Tenant Selection, The DuPage County TBRA program will give preferences for homeless families. "Family" is defined in 24 CFR 5.403 and includes either single persons or groups of persons residing together (with or without children). Homeless shall be as defined as it is defined under the Emergency Solutions Grant (ESG) (Category 1 and Category 4) as stated below. The Continuum of Care (CoC) Coordinated Entry System (CES) prioritization list will be utilized to select tenants. The CES operates through the Homeless Management Information System (HMIS); the County will work with the CoC to provide a tenant selection process for any potential Subrecipient Agency which may be prohibited from entering clients into the HMIS.

ESG Definition of Homelessness:

Category 1. An individual or family who lacks a fixed regular and adequate nighttime residence, meaning: (i) Individual or family has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) Individual or family is living in a supervised 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, or local government programs for low-income individuals); (iii) An individual who is exiting an institution where he or she 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.

Category 4. Any individual or family who is fleeing; AND has no other residence; AND no resources AND lives in an emergency shelter or other place described in Category 1 above.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

Including a preference for homeless families to receive TBRA is necessary to narrow the gap in benefits and services received by homeless families as it allows for families identified within the CoC CES to obtain stable housing. With a limited number of shelter beds, all of which are typically fully utilized, it is necessary to house those experiencing homelessness as quickly as possible, so beds become available for additional families in need of shelter and likely, supportive services. Additionally, families assisted with TBRA must participate in a self-sufficiency program through the Subrecipient Agency handling its case. Self-sufficiency gained by a previously homeless family through the TBRA program not only opens up shelter beds, but also allows for a new family to be

assisted through the TBRA program.

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

The County does not currently limit eligibility or give a preference to a particular segment of the population for rental housing projects in its Consolidated Plan.

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 January 2023. The Plan is reviewed by CoC Service and Program Coordination Committee and approved by the Leadership Committee. The ESG Program Plan is an attachment in the Appendix.

2. If the Continuum of Care has established a 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 is 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. To identify and engage all populations across the county, the 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 is 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 to the following sub-recipients that have demonstrated capacity and the ability to effectively participate: Catholic Charities, DuPage County Community Services, and Outreach Community Ministries. 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. One community member person with lived experience sits on the Leadership Committee of the CoC. Sub-recipient agencies that 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. Higher priority needs 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 in 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.

Additionally, in consultation with the CoC, the following measurable performance standards have been identified to be met in the future:

1. Increase the rate of engagement to 75% or more (Q09b, Street Outreach)
2. Increase the percentage of positive exit destinations by 5% from 49% to 54% (Q23c, All Projects)
3. Decrease the destination error rate by 4% from 21% to 17% (Q06c, All Projects)

The measurable performance standards will be assessed quarterly by the HMIS Lead for all ESG projects to ensure the projects are making progress towards meeting the performance standards

noted above.

HOME applications are currently accepted on a rolling basis. Detailed information regarding eligibility and the application/underwriting process and requirements can be found on the DuPage County website: https://www.dupagecounty.gov/government/departments/community_services/municipalities_and_non-profits/community_development_commission/home.php. Those interested in applying for HOME funding must complete a HOME application and underwriting template and work with CDC staff to determine viability of the proposed project.

DuPage County solicits HOME proposals as part of its 5-year ConPlan process and annually as part of its Annual Action Plan process. Developers actively seeking Low-Income Housing Tax Credits (LIHTC) from the Illinois Housing Development Authority (IHDA) for properties located in DuPage County apply for HOME funds through DuPage County in order to subsidize gaps that may exist in the project budget.

HOME funds are used to create and maintain affordable housing throughout DuPage County and thus all applications for HOME funds must meet minimum eligibility requirements as established by federal regulations and also local policy.

Attachments

Grantee Unique Appendices



Appendix

2024 Action Plan Element of the 2020-2024 Consolidated Plan

Contents

1. Geographic Distribution Policy
2. Resale Recapture Guidelines
3. 2024 ESG Program Plan
4. Actions Planned to Reduce the Number of Poverty-Level Families (AP-85 Supplement)
5. Public Hearing Documents
6. Project List

**GEOGRAPHIC DISTRIBUTION POLICY
AFFORDABLE HOUSING FUNDED BY HOME OR CDBG**

Used Only for New Construction or the Creation of New Units

(Approved June 28, 1994, by Home Advisory Group, Updated 2007 and Approved by the Home Advisory Group October 2, 2012; Updated April 24, 2017, Approved by the HOME Advisory Group May 2, 2017)

Definitions

Municipality with Insufficient Affordable Housing: The Illinois Affordable Housing Planning and Appeal Act (AHPAA) went into effect January 1, 2004. The Illinois Housing Development Authority (IHDA) was named the state-administering agency in the law. The law was intended to encourage municipalities to incorporate affordable housing into their communities. Local governments with insufficient affordable housing are defined as having less than 10% of total year-round units as affordable to low-income households. Du Page County will use this criteria to define municipalities with insufficient affordable housing.

Community of Low-income Concentration: is defined as a U.S. Census Tract, Block Group, or other locally defined subarea of a community with a high proportion of low-income persons. A local determination may be made to select the most appropriate geographical definition of what constitutes a community. However, communities must be contiguous and relatively homogeneous areas with common identifiable characteristics and specific boundaries. They cannot be whole municipalities. Such communities would be considered as having a low-income concentration if the number of low-income persons (less than 80% of median income) make up a majority (51% or more) of the population of the community. Data to make this determination may come from U. S. Census information or other data that would be acceptable to HUD.

Community of Minority Concentration: is defined as a U. S. Census Tract, Block Group, or other locally defined subarea of a community with a high proportion of minority persons. Such communities would be considered as having a minority concentration if the number of minority persons residing in the Census Block Group is within the top 10th percentile of all Du Page County Block Groups in terms of minority concentration. Per the 2010 Census, such communities have a minority concentration of 58.4% or more.

Policy

It is the policy of the DuPage Community Development Commission and the DuPage HOME Advisory Group that greater locational choice be 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. The actions below will be used to promote greater locational choice for both low and moderate-income persons and minorities by encouraging affordable housing outside of communities of low-income concentration and outside of communities of minority concentrations, and within municipalities with insufficient affordable housing.

1. Staff to the CDC and the HOME Advisory Group, in providing technical assistance and advice to potential project sponsors, will encourage identifying locations that are outside of neighborhoods of low-income concentration, and outside of neighborhoods of minority concentrations, and within communities with insufficient affordable housing.
2. 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 affordable housing or otherwise adding to the affordable housing stock will be evaluated for the suitability of the proposed site. Although a variety of issues will be examined, of particular note will be the impact of the proposed project on increasing concentrations of affordable units, low-income persons, and minorities. The extent of this evaluation will depend on the activity being proposed and general demographic information about the proposed location of the site. Guidance for this analysis will come from regulations at 24 CFR 983.57(e)(2) and (3) which is appended hereto. This information describes procedures for implementing site and neighborhood standards. Analysis of site suitability will include the following:
 - a. A special notice will be sent to the jurisdiction in which the proposed site is located providing opportunity to comment on: (1) consistency with local zoning or other applicable development control ordinances; (2) significant environmental concerns; (3) consistency in scale or appearance with the surrounding area; or (4) the effect on creating or expanding a concentration of affordable housing for low-income persons and minority persons. This notice is in addition to any notices required by the Environmental Review Record process.
 - b. If there is a reasonable potential for concern based on local jurisdiction comments (including supporting documentation), information from the application, or underwriting analysis by staff, the Community Development Commission or HOME Advisory Group may require further assessment. The purpose of the analysis will be to show that concerns will be adequately addressed.
 - c. If, after further assessment, there is documented evidence that site concerns cannot be adequately addressed, the Community Development Commission or HOME Advisory Group may determine that the proposed project does not meet the minimum program requirements of the respective program.
 - d. When a project will be located within a municipality of insufficient affordable housing and outside of a community of low-income concentration and outside of a community of minority concentration, and the costs associated with the project are high in relation to other projects due to this location, the evaluation of the project's cost effectiveness in the underwriting review will not be penalized, provided that the project does not exceed per-unit subsidy limits.
 - e. All project applications reviewed by the DuPage Community Development

Commission will adhere to 24 CFR 92.202 (a), which states a participating jurisdiction must administer its HOME program in a manner that provides housing that is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601 et seq.), E.O. 11063 (3 CFR, 1959-1963 Comp., p. 652), and HUD regulations issued pursuant thereto; and promotes greater choice of housing opportunities. Additionally, all project applications for new construction or the creation of new affordable units, to the greatest extent feasible, will adhere to 24 CFR Part 983.57 (e) (2) (3) listed in Appendix A.

Appendix A - Source: 24 CFR Part 983.57 (e) (1) (2) (3)

The HOME regulations require the Participating Jurisdiction to determine that the siting of new construction of rental projects meets the following requirements:

- e) New construction site and neighborhood standards. A site for newly constructed housing must meet the following site and neighborhood standards:
 - (2) The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
 - (3) A project may be located in an area of minority concentration only if:
 - (i) Sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration (see paragraph (e)(3)(iii), (iv), and (v) of this section for further guidance on this criterion); or
 - (ii) The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e) (3)(vi)) of this section for further guidance on this criterion).
 - (iii) As used in paragraph (e)(3)(i) of this section, "sufficient" does not require that in every locality there be an equal number of assisted units within and outside of areas of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year, that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.
 - (iv) Units may be considered "comparable opportunities," as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.
 - (v) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:
 - (A) A significant number of assisted housing units are available outside areas of minority concentration.
 - (B) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.
 - (C) There are racially integrated neighborhoods in the locality.

- (D) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.
 - (E) Minority families have benefited from local activities (e.g. , acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.
 - (F) A significant proportion of minority households has been successful in finding units in non-minority areas under the tenant-based assistance programs.
 - (G) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.
- (vi) Application of the "overriding housing needs" criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a "revitalizing area"). An "overriding housing need," however, may not serve as the basis for determining that a site is acceptable, if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status, or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

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 35% (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.



**DUPAGE COUNTY
CONTINUUM of CARE**

**Emergency Solutions Grant
Program Plan**

**Street Outreach, Emergency Shelter,
Rapid Re-Housing & Homelessness Prevention
January 2024**

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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: <https://www.hudexchange.info/>.

ESG specific information is maintained at: <https://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 expanded 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 had 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. ESG providers must adhere to the most recent Community Development Commission VAWA Policy and Emergency Transfer Plan and incorporate the VAWA addendum for Homelessness Prevention and Rapid Rehousing providers.

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 (HMIS).



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 Service and Program Coordination 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 contacts¹ and engagement² 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, referral source, service transactions with specific provisions of basic needs, information and referrals, direct connection to housing, and outcome of each contact.

¹ 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.

² 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.



Data Collection Challenges: A street outreach project is likely to encounter difficulty engaging homeless persons. Street outreach projects may record a project start with limited information about the client and improve on the accuracy and completeness of client data over time by editing data in an HMIS as they engage the client. The initial entry may be as basic as the project entry date and a de-identified name that would be identifiable for retrieval by the worker in the system. However, Street Outreach projects are prohibited from establishing protocols that only require outreach workers to collect minimal client data. Over time, outreach workers must attempt to collect all data required for street outreach projects and edit recorded data for accuracy as the worker learns more about the client.

De-Duplication of Client Records: Local protocols should be established to determine how coordination among street outreach projects effectively manage the identification and data collection of clients. In a smaller CoC, it may be possible to coordinate street outreach efforts and reduce duplication of client records through case conferencing or other efforts to coordinate outreach services. The use of temporary de-identified names should not be an excuse for excessive duplicate clients or poor data quality. Street Outreach projects and local HMIS leadership should work together to minimize the use of de-identified names and attain high data quality.

Project start vs enrollment: For Street Outreach projects, the project start date is the date of first contact with the client. The project start date is a required UDE that indicates when a client has joined the project.

Contacts: A street outreach project is expected to record every contact made with each client in the HMIS via 4.12 Current Living Situation. A contact is defined as an interaction between a worker and a client designed to engage the client. Contacts may include activities such as a conversation between the street outreach worker and the client about the client's well-being or needs, an office visit to discuss their housing plan, a phone call, or a referral to another community service. A contact must be recorded anytime a client is met, including when an engagement date or project start date is recorded on the same day.

Engagements: Per the HMIS Data Standards and by agreement across all federal partners, an engagement date is the date when 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 when the client has been engaged by the outreach worker. This date may be on or after the project start date and must be prior to project exit. If the client exits without becoming engaged, the engagement date should be left blank. If the client was contacted on the date of engagement, a contact must also be entered for that date.

Data Quality: Reporting to HUD on data quality for street outreach projects is limited to clients with a date of engagement. Therefore, it is important that outreach workers record the engagement date and also review all of the UDE and applicable Common Program Specific Data Elements for completeness and accuracy. The Date of Engagement coincides with the requirement for HMIS data quality, therefore all UDE should be entered into HMIS at or before the Date of Engagement.

Project Exit: Project exit represents the end of a client's participation with a project. 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. Additional information regarding Street Outreach data collection instructions is available at:



<https://www.hudexchange.info/resource/4447/esg-program-hmis-manual/>

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 Service and Program Coordination 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, childcare, 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 (ESSA) 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. The Homelessness Eligibility and Verification form located in the appendix has been developed to document verification and eligibility for assistance. Additionally, ESG regulations allow for records contained in an HMIS as acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates on which entries are made. 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 2021 program year, Homelessness Prevention funds were 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://dupagehomeless.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. The Emergency Solutions Grants Program (ESG) HMIS Manual is intended to support data collection and reporting efforts of Homeless Management Information System (HMIS) Lead Agencies and ESG recipients and subrecipients. This manual provides information on HMIS project setup and data collection guidance specific to the ESG Program.

<https://www.hudexchange.info/resource/4447/esg-program-hmis-manual/>



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 the HUD 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 Service and Program Coordination 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 <https://dupagehomeless.org/hmis/forms/>). 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 Service and Program Coordination 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 stricter 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 Service and Program Coordination 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 Service and Program Coordination 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 Service and Program Coordination 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 <https://dupagehomeless.org/strategies/coordinated-entry-system/>³ 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.

DuPage County Continuum of Care ESG Program Plan – January 2024

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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 Service and Program Coordination 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 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.

³ <https://dupagehomeless.org/wp-content/uploads/2023/12/2023-DuPage-County-CES-Written-Standards-Nov-23.pdf>



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 make available information 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 Services (PSLS) is no longer the ESG Legal Services provider in DuPage County; however, the agency is supported by different funding sources. Therefore, participants requiring housing related legal services can still 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 DuPage County Continuum of Care ESG Program Plan – January 2024

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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 <https://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 <https://www.huduser.gov/portal/datasets/il.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.

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 information to be shared with participating agencies of the Service and Program Coordination Committee and Northeast Illinois HMIS RRH/HP providers as defined in the Authorization to Exchange Information for the Homelessness Provider Network and the Agency Privacy Notice; 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 Service and Program Coordination 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, & 576.404](#) for information regarding conflicts of interest, Non-discrimination and Equal Opportunity Requirements, Fair Housing, and Civil Rights laws.

Conflict of Interest

Organizational

The provision of any type or amount of ESG assistance may not be conditioned on an individual's or household's acceptance or occupancy of emergency shelter or housing owned by the subrecipient or an affiliated organization. The subrecipient is prohibited from conducting a participant's intake assessment required under [§ 576.401](#) to determine program eligibility or administer homelessness assistance under [§ 576.103](#), if the participant resides in housing where the subrecipient, of any parent or subsidiary of the subrecipient, has ownership interest. The subrecipient would need to find another independent organization that is also an ESG subrecipient to conduct the intake assessment and ensure that all program participants are eligible as well as to administer homelessness prevention assistance. The subrecipient must maintain written standards of conduct covering organizational conflicts of interest required under [2 CFR 200.318](#).

Individual

For the procurement of goods and services, the subrecipient must comply with the codes of conduct



and conflict of interest requirements under [2 CFR 200.318](#). Persons for whom the Conflict-of-Interest requirements apply include any person who is an employee, agent, consultant, officer, or elected or appointed official of the subrecipient agency. No person who exercises or has exercised any functions or responsibilities with respect to activities under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to as assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for themselves or for those with whom they have family or business ties, during their tenure.

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 Standards⁴. 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-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 (SAMFRs) 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

⁴
<https://www.huduser.gov/portal/datasets/fmr.html>



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).

Lead Based Paint Requirements

The lead-based paint requirements exist to protect vulnerable families from potential health hazards. To prevent lead-poisoning in young children, ESG grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at [24 CFR 35](#), Parts A, B, H, J, K, M, and R. As agencies that provide assistance to and advocate on behalf of disadvantaged populations, it is important to understand that the lead rule is a tool that helps you ensure the safety and well-being of persons served. Under ESG, the rule is that a lead-based paint visual assessment must be completed for all units that meet all of the three following conditions:

- The household living in the unit is being assisted with ESG financial assistance (rent assistance, utilities assistance, utility/security deposits, or arrears); and
- The unit was constructed prior to 1978; and
- A child under the age of six is or will be living in the unit.

Under ESG, the lead requirements apply regardless of whether a household is remaining in an existing unit or moving to a new unit. The visual assessment must be completed prior to ESG assistance being provided, and annually thereafter. Grantees (ESG program staff) are responsible for ensuring that property owners and managers meet the lead-based paint requirements.

Disclosure Requirements

Disclosure requirements are triggered for ALL properties constructed prior to 1978. These requirements require that landlords, property owners, or managers provide tenants with:

- HUD's disclosure form for rental properties disclosing the presence of known and unknown lead-based paint; and
- A copy of the "Protect Your Family from Lead in the Home" pamphlet.

This requirement relates to property owners/managers but sharing this information with clients (or ensuring they have received it) is important. ESG assessments are an important opportunity to educate clients about the potential hazards related to lead and their rights as tenants. Informed tenants are more likely to watch for potential problems in their home and proactively work with landlords to address any issues.

Visual Assessment

Per regulations found in [24 CFR 35](#), visual assessments for ESG funded units are only triggered under certain circumstances:

- The leased property was constructed before 1978; and
- A child under the age of six will be living in the unit occupied by the household receiving ESG assistance.

Depending on the results of the visual assessment, additional steps may be required before assistance can be provided for that unit.

It is a requirement of all agencies to have lead base paint certification and inspections completed, whether you have a shelter or office space serving clients. Each agency should have at least one staff certified to complete visual lead-based paint assessments. Agency staff are required to give lead-based paint disclosures to clients for rental assistance with Homeless Prevention and Rapid Rehousing. The link to the HUD Lead Based Paint Training is below.

Training opportunities, training curricula, materials and pamphlets, information on the Lead Safe DuPage County Continuum of Care ESG Program Plan – January 2024 Page 26 of 34

Housing Rule, and other documents can be accessed at:

<https://www.hudexchange.info/programs/lead-based-paint/resources/>

The Lead Safe Housing Rule can be accessed at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr

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.

For ongoing ESG assistance, the Provider must take reasonable measures to ensure the unit meets the minimum habitability standards for permanent housing for the duration of the assistance. This can include case managers meeting monthly open to address concerns, landlords regularly attesting that no significant problems exist, and clients are educated to notify their landlord and case managers of issues that impact the habitability of the unit.

The intent of these measures is to be proactive; to become aware and have the opportunity to address and resolve of any potential issue impact safe, sanitary living conditions. ESG providers have the option of withholding rent and requesting a formal reinspection.

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.

NSPIRE

HUD has developed National Standards for the Physical Inspection of Real Estate (NSPIRE) to prioritize health, safety, and functional defects of properties over appearance. The Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for Physical Inspection of Real Estate (NSPIRE) final rule ("NSPIRE final rule") was published on May 11, 2023 (88 FR 30442). The NSPIRE final rule strengthens HUD's physical condition standards and re-envision how HUD-assisted housing is inspected by aligning and consolidating the inspection regulations. HUD intends to publish, through a Federal Register notice, guidance on which NSPIRE standards apply to ESG and CoC programs. In anticipation of further guidance, HUD has extended the original NSPIRE compliance date from October 1, 2023 to October 1, 2024. Recipients choosing not to adopt the NSPIRE standards on October 1, 2023 must continue using the standards for assessing housing quality in accordance with the current requirements under 24 CFR Part 574, 576, or 578, as appropriate.

Lease Requirements

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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



- e. 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.
- f. 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 HMIS 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 Data Performance 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 workflow 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.

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 Homeless Prevention and/or RRH provider groups within HMIS to share information required for reporting purposes and to prevent duplication of services. (See 2022 Service and Program Coordination Community Partnership Agreement or most recent version in Appendix).

Effective May 1, 2015, the CoC expanded data sharing for service providers who offer Rapid Re-housing (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 <https://dupagehomeless.org/hmis/> and <https://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 Service and Program Coordination 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.



Violence Against Women Act (VAWA)

Providing Notice of VAWA Protections

All CoC and ESG funded Homelessness Prevention and Rapid Rehousing providers must provide notice to program applicants and participants of their rights under VAWA. ESG program grantees must document that clients were informed of their rights and provided copies of the notices. A signed copy of acknowledgement must be maintained in client files. HUD provides detailed guidance on the scope and timing of this requirement in [24 CFR 578.99\(j\)\(4\)](#) and [24 CFR 5.2005\(a\)](#).

1) All CoC and ESG funded programs must provide applicants and participants HUD Form 5380: Notice of Occupancy Rights under the Violence Against Women Act form that explains the VAWA protections including the right to confidentiality, and any limitations on those protections.

a) HUD form 5380 must be provided to each person seeking or receiving CoC or other HUD-funded housing assistance at the following times:

- When an individual or family is denied permanent or transitional housing;
- When a program participant is admitted to permanent or transitional housing;
- When a program participant receives notification of eviction; and
- When a program participant is notified of termination of assistance.

b) If a program participant in an ESG or CoC funded program has not been notified of their rights under VAWA, and none of the above conditions apply, the program must provide HUD form 5380 at re-certification or lease renewal.

2) ESG and CoC funded programs using funds for rental assistance are required to include language in agreements with housing owners or landlords detailing VAWA protections, including notification, prohibited bases for eviction, limitations, and other requirements. This is covered in the HUD Lease Addendum HUD-91067 found in the Appendix Documents.

All rental assisted units need to have the VAWA lease addendum signed by the landlord unless the lease agreements incorporated the following as found in the VAWA Rule:

- Right for the lease to be broken without penalty, if the tenant qualifies for an emergency transfer, except for tenant based rental assistance
- Language that protects individuals from being denied access to housing and/or evicted from their housing on the basis of or as a direct result of being a survivor
- Construction of lease terms and terms of assistance
- Limitation of VAWA protections
- Confidentiality requirements

In the event that a landlord/property owner/management company is not willing to execute the VAWA Lease Addendum, alternative housing options and assistance should be presented to the household.

Emergency Transfer Plan

One of the key provisions the 2013 VAWA updates and subsequent HUD regulations is the ability of an eligible program participant to be offered information about VAWA protections and the opportunity to request an Emergency Transfer from their housing unit to another, safer housing unit. The DuPage County Community Development Commission has responded to this requirement by developing an



Emergency Transfer Plan for victims of domestic violence, dating violence, sexual assault or stalking

and an emergency response protocol for addressing incidents of domestic violence, dating violence, sexual assault, or stalking. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that DuPage County Community Development Commission is compliant with VAWA. A copy of the Emergency Transfer Plan is included in the Appendix Documents.

Additional information is available at: <https://www.justice.gov/tribal/2013-and-2022-reauthorizations-violence-against-women-act-vawa>

Plan Approval History

Service and Program Coordination Committee and CDC review: October to November 2023

Service and Program Coordination Committee Approval: November 2023

Leadership Review of Document: December 2023

Leadership Approval of Final Document: January 2024

Approved Plan is inclusion in DuPage County Action Plan: March 2024

Note: Public Comment or HUD suggested changes may warrant further review or changes to this plan.



Appendix Documents

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 (2018 - 2021)
8. At a Glance Criteria for Definition of Homelessness and Recordkeeping
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 2021
13. CDC VAWA Policy
14. CDC Emergency Transfer Plan
15. CDC VAWA Addendum

HPP AGENCY LIST AND COMMUNITIES SERVICED

Revised April 2023

Grant Funded			Privately Funded
<p>PEOPLES RESOURCE CENTER Grants: IDHS, EFSP and agency funds</p> <p>(630) 682-5402</p> <p>Serves all current PRC Clients in DuPage County</p>	<p>CATHOLIC CHARITIES Grants: ESG, IDHS, SSVF (Veterans) and agency funds</p> <p>(630) 495-8008</p> <p>Addison Bensenville (SA)** Bolingbrook** Burr Ridge Clarendon Hills Darien Downers Grove Elmhurst Itasca - Lombard Medinah Oakbrook Oakbrook Terrace Villa Park Wood Dale Woodridge</p>	<p>DUPAGE COUNTY Grants: ESG, IDHS</p> <p>(630) 407-6500</p> <p>1-800-942-9412</p> <p>Aurora** Bartlett** Bloomingdale Glen Ellyn Glendale Heights Hanover Park** Hinsdale Keeneyville Lemont** (unincorp) Lisle Naperville Ontarioville Roselle Wayne West Chicago Westmont Wheaton- Willowbrook Winfield</p> <p align="center">** Multi County</p>	<p>Loaves & Fishes Community Services (Naperville Cares)</p> <p>(630) 355-3663 X4</p> <p>Residents of Naperville, Aurora residents in DuPage County, members of a Naperville congregation, or households with children in District 203 or 204 schools</p> <p>LOVE Christian Clearinghouse</p> <p>(630) 512-8665</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>OUTREACH COMMUNITY MINISTRIES</p> <p>Grants: IDHS, ESG agency funds</p> <p>(630) 260-7600 Carol Stream</p> <p>(630) 682-1910 Glen Ellyn & Wheaton</p> <p>(630) 393-7057 Warrenville & surrounding unincorporated areas</p>			
Veterans Assistance			
<p>CATHOLIC CHARITIES</p> <p>Grant: SSVF (Veterans)</p> <p>(630) 495-8008</p> <p>Supportive Services for Low-Income Homeless & At-Risk Veteran Families in DuPage, Kankakee and Will County</p>	<p>Midwest Shelter for Homeless Veterans</p> <p>Grant: SSVF (Veterans)</p> <p>(630) 871-8387</p> <p>Supportive Services for Low Income Homeless & At-Risk Veteran Families in DuPage</p> <p>Multiple Counties Served: DeKalb, DuPage, Kane, Kendall, Grundy, LaSalle & Will</p>	<p>DuPage Veterans Assistance Commission of DuPage County</p> <p>(630) 407-5655</p> <p>DuPage County Veterans and their Widows, Spouses, or Dependents</p>	



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (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> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (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> (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> (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> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (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
	Category 2	Unaccompanied Children and Youth	<p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p>
	Category 3	Families with Children and Youth	<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 Logo Here]



HMIS Notice of Privacy Practices

Effective [SELECT A DATE]

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION.

[Agency Name] and the Northeast Illinois Homeless Management Information System (HMIS)

Overview

When you request services from [Agency Name], information about you and members of your family is entered into a computer system called HMIS, or Homeless Management Information System. HMIS is a project of DuPage County Community Services in partnership with many organizations in northeast Illinois that provide homeless, health care, medical, and social services to persons and families in need. The information collected in HMIS will help us coordinate and provide better service, document the need for additional services, and generate reports such as the number of persons who are homeless or at risk of homelessness in northeast Illinois.

We intend our policy and practices to align with the Housing and Urban Development's (HUD) HMIS Data and Technical Standards and HMIS Data Standards¹.

What is Being Shared

This agency's staff and the Software Administrators have access to all data collected in HMIS, and the participating agencies have limited access as described below and online, dupagehomeless.org/HMIS/Forms. If further information is to be shared and is not covered by this notice, then a separate authorization will be required.

Information shared to the participating agencies include:

- Protected Personal information (PPI) - Name, Date of Birth, and Social Security Number. PPI is information that allows identification of an individual directly or indirectly, can be manipulated by a reasonably foreseeable method to identify a specific individual, or can be linked with other available information to identify a specific client.
- Demographics – Race, Ethnicity, Gender, Veteran Status
- Project Enrollments – Project Name, Enrollment dates, Reason for Leaving a program, and the Housing Destination you left to.
- Case Manager's contact information (if one is assigned)

How Your Information May Be Used

Unless restricted by law, the information can be used by:

- Authorized people who work in [Agency Name], HMIS partner organizations for administrative purposes related to providing and coordinating services to you or your family, or for billing or funding purposes.
- Auditors or others who review the work of [Agency Name] or need to review the information to

¹ <https://www.hudexchange.info/programs/hmis/>

HMIS Notice of Privacy Practices

Effective [SELECT A DATE]

provide services to [Agency Name].

- The HMIS system administrator(s), DuPage County Community Services and its designees, and the HMIS developer (WellSky) for administrative purposes (for example, to assist [Agency Name] by checking for data errors and identifying your potential eligibility for services).
- Individuals performing academic research who have signed a research agreement with [Agency Name] or DuPage County Community Services. Your name, social security number or other identifying information may be used to match records but will not be used directly in the research unless you sign a separate consent.
- [Agency Name] or the DuPage County Community Services may use your information to create aggregate data that has your identifying information removed. Also, [Agency Name] may disclose to a third-party aggregate data so that the third party can create data that does not include any of your identifying information.
- Government or social services agencies that are authorized to receive reports of homelessness, abuse, neglect or domestic violence, when such reports are required by law or standards of ethical conduct.
- A coroner or medical examiner or funeral director to carry out their duties.
- Authorized federal officials for the conduct of certain national security or certain activities associated with the protection of certain officials.
- Law enforcement officials, but the disclosure must meet the minimum standards necessary for the immediate purpose and not disclose information about other individuals. A court order or search warrant may be required.
- Others, to the extent that the law requires a specific use or disclosure of information. Information may be released to prevent or lessen a serious and imminent threat to the health or safety of a person or the public; if the disclosure is made to a person or persons reasonably able to prevent or lessen the threat or harm, including the target of a threat.

Other uses and sharing of your information will be made only with your written consent.

Your Rights Regarding Your Information in HMIS

- You have the right to opt-out of having your and your household members' information shared to partnering agencies in the Northeast Illinois Homeless Management Information System (HMIS). To do so, you must request and sign the "Client Data Sharing Refusal Form." Any information in the HMIS prior to signing the Sharing Refusal form will continue to be shared with the agencies as described in this notice.
- You may request a list of current HMIS partner organizations from [Agency Name] or DuPage County Community Services or review the current list at suburbancook.org/hmis. DuPage County Community Services may add new HMIS partner organizations to this list at any time.
- You have the right to inspect and obtain a copy of your own protected personal information for as long as it is kept in the HMIS, except for information compiled in reasonable anticipation of, or for use in, a legal proceeding.

[Agency Logo Here]



HMIS Notice of Privacy Practices

Effective [SELECT A DATE]

- You have the right to request a correction of your protected personal information when the information in the record is inaccurate or incomplete.

Enforcement of Your Rights

If you believe your privacy rights have been violated, you may send a written complaint to [Agency Name]. If your complaint is not resolved to your satisfaction, you may send your written complaint to DuPage County Community Services. Addresses are listed at the end of this Notice. You will not be retaliated against for filing a complaint.

[Agency Name] is required by law to maintain the privacy of your protected personal information, and to display a copy of the most recent Notice. [Agency Name] reserves the right to change the Notice from time to time, and if it does, the change will affect all the information in the HMIS, not just the information entered after the change. The revised Notice will be posted at [Agency Website]. You may request a copy of it from [Agency Name].

[Agency Contact Information]	DuPage County Community Services
[Address]	HMIS System Administrator
[Address]	421 N County Farm Road
[Phone Number]	Wheaton, IL 60187
[Website]	630-407-6397
	dupagehomeless.org/HMIS

Change History

- October 2009- Initial Policy was a part of client consent documents
- October 2012 - Adopted HUD’s baseline privacy notice and detailed our implied consent disclosure process
- 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.
- June 2021 – Complete reorganization, re-formatting, deduplication of statements, and adjusted level of language used. Added language around sharing of pre-existing data after a client refuses to share any new information. Moved to using Effective date rather than version numbers.
- April 2022 – Updated websites.

Agency's LOGO

DuPage CoC Initial Intake Assessment

Head of Household / All Adult HH Members

HMIS Client ID#

Fill in after HMIS Project Entry

Project Name

Entry Date (Project Start)

Month / Day / Year

Date of Engagement (ES/SO)

Month / Day / Year

Housing Move-in Date (PH, PSH, RRH)

Month / Day / Year

HEAD OF HOUSEHOLD (A client's full and accurate name should be used, but the recording of a legal name is not required, unless specified by a funder.)

			Client doesn't know	Client prefers not to answer
First Name		Middle Name		<input type="checkbox"/>
Last Name	Suffix (e.g. Jr, Sr, III)		<input type="checkbox"/>	<input type="checkbox"/>
	Alias			
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 <i>Veteran Status is on the Client Profile Tab and may need to be updated if the client is already in the HMIS.</i>		<input type="checkbox"/>	<input type="checkbox"/>
Relationship (to HoH)	<input type="checkbox"/> SELF (Head of Household) <input type="checkbox"/> HoH's Other Relation <input type="checkbox"/> HoH's Child <input type="checkbox"/> Other: Non-Relation <input type="checkbox"/> HoH's Spouse/Partner		Use a separate Initial Intake Assessment or HH Member Supplemental page for each additional HH member.	
Date of Birth	Approx. or Partial DOB Reported <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Gender	<small>A client's gender may not match the sex they were assigned at birth.</small> <input type="checkbox"/> Woman (Girl, if child) <input type="checkbox"/> Man (Boy, if child) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Culturally Specific Identity (e.g. Two Spirit) <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity, specify:		<input type="checkbox"/>	<input type="checkbox"/>
How does the client identify their sexual orientation?	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Other, specify:		<input type="checkbox"/>	<input type="checkbox"/>
Race and Ethnicity	<small>The client may share more than one response and all should be recorded. If the client "doesn't know" or "prefers not to answer," only record that response.</small> <input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Hispanic/Latina/e/o <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White		<input type="checkbox"/>	<input type="checkbox"/>
Additional Race and Ethnicity Detail <small>The question allows the client to share additional specificity about how they identify or express their ethnicity, race, or nationality, using terms that may not be addressed by the standard responses above (e.g. Potawatomi Tribe, Hmong, Haitian, Arab-American).</small>				
Translation Assistance Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>
Preferred Language	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Other preferred language, specify:		<input type="checkbox"/>	<input type="checkbox"/>

VICTIM OF DOMESTIC VIOLENCE (DV) <small>DV includes "domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual's or family's current housing situation." (REARTRV Act)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
	(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 prefers not to answer (If Yes) are you currently fleeing? (This includes currently attempting to flee.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client does not know <input type="checkbox"/> Client prefers not to answer
General Health Status <small>(RHVY and VASH projects only)</small>	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer

DISABILITY ASSESSMENT						
Does the client have a disabling condition expected to be of long duration and impedes ability to live independently?						
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer						
Disability Type	(If Yes) Start Date	Will the Condition be long term?	Disability Determination		If Yes, expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?	
Alcohol Use Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						
Chronic Health Condition <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						
Developmental Disability <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						
Drug Use Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						
HIV/AIDS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						
Mental Health Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						
Physical Disability <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____ / ____ / ____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer
Notes:						

Chronic Homelessness (CH) Assessment

PRIOR LIVING SITUATION: *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 (like HP), this is their current situation.*
 Choose from Literally Homeless Situation OR Institutional Setting OR Temporary/PH Situation. Once chosen, stay in that column.

<p>1A. Homeless Situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside) <input type="checkbox"/> Emergency Shelter (including hotel or motel paid for with emergency shelter voucher, or Host Home shelter) <input type="checkbox"/> Safe Haven <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: center;">↓ Next Answer 2A: Length of Stay. ↓</p>	<p>1B. Institutional Situation</p> <ul style="list-style-type: none"> <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 other psychiatric facility <input type="checkbox"/> Substance abuse treatment facility or detox center <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: center;">↓ Next Answer 2B: Length of Stay. ↓</p>	<p>1C. Temporary Situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transitional Housing for homeless persons (including homeless youth) <input type="checkbox"/> Residential/halfway house, NO homeless criteria <input type="checkbox"/> Hotel or motel paid for without ES voucher <input type="checkbox"/> Host Home (non-crisis) <input type="checkbox"/> Staying or living in a friend's room, apt, or house <input type="checkbox"/> Staying or living in a family member's room, apt, or house <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: center;">-OR-</p> <p>1C. Permanent Housing Situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rental by client, NO ongoing housing subsidy <input type="checkbox"/> Rental by client, with ongoing subsidy <p>IDENTIFY SUBSIDY TYPE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GPD TIP housing subsidy <input type="checkbox"/> WASH housing subsidy <input type="checkbox"/> RRH or equivalent subsidy <input type="checkbox"/> HCV voucher (tenant or project based) [not dedicated] <input type="checkbox"/> Public housing unit <input type="checkbox"/> Rental by client, with other ongoing housing subsidy <input type="checkbox"/> Housing Stability Voucher <input type="checkbox"/> Family Unification Program Voucher (FUP) <input type="checkbox"/> Foster Youth to Independence Initiative (FYI) <input type="checkbox"/> Permanent Supportive Housing <input type="checkbox"/> Other permanent housing dedicated for formerly homeless persons <ul style="list-style-type: none"> <input type="checkbox"/> Owned by client, with ongoing housing subsidy <input type="checkbox"/> Owned by client, NO ongoing housing subsidy <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: center;">↓ Next Answer 2C: Length of Stay. ↓</p>
<p>2A: LENGTH OF STAY: <i>How long was the client in a Homeless Situation?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> One night or less <input type="checkbox"/> Two to six nights <input type="checkbox"/> One week or more, but less than one month <input type="checkbox"/> One month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than one year <input type="checkbox"/> One year or longer <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: center;">↓ Next Answer 3: Chronic Questions ↓</p>	<p>2B: LENGTH OF STAY: <i>How long was the client in an Institutional Situation?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> One night or less^a <input type="checkbox"/> Two to six nights^a <input type="checkbox"/> One week or more, but less than one month^a <input type="checkbox"/> One month or more, but less than 90 days^a <input type="checkbox"/> 90 days or more, but less than one year <input type="checkbox"/> One year or longer <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: right; margin-right: 20px;">} 90 days or less</p> <p>^a<i>If the client reported 90 days or less, then answer the question below. If the client reports more than 90 days, the client is NOT considered to be experiencing CH at this point in time, skip the rest of this page.</i></p> <p>On the night before the Institutional Situation, did the client stay on the streets, in ES or SH?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes (proceed below to 3: Chronic Questions) <input type="checkbox"/> No (the client is NOT considered to be experiencing CH at this point in time, skip the rest of this page) 	<p>2C: LENGTH OF STAY: <i>How long was the client in a Housing Situation?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> One night or less^a <input type="checkbox"/> Two to six nights^a <input type="checkbox"/> One week or more, but less than one month <input type="checkbox"/> One month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than one year <input type="checkbox"/> One Year or Longer <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer <p style="text-align: right; margin-right: 20px;">} 6 nights or less</p> <p><i>If Client is entering ES, SH, or SO, then answer the question below OR...</i></p> <p>^a<i>If the client reported 6 nights or less, then answer the question below.</i></p> <p><i>If the client reports 7 days or more AND is NOT entering ES, SH, or SO, then the client is NOT considered to be experiencing CH at this point in time, skip the rest of this page.</i></p> <p>On the night before the TH/PH Housing Situation, did the client stay on the streets, in ES or SH?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes (proceed below to 3: Chronic Questions) <input type="checkbox"/> No (the client is NOT considered to be experiencing CH at this point in time, skip the rest of this page)

3: CHRONIC HOMELESSNESS (CH) QUESTIONS: <i>(depending on your answer in the above questions).</i>	
3.1: When did the client first become homeless? Have the client look back to when they first became homeless (not this episode, but the very first time) and enter that approximate date.	M/D/Y
3.2: 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
3.3: 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. <i>If this is the first time the client has been homeless in the past 3 years then the response is One Time.</i> <ul style="list-style-type: none"> • 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 prefers not to answer
3.4: Total number of months on the street, in ES or SH in the past 3 years: <i>the number of cumulative but not necessarily consecutive months spent homeless.</i>	Number of Months

ENROLLMENT CoC

Client Location should always be IL-514 DuPage except for SSVF when a client is in a non-DuPage project

- IL-502 Waukegan/North Chicago/Lake Cty
- IL-506 Joliet/Kendall/Grundy/Will County
- IL-509 De Kalb
- IL-511 SubCook
- IL-512 Bloomington/Central Illinois/Kankakee
- IL-514 DuPage**
- IL-517 Aurora/Elgin/Kane
- IL-518 Northwest/LaSalle

Enter City the client most closely associates with—this might be the city of their last permanent address, or it might be the city where the client currently spends the most time.

CLIENT ZIP: _____

CLIENT CITY: _____

CLIENT'S RESIDENCE

Client's Street Address				Apt #	
City, Township		State		Zip	
Address Data Quality	<input type="checkbox"/> Full Address Reported <input type="checkbox"/> Client Does Not Know		<input type="checkbox"/> Incomplete or estimated address reported <input type="checkbox"/> Client Refused		
Home Phone #	Cell Phone #		Alternate Contact		
Email Address					
Start Date		End Date			
Address Type	<input type="checkbox"/> After Program <input type="checkbox"/> Before Program-Last Permanent		<input type="checkbox"/> Before Program <input type="checkbox"/> Program (while in your project)		
Client's Residence Notes					

EMERGENCY CONTACT (OPTIONAL)

Contact's Name					
Contact's Address				Apt #	
Contact's City		Contact's 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				

Continue to Household Income

HOUSEHOLD INCOME

Does the household have any current income?

Yes No Client doesn't know Client prefers not to answer

If No, answer the following question and move on to Household Income for AMI Below:

If Yes: Please 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
Earned Income						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
		\$			\$	
Unemployment Insurance						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
SSI: Supplemental Security Income						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
SSDI: Social Security Disability Income						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
VA Service Connected Disability Compensation						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Private Disability Insurance						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Worker's Compensation						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
TANF: Temporary Assistance for Needy Families						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
General Assistance						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Retirement Income from Social Security						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
VA Non-Service Connected Disability Pension						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Pension or retirement income from another job						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Child Support						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Alimony or Other Spousal Support						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	
Other Source (specify):						
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:		\$			\$	

For Each **Individual** Household Member with income, record their individual total income from all sources below

Household Member	Total Monthly Income	Household Member	Total Monthly Income

TOTAL MONTHLY HOUSEHOLD INCOME \$ _____ **NUMBER OF HOUSEHOLD MEMBERS** _____

FY2023 AREA MEDIAN INCOME (AMI)								
Household Size	1	2	3	4	5	6	7	8
15% AMI	\$967	\$1,104	\$1,242	\$1,379	\$1,490	\$1,600	\$1,711	\$1,821
30% AMI	\$1,933	\$2,208	\$2,483	\$2,758	\$2,979	\$3,200	\$3,421	\$3,642
50% AMI	\$3,221	\$3,679	\$4,138	\$4,596	\$4,967	\$5,333	\$5,700	\$6,067
80% AMI	\$5,150	\$5,883	\$6,621	\$7,354	\$7,946	\$8,533	\$9,121	\$9,708
100% AMI	\$6,442	\$7,358	\$8,275	\$9,358	\$9,933	\$10,667	\$11,400	\$12,133

TOTAL MONTHLY HOUSEHOLD INCOME AS PERCENTAGE OF AMI:
 30% OR LESS 31%-50% 51%-80% 81% OR GREATER

NON-CASH BENEFITS

Does the household currently receive any Non-Cash Benefits?

- Yes No Client doesn't know Client prefers not to answer

Please indicate which of the following non-cash benefits you have received over the last 30 days.

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

	Start Date	Amount (optional)
Supplemental Nutrition Assistance Program (Food Stamps)		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Household Members:		
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Household Members:		
TANF childcare services		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Household Members:		
TANF transportation services		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Household Members:		
Other TANF-Funded Services		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Household Members:		
Other Source (specify):		
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Household Members:		

COVERED BY HEALTH INSURANCE

Do household members currently have health insurance?

- Yes No Client doesn't know Client prefers not to answer

Continue to the Health Insurance Sub-Assessment

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

Start Date

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 Health Administration (VHA)		
<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:		

end of health insurance questions

All Applicants Must Sign Below

By signing below, I attest that the information I have provided for eligibility and intake is a true and accurate account of the current situation, income and household.

Client signature: _____ Date: _____

Agency Representative signature: _____ Date: _____

Agency Representative Name (print): _____

**DuPage HP and IDHS ETH
Supplemental Assessments**

HOMELESSNESS PREVENTION SUPPLEMENTAL (ALL HP PROJECTS)

Food Stamp status at time of intake:	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Enrolled at Intake	<input type="checkbox"/> Ineligible
LIHEAP status at time of intake:	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Enrolled at Intake	<input type="checkbox"/> Ineligible
Reason client is seeking assistance:	<input type="checkbox"/> Maintain current housing <input type="checkbox"/> Move from current residence to other permanent housing <input type="checkbox"/> Move from shelter to permanent housing		

IDHS ETH/EF&S SUPPLEMENTAL (IDHS ETH ONLY)

Number of other shelters used in prior year:	<input type="checkbox"/> None	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5 or more
Food Stamp status at time of intake:	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Enrolled at Intake	<input type="checkbox"/> Ineligible			
Emancipated minor or unaccompanied youth?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Ex-offender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Pregnant Now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Client Does Not Know	<input type="checkbox"/> Client Refused		
Is juvenile a parent (under age 18)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

**Initial Intake Assessment
HH Member Supplemental**

Head of Household Name: _____

HMIS CLIENT ID#

Fill in after HMIS Project Entry

Entry Date (Project Start)

Month / Day / Year

NAME OF HOUSEHOLD MEMBER (A client's full and accurate name should be used, but the recording of a legal name is not required, unless specified by a funder.)				Client doesn't know	Client prefers not to answer	
First Name		Middle Name		<input type="checkbox"/>	<input type="checkbox"/>	
Last Name	Suffix (e.g. Jr, Sr, III)			<input type="checkbox"/>	<input type="checkbox"/>	
	Alias					
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 the HMIS.		<input type="checkbox"/>	<input type="checkbox"/>	
Relationship (to HoH)	<input type="checkbox"/> HoH's Child <input type="checkbox"/> HoH's Other Relation <input type="checkbox"/> HoH's Spouse/Partner <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"/>	
Gender	<small>The client may share more than one response and all should be recorded. Except, if the client "doesn't know" or "prefers not to answer," only record this response.</small> <small>A client's gender may not match the sex they were assigned at birth.</small>	<input type="checkbox"/> Woman (Girl, if child) <input type="checkbox"/> Man (Boy, if child) <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary <input type="checkbox"/> Culturally Specific Identity (e.g. Two Spirit) <input type="checkbox"/> Questioning <input type="checkbox"/> Different Identity, specify:			<input type="checkbox"/>	<input type="checkbox"/>
How does the client identify their sexual orientation?		<input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Questioning/Unsure <input type="checkbox"/> Other, specify:			<input type="checkbox"/>	<input type="checkbox"/>
Race and Ethnicity	<input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Hispanic/Latina/e/o <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White			<input type="checkbox"/>	<input type="checkbox"/>	
Additional Race and Ethnicity Detail <small>If provided, record additional specifically about how the client identifies or expresses their ethnicity, race, or nationality, using terms that may not be addressed by the standard responses above (e.g. Polynesian Tribe, Hmong, Haitian, Arab-American).</small>						

VICTIM OF DOMESTIC VIOLENCE (DV) <small>DV includes "domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual's or family's current housing situation." (PEARTH Act)</small>	<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 prefers not to answer		
	(If Yes) are you currently fleeing? (This includes currently attempting to flee.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer		

Continue to Disability Assessment

Client Name: _____

DISABILITY ASSESSMENT

Does the client have a disabling condition expected to be of long duration and impedes ability to live independently? Yes No Client doesn't know Client prefers not to answer

Disability Type	(If Yes) Start Date	Will the Condition be long term?	Disability Determination	If Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?
Alcohol Use Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				
Chronic Health Condition <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				
Developmental Disability <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				
Drug Use Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				
HIV/AIDS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				
Mental Health Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				
Physical Disability <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Client doesn't know <input type="checkbox"/> Client prefers not to answer	____/____/____	<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"/> Client doesn't know <input type="checkbox"/> No <input type="checkbox"/> Client prefers not to answer
Notes:				

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 students 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. 11/21

DuPage County Continuum of Care

Homelessness Prevention & Re-housing Service Providers

DuPage County Community Services

People's Resource Center

Catholic Charities

Ourreach Community Ministries

Midwest Shelter for Homeless Veterans

Community Partners

DuPage PADS

LOVE Christian Clearinghouse

Loaves and Fishes Community Services

360 Youth Services

Veterans Assistance Commission of
DuPage County

*Legal assistance to maintain housing
may be available through
Private 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

**DU PAGE COUNTY CONTINUUM OF CARE
AUTHORIZATION TO EXCHANGE INFORMATION**

For: _____
 Applicant - Print First, Middle, & Last Name Date of Birth

REQUIRED CONSENT- SHARING WITHIN THE HOMELESS PREVENTION PROVIDER NETWORK

- o The following authorization is required for all adults applying for homeless prevention and re-housing services.
- o I authorize participating agencies in the Homeless Prevention Provider Network to receive, release or otherwise exchange information disclosed or received about me during my application for homeless prevention and re-housing services. These agencies include: Catholic Charities, Diocese of Joliet, DuPage County Community Services, HOME DuPage, Inc., Love Christian Clearinghouse, DuPage PADS, Loaves & Fishes Community Services, Outreach Community Ministries, People's Resource Center, Prairie State Legal Services, Warrenville Youth & Family Services, Wheaton Youth Outreach, DuPage County Veteran's Assistance Commission, Midwest Shelter for Homeless Veterans and 360 Youth Services. This authorization may extend to and include agencies that may join the Homeless Prevention Provider Network as well as agencies who provide direct referrals to our coordinated entry for Rapid Rehousing including: Metropolitan Family Services-Family Shelter Services.
- o If the agency accepting my application is an authorized user of HMIS: I acknowledge receipt of this agency's Privacy Notice notification. I understand relevant information about me and the services I apply for may be shared through the Northeast Illinois HMIS system as described in this Privacy Notice. As an applicant for homelessness prevention and re-housing services, I authorize Rapid Rehousing and Homelessness Prevention Service Providers of the Northeast Illinois HMIS system to view the additional data of: needs, referrals, services, the name of program enrolled in; program enrollment dates; reason for leaving the program; and housing destination after leaving the program.
- o Furthermore, I authorize participating agencies to exchange information disclosed by previous, current or future employer[s], landlord[s], mortgage companies, utility companies, other social service agencies and/or any other relevant source.
- o I understand the purpose of any disclosure to include sharing of the aforementioned information is to verify information, determine eligibility, avoid duplication of and facilitate services for my household.
- o To the extent allowed by law, disclosure to include the exchange of the following specific information may be made: information included in application for assistance, personal identifying information about household members, wages and other income received or projected to be received; eligibility and receipt of services; information relating to housing stability or risk; educational and employment information; household goals, concerns and progress towards goals; current program and employment status; services approved and file documentation.
- o The information to be exchanged will be relevant to my request for assistance and/or to my household's Personal Recovery or Housing Stability Plan. I understand I have the right to inspect the information disclosed.
- o This authorization is valid until: three (3) years from the date of last service. Refusal to authorize the disclosure to include the exchange of the aforementioned information may result in an inability to receive homeless prevention and re-housing services for this application.

 SIGNATURE OF CLIENT OR GUARDIAN DATE SIGNATURE OF AGENCY WITNESS DATE

rev 1.18.22

**DUPAGE COUNTY SERVICE AND PROGRAM COORDINATION PARTNERSHIP
COMMUNITY PARTNERSHIP AGREEMENT
2022 - 2025**

The DuPage County Service and Program Coordination Partnership is a vehicle for communication and coordination among agencies involved in providing assistance to prevent homelessness among DuPage County residents. It began in 1984 as the Homeless Prevention Partnership 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. Partner agencies in the Service and Program Coordination Partnership for 2022 – 2025 are: 360 Youth Services, Catholic Charities/Diocese of Joliet, DuPage County Community Services, DuPagePads, H.O.M.E DuPage, Inc., Loaves & Fishes Community Services, LOVE Christian Clearinghouse, Outreach Community Ministries, People’s Resource Center, Prairie State Legal Services, the Midwest Shelter for Homeless Veterans and the Veterans Assistance Commission of DuPage County. This mutual commitment and partnership promotes accessibility, leveraging, wrap around services, collaboration, and effectively addresses homelessness through rapid re-housing and by preventing homelessness before it happens.

Goals of the Service and Program Coordination Partnership include:

- Rapidly re-house and prevent homelessness for at-risk residents in all geographic areas of DuPage County, ensuring accessibility to resources in high need locations
- Maximize effectiveness of assistance through a strong community partnership that ensures best practices and eliminates duplication of benefits
- Distribute direct housing assistance funds and provide supportive services to those individuals and families already homeless or in danger of eviction or foreclosure in a client-centered environment, providing limited case management, wrap around services, referrals to other mainstream programs, budgeting assistance, and resource linkage
- Maximize coordination of efforts through a shared Homeless Management Information System (HMIS) database and non-duplication list

DuPage Service and Program Coordination Partnership agencies agree to the following:

- Annually review and plan homeless prevention and rapid re-housing partnership principles, guidelines, policies and best practices
- Maintain regular and frequent contact and communication 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 continuance of homeless prevention funds and effective strategies to prevent homelessness

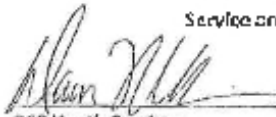
- Attend DuPage Service and Program Coordination Committee meetings to continually review partnership agreements and participate in working groups and committee activities
- Follow written standards as established in related policies as determined by specific funding sources (i.e., each ESG-funded program or project within the CoC's jurisdiction must participate in that CoC's coordinated entry and assessment system.)
- Collaboratively work to review and update an Action Plan for Emergency Services in the DuPage County Continuum of Care Plan to End Homelessness
- Participate in the HMIS as appropriate following the Standard Operating Procedures, (<https://www.dupageco.org/hmis/sop/>), and data sharing to avoid duplication of services, utilizing the appropriate referral process. Data sharing will occur only with proper authorization as appropriate by obtaining a signed "Authorization to Exchange Information for the Homeless Prevention Provider Network", (<https://www.dupageco.org/HMIS/Forms/>) or a comparable form. Those distributing shared funds must fully participate in data sharing to avoid duplication of shared funds
- Complete monthly "Homeless Prevention Providers Non-Duplication & Service Coordination List", (<https://dupagehomeless.org/strategies/homelessness-prevention/>)
- Complete annual DuPage CoC Homeless Prevention Report, providing agency HP/RRH program outcomes

Each Partner Agency will provide the following services:


- Accept appropriate client referrals from Service and Program Coordination partner agencies
- Screen and provide guidance for clients for eligibility, financial assistance and direct housing assistance including case management and budgeting assistance as appropriate, accessing all services available through the community partnerships in the Service and Program Coordination Partnership
- Assess and refer clients to mainstream, government, and other community resources that can increase their self-sufficiency
- Comply with all local, state and national policies, procedures, guidelines, and requirements

2022 - 2025

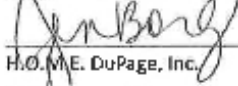
Service and Program Coordination Partnership Members

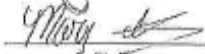

360 Youth Services Title: Interim CEO

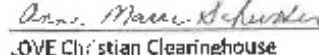

Catholic Charities/Diocese of Joliet Title: Executive Director

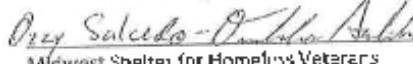

DuPage County Community Services Title: Administrator Housing Support

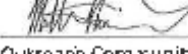

DuPage Ponds Title: Vice President, Programs


H.O.M.E. DuPage, Inc. Title: Executive Director


Loaves & Fishes Community Services Title: Associate Director CARES Programs


LOVE Christian Clearinghouse Title: Executive Director

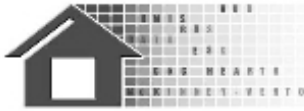

Midwest Shelter for Homeless Veterans Title: PSH case manager


Outreach Community Ministries Title: Senior Program Officer


People's Resource Center Title: Chief Executive Officer


Prairie State Legal Services Title: Marisa Wiesman, Managing Attorney


Veterans Assistance Commission of DuPage County Title: Superintendent




Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (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> (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
	Category 2	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"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	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"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

RECORDKEEPING REQUIREMENTS 	Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> o discharge paperwork <u>or</u> written/oral referral, <u>or</u> o written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • 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> • Certification of no PH in last 60 days; <u>and</u> • 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> • Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> o 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. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> o 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> o Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> o Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Homeless Eligibility & Verification Form

Head of Household: _____

Date of Eligibility: _____

Number of Adults: _____

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:

- c Self-certification that no subsequent residence has been identified; AND
- c Self-certification **or** 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 SELF-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

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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:

- a. 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:

- a. 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:

- a. 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:

- a. Documentation of special needs or two or more barriers

P: Case_management/A/Atemplates/homeless_verification 02-18

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

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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 youth, 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

This individual, adult or adult in a family MUST:
Be currently literally homeless;
AND
____ Have a Disability; AND
Meet Disposition Criteria:
Continued to be literally homeless for 12 months more; OR
____ Be literally homeless on 2 separate instances in the past 3 years totaling 12 months of literal homelessness.

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

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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 housing. 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 _____

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 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

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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 rent¹), 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 982.507.²

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.

¹ 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.

² 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:

Total contract rent amount of the unit
+
Any fees required for occupancy under the lease (excluding late fees and pet fees)
+
Monthly utility allowance* (excluding telephone) established by local PHA
=
Gross Rent Amount

***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 and clicking on the current "Individual Area Final FY 20__ 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/cpd/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
www.apartments.com
www.forrentmag.com
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. 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. For demographic information on the housing stock, market trends, etc., recipients should access 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

$$\text{Proposed Contract Rent} + \text{Utility Allowance} = \text{Proposed Gross Rent}$$

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:
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Income Limit Median Family Income for DuPage County

Income Limits for CDBG, ESG, PSS, DHA

Effective 6/15/2023

HOUSEHOLD SIZE	Extremely Low Income 0-30 % AMI*	Very Low Income 31-50% MFI	Low Income 51-80% MFI
1	\$23,200	\$38,650	\$61,800
2	\$26,500	\$44,150	\$70,600
3	\$29,800	\$49,650	\$79,450
4	\$33,100	\$55,150	\$88,250
5	\$35,750	\$59,600	\$95,350
6	\$38,400	\$64,000	\$102,400
7	\$41,050	\$68,400	\$109,450
8	\$43,700	\$72,800	\$116,500

*AMI listed for ESG eligibility purposes effective 06/15/2023

2024 DuPage County HUD Fair Market Rent (FMR)

(Effective 10/01/2023)

Bedrooms	HUD FMR for DuPage County 2024
Single Room	\$1,049
Zero Room/Efficiency	\$1,399
1	\$1,507
2	\$1,714
3	\$2,182
4	\$2,583
5	\$2,970
6	\$3,358

*These are maximum rents, including utilities. If the tenant is to pay utilities, a utility allowance must be subtracted

**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/>

Thirty Percent Income Limits Chicago-Joliet-Naperville, IL HUD Metro FMR Area:

<https://view.officeapps.live.com/office/View.aspx?src=https%3A%2F%2Fwww.huduser.gov%2Fportal%2Fdatasets%2F1%2F123%2FHUD-IL-NPG-FY23.xlsx&wdOrigin=BROWSELINK>

P:\Case Management\AA Templates\MFI_and FMR_2023 - Revised - 10-1-2023

2022 UTILITY ALLOWANCE SCHEDULE

EFFECTIVE MAY 1, 2022

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<u>ELECTRIC</u>							
Lights, etc. (Other Electric) Includes Monthly Electric Fee							
Apartments/Townhouse/ Rowhouse/Highrise	\$35	\$38	\$48	\$57	\$66	\$75	\$80
House (single family detached)	\$44	\$49	\$63	\$76	\$90	\$103	\$110
Cooking-All Unit Types	\$5	\$6	\$9	\$12	\$15	\$17	\$19
Water Heating- Apartment, Townhouse, Rowhouse, High-Rise	\$14	\$16	\$21	\$25	\$30	\$34	\$37
Water Heating - House (Single Family Detached)	\$17	\$20	\$26	\$32	\$37	\$43	\$47
<u>Heating</u>							
Apartments / Townhouse / Rowhouse / Highrise	\$24	\$28	\$38	\$49	\$59	\$69	\$74
House (Single Family Detached)	\$57	\$67	\$78	\$90	\$101	\$113	\$122
<u>NATURAL GAS</u>							
Cooking-All Unit Types	\$2	\$2	\$3	\$4	\$5	\$6	\$7
Water Heating- Apartment, Townhouse, Rowhouse, High-Rise	\$5	\$5	\$8	\$10	\$13	\$15	\$17
Water Heating - House (Single Family)	\$6	\$7	\$10	\$13	\$16	\$19	\$20
<u>Heating</u>							
Apartments/Townhouse/ Rowhouse/High-Rise	\$17	\$21	\$24	\$27	\$31	\$35	\$37
House (Single Family Detached)	\$25	\$29	\$35	\$39	\$45	\$49	\$53
Monthly Gas Fee-All Unit Types	\$21	\$21	\$21	\$21	\$21	\$21	\$21
<u>MISCELLANEOUS</u>							
Water-All Unit Types	\$35	\$36	\$48	\$60	\$71	\$83	\$90
Sewer-All Unit Types	\$23	\$23	\$29	\$34	\$40	\$45	\$49
Trash-All Unit Types	\$14	\$14	\$14	\$14	\$14	\$14	\$14
Refrigerator-All Unit Types	\$12	\$12	\$12	\$12	\$12	\$12	\$12
Range-All Unit Types	\$11	\$11	\$11	\$11	\$11	\$11	\$11
TOTAL ALLOWANCES							
SOURCE: DUPAGE HOUSING AUTHORITY 5/1/2022 Expected to update in January 2024							

Notice of Occupancy Rights Under the Violence Against Women Act (VAWA)

Policy (Approved by the HOME Advisory Group on 08/07/2018; Updated and Approved by HOME Advisory Group 09/01/2020; Updated and Approved by HOME Advisory Group 11/07/2023)

1. Overview:

First introduced in 1994 and subsequently reauthorized four times, the Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.

2. Authority – 24 CFR Part 5 – Subpart L:

This subpart addresses the regulation for protections for victims of domestic violence, dating violence, sexual assault, or stalking who are applying for, or are the beneficiaries of, assistance under a Department of Housing and Urban Development (HUD) program covered by the Violence Against Women Act (VAWA), as amended (42 U.S.C. 13925 and 42 U.S.C. 14043e *et seq.*) (“covered housing program,” as defined in § 5.2003). Notwithstanding the title of the statute, protections are not limited to women but cover victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. Consistent with the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a), victims cannot be discriminated against on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD’s VAWA requirements must be applied in a manner consistent with the definitions found at 34 U.S.C. 122291(a)(12) (Domestic Violence), 34 U.S.C. 122291(a)(13) (Economic Abuse) and 34 U.S.C. 122291(a)(40) (Technological Abuse).

3. Rights, and Responsibility for the Community Development Commission, Subrecipients, Landlords, and Tenants:

- a. **Tenant Protections, Rights, and Responsibilities.** Prospective tenants cannot be denied admission or denied assistance because they have been a victim of domestic violence, dating violence, sexual assault, or stalking. A tenant can be evicted for repeated lease violations that are not related to domestic violence, dating violence, sexual assault, and stalking. Landlords, homeowners, tenants, residents, occupants, and guests of, and applicants for, housing shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance. The tenant, to the greatest extent feasible, will have the right to work with the landlord, subrecipients, and the Community Development Commission (CDC) to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.
- b. **Landlord Protections, Rights, and Responsibilities.** The landlord has the ability to adjust the lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking (refer to

section 5). A landlord cannot deny a prospective tenant admission or denied assistance because they have been a victim of domestic violence, dating violence, sexual assault, or stalking. The landlord, to the greatest extent feasible, will have the right to work with the tenant, subrecipients, and the Community Development Commission to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.

- c. **Subrecipient Protections, Rights, and Responsibilities.** The subrecipient has the responsibility to report any instances where a landlord has denied a prospective tenant admission or denied assistance because they have been a victim of domestic violence, dating violence, sexual assault, or stalking. They also have the responsibility to assist landlords in adjusting the lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking (refer to section 5). The subrecipient, to the greatest extent feasible, will have the right to work with the tenant, landlords, and the Community Development Commission to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.
- d. **Community Development Commission Protections, Rights, and Responsibilities.** Upon a tenant request, the CDC, to the greatest extent feasible, will work with affiliate agencies providing affordable housing to permit a tenant to move to another unit due to an incidence of domestic violence, dating violence, sexual assault, or stalking, and threats, pending availability of comparable units and need. All requests will remain confidential to the greatest extent feasible.

The CDC, to the greatest extent feasible, will have the responsibility to work with the tenant, landlords, and if needed, victim service providers, legal service providers, or nonprofit agencies to provide services to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.

Upon guidance issued by HUD, the CDC on behalf of the County will report on its laws or policies, and/or their Subrecipient's laws or policies, that penalize protected persons based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a property. Certification of compliance with protections or an explanation of how compliance will be met by the County and/or its Subrecipients will be provided as required by HUD in accordance with reporting requirements.

4. Prohibition on Retaliation:

Retaliation is prohibited in covered housing. It is illegal for Public Housing Agency (PHA), owner, or manager of covered housing to discriminate against any person because that person has opposed any act or practice made unlawful by VAWA's housing provisions, or because that person testified, assisted, or participated in any real matter.

It is also illegal for Public Housing Agency (PHA), owner, or manager of covered housing to coerce, intimidate, threaten, interfere with, or retaliate against any person who exercises, assists, or encourages a person to exercise any rights or protections under VAWA's housing provisions.

5. Lease Bifurcation:

- a. The housing owner may bifurcate a lease, or remove a household member from a lease in order to evict, remove, terminate occupancy rights, or terminate assistance to such member who engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking against an affiliated individual or other individual:
 - i. Without regard to whether the household member is a signatory to the lease; and
 - ii. Without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such criminal activity who is also a tenant or lawful occupant.
- b. If a household occupying a HOME-assisted rental unit separates due to domestic violence, dating violence, sexual assault, or stalking, the remaining tenant(s) may remain in the HOME-assisted unit.
- c. If a household receiving HOME tenant-based rental assistance separates due to domestic violence, dating violence, sexual assault, or stalking, the remaining tenant(s) will retain the HOME tenant-based rental assistance.
- d. A lease bifurcation shall be carried out in accordance with any requirements or procedures as may be prescribed by Federal, State, or local law for termination of assistance or leases and in accordance with any requirements under the relevant covered housing program.

6. Right to Report Crime and Emergencies:

- a. Landlords, homeowners, tenants, residents, occupants, and guests of, and applicants for, housing shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance. Penalizing or threatening to penalize persons because they request assistance or report criminal activity of which they are a victim or otherwise not at fault under the laws or policies adopted or enforced by covered governmental entities (any municipal, county, or State government that receives funding under section 106 of the Housing and Community Development Act of 1974) is prohibited.
- b. Covered governmental entities are required to report on their laws or policies or their subgrantees' law or policies, that penalize protected persons based on request for law enforcement or emergency assistance or based on criminal activity that occurred at a property. These entities must also certify compliance with these protections or explain how they will come into compliance or ensure compliance among subgrantees within

180 days of submitting the report to HUD. Implementation regulations or guidance will be issued by HUD regarding the timing and process of the reporting.

7. Confidentiality:

Subrecipients, and landlords receiving Federal funds through the Community Development Commission must keep confidential any information related to tenant rights under VAWA. The CDC must not allow any individual administering assistance or other services on behalf of the CDC to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law. The CDC, subrecipients, and landlords receiving Federal funds, however, may disclose information provided if:

- Written permission is received from the tenant to release the information on a time limited basis
- Information is needed in an eviction or termination proceeding, such as to evict an abuser or perpetrator or terminate the abuser or perpetrator from the CDC assisted unit
- A law requires the release of the information

VAWA does not limit the duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

8. Other Laws and Non-Compliance:

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. Tenants may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws. All complaints or violations should be submitted to the HUD Chicago Regional Office either by phone at (312) 353-5680 or by mail:

Ralph Metcalfe Federal Building
77 West Jackson Boulevard
Chicago, Illinois 60604

Complaints may also be filed with HUD's Office of Fair Housing and Equal Opportunity (FHEO) electronically at <https://www.hud.gov/fairhousing/fileacomplaint%20>.

9. Appeals:

Appeals of a Federal regulation or requirement cannot be granted by the Commission as the Commission only has the ability to grant appeals based on County policies. However, should a landlord and/or tenant not reach a satisfactory outcome compliant with VAWA, tenant/landlord disputes would be referred to the appropriate local legal resource.

10. Attachments:

The following forms have been developed by HUD and may be provided to tenants by covered housing providers administering one or more covered housing programs. These forms may be updated by HUD from time to time, and the most recent versions must be utilized by housing providers.

- a. Form HUD-5380, Notice of Occupancy Rights under VAWA
- b. Form HUD-5381, Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking
- c. Form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking, and Alternate Documentation
- d. Form HUD-5383, Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

If a covered housing provider wishes to develop and utilize forms outside of those developed by HUD, each form must meet the requirements under VAWA.

[Insert Name of Housing Provider¹]

Notice of Occupancy Rights under the Violence Against Women Act²

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.³ The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **[insert name of program or rental assistance]** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under **[insert name of program or rental assistance]**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

¹ The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD’s program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

² Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

³ Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

If you are receiving assistance under **insert name of program or rental assistance**, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **insert name of program or rental assistance** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

Form HUD-5380
(12/2016)

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

Form HUD-5380
(12/2016)

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

Form HUD-5380
(12/2016)

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

Form HUD-5380
(12/2016)

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

Form HUD-5380
(12/2016)

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

Form HUD-5380
(12/2016)

additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **[insert contact information for any intermediary, if applicable]** or **[insert HUD field office]**.

For Additional Information

You may view a copy of HUD's final VAWA rule at **[insert Federal Register link]**.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **[insert name of program or rental assistance contact information able to answer questions on VAWA]**.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact **[Insert contact information for relevant local organizations]**.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact **[Insert contact information for relevant organizations]**

Victims of stalking seeking help may contact **[Insert contact information for relevant organizations]**.

Attachment: Certification form HUD-5382 **[form approved for this program to be included]**

Form HUD-5380
(12/2016)

[Inserte el nombre del Proveedor de vivienda¹]

Aviso de Derechos de Ocupación bajo la Ley sobre la Violencia contra la Mujer²

A todos los inquilinos y solicitantes

La Ley sobre la Violencia contra la Mujer (VAWA, por sus siglas en inglés) dispone protecciones para las víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso. Las protecciones de la VAWA no solo están disponibles para las mujeres, sino que están disponibles por igual para todas las personas independientemente del sexo, identidad de género u orientación sexual.³ El Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) es la agencia federal que supervisa que **[inserte el nombre del programa o ayuda para el alquiler]** cumpla con VAWA. Este aviso explica sus derechos bajo VAWA. Un formulario de certificación que ha sido aprobado por HUD se adjunta a este aviso. Puede llenar este formulario para demostrar que usted es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso, y que desea ejercitar sus derechos bajo VAWA”.

Protecciones para los solicitantes

Si también es elegible para obtener asistencia bajo **[inserte el nombre del programa o ayuda para el alquiler]**, no se le puede denegar la admisión ni la asistencia porque es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual, o acoso.

¹ El aviso utiliza PV para el proveedor de vivienda, pero el proveedor de vivienda debe insertar su nombre donde PV se utiliza. Las regulaciones específicas del programa HUD identifican a la persona o entidad responsable de proporcionar el aviso de derechos de ocupación.

² A pesar del nombre de esta ley, las protecciones de VAWA están disponibles sin distinción de sexo, identidad de género u orientación sexual.

³ Los proveedores de vivienda no pueden discriminar por razón de ninguna característica protegida, incluidos la raza, color, origen nacional, religión, sexo, estado familiar, discapacidad o edad. Las viviendas con ayuda de HUD y garantizadas por HUD deben estar disponibles para todas las personas elegibles independientemente de su orientación sexual real o percibida, identidad de género o estado civil.

Protecciones para los inquilinos

Si usted recibe asistencia bajo **[inserte el nombre del programa o ayuda para el alquiler]**, no se le puede denegar la asistencia, terminar su participación en el programa o ser desalojado de su vivienda de alquiler porque es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso.

Además, si usted o una persona afiliada a usted es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso por parte de un miembro de su hogar o algún invitado, a usted no se le puede denegar la asistencia de alquiler o derechos de ocupación bajo **[inserte el nombre del programa o ayuda para el alquiler]** exclusivamente sobre la base de actividad delictiva directamente relacionada con tal violencia doméstica, violencia de pareja, agresión sexual o acoso.

Persona afiliada significa su cónyuge, padre/madre, hermano, hermana o hijo/a, o una persona para quien usted cumple la función de padre o guardián (por ejemplo, la persona afiliada está bajo su cuidado, custodia o control); o cualquier persona, inquilino u ocupante legal que viva en su hogar.

Desalojar al agresor o perpetrador del hogar

PV puede dividir (bifurcar) su contrato de arrendamiento para desalojar a la persona o terminar la asistencia de la persona que haya participado en actividades delictivas (el agresor o perpetrador) que se relacionan directamente con violencia doméstica, violencia de pareja, agresión sexual o acoso.

Si PV decide desalojar al agresor o perpetrador, PV no puede quitar los derechos de los inquilinos a la unidad ni castigar de otro modo a los inquilinos restantes. Si el agresor o perpetrador que fue desalojado era el único inquilino con elegibilidad establecida para recibir

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asistencia bajo el programa, PV debe permitir que el inquilino que es o haya sido la víctima y otros miembros del hogar permanezcan en la unidad por un período de tiempo, para poder establecer su elegibilidad bajo el programa o bajo otro programa de vivienda HUD cubierto por VAWA, o bien, para encontrar vivienda alternativa.

Al remover al agresor o perpetrador del hogar, PV debe seguir los procedimientos de desalojo federales, estatales y locales. A fin de dividir un contrato de arrendamiento, PV puede, pero no está obligado, pedirle la documentación o certificación de las incidencias de violencia doméstica, violencia de pareja, agresión sexual o acoso.

Trasladarse a otra unidad

A petición suya, PV puede permitirle mudarse a otra unidad, sujeto a la disponibilidad de otras unidades, y aun así mantener su asistencia. Para aprobar una solicitud, PV puede pedirle que proporcione documentación que indique que usted solicita mudarse debido a un caso de violencia doméstica, violencia de pareja, agresión sexual o acoso. Si la solicitud es un pedido de traslado de emergencia, el proveedor de vivienda puede pedirle que presente una solicitud por escrito o llene un formulario donde certifique que usted reúne los criterios para un traslado de emergencia bajo VAWA. Los criterios son:

(I) Usted es víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso. Si su proveedor de vivienda aún no tiene documentación de que usted es víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso, su proveedor de vivienda puede pedirle dicha documentación, según se describe en la sección de documentación a continuación.

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(2) Usted solicita expresamente el traslado de emergencia. Su proveedor de vivienda puede optar por requerir que presente un formulario, o puede aceptar otra solicitud escrita u oral.

(3) Usted tiene razón para creer que se encuentra en peligro de daño inminente de violencia adicional si permaneciera en su unidad actual. Esto significa que usted tiene razón para temer que si no recibe el traslado puede sufrir violencia en un futuro muy próximo.

O BIEN

Usted ha sido víctima de agresión sexual y la agresión ocurrió en las instalaciones durante un período de 90 días naturales antes de solicitar el traslado. Si usted ha sido víctima de agresión sexual, entonces además de calificar para un traslado de emergencia porque usted tiene razón para temer que se encuentra en peligro de daño inminente de violencia adicional si permaneciera en su unidad actual, usted puede calificar para un traslado de emergencia si la agresión sexual ocurrió en las instalaciones de la propiedad de la cual usted está solicitando el traslado, y la agresión ocurrió dentro de un período de 90 días naturales antes de usted solicitar expresamente el traslado.

PV mantendrá en confidencialidad las solicitudes para traslados de emergencia hechos por víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso, y el lugar al que se muden las víctimas y sus familias.

El plan de traslado de emergencia del PV proporciona más información sobre los traslados de emergencia, y PV debe facilitarle una copia de su plan de traslado de emergencia si usted solicita verlo.

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Documentar que usted es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso

PV puede, aunque no esté obligado, pedirle que proporcione documentación para "certificar" que usted es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso.

Dicha solicitud de PV debe ser por escrito, y PV debe concederle un mínimo de 14 días laborables (no cuentan los sábados, domingos ni días feriados federales) desde el día que usted reciba la solicitud para proporcionar la documentación. PV puede, pero no está bajo la obligación, extender el plazo para presentar la documentación a petición suya.

Usted puede proporcionar una de las siguientes documentaciones a PV. Es su elección cuál de las siguientes presentará si PV le pide que proporcione documentación que usted es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso.

- Un formulario completo de certificación aprobado por HUD que PV le ha entregado con este aviso, que documenta un incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso. El formulario le preguntará su nombre, la fecha, hora y lugar del incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso, y una descripción del incidente. El formulario de certificación pide el nombre del agresor o perpetrador, en caso de conocer el nombre del agresor o perpetrador y es seguro proporcionarlo.
- Un registro de una agencia policial, administrativa o corte federal, estatal, tribal, territorial o local que documente el incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso. Ejemplos de tales registros incluyen informes de la policía, órdenes de protección y órdenes de restricción, entre otros.
- Una declaración, la cual deberá firmar, junto con la firma de un empleado, agente o voluntario de un proveedor de servicios para víctimas, un abogado, un profesional

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médico o un profesional de salud mental (colectivamente, "profesional") de quien usted ha solicitado ayuda por el incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso, o los efectos del abuso, y que el profesional que usted seleccionó atestigüe bajo pena de perjurio que él o ella cree que el incidente o incidentes de violencia doméstica, violencia de pareja, agresión sexual o acoso son motivos para la protección.

- Cualquier otra declaración o evidencia que PV esté de acuerdo en aceptar.

Si usted no cumple o se niega a proporcionar uno de estos documentos dentro del plazo de 14 días laborables, PV no tiene que proporcionarle las protecciones contenidas en este aviso.

Si PV recibe evidencia contradictoria de que se ha cometido un incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso (tales como formularios de certificación de dos o más miembros de un hogar en los que cada uno afirma ser la víctima y nombra a uno o más de los miembros del hogar que también han presentado una solicitud como el agresor o perpetrador), PV tiene el derecho de solicitar que usted proporcione documentación de terceros dentro de 30 días naturales para poder resolver el conflicto. Si usted incumple o se niega a proporcionar la documentación de terceros en caso de haber evidencia contradictoria, PV no tiene que proporcionarle las protecciones contenidas en este aviso.

Confidencialidad

PV debe mantener en confidencialidad cualquier información que usted proporcione relacionada con el ejercicio de sus derechos bajo VAWA, incluido el hecho de que está ejercitando sus derechos bajo VAWA.

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PV no debe permitir que ninguna persona que administre asistencia u otros servicios en nombre de PV (por ejemplo, empleados y contratistas) tenga acceso a información confidencial a menos que sea por razones que requieran específicamente que estas personas tengan acceso a esta información bajo la estipulación de leyes federales, estatales o locales aplicables.

PV no debe ingresar su información en ninguna base de datos compartida ni revelar su información a ninguna otra entidad o persona. Sin embargo, PV puede revelar su información si:

- Usted da su autorización por escrito para que PV revele la información por un tiempo limitado.
- PV necesita usar la información en un proceso de desalojo o terminación, tal como desalojar al agresor o perpetrador o dar por terminada la asistencia que el agresor o perpetrador recibe bajo este programa.
- Una ley requiere que PV o su arrendador revele la información.

VAWA no limita la responsabilidad de PV de cumplir con las órdenes judiciales sobre el acceso o control de la propiedad. Esto incluye las órdenes emitidas para proteger a una víctima y las órdenes para la división de bienes entre los miembros del hogar en casos de ruptura familiar.

Razones por las que un inquilino elegible para los derechos de ocupación bajo VAWA puede ser desalojado o su asistencia puede ser terminada

Usted puede ser desalojado o su asistencia puede ser terminada por violaciones serias o repetidas de su contrato de arrendamiento que no estén relacionadas con violencia doméstica, violencia de pareja, agresión sexual o acoso cometido en su contra. Sin embargo, PV no puede exigir que los inquilinos que hayan sido víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso cumplan con un conjunto de reglas más estricto que el que aplica a los inquilinos que no han sido víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso.

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Es posible que las protecciones descritas en este aviso no sean aplicables, y usted podría ser desalojado y su asistencia terminada, si PV puede demostrar que no el desalojarlo o terminar su asistencia presentaría un peligro físico real que:

- 1) Ocurriría en un plazo inmediato, y
- 2) Podría resultar en la muerte o daño físico grave de otros inquilinos o aquellos que trabajan en la propiedad.

Si PV puede demostrar lo anterior, PV solamente debe terminar su asistencia o desalojarlo si no se puede tomar ninguna otra acción para reducir o eliminar la amenaza.

Otras leyes

VAWA no reemplaza ninguna ley federal, estatal o local que proporcione mayor protección a las víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso. Usted puede tener derecho a otras protecciones de vivienda para las víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso bajo otras leyes federales, así como bajo las leyes estatales y locales.

Incumplimiento de los requisitos de este aviso

Usted puede reportar las violaciones de estos derechos por parte de un proveedor de vivienda cubierto y buscar ayuda adicional, si es necesario, mediante comunicarse o presentar una queja a **[inserte la información de contacto de cualquier intermediario, si procede]** o **[inserte la oficina local de HUD]. Para obtener más información**

Usted puede ver una copia de la regla VAWA final de HUD en **[insertar enlace al registro federal]**.

Además, PV debe facilitarle una copia de las regulaciones VAWA de HUD si usted solicita verlas.

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Si tiene preguntas relacionadas con VAWA, favor de comunicarse con **[inserte el nombre del programa o información de contacto de la ayuda para el alquiler capaz de contestar preguntas sobre VAWA]**.

Para obtener ayuda con respecto a una relación abusiva, puede llamar a la Línea Nacional de Ayuda para la Violencia Doméstica al teléfono 1-800-799-7233 o, para personas con impedimentos auditivos, 1-800-787-3224 (TTY). También puede comunicarse con **[Inserte la información de contacto de las organizaciones locales pertinentes]**.

Los inquilinos que son o han sido víctimas de acoso que están en busca de ayuda pueden visitar el Centro de Recursos para el Acoso del Centro Nacional para Víctimas del Crimen en <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Para obtener ayuda con respecto a la agresión sexual, puede comunicarse con **[Inserte la información de contacto de las organizaciones pertinentes]**.

Las víctimas de acoso que están en busca de ayuda pueden comunicarse con **[Inserte la información de contacto de las organizaciones pertinentes]**.

Adjunto: Formulario de certificación HUD-5382 **[incluir el formulario aprobado para este programa]**.

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[Insert name of covered housing provider]

**Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence,
Sexual Assault, or Stalking**

Emergency Transfers

[Insert name of covered housing provider (acronym HP for purposes of this model plan)] is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),¹ HP allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of HP to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether HP has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that [insert name of program or rental assistance here] is in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify HP's management office and submit a written request for a transfer to [HP to insert location]. HP will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under HP's program; OR

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(12/2016)

2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Confidentiality

HP will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives HP written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about HP's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

HP cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. HP will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. HP may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

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If HP has no safe and available units for which a tenant who needs an emergency is eligible, HP will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, HP will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Attachment: Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

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(12/2016)

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

1. Date the written request is received by victim: _____

2. Name of victim: _____

3. Your name (if different from victim's): _____

4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____

6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____

8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

Form HUD-5382
(12/2016)

CERTIFICACIÓN DE **Departamento de Vivienda y** Núm. de aprobación de OMB 2577-0286
VIOLENCIA DOMÉSTICA, Desarrollo Urbano de los EE.UU. Expira 30/06/2017
VIOLENCE DE PAREJA,
AGRESIÓN SEXUAL O ACOSO,
Y DOCUMENTACIÓN ALTERNATIVA

Propósito del formulario: La Ley sobre la Violencia contra la Mujer (VAWA, por sus siglas en inglés) protege a los solicitantes, inquilinos y participantes de ciertos programas de HUD de ser desalojados, denegados asistencia de vivienda o la terminación de su asistencia de vivienda por razón de actos de violencia doméstica, violencia de pareja, agresión sexual o acoso en su contra. A pesar del nombre de esta ley, las protecciones de VAWA están disponibles para las víctimas de violencia doméstica, violencia de pareja, agresión sexual y acoso independientemente del sexo, identidad de género u orientación sexual.

Uso de este formulario opcional: Si está solicitando las protecciones proporcionadas por VAWA de su proveedor de vivienda, su proveedor de vivienda puede darle una solicitud por escrito que le pide que presente documentación sobre el incidente o incidentes de violencia doméstica, violencia de pareja, agresión sexual o acoso.

En respuesta a tal petición, usted o alguien en su nombre puede completar este formulario opcional y presentarlo a su proveedor de vivienda, o usted puede presentar uno de los siguientes tipos de documentación de terceros:

- (1) Un documento firmado por usted y un empleado, agente o voluntario de un proveedor de servicios para víctimas, un abogado, o un profesional médico o un profesional de salud mental (colectivamente, "profesional") de quien usted ha solicitado ayuda en relación con el incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso, o los efectos del abuso. El documento debe especificar, bajo pena de perjurio, que el profesional cree que el incidente o incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso ocurrió y cumple con la definición de "violencia doméstica", "violencia de pareja", "agresión sexual", o "acoso" en las regulaciones de HUD en 24 CFR 5.2003.
- (2) Un registro de una agencia policial, administrativa o corte federal, estatal tribal, territorial o local; o
- (3) A discreción del proveedor de vivienda, una declaración u otra evidencia proporcionada por el solicitante o inquilino.

Presentación de la documentación: El plazo para presentar la documentación es de 14 días laborables a partir de la fecha que usted recibe una solicitud por escrito de su proveedor de vivienda pidiéndole que presente documentación del incidente de violencia doméstica, violencia de pareja, agresión sexual o acoso. Su proveedor de vivienda puede, aunque no está obligado, extender el plazo para presentar la documentación, si usted solicita una extensión del plazo. Si la información solicitada no es recibida dentro de 14 días laborables a partir del momento en que recibió la solicitud de dicha documentación, o de la extensión de la fecha proporcionada por su proveedor de vivienda, su proveedor de vivienda no tiene necesidad de proporcionarle ninguna de las protecciones de VAWA. La distribución o expedición de este formulario no constituye una solicitud por escrito de certificación.

Confidencialidad: Toda la información proporcionada a su proveedor de vivienda con respecto al incidente(s) de violencia doméstica, violencia de pareja, agresión sexual o acoso se mantendrá en confidencialidad y tales detalles no se ingresarán en ninguna base de datos compartida. Los empleados de su proveedor de vivienda no deben tener acceso a estos detalles a menos que sea para concederle o

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(30/06/2017)

Spanish

denegarle las protecciones de VAWA, y dichos empleados no podrán revelar esta información a ninguna otra entidad o persona, salvo en la medida en que su divulgación sea: (i) bajo su consentimiento por escrito para divulgación por un tiempo limitado; (ii) requerida para uso en un proceso de desalojo o audiencia relacionada con la terminación de asistencia; o (iii) de algún otro modo exigido por las leyes aplicables.

PARA COMPLETARSE POR O EN NOMBRE DE LA VÍCTIMA DE VIOLENCIA DOMÉSTICA, VIOLENCIA DE PAREJA, AGRESIÓN SEXUAL O ACOSO

1. Fecha en que la víctima recibió la solicitud por escrito: _____

2. Nombre de la víctima: _____

3. Su nombre (si usted no es la víctima): _____

4. Nombre(s) de otro(s) miembro(s) de la familia en el contrato de arrendamiento: _____

5. Residencia de la víctima: _____

6. Nombre del acusado (si se conoce y se puede divulgar con seguridad): _____

7. Relación del acusado con la víctima: _____

8. Fecha(s) y hora(s) del (los) incidente(s) (si las sabe): _____

10. Lugar del (los) incidente(s): _____

En sus propias palabras, describa brevemente el (los) incidente(s):

Esto es para certificar que la información proporcionada en este formulario es verdadera y correcta de acuerdo con mi mejor saber y entender, y que la persona mencionada anteriormente en el Número 2 es o ha sido víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso. Yo reconozco que presentar información falsa podría poner en peligro mi elegibilidad del programa y podría ser la base para denegar la admisión, terminar la asistencia o el desalojo.

Firma _____ Firmado el (Fecha) _____

Carga de divulgación pública: La carga de divulgación pública para recopilar esta información se estima en un promedio de 1 hora por respuesta. Esto incluye el tiempo para recopilar, revisar e informar

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los datos. La información proporcionada debe ser utilizada por el proveedor de vivienda para solicitar la certificación de que el solicitante o inquilino es víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso. La información está sujeta a los requisitos de confidencialidad de VAWA. Esta agencia no puede recopilar esta información, y usted no tiene la obligación de completar este formulario, a menos que muestre un número de control válido de la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés).

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(30/06/2017)

Spanish

**EMERGENCY TRANSFER
REQUEST FOR CERTAIN
VICTIMS OF DOMESTIC
VIOLENCE, DATING VIOLENCE,
SEXUAL ASSAULT, OR STALKING**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

The requirements you must meet are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.

If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

(2) You expressly request the emergency transfer. Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

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Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER

1. Name of victim requesting an emergency transfer: _____

2. Your name (if different from victim's) _____

3. Name(s) of other family member(s) listed on the lease: _____

4. Name(s) of other family member(s) who would transfer with the victim: _____

5. Address of location from which the victim seeks to transfer: _____

6. Address or phone number for contacting the victim: _____

7. Name of the accused perpetrator (if known and can be safely disclosed): _____

8. Relationship of the accused perpetrator to the victim: _____

9. Date(s), Time(s) and location(s) of incident(s): _____

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. _____

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: _____

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

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(12/2016)

SOLICITUD DE TRASLADO DE EMERGENCIA PARA CIERTAS VÍCTIMAS DE VIOLENCIA DOMÉSTICA, VIOLENCIA DE PAREJA, AGRESIÓN SEXUAL O ACOSO Departamento de Vivienda y Desarrollo Urbano de los EE. UU. Núm. de aprobación de OMB 2577-0286 Vence 30/06/2017

Propósito del formulario: Si usted es víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso, y desea un traslado de emergencia, puede usar este formulario para solicitar un traslado de emergencia y certificar que reúne los requisitos de elegibilidad para un traslado de emergencia bajo la Ley sobre la Violencia contra la Mujer (VAWA, por sus siglas en inglés). Aunque el nombre estatutario hace referencia a la mujer, los derechos y protecciones de VAWA se aplican a todas las víctimas de violencia doméstica, violencia de pareja, agresión sexual o acoso. El uso de este formulario no significa necesariamente que recibirá un traslado de emergencia. Consulte el plan de traslado de emergencia de su proveedor para obtener más información sobre la disponibilidad de traslados de emergencia.

Los requisitos que usted debe reunir son:

(1) Usted es víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso. Si su proveedor de vivienda aún no tiene la documentación que indica que usted es víctima de violencia doméstica, violencia de pareja, agresión sexual o acoso, su proveedor de vivienda puede solicitarle dicha documentación. En respuesta, usted puede presentar el Formulario HUD-5382, o cualquiera de los otros tipos de documentación enumerados en ese Formulario.

(2) Usted solicita expresamente el traslado de emergencia. Presentar este formulario confirma que usted ha solicitado expresamente un traslado. Su proveedor de vivienda puede optar por exigirle que usted presente este formulario, o puede aceptar otra solicitud escrita u oral. Favor de consultar el plan de traslado de emergencia de su proveedor de vivienda para obtener más detalles.

(3) Usted razonablemente cree que se encuentra en peligro de daño inminente de violencia adicional si permanece en la unidad actual. Esto significa que usted tiene razón para temer que si usted no recibe un traslado puede sufrir violencia en un futuro muy próximo.

O BIEN

Usted ha sido víctima de agresión sexual y la agresión ocurrió en las instalaciones durante un período de 90 días naturales antes de solicitar el traslado. Si usted ha sido víctima de agresión sexual, entonces además de calificar para un traslado de emergencia porque usted razonablemente teme que se encuentra en peligro de daño inminente de violencia adicional si permanece en su unidad, usted puede calificar para un traslado de emergencia si la agresión ocurrió dentro de un período de 90 días naturales antes de usted presentar este formulario o de otro modo solicitar el traslado expresamente.

Presentación de la documentación: Si usted tiene documentación de terceros que demuestra por qué usted es elegible para un traslado de emergencia, usted debe presentar dicha documentación a su proveedor de vivienda si es seguro para usted hacerlo. Los ejemplos de documentación incluyen, pero no se limitan a: una carta o documentación por proveedor de servicios para víctimas, trabajador social, proveedor de asistencia legal, consejero pastoral, proveedor de salud mental u otro profesional a quien ha pedido ayuda; una orden de restricción vigente; una orden judicial reciente u otros expedientes judiciales;

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un informe o registro policial; registros de comunicación del perpetrador de la violencia o miembros de la familia o amistades del perpetrador de la violencia, incluyendo correos electrónicos, mensajes de voz, mensajes de texto y mensajes en las redes sociales.

Confidencialidad: Toda la información proporcionada a su proveedor de servicio con respecto al (los) incidente(s) de violencia doméstica, violencia de pareja, agresión sexual o acoso, y con respecto a su solicitud para un traslado de emergencia deberá mantenerse en confidencialidad. Tales detalles no se ingresarán en ninguna base de datos compartida. Los empleados de su proveedor de vivienda no deben tener acceso a estos detalles a menos que sea para concederle o denegarle las protecciones de VAWA o un traslado de emergencia. Dichos empleados no podrán revelar esta información a ninguna otra entidad o persona, salvo en la medida en que su divulgación sea: (i) bajo su consentimiento por escrito para divulgación por un tiempo limitado; (ii) requerida para uso en un proceso de desalojo o audiencia relacionada con la terminación de asistencia; o (iii) de algún otro modo exigido por las leyes aplicables.

PARA COMPLETARSE POR O EN NOMBRE DE LA PERSONA QUE SOLICITA EL TRASLADO

1. Nombre de la víctima que solicita el traslado de emergencia: _____
2. Su nombre (si usted no es la víctima): _____
3. Nombre(s) de otro(s) miembro(s) de la familia en el contrato de arrendamiento: _____

4. Nombre(s) de otro(s) miembro(s) de la familia que se trasladarían con la víctima: _____

5. Dirección de la residencia de la cual la víctima desea trasladarse: _____

6. Dirección o número de teléfono para comunicarse con la víctima: _____

7. Nombre del acusado (si se conoce y se puede divulgar con seguridad): _____
8. Relación del acusado con la víctima: _____
9. Fecha(s), Hora(s) y lugar(es) del (los) incidente(s): _____

10. ¿Es la persona que solicita el traslado la víctima de una agresión sexual que ocurrió en los últimos 90 días en las instalaciones de la propiedad de la cual la víctima está solicitando el traslado? Si responde Sí, deje en blanco la pregunta 11. Si responde No, conteste la pregunta 11. _____
11. Describa por qué la víctima cree que está bajo la amenaza de daño inminente de violencia adicional si permanece en la unidad actual.

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12. Si se proporciona voluntariamente, enumere cualquier documentación de terceros que esté proporcionando con este aviso:

Esto es para certificar que la información proporcionada en este formulario es verdadera y correcta de acuerdo con mi mejor saber y entender, y que la persona mencionada anteriormente en el Número 1 reúne los requisitos establecidos en este formulario para un traslado de emergencia. Yo reconozco que presentar información falsa podría poner en peligro mi elegibilidad del programa y podría ser la base para denegar la admisión, terminar la asistencia o el desalojo.

Firma _____ Firmado el (Fecha) _____

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30/06/2017)

Spanish

DUPAGE COUNTY COMMUNITY DEVELOPMENT COMMISSION

**Emergency Transfer Plan for Victims of
Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

Emergency Transfers

DuPage County Community Development Commission (CDC) and its subrecipients are concerned about the safety of tenants residing in ESG and HOME-assisted units, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),¹ tenants in both ESG and HOME-assisted units who are victims of domestic violence, dating violence, sexual assault, or stalking can request an emergency transfer from their current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of DuPage County and its subrecipients to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

NOTE: DuPage County funds unit-based and voucher-based projects and does not own or maintain an inventory of dwelling units. DuPage County and its subrecipients cannot guarantee dwelling units will be available to offer tenants for temporary or permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that DuPage County Community Development Commission is compliant with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if:

1. The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit.
2. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall submit a written request to:

1. Subrecipient agency (Emergency Solutions Grant/Tenant-Based Rental Assistance); **OR**
2. Property management office, landlord, etc. (HOME-assisted units, non-TBRA)

The subrecipient will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the housing providers program; **OR**
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Confidentiality

Both DuPage County and its subrecipients will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives express written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.³

Emergency Transfer Timing and Availability

DuPage County and its subrecipients cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. DuPage County's subrecipients will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. DuPage County's subrecipients may be unable to transfer a tenant to a unit if the tenant has not or cannot establish eligibility for that unit.

If DuPage County's subrecipient has no safe and available units for which a tenant who needs an emergency is eligible, DuPage County's subrecipient will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, DuPage County's subrecipient will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

³ See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about HP's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

National Resources

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Local Resources

Domestic Violence – Safety Planning, Emergency Shelter, No Contact Orders, etc.
Family Shelter Service
Hotline: 630-469-5650

Sexual Violence – Safety Planning, Advocacy, No Contact Orders, etc.
YWCA Metropolitan Chicago
Hotline: 630-971-3927

Attachment:

1. DuPage County Community Development Commission's VAWA Policy

LEASE ADDENDUM

VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005

TENANT	LANDLORD	UNIT NO. & ADDRESS
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This lease addendum adds the following paragraphs to the Lease between the above referenced Tenant and Landlord.

Purpose of the Addendum

The lease for the above referenced unit is being amended to include the provisions of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).

Conflicts with Other Provisions of the Lease

In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

Term of the Lease Addendum

The effective date of this Lease Addendum is _____. This Lease Addendum shall continue to be in effect until the Lease is terminated.

VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

Tenant

Date

Landlord

Date

Form **HUD-91067**
(9/2008)

211 - 211 is an important service used by millions of people across North America and now in DuPage County. Every day, clients contact 211 to access free and confidential crisis and emergency counseling, disaster assistance, food, health care and insurance assistance, stable housing and utilities payment assistance, employment services, veteran services and childcare and family services. DuPage County residents may dial 2-1-1 to connect with health and social resources.

People's Resource Center (PRC) - offers assistance in obtaining gainful employment by reducing barriers for low- to extremely low-income households. Free computer classes and free refurbished home computers, job searches, coaching and other supportive social services are offered. Pre-screened candidates are also connected with partner employers seeking to hire. PRC provides Homeless Prevention services including rent, security deposit, and mortgage assistance to prevent eviction and homelessness of individuals or families experiencing a short-term economic crisis. The program also assists homeless or displaced households with securing new housing by providing financial assistance and/or supportive services. Care for Cars is a program of People's Resource Center in partnership with the private sector, working together to provide affordable car repair for low-income residents in order to conduct job searches or retain employment. Additionally, PRC 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. "Drop-in" tutoring sessions are available, as well. PRC relies on numerous volunteers and partners, such as nonprofits and places of worship for space, classroom instruction, workshops, and mentoring, to make all their programs accessible to those in need.

Loaves & Fishes Community Services - assists residents by providing healthy food, application assistance for SNAP, LIHEAP, Medicaid, and Access DuPage, income tax filing assistance, and additional educational programs. The agency also offers job search assistance and emergency financial assistance for basic needs, such as rent and utilities for residents of Naperville, Aurora who live in DuPage County, members of a Naperville congregation, or families referred by a District 203 or 204 school social worker. Individuals must complete an application and provide documentation to determine eligibility.

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 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, 350 adult learners are served with the help of 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 works with area residents with disabilities to reduce barriers to independent living and increase opportunities for full participation in community life. AIM-CIL staff works to address affordable accessible housing, transportation, and accessibility of the built environment. The AIM-CIL also assists individuals with disabilities in the development of skills and knowledge, such as money

management and using public transportation. In addition, AIM-CIL offers free Youth Services Program serving children ages 0 to 22 to empower young people with disabilities to live independently by providing systems advocacy for improving educational opportunities, transition assistance to adult living and coordinating independent living services for youth with disabilities and their families.

Career & Networking Center (CNC) - Career & Networking Center provides diverse resources to empower individuals to achieve fulfilling employment. Services 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.

Quad County Urban League (QCUL) – works to secure equal opportunities by supporting racial justice, civil rights, and economic empowerment for all disadvantaged persons and people of color, including African Americans, women, and persons with disabilities within the Quad Counties (DuPage, Kane, Kendall, and Will of Illinois). QCUL offers workforce development training to prepare workers with necessary and specific skills for gainful employment. Additionally, Quad County Urban League provides youth education programs to empower youth to earn their diploma or GED, while obtaining job readiness skills through training programs from partner organizations. QCUL also offers financial literacy workshops and guidance for small business owners.

College of DuPage College Career Services 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. Services are available for students, alumni, and community members.

Ray Graham Association Community Employment Services (RGA) - a nonprofit organization 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, Inc – 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 99 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 client's 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, several 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 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.

Goodwill Workforce Connection Center – The Goodwill Workforce Connection Center located in three locations: Lombard, Englewood, and North Riverside, provides local companies with the opportunity to meet with people in the community who are looking for jobs. Partner companies can share information about themselves, meet with potential candidates and even interview onsite. Goodwill also helps individuals with disabilities get a job in the community and provides job coaching support to ensure long-term success.

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.

Catholic Charities Diocese of Joliet – provides many community services, including emergency shelter and homeless prevention. Counseling services are also available, as well as specialized services such as anger management groups and preventive education programs.

YWCA Metropolitan Chicago, Patterson and McDaniel Family Center (YWCA) – economic empowerment services provide one-on-one coaching, career placement, computer training, and financial counseling. Participants can get help with creating career plans, writing resumes, practicing interview skills, and much more.

Public Hearing / Public Comment Documents

This appendix will be updated upon completion of the public hearing and public comment period.

Public Hearing Details:

In-Person Public Hearing

Wednesday, January 17, 2024

421 N County Farm Road, Room 3-500a, Wheaton, IL 60187

5:00 pm

Public Comment Details:

Public Comment Period Begins: 01/02/2024

Public Comment Period Ends: 02/02/2024

Comments by interested citizens and organizations can be made via mail to 421 N County Farm Road,

Room 2-800, Wheaton, IL 60187 or via email to communitydev@dupagecounty.gov until 4:30 pm

02/02/2024.

DuPage County 2024 Action Plan Proposed Activities

Applicant	Activity	Year 1 Funding (2020)	*Year 2 Funding (2021)	*Year 3 Funding (2022)	*Year 4 Funding (2023)	*Year 5 Proposed (2024)	**Alternates	Grant Type
DuPage County	Emergency Solutions Grant Program	\$299,149	\$299,023	\$295,960	\$295,960	\$21,618		ESG
DuPage County	CDBG Administration & Planning	\$780,176	\$774,493	\$734,740	\$657,278	\$732,696		CDBG
DuPage County	Single-Family Rehabilitation Program	\$0	\$102,110	\$0	\$200,000	\$275,483		CDBG
City of West Chicago	Hillside Addition & Roosevelt Highlands Subdivision Rehab	\$400,000						CDBG
Village of Bensenville	2021 Residential Streetlight Project	\$400,000						CDBG
Village of Villa Park	Third Ave Combined Sewer Separation Project	\$400,000						CDBG
DuPage Care Center	Sicam Generator Replacement	\$548,086						CDBG
Ray Graham Association for People with Disabilities	Renovation of Circle, Hale & Elm CILAs	\$376,070						CDBG
Little City Foundation	Renovation of 2 Hanover Park CILAs	\$292,395						CDBG
H.O.M.E. DuPage, Inc.	Homelead Program Closing Cost Assistance Grant	\$18,000						CDBG
Village of Addison	Kingery West Street Renufacing		\$400,000					CDBG
Village of Glendale Heights	Water Main Improvement Phase 2		\$400,000					CDBG
City of West Chicago	Fair Meadows Subdivision Rehab Priority #2		\$400,000					CDBG
Little City Foundation	New CILa Home for Seniors (Project Cancelled; Funds Reprogrammed)		-\$400,000					CDBG
United Cerebral Palsy Seguin of Greater Chicago	"Home is Where the Heart Is" Group Home Priority #1		\$453,145					CDBG
DuPage Care Center	South Wing Common Area Window Replacement; Water Heating Install		\$800,000					CDBG
Almost Home Kids	78721 Rt. 53 Capital Improvements		\$400,000					CDBG
DuPage Care Center	Fire Alarm Upgrades (Accelerated from 2022 to 2021)		\$400,000					CDBG
City of Warrenville	Summerbikes Square Courts Resurfacing			\$600,000				CDBG
Village of Villa Park	Michigan and Vermont Improvement Project (1 of 3)			\$600,000				CDBG
City of West Chicago	Sophia St Area water Main & Street Rehabilitation			\$600,000				CDBG
Carol Stream Park District	Community Park			\$1,000,000				CDBG
Village of Glendale Heights	Norton Avenue and E. Schubert Avenue Water Main Replacement Project			\$600,000				CDBG
Village of Bensenville	2022 CDBG Residential Streetlight Project Streetlights (Priority 3)				\$481,425			CDBG
Village of Addison	Michael Ln/Lincoln Ct Water Main Replacement and Street Program				\$600,000			CDBG
Village of Villa Park	Iowa and Vermont Improvement Project (2 of 3)				\$600,000			CDBG
Village of Bensenville	CDBG Roadway & Watermain Improvements (Browgate Subdivision) (Priority 1)				\$600,000			CDBG
Village of Glendale Heights	Cambridge Lane and Westchester Drive Water Main Replacement Project				\$600,000			CDBG
Village of Bensenville	CDBG Roadway and Watermain Improvements (Argyle and Twin Oaks Project) (Priority 2)				\$600,000			CDBG
Village of Glendale Heights	Jill Court and Marilyn Avenue Water Main Replacement Project					\$600,000		CDBG
City of West Chicago	Tork Ave Area - Water Main & Street Rehabilitation					\$600,000		CDBG
Village of Addison	Bonice Ln/Marilyn Ter/Valerie Ln Water Main Replacement (Priority 3)					\$600,000		CDBG

City of West Chicago	Bishop St. & East Brown St. - Water Main & Streets Rehabilitation Project					\$600,000		CDBG
Village of Addison	College Blvd Resurfacing (Received CPF award, CDBG funds no longer required)						-850,000	CDBG
Village of Villa Park	Ridge and Roy Improvement Project (1 of 3)						600,000	CDBG
City of Wheaton	Roosevelt Rd Water Main Replacement Prosser to Blum-Agro						5490,000	CDBG
HOPE Fair Housing	HOPE Fair Housing HVAC Systems & ADA (Project cancelled; Funds reprogrammed)							CDBG
Serenity House Counseling Services	WERC Expansion to meet Community Opioid Crisis (Project Moved from 2020 to 2022)				\$400,000			CDBG
Roy Graham Association for People with Disabilities	Restoration of Ridge, Wauver & Wilkins CILs						382,248	CDBG
United Cerebral Palsy Seguin of Greater Chicago	"Home is Where the Heart Is" Group Home Priority #2					\$596,150		CDBG
Metropolitan Family Services	Family Shelter Service 645 Cap Rehab (Application Rescinded)							CDBG
Midwest Shelter for Homeless Veterans	433 S Carlton Rehab Phase 2 (Project cancelled \$209,350 PY20 & \$173,000 PY21)							CDBG
Northern IL Food Bank	LED Lighting Upgrade (Project Completed Outside of CDBG Grant Agreement)							CDBG
Midwest Shelter for Homeless Veterans	Larson Home for Vets Rehab (Application Rescinded)							CDBG

*Year 5 listed projects have the potential to be funded earlier should increased funding be allocated by the U.S. Department of Housing and Urban Development or Year 1, 2, 3 or 4 listed projects are unable to move forward.

**Alternate projects may be funded should increased funding be allocated by the U.S. Department of Housing and Urban Development and Year 1 - 5 projects are not able to move forward.

Catholic Charities, Diocese of Joliet	HOME TBRA Rapid Rehousing	\$12,000	\$12,000	\$43,390	\$65,000	\$65,000		CDBG
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention and Daybreak Transitional Housing	\$40,000	\$40,000	\$0	\$85,000	\$85,000		CDBG
Midwest Shelter for Homeless Veterans	LCpl. Nicholas Larson Home for Veterans	\$32,000	\$32,000					CDBG
Serenity House Counseling Services	Residential Substance Use Disorder Treatment Program	\$37,500	\$37,500					CDBG
Bridge Communities, Inc.	Employment and Job Readiness Program	\$37,500	\$37,500					CDBG
Bridge Communities, Inc.	Stability Program for Families Experiencing Homelessness				\$60,000	\$60,000		CDBG
People's Resource Center	Homeless Prevention Program	\$30,000	\$30,000		\$100,000	\$100,000		CDBG
Prairie State Legal Services, Inc.	Homeless Prevention Legal Services	\$35,000	\$35,000					CDBG
Family Shelter Service	Emergency Shelter Program for Victims of Domestic Violence	\$35,000	\$35,000		\$80,000	\$80,000		CDBG
DuPage County Community Services	Housing Resource Unit	\$142,000	\$142,000	\$142,000	\$145,000	\$145,000		CDBG
Outreach Community Services, Inc.	Case Management	\$17,500	\$17,500					CDBG
ChildServ	ChildServ Group Homes	\$35,000	\$35,000					CDBG
DuPage Homeownership Center dba HOME DuPage, Inc.	Foreclosure Prevention/Homelessness Prevention/Counselor in Court/Foreclosure Recovery	\$32,500	\$32,500					CDBG

Upon notification of actual CDBG allocations, the public services awards will be increased or decreased on a pro-rata basis.

DuPage County	HOME Administration & Planning	\$451,600	\$179,489	\$196,299	\$186,019	\$186,019		HOME
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DuPage County	Naperville Single-Family Rehabilitation Program Project not moving forward - Funds Reprogrammed in 2023	(\$15,000)						HOME
Alden Foundation	Warrenville Horizon Senior Housing	\$953,817						HOME
New Directions Housing Corp	New Construction Affordable Senior Housing Wheaton Project Cancelled - Funds Reprogrammed in 2023	-\$445,289						HOME
DuPage Pads and Catholic Charities, Diocese of Joliet	Tenant-Based Rental Assistance Program	\$407,723	\$400,000			\$100,000		HOME
DuPage County	Tenant-Based Rental Assistance - Security Deposit Only Program Project not moving forward - Funds Reprogrammed in 2023		-\$200,000		TBD	TBD		HOME
Maylake Village	New Construction Affordable Senior Housing Oak Brook Project not moving forward as new construction - Funds Reprogrammed in 2023		-\$1,381,743		TBD	TBD		HOME
Community Housing Development & Advocacy	Scattered Site Rehabilitation		\$269,234	\$294,450	\$279,028	\$279,028		HOME
Alden Foundation	Addison Horizon Senior Housing			\$3,221,112	\$2,028,888			HOME
Gorman & Company	New Construction Affordable Senior & IDD Housing				\$1,000,000	\$1,000,000		HOME
Maylake Village	Village Rehabilitation				\$643,486	\$446,636		HOME

*HOME activities proposed for the 2024 Action Plan are subject to additional underwriting and approval from the DuPage County Home Advisory Group. HOME applications are accepted on a rolling basis.