

Resolution

HHS-R-0234-17

**APPROVAL OF THE SUBSTANTIAL AMENDMENT TO THE  
2016 ANNUAL ACTION PLAN OF THE 2015-2019  
DU PAGE COUNTY CONSOLIDATED PLAN FOR HOUSING  
AND COMMUNITY DEVELOPMENT**

WHEREAS, DuPage County has participated in the Community Development Block Grant program since 1975; and

WHEREAS, a requirement of this program is the preparation of a Consolidated Plan for Housing and Community Development; and

WHEREAS, the 2015-2019 Consolidated Plan for Housing and Community Development was approved by the DuPage County Board on February 10, 2015; and

WHEREAS, the 2016 Annual Element of the 2015-2019 DuPage Consolidated Plan was approved on February 9, 2016; and

WHEREAS, DuPage County desires to amend the 2016 Annual Element of the 2015-2019 DuPage County Consolidated Plan for the purpose of adding a Resale/Recapture Guidelines for the HOME Investment Partnership program approved by the Home Advisory Group on April 4, 2017; providing clarification on annual goals, an updated version of the Emergency Solutions Grant Program Plan; and adding a housing project to be funded with 2016 funds;

WHEREAS, the Substantial Amendment was approved by DuPage County Health and Human Services on April 18, 2017; and

WHEREAS, a 30-day public comment period was completed on April 12, 2017, and a public hearing was held on April 3, 2017, and, in accordance with federal regulations governing the development of consolidated plans, all comments have been included in the final draft of the Substantial Amendment along with responses to these comments.

NOW, THEREFORE, BE IT RESOLVED that the DuPage County Board hereby approves the Substantial Amendment to the 2016 Annual Action Plan of the 2015-2019 DuPage County Consolidated Plan.

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is authorized and directed to sign any certifications or forms required by the U.S. Department of Housing and Urban Development to enact the Substantial Amendment and the clerk is hereby authorized and directed to attest to such signature and affix the official seal thereto; and

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is hereby authorized to approve further amendments to said Consolidated Plan as may be required by HUD; and

Resolution

HHS-R-0234-17

BE IT FURTHER RESOLVED that the County Clerk be directed to send certified copies of this Resolution and Amendment to Community Development Commission.

Enacted and approved this 25th day of April, 2017 at Wheaton, Illinois.

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DANIEL J. CRONIN, CHAIRMAN  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
PAUL HINDS, COUNTY CLERK

Ayes: 16  
Absent: 2

STATE OF ILLINOIS }  
COUNTY OF DU PAGE } SS

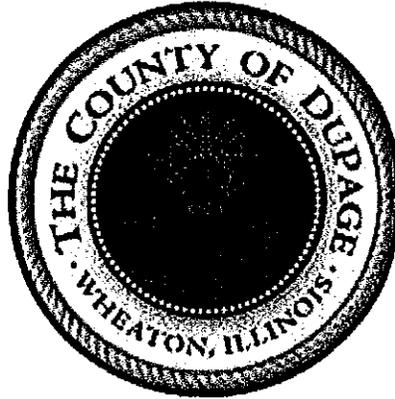
I, PAUL HINDS, COUNTY CLERK AND CLERK OF THE COUNTY BOARD IN THE COUNTY AND STATE AFORESAID, AND KEEPER OF THE RECORDS AND FILES THEREOF, DO HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED BY THE COUNTY BOARD AT A MEETING HELD AT THE DU PAGE CENTER, 421 NORTH COUNTY FARM ROAD, WHEATON, ILLINOIS, ON THE 25TH DAY OF APRIL, A.D. 2017

ALL OF WHICH APPEARS FROM THE RECORDS OF THE PROCEEDINGS OF SAID COUNTY BOARD NOW IN MY OFFICE REMAINING.

GIVEN UNDER MY HAND AND OFFICIAL SEAL AT WHEATON, ILLINOIS, THIS 26TH DAY OF APRIL, A.D. 2017.

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COUNTY CLERK AND CLERK  
OF THE COUNTY BOARD OF  
DU PAGE COUNTY, ILLINOIS



# DuPage County 2016 Action Plan Substantial Amendment #1

(Second Year Action Plan for the  
2015-2019 Consolidated Plan)

This Action Plan sets forth funding priorities for the 2016 funding year and serves as the County's annual funding application to the U.S. Department of Housing and Urban Development for the following formula grant programs:

Community Development Block Grant (CDBG); the HOME Investment Partnerships Program (HOME); and the Emergency Solutions Grant (ESG) Program

Daniel J. Cronin, DuPage County Chairman

Amendment done to correct activities, objectives, and resources; plus include resale/recapture guidelines for HOME funds, and ESG written standards.

## **Executive Summary**

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

#### **1. Introduction**

The DuPage County Consortium includes DuPage County and the municipalities of Downers Grove, Naperville, and Wheaton. These three municipalities are identified separately as individual members due to their status as entitlement grantees under the Community Development Block Grant program, which is administered through the U.S. Department of Housing and Urban Development (HUD). Wheaton and Downers Grove are joint recipients with DuPage County and Naperville is a Metropolitan Entitlement City with its own CDBG allocation. All or part of 36 other municipalities are included within DuPage County's borders. Twenty-eight (28) of these municipalities work closely with the County as part of the DuPage Community Development Commission (CDC). Figure ES-1 depicts the boundaries of the DuPage County Consortium, reflecting the portions of Naperville and Woodridge that are outside of DuPage County. These two municipalities have chosen to include their Will County areas as part of the DuPage County Consortium.

In the second half of 2014 the DuPage County Consortium developed a five-year Consolidated Plan (ConPlan) 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.

The Consolidated Plan 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 Annual Action Plan update to the Consolidated Plan document summarizes how these programs will be utilized in the 2016 Program Year to meet housing needs, homeless needs, and non-housing community development needs, such as public services and infrastructure. Any questions or comments regarding this plan should be directed to:

DuPage County Community Development Commission

421 North County Farm Road, Wheaton, Illinois 60187

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

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

The CDC Executive Committee is the lead agency for the ConPlan and the Annual Action Plan updates. The Committee includes 12 representatives that are elected by the full CDC membership. The chairmanship of the Committee alternates each year between municipal and County representatives.

The HOME Advisory Group is composed of the CDC Executive Committee plus an additional representative from the City of Naperville and advises the County directly on the use of HOME dollars for affordable housing financing.

Figure ES-1  
DuPage County Consortium Area

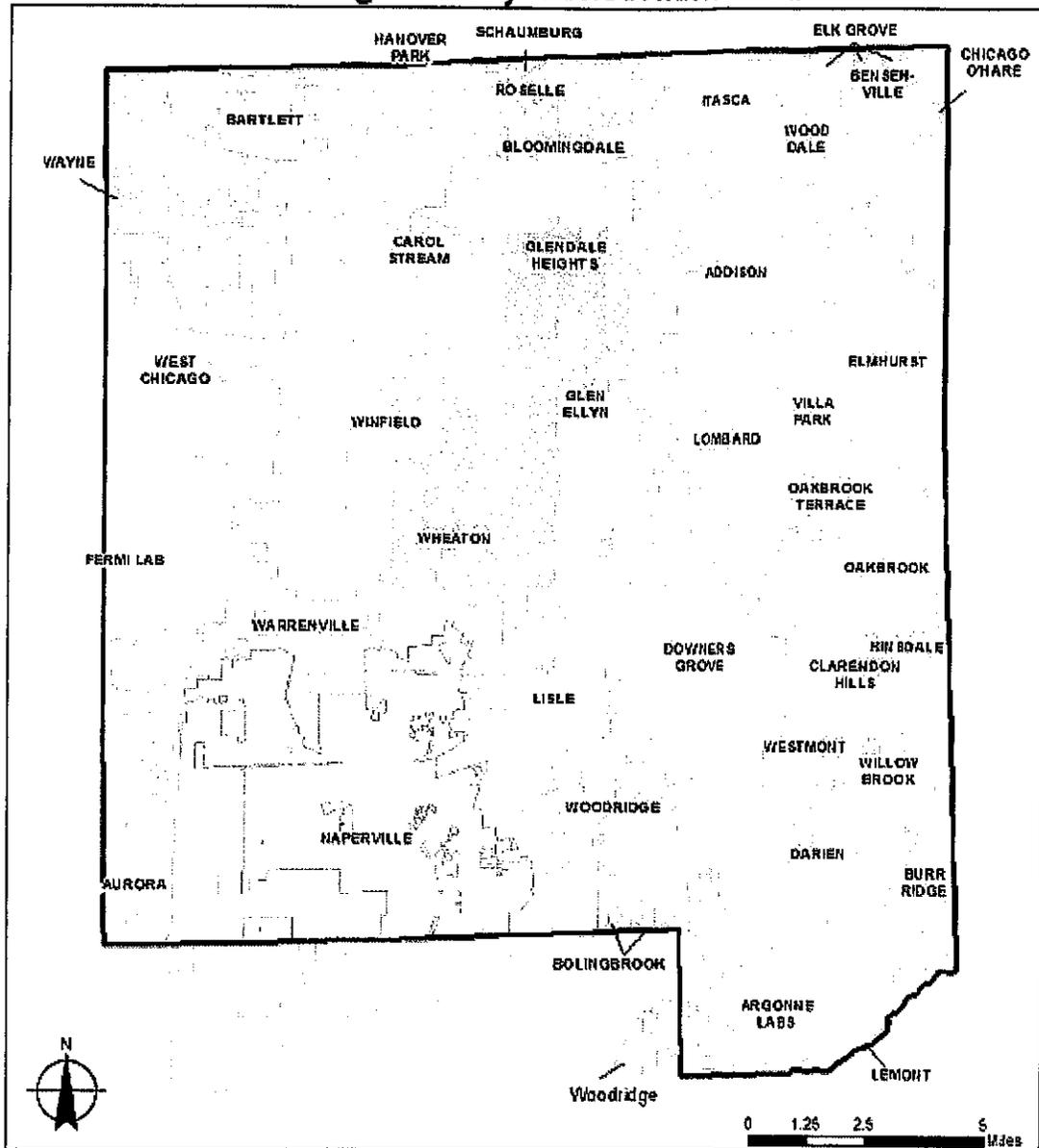


Figure ES-1 DuPage County Consortium Area

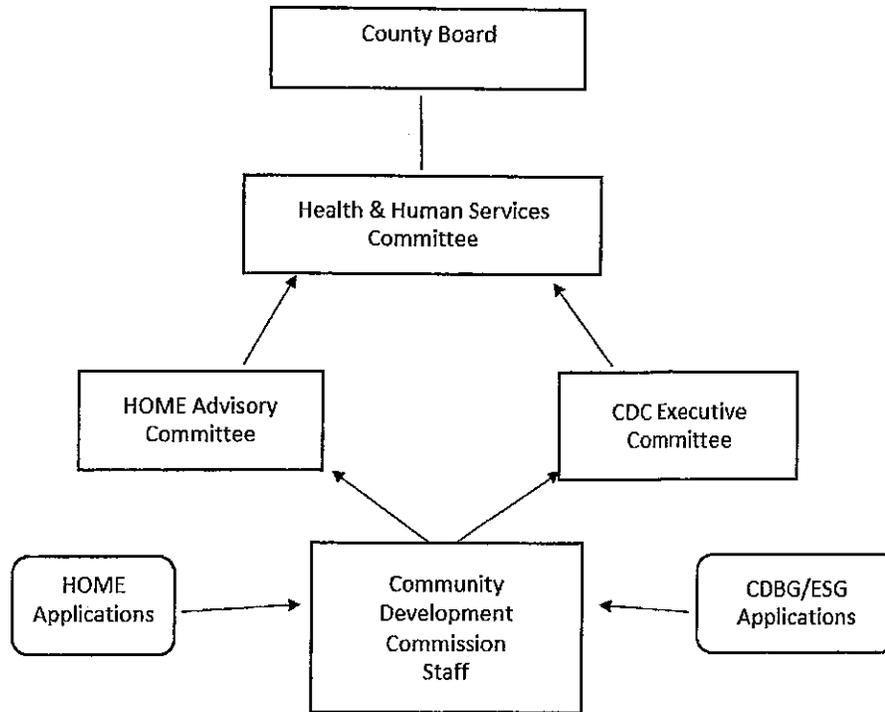


Figure ES-2 revised CDC Hierarchy Chart

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

Based on the 2016 CDBG allocation from HUD, DuPage County will fund four (4) Neighborhood Investment projects totaling \$791,500, four (4) Capital projects totaling \$951,886, and eighteen (18) Public Service projects totaling \$525,690. For additional project details, please refer to section AP-35.

CDBG funding will also be used for our Single Family Rehabilitation project. \$350,000 in Single Family Rehabilitation funding has been allocated for 2016. DuPage County anticipates assisting 27-30 low to moderate income households during the 2016 grant year.

Based on the 2016 HOME allocation from HUD in the amount of \$1,269,176, a NOFA for 2016 program year pertaining to HOME funds was issued and the County received nine (9) applications. DuPage

County will begin the process of underwriting these projects to determine which of the projects meet consolidated plan needs and HOME thresholds for feasibility, viability, and sustainability. The 2016 15% CHDO set aside of \$190,377 should be satisfied by the proposed project applied for by Community Housing Advocacy & Development (CHAD) for acquisition and rehabilitation of multi-family rental units.

Twelve (12) ESG projects will be funded in 2016 totaling \$267,058.

\$853,659 will fund Administration, Planning, and Fair Housing Activities in 2016. Figure ES-3 below states new funding to be available in 2016. A complete breakdown of project funds using both the estimated and actual funding can be found in Figure ES-4.

HUD requires all CDBG, HOME, and ESG funded projects to identify a program outcome and objective. A performance measurement matrix has been developed to aggregate program accomplishments on a national level. The DuPage Consortium projects focus on the availability and sustainability of decent housing, as well as the availability and sustainability of suitable living conditions.

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

The DuPage Consortium consistently performs well in the administration of the grant programs covered in this plan. In the CDBG program, one regulatory measure used by HUD to evaluate performance is the timeliness ratio test. This is a formula that measures the amount of an entitlement community's unexpended funds sixty days prior to the start of its next program year in relation to the amount of funding it receives, and the ratio cannot exceed 1.5. DuPage County's timeliness is measured on January 31 each year. As of November 18, 2015, the County's timeliness ratio was 1.47, so DuPage County has already met the required ratio well in advance of the measurement date. 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.

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

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

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

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

The laws that created the CDBG, HOME, and ESG programs state the purpose of the programs covered by the ConPlan to be the improvement of communities through provision of: decent housing; a suitable living environment; and growing economic opportunities for low and moderate income households in DuPage County. Since low to moderate income households are the beneficiaries of these funds it is important to involve these households in the planning process. In preparation of the ConPlan, extensive surveying opportunities were made available to low to moderate income persons through an on-line survey, a survey kiosk in the DuPage County Community Services Department (where intake takes place for LIHEAP and Weatherization), and through Neighborhood Resource Centers located in low-to-moderate income geographic areas. This Action Plan required that each applicant for project funding hold a public hearing to gain citizen input; a second public hearing will be held at the DuPage County Government Center on January 14, 2016. Copies of the draft Action Plan and notification of the Public Hearing are made available on-line, in municipal buildings, and at public libraries throughout the consortium area. Notification was published in the Daily Herald on December 23, 2015, a general circulation newspaper in the DuPage Consortium area. Notification is e-mailed to all persons and agencies that have requested to be placed on the CDC mailing list and through the Continuum of Care.

The Community Development Commission Executive Committee adopted funding recommendations on December 1, 2015. The Action Plan was presented to the DuPage County Development Committee on January 19, 2016 and to the DuPage County Board on January 26, 2016 and February 9, 2016. All of these meetings are publicly noticed and provide an opportunity for public comment.

Additional comments are solicited on many 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 to the ConPlan that will require public hearing and comment are: (a) local policy changes affecting eligibility for at least 10% of the federal funds subject to the ConPlan; or (b) modifications to the list of proposed activities affecting at least 10% of the federal funds subject to the ConPlan.

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

Any written complaints regarding the 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.

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

The first public comment for this Action Plan began on January 4, 2016 and ended on February 5, 2016.

A substantial amendment to the 2016 Action Plan was announced Tuesday, March 14, 2017. A public hearing was completed on Monday, April 3, 2017. The public comment period for the substantial amendment was from March 14, 2017 - April 12, 2017

Public comments received:

Approximately 20 people attended the Public Hearing on January 14. Representatives from the Village of Glendale Heights and DuPage Habitat for Humanity did not make comment. Several citizens from the Village of Lisle attended the public hearing to voice their concerns about the DuPage County participation in the National Disaster Resilience Competition (NDRC). Primary concerns are that they will be involuntarily forced to move, they will not receive adequate compensation for their homes, and/or that the Village will be redeveloped in an unacceptable way. It was explained to the attendees that although the NDRC is stated in the Action Plan as a potential resource for the community, its funds are not allocated through the Action Plan and the DuPage Community Development Commission has had minimal involvement in the NDRC process. The NDRC citizen participation process is independent of the Action Plan. Attendees were directed to contact the Public Information Officer in the DuPage County Stormwater Department for information on the status of the NDRC or for information on potential projects that may be undertaken if the funds are received.

No additional comments were received as part of the comment period taking place from March 14, 2017 to April 12, 2017.

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

No comments or views were not accepted; however, the comments received pertained to the National Disaster Resilience Competition and not to this Action Plan. Commenters were directed to the correct party for further information. HUD announced several days after the public hearing that DuPage County would not be receiving NDRC funding.

No comments or views were not accepted as part of the public comment period taking place from March 14, 2017 to April 12, 2017.

## **7. Summary**

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

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

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



**AP-12 Participation - 91.401, 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The laws that created the CDBG, HOME, and ESG programs state the purpose of the programs covered by the ConPlan to be the improvement of communities through provision of: decent housing; a suitable living environment; and growing economic opportunities for low and moderate income households in DuPage County. Since low to moderate income households are the beneficiaries of these funds it is important to involve these households. This Action Plan required that each applicant for project funding hold a public hearing to gain citizen input; a second public hearing will be held at the DuPage County Government Center on January 14, 2016. Copies of the draft Action Plan and notification of the Public Hearing are made available on-line, in municipal buildings, and at public libraries throughout the consortium area. Notification was published in the Daily Herald on December 23, 2015, a general circulation newspaper in the DuPage Consortium area. Notification is e-mailed to all persons and agencies that have requested to be placed on the CDC mailing list and through the Continuum of Care.

Funding recommendations were adopted by the Community Development Commission Executive Committee on December 1, 2015. The Action Plan will be presented to the DuPage County Development Committee on January 19, 2016 and to the DuPage County Board on January 26, 2016 and February 9, 2016. All of these meetings are publicly noticed and provide an opportunity for public comment.

One effort to broaden citizen participation was development of a survey instrument that was distributed to all six currently funded neighborhood resource centers as both an electronic and a paper survey, available in English and Spanish, for a period of 4 months. Neighborhood resource centers are located in some of the most low-income geographic areas in DuPage County.

The CDC also conducted a County wide survey for all residents to complete. The survey instrument asked residents about a range of topics consisting of affordable housing, employment opportunities, discrimination, basic needs availability, and other topics. The survey was launched on the DuPage County website with a press release from the DuPage County Communications office. It was available as both an electronic and a paper copy and was offered in English and Spanish. In order to increase the number of low to moderate income families participating, the survey was offered at the front counter of the Community Services Department of the County, a high traffic area for people seeking benefits to assist their respective families.

The results of the survey impacted goal setting and determination of priority needs for the ConPlan because the results received were considered when re-ranking the importance of the ConPlan priority needs and goals. The ranking of priority needs then, in turn, is a heavily weighted factor in project selection and funding.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	NRC Survey	Minorities Non-English Speaking - Specify other language: Spanish Low-mod residents	A community survey was issued in both paper and electronic copies	A total of 45 completed surveys were received. A Summary of results included in ConPlan	All comments were accepted	<a href="https://www.surveymonkey.com/s/2LJPBDQ">https://www.surveymonkey.com/s/2LJPBDQ</a>

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	Citizen Survey	Non-English Speaking - Specify other language: Spanish  Non-targeted/broad community	A community survey was issued in both paper and electronic copies	A total of 407 completed surveys were received. A copy of the survey can be found in ConPlan	Comments that were deemed offensive to particular populations were not accepted.	<a href="https://www.surveymonkey.com/s/X3DMX2M">https://www.surveymonkey.com/s/X3DMX2M</a> or <a href="https://www.surveymonkey.com/s/X3TDVXB">https://www.surveymonkey.com/s/X3TDVXB</a>

3	Public Hearing	Non-targeted/broad community	The public comment for this Action Plan began on January 4, 2016 and will end on February 5, 2016. Please see minutes from Public Hearing	Approximately 20 people attended the Public Hearing on January 14. Representatives from the Village of Glendale Heights and DuPage Habitat for Humanity did not make comment. Several citizens from the Village of Lisle attended the public hearing to voice their concerns about the DuPage County participation in the National Disaster Resilience Competition (NDRC).	No comments or views were not accepted; however, the comments received pertained to the National Disaster Resilience Competition and not to this Action Plan. Commenters were directed to the correct party for further information. HUD announced several days after the public hearing that DuPage County would not be receiving NDRC funding.	
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				<p>Primary concerns are that they will be involuntarily forced to move, they will not receive adequate compensation for their homes, and/or that the Village will be redeveloped in an unacceptable way. It was explained to the attendees that although the NDRC is stated in the Action Plan as a potential resource for the community, its funds are not allocated</p>		
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				<p>through the Action Plan and the DuPage Community Development Commission has had minimal involvement in the NDRC process. The NDRC citizen participation process is independent of the Action Plan. Attendees were directed to contact the Public Information Officer in the DuPage County Stormwater Department for information on the status of the NDRC or</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)
				for information on potential projects that may be undertaken if the funds are received.		
4	Public Hearing	Non-targeted/broad community	The public comment for this Action Plan began on March 14, 2017 and will end on April 12, 2017. Please see minutes from Public Hearing	No comments received.	No comments received.	

Table 4 – Citizen Participation Outreach

## Expected Resources

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

#### Introduction

This section provides a summary of the actions, activities, and programs that will take place during the 2016 program year to address the priority needs and goals identified in the DuPage 2015-2019 Consolidated Plan. 2016 CDBG funded infrastructure and capital projects were selected during the 2015 competitive application round. 2016 CDBG public service projects and ESG projects were selected through a competitive application round held in the fall of 2015. The Community Development Executive Committee approved funding recommendations at a duly called and noticed public meeting on December 1, 2015.

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

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder 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	3,525,457	90,000	455,121	4,070,578	9,473,913	At least 98.5% of projects and programs will be done under a low-mod national objective. A proposed pilot project for demolition would be done under a spot "slum & blight" designation and use less than 1.5% of funds, if undertaken. No economic development projects will be undertaken.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder 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	1,269,176	298,341	532,923	2,100,440	2,265,440	2016 HOME funds will be used for rental rehabilitation and acquisition, production of homebuyer units, and TBRA.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Reminder 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	288,711	0	0	288,711	740,344	ESG will be used for shelter operations, essential services, street outreach, and financial assistance for homelessness prevention and rapid re-housing.
Other	public - federal	Acquisition Admin and Planning Housing Public Improvements	31,526,000	0	0	31,526,000	0	Please visit <a href="http://dupageco.org/cdbg-dr/">dupageco.org/cdbg-dr/</a> for details on these funds.

Table 1 - Expected Resources – Priority Table

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

**matching requirements will be satisfied**

The CDBG Program regulations do not require matching funds. DuPage County, however, requires that CDBG funded neighborhood investment projects including road, sewer, sidewalk, tree removal, and other infrastructure improvements provide at least 25% leveraging from the applicant for a project to be eligible. Additional points are awarded in the application process for providing additional leveraging. A funding request may not exceed \$400,000 in order to provide assistance to additional community residents.

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

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

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

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

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

One of the highest priority projects for the CDBG-DR funds was the construction of flood control measures and a reservoir at Armstrong Park in Carol Stream. DuPage County owns the parcel on which the facility is being constructed to meet the identified need in this neighborhood. A second high priority project is the West Branch River Restoration & Flood Mitigation CDBG-DR project on County-owned land in Warrenville, which is now under construction. The County does not own any other specific parcels of land that could be used to address the needs identified

in this plan; however, the municipal infrastructure projects being carried out in this Action Plan are being constructed on municipal publically owned land.

### **Discussion**

The County used a competitive application process to distribute 2016 funds. The process was based on criteria that awards points to projects serving the lowest income populations with projects and services that have the highest priorities in the DuPage County 2015-2019 Consolidated Plan. Local funding and minimum matching requirements will continue to be required to ensure funding is diversified across multiple agencies and municipalities. The County will continue to consult with agencies throughout the Consolidated Plan period to ensure funds are being put to the highest and best use.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Viable urban community - Municipal infrastructure	2015	2019	Non-Housing Community Development	Municipal Neighborhood Investment Activities	Neighborhood Investment - Water/Sewer Improvements Neighborhood Investment - Street Improvements	CDBG: \$791,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2655 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1138 Households Assisted
2	Suitable living environment - Spec. needs facility	2015	2019	Non-Homeless Special Needs	Income Survey and Presumed Benefit Activities	Neighborhood Investment - ADA Compliance Neighborhood Investment - Public Facilities	CDBG: \$551,886	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted
3	Viable urban community - Public service	2015	2019	Public services including neighborhood resource centers	Income Survey and Presumed Benefit Activities Neighborhood Resource Centers	H&S - Child Abuse and Counseling Life Skills - Budget and Financial Counseling	CDBG: \$250,000	Public service activities other than Low/Moderate Income Housing Benefit: 2542 Persons Assisted
4	Provide decent housing - Public service	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	Housing - First Time Homebuyer Assistance	CDBG: \$33,100	Homelessness Prevention: 1346 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Provide decent housing - Rehab rental units	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	Housing - Affordable Rental Units Need	CDBG: \$746,502 HOME: \$600,000	Rental units rehabilitated: 37 Household Housing Unit
6	Suitable living environment - Homeless	2015	2019	Homeless	Income Survey and Presumed Benefit Activities	Housing - Emergency Shelters	CDBG: \$113,439 HOME: \$120,000 ESG: \$131,047	Public service activities other than Low/Moderate Income Housing Benefit: 342 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 158 Households Assisted Homeless Person Overnight Shelter: 1215 Persons Assisted
7	Suitable living environment - Homeless prevention	2015	2019	Homeless	Income Survey and Presumed Benefit Activities	H&S - Substance Abuse Services Need H&S - Mental health Services Need Housing - Legal Counsel (Homeless Prevention)	CDBG: \$129,151 ESG: \$66,011	Public service activities other than Low/Moderate Income Housing Benefit: 1700 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 306 Households Assisted Homelessness Prevention: 1740 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Provide decent housing - Single-family rehab	2015	2019	Affordable Housing	Income Survey and Presumed Benefit Activities	Housing - Rehab of Owner Occupied Units Need	CDBG: \$350,000 HOME: \$1,073,525	Homeowner Housing Added: 8 Household Housing Unit Homeowner Housing Rehabilitated: 20 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 20 Household Housing Unit

**Table 1 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	Viabile urban community - Municipal infrastructue
	<b>Goal Description</b>	Neighborhood Investment, water main and street reconstruction.
2	<b>Goal Name</b>	Suitable living environment - Spec. needs facility
	<b>Goal Description</b>	
3	<b>Goal Name</b>	Viabile urban community - Public service
	<b>Goal Description</b>	NRCs and HRU
4	<b>Goal Name</b>	Provide decent housing - Public service
	<b>Goal Description</b>	Catholic Charities TH

5	<b>Goal Name</b>	Provide decent housing - Rehab rental units
	<b>Goal Description</b>	CHAD projects
6	<b>Goal Name</b>	Suitable living environment - Homeless
	<b>Goal Description</b>	includes TBRA
7	<b>Goal Name</b>	Suitable living environment - Homeless prevention
	<b>Goal Description</b>	
8	<b>Goal Name</b>	Provide decent housing - Single-family rehab
	<b>Goal Description</b>	SFR and Habitat

**Table 2 – Goal Descriptions**

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

### **Introduction**

The County will administer approximately \$6,459,729 during the 2016 program year. Projects that will be funded by the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs are listed below. The funds available from these grant programs include new grants expected to be received in 2016. Additionally, as explained in AP-15, 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. "A" listed amounts are what will be committed to each project if DuPage County receives the expected amount of funding. "B" listed amounts are additional amounts a project could receive if DuPage County receives more than the anticipated amount of funding. The Action Plan that went out for public comment stated, "- If DuPage County receives less than the anticipated amount of funding, project amounts will be reduced accordingly. These actions may take place without triggering a Substantial Amendment to this Action Plan." When actual funding amounts were received, there was an approximately 1.2% decrease in CDBG funding. This means that the amount of funding set aside for the internal project called "Housing Development Fund" will be slightly less, but no stated funding amount to any other entity was reduced. No substantial Amendment or additional Citizen Participation process is necessary before submittal of the Action Plan to HUD.

In addition to the funding recommendations below, funds are also programmed to "administration" based on regulatory caps. The CDBG cap is 20%, the HOME cap is 10%, and the ESG cap is 7.5%.

The Action Plan that went out for public comment stated, "Should our actual funding be less than our anticipated funding, public service projects would take an across the board percentage reduction based on the amount of public service funds actually available." When actual funding amounts were received, although there was a slight decrease in CDBG (which meant a slight decrease in public service), there was a corresponding increase in ESG. Therefore, the public service funding amounts allocated to each agency as stated in the public comment version of the Action Plan did not change. No Substantial Amendment or additional Citizen Participation process is necessary before submittal of the Action Plan to HUD.

\*The ESG "pool" funds will be divided into the categories of Homeless Prevention Financial Assistance, Homeless Prevention Services, Rapid Rehousing Financial Assistance, and Rapid Rehousing Services. DuPage County reserves the right to move pool funds between categories and to assign any excess ESG funds to the pool. Neither of these actions shall require a substantial amendment.

The HOME Program is a key component of the County's Consolidated Plan in addressing the housing needs of low, very low, and extremely low income households. These needs are addressed by providing decent, affordable housing to low-income households through structured support of non-profit housing providers, local governments, and private sector participants. The County issued a NOFA for 2016

program year funding and received nine (9) Applications. Potential projects, as requested, are as follows. DuPage County will begin the process of underwriting these projects to determine which of the projects meet consolidated plan needs and HOME thresholds for feasibility, viability, and sustainability. Potential CHDO projects have been identified and will be certified before an agreement is executed. Should any of the following projects be funded, no Substantial Amendment to this Action Plan will be necessary.

#	Project Name
1	Villa Park North Princeton Water Main Reconstruction
2	Wood Dale Water Main Reconstruction
3	Village of Addison Iowa Avenue Watermain Replacement
4	Village of Glendale Heights Street Reconstruction
5	Ray Graham SLC
6	Seguin Skills Center
7	Lutherbrook Center Rehab
8	DuPage County Convalescent Center Windows
9	Catholic Charities Transitional Housing/PUBLIC SERVICE
10	360 Youth Services/ PUBLIC SERVICE
11	Peoples Resource Center Homeless Prevention/PUBLIC SERVICE
12	Larson Home for Veterans/PUBLIC SERVICE
13	Serenity House Residential Treatment Program/PUBLIC SERVICE
14	Prairie States Homeless Prevent Project/PUBLIC SERVICE
15	Outreach Community Services Case Management/PUBLIC SERVICE
16	DuPage Homeownership Center Counselor in Court/PUBLIC SERVICE
17	Family Shelter Service Emergency Shelter Program/PUBLIC SERVICE
18	Bridge Communities Self Sufficiency Program/PUBLIC SERVICE
19	Addison Student Participation Center/PUBLIC SERVICE
20	Addison Student Participation After School Program/PUBLIC SERVICE
21	West Chicago Main Park NRC/PUBLIC SERVICE
22	West Chicago TimberLake NRC/PUBLIC SERVICE
23	Community House Willowbrook Corner Program/PUBLIC SERVICE
24	Outreach Community Services Jr High Program/PUBLIC SERVICE
25	Outreach Community Service York Center NRC/PUBLIC SERVICE
26	2016 Housing Development Fund - CHAD scattered site rental rehab
27	2016 Housing Resource Unit/PUBLIC SERVICE
29	2016 Single Family Rehab
30	2016 Administration
31	ESG16 DuPage County

#	Project Name
32	HOME Administration
33	HOME IL Independent Living Center
34	DuPage Habitat for Humanity
35	Community Housing Advocacy & Development
36	Tenant Based Rental Assistance

**Table 3 – Project Information**

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

Additional Narrative from introduction:

Please note that public service projects to be funded by the ESG allocation of \$288,711 include: Bridge Communities Emergency Shelter, \$15,661; Catholic Charities, \$34,375 Emergency Shelter, DuPage PADS Street Outreach, \$15,000; DuPage PADS Emergency Shelter, \$33,000; Prairie State Legal Services Homeless Prevention, \$33,000; ESG Pool for Homeless Prevention and Rapid Re-Housing, \$66,022; the remaining projects will be funded by CDBG. The Action Plan that went out for public comment stated, “Should our actual funding be less than our anticipated funding, public service projects would take an across the board percentage reduction based on the amount of public service funds actually available.” When actual funding amounts were received, although there was a slight decrease in CDBG (which meant a slight decrease in public service), there was a corresponding increase in ESG. Therefore, the public service funding amounts allocated to each agency as stated in the public comment version of the Action Plan did not change. No Substantial Amendment or additional Citizen Participation process is necessary before submittal of the Action Plan to HUD.

\*The ESG “pool” funds will be divided into the categories of Homeless Prevention Financial Assistance, Homeless Prevention Services, Rapid Rehousing Financial Assistance, and Rapid Rehousing Services. DuPage County reserves the right to move pool funds between categories and to assign any excess ESG funds to the pool. Neither of these actions shall require a substantial amendment.

During the preparation of the DuPage 2015-2019 Consolidated Plan, the County conducted extensive surveys of both municipal and non-profit partners. High and low priorities were determined via those surveys, and the County priority needs being met by the project. The main obstacle for addressing underserved needs during the 2016 program year, and over the ConPlan period, is the uncertainty of future funding. Each year application requests exceed the funding available. Additionally, many agencies that provide services to the most vulnerable homeless, disabled, or senior populations also rely on funding from the State of Illinois. Continuous cuts in state funding, and the lack of a state budget, have resulted in significant shortfalls for many agencies.

Tenant Based Rental Assistance: Our primary shelter system is DuPage PADS, which is a network of churches that provide overnight accommodations. Homeless persons must move from location to

location. When shelters are full due to fire regulations, a lottery system determines who receives shelter for the night. During the summer months, there is less capacity. Discussions with DuPage PADS, the DuPage County Health Department, and Catholic Charities indicate that there are homeless individuals and those with disabilities who would be able to leave the shelter system if they could obtain rental assistance. The waiting list for vouchers through the DuPage Housing Authority is lengthy and currently closed. DuPage County has not made significant progress in assisting renters at the 0-30% MFI level, which is a high priority need. Therefore, for these stated market conditions, DuPage County intends to develop a TBRA program in 2016 with preferences for homeless persons and families and persons with disabilities. This discussion of market conditions and the TBRA certification signed as part of this Action Plan in accordance with 24 CFR 91.425(a)(2)(i) shall be considered a fulfillment of 24 CFR 92.209(b) *General requirement* for the use of HOME funds for TBRA.

# AP-38 Project Summary

## Project Summary Information

Table 3 – Project Summary

1	<b>Project Name</b>	Villa Park North Princeton Water Main Reconstruction
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$196,000
	<b>Description</b>	This project consists of the replacement of the existing six-inch water main on North Princeton Avenue from Terrace Street to Plymouth Street in the Village of Villa Park with approximately 1,240 lineal feet of new eight-inch ductile iron water main. The project will also include the replacement of all existing water services, valves and fire hydrants, as well as all necessary restoration work.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	This project consists of the replacement of the existing six inch water main on North Princeton Avenue from Terrace Street to Plymouth Street in the Village of Villa Park with approximately 1,240 lineal feet of new eight inch ductile iron water main. The project will also include the replacement of all existing water services, valves and fire hydrants, as well as all necessary restoration work.
2	<b>Project Name</b>	Wood Dale Water Main Reconstruction
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements
	<b>Funding</b>	CDBG: \$200,000

	<b>Description</b>	Replacement of 4,000 linear feet of ductile iron within the Mill Road right-of-way from George Street to Mary Jane Lane. The proposed capital improvements are necessary due to frequent water main breaks that negatively affect the City's availability to provide reliable utility services to the area. This project impacts three 2010 US Census block groups (8401.02-2, 8401.02-3, and 8401.04-1), all of which have low-moderate income concentrations of 40.47%-47.92%.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Replacement of 4,000 linear feet of ductile iron within the Mill Road right-of-way from George Street to Mary Jane Lane. The proposed capital improvements are necessary due to frequent water main breaks that negatively affect the City's availability to provide reliable utility services to the area. This project impacts three 2010 US Census block groups (8401.02-2, 8401.02-3, and 8401.04-1), all of which have low-moderate income concentrations of 40.47%-47.92%.
<b>3</b>	<b>Project Name</b>	Village of Addison Iowa Avenue Watermain Replacement
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements Neighborhood Investment - Street Improvements
	<b>Funding</b>	CDBG: \$195,500

	<b>Description</b>	The project consists of a water main replacement and resurfacing of Iowa Avenue just south of Armitage Avenue and east of Addison Road. The replacement would be about 1,400 feet of DI pipes and appurtenant water services to homes, valve vault or valve boxes, bituminous street trenching and patching, aggregate trench backfill, fire hydrants and the subsequent resurfacing of the area that entails milling a depth of about 1-1/2" and replacing the same depth with bituminous surface, some curb/gutter removal and replacement, storm sewers as needed, ADA sidewalks, some sidewalk removal and replacement and restoration of the area. The water main replacement is necessary due to the deteriorated condition of the existing water main that had experienced about 20+ water main breaks.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The project consists of a water main replacement and resurfacing of Iowa Avenue just south of Armitage Avenue and east of Addison Road. The replacement would be about 1,400 feet of DI pipes and appurtenant water services to homes, valve vault or valve boxes, bituminous street trenching and patching, aggregate trench backfill, fire hydrants and the subsequent resurfacing of the area that entails milling a depth of about 1-1/2" to 2" and replacing the same depth with bituminous surface, some curb/gutter removal and replacement, storm sewers as needed, ADA sidewalks, some sidewalk removal and replacement and restoration of the area. The water main replacement is necessary due to the deteriorated condition of the existing water main that had experienced about 20+ water main breaks.
4	<b>Project Name</b>	Village of Glendale Heights Street Reconstruction
	<b>Target Area</b>	Municipal Neighborhood Investment Activities
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment - Street Improvements
	<b>Funding</b>	CDBG: \$200,000

	<b>Description</b>	The Village of Glendale Heights proposes to reconstruct Fullerton Avenue from Glen Ellyn Road to Floyd Brown Lane. The area houses primarily low to moderate income families. The Service Area corresponds to US Census Block Group 840908-3, which has a 42% Low-Moderate Income Concentration. In addition to the repairs to the road the Village also intends to complete storm sewer improvements, along with select sidewalk, curb and gutter, and driveway removal and replacement. The new sidewalks will be installed in accordance with American with Disabilities Act (ADA) guidelines.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Village of Glendale Heights proposes to reconstruct Fullerton Avenue from Glen Ellyn Road to Floyd Brown Lane. The area houses primarily low to moderate income families. The Service Area corresponds to US Census Block Group 840908-3, which has a 42% Low-Moderate Income Concentration. In addition to the repairs to the road the Village also intends to complete storm sewer improvements, along with select sidewalk, curb and gutter, and driveway removal and replacement. The new sidewalks will be installed in accordance with American with Disabilities Act (ADA) guidelines.
5	<b>Project Name</b>	Ray Graham SLC
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Housing - Supportive Housing
	<b>Funding</b>	CDBG: \$151,886

	<b>Description</b>	Ray Graham Association will undertake renovations at the Specialized Living Center (SLC) located at 50 S. Fairbank, Addison. The SLC campus is comprised of six homes and one administration building and was built in 1980; bathrooms at the facility have outlived their useful lives. The SLC is home to 100 adults with severe to profound developmental, and in some cases physical, disabilities and is an ICF-DD (Intermediate Care Facility Developmental Disabilities). SLC residents receive skilled nursing care 24 hours per day and require the support of trained, professional staff to complete all the activities of daily living. Bathroom renovations will allow residents and staff members to continue to live/work safely and comfortably for many years to come at the SLC.
	<b>Target Date</b>	3/13/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The SLC is home to 100 adults with severe to profound developmental, and in some cases physical, disabilities and is an ICF-DD (Intermediate Care Facility for Developmental Disabilities). SLC residents receive skilled nursing care 24 hours per day and require the support of trained, professional staff to complete all the activities of daily living.
	<b>Location Description</b>	50 S. Fairbank, Addison.
	<b>Planned Activities</b>	Ray Graham Association will undertake renovations at the Specialized Living Center (SLC). The SLC campus is comprised of six homes and one administration building and was built in 1980; bathrooms at the facility have outlived their useful lives. Bathroom renovations will allow residents and staff members to continue to live/work safely and comfortably for many years to come at the SLC.
6	<b>Project Name</b>	Seguin Skills Center
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Neighborhood Investment - Public Facilities Special Populations - Handicapped Services
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	Acquiring of an Employment and Life Skills Center for persons with developmental disabilities. Please see full description in planned activities.
	<b>Target Date</b>	3/13/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Center would serve a "limited clientele", with a priority of serving DuPage County's Latino population with developmental disabilities, in addition to other racial/ethnic groups residing in DuPage County, and not just one particular service area.
	<b>Location Description</b>	Approximate 4,000 square foot site to be located in DuPage County.
	<b>Planned Activities</b>	UCP Seguin requests a \$200,000 2016 DuPage County Non-Profit Capital Community Development Block Grant for the acquisition and renovation and/or construction of an ~4,000 sq. ft., Americans with Disability Act-compliant Employment & Life Skills Center located in DuPage County for the delivery of community-based employment and life skills training services for up to 40 people with developmental disabilities annually. The Center would include specialized employment and training environments, areas for therapeutic arts and life skills instruction, and functional spaces suitable for meaningful, productive activities. Center participants would receive much-needed employment and life skills training, enabling them to achieve their potential, advance their independence, and act as full members of the community.
7	<b>Project Name</b>	Lutherbrook Center Rehab
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Neighborhood Investment - Public Facilities Special Populations - Handicapped Services
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	To rehabilitate a portion of an existing building to re-purpose it for expressive therapies. Therapies include; art, dance movement, animal assisted and therapeutic recreation. For a full project description please see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	The project will rehabilitate a portion of an existing building to re-purpose for expressive therapies, including art therapy, dance movement therapy, animal-assisted therapy, therapeutic recreation and family engagement activities. Rehabilitation will include interior demolition of existing ceilings, selected walls and floor finishes; installation of new walls, ceilings, flooring and lighting. Minor asbestos abatement is anticipated as well as improvements to the building envelope including new windows and wall insulation. The design (layout, all interior finishes and lighting systems) will be appropriate to the unique program constituents and the trauma-informed care approach utilized. The overall goal is community integration as we partner with youth who have experienced complex trauma, by increasing their ability to self-regulate. The project serves children and youth who have been indicated as abused and neglected, who have not succeeded in multiple substitute care placements, and who require specialized treatment.
8	<b>Project Name</b>	DuPage County Convalescent Center Windows
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Neighborhood Investment - Public Facilities
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	The replacement of approximately 172 window units. For a full project description please see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>		

	<b>Planned Activities</b>	The DuPage Convalescent Center is seeking \$400,000 from the CDBG grant to replace windows in the Center and South buildings, including the Resident Dining Room, at the Convalescent Center Building located at 400 N. County Farm Road in Wheaton, IL. Currently, 327 long-term and short-term residents live at the Convalescent Center. Annually, the Convalescent Center houses and provides medical services for an average of 600 residents annually. Windows that have outlived their useful life will result in outside air and water entering into the structure and living space of the facility potentially resulting in increasing utility costs, permanent structural damage to the facility, and health risks to residents through the introduction of mold and temperature fluctuations. Remaining windows in the Center and South Buildings that were not replaced in previous projects have all outlived their useful life and the Convalescent Center will replace them with modern energy-efficiency windows.
9	<b>Project Name</b>	Catholic Charities Transitional Housing/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Public service
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Life Skills - Employment Services Life Skills - Budget and Financial Counseling
	<b>Funding</b>	CDBG: \$33,100
	<b>Description</b>	Emergency services and homeless prevention program. For a full description please see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	<p>The Emergency Services &amp; Homeless Prevention program and Daybreak Transitional Housing Program of Catholic Charities, Diocese of Joliet address the needs of low-income individuals and families, which are homeless or at risk of homelessness in DuPage County. Clients receive rent, mortgage, utilities, and other assistance which enables them to maintain their housing. The programs also provide food, prescription and transportation assistance. In FY 2015, the Emergency Services &amp; Homeless Prevention program served a total of 1,255 individuals (776 adults and 479 children under the age of 18). This number represents 576 families/households. Of the total, 817 individuals received emergency services in the form of food, clothing, prescription assistance and transportation. Additionally, 363 individuals received direct rental, mortgage, security deposit, utility assistance and other supportive services that ended an episode of homelessness or prevented them from becoming homeless. The Daybreak Transitional Housing program served 87 individuals (representing 29 families) in FY 2015.</p> <p>Catholic Charities requests funding to partially support salaries of the case managers who provide direct client services.</p>
10	<b>Project Name</b>	360 Youth Services/ PUBLIC SERVICE
<b>Target Area</b>	Income Survey and Presumed Benefit Activities	
<b>Goals Supported</b>	Suitable living environment - Homeless	
<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Special Populations - Youth Services	
<b>Funding</b>	CDBG: \$33,000	
<b>Description</b>	Cornerstone Shelter for Boys. Provides shelter services to support the direct staff providing 24 hour services. For a full project description please see planned activities below.	
<b>Target Date</b>	3/13/2019	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Cornerstone Shelter provides emergency shelter, a 24 hour hotline and supportive services for boys ages 13-17 who are abused, neglected, runaway, or homeless. The capacity of Cornerstone Shelter is eight beds.	
<b>Location Description</b>	Its service area includes all of DuPage County and surrounding counties.	

	<b>Planned Activities</b>	The shelter provides 3 meals per day and operates 365 days per year. It is in operation and staff are on duty 24 hours a day. Cornerstone Shelter provides structured programming, educational intervention, and therapeutic counseling on site in order for the boys to achieve self-sufficiency after they leave the shelter. The goal of Cornerstone Shelter is to return each boy to the community as an educated and working citizen. 100% are considered residents of DuPage County as evidenced by their enrollment in DuPage County District 203 Schools and their goals for returning to the local community
11	<b>Project Name</b>	Peoples Resource Center Homeless Prevention/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Life Skills - Employment Services Life Skills - Budget and Financial Counseling Housing - Emergency Rent and Utility Assistance
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Homeless Prevention for low income residents of DuPage County. Will distribute emergency rent/mortgage financial assistance and referrals for related services and resources to families experiencing financial crises. Also provides food/clothing or other basic needs.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide services for homeless and at risk homeless.
12	<b>Project Name</b>	Larson Home for Veterans/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Life Skills - Employment Services Life Skills - Budget and Financial Counseling

	<b>Funding</b>	CDBG: \$33,100
	<b>Description</b>	Funding of staff salaries for House Managers and Clinical Director to serve homeless veterans. A full project description can be found in the planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	<p>This transitional housing facility opened in 2007 to help US military veterans transition from homelessness to self-sufficiency through a highly structured program. Veterans receive food, shelter, clothing, individual &amp; group therapy, case management, relapse prevention services, access to mainstream benefits, access to full medical services through Hines VA. Training courses include; life skills, social skills, communication skills, financial management, computer training. Assistance is provided to find permanent housing.</p> <p>Staff salaries included in this application are for Case Managers, House Managers and a Clinical Director.</p>
13	<b>Project Name</b>	Serenity House Residential Treatment Program/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	H&S - Substance Abuse Services Need
	<b>Funding</b>	CDBG: \$32,000
	<b>Description</b>	Substance abuse counseling, both group and individual, transitional housing, and financial literacy education. For a full project description, please see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	Serenity House will provide supportive salary and benefits to clinical counseling staff providing direct delivery of services to the men and women in our Extended Residential Care programs. Serenity House provides comprehensive substance abuse treatment services for men and women over the age of 18 recovering from substance use disorders. The Extended Residential Care program offers low income, formerly homeless individuals and those at risk of homelessness supportive services in a transitional housing environment. These services are designed to provide individuals in recovery from addiction with the necessary skills to become self-sufficient, rebuild relationships, strengthen families and to live meaningful, fulfilling lives with the goal of a productive return to their communities.
14	<b>Project Name</b>	Prairie States Homeless Prevent Project/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	Housing - Legal Counsel (Homeless Prevention)
	<b>Funding</b>	CDBG: \$28,303
	<b>Description</b>	Partial salaries for attorneys placed in housing court to provide advice and representation to persons threatened with homelessness. For a full description please see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	This is a proposal to continue the homeless prevention project in which attorneys are placed in housing court to provide advice and representation to persons threatened with homelessness in DuPage County. This project seeks to continue this effort based on its success in preventing homelessness and in easing the burden on the courts in hearing numerous pro se cases. Attorneys under the project interview all eligible residents with housing problems, assess the legal merits of each case, and represent eligible clients who are undergoing eviction in housing court. The attorneys' efforts in court will be directed toward preventing evictions. The attorneys will be situated directly in housing court, in order to be available for immediate representation of tenants undergoing eviction. Attorneys will also represent eligible clients in administrative hearings to preserve or obtain federally subsidized housing benefits, thereby preserving affordable housing for low income tenants. Finally, attorneys will provide legal advice to eligible tenants in order to help them prevent evictions.
15	<b>Project Name</b>	Outreach Community Services Case Management/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Life Skills - Employment Services Life Skills - Budget and Financial Counseling
	<b>Funding</b>	CDBG: \$30,222
	<b>Description</b>	Offer services in the communities of Wheaton, Glen Ellyn, Warrenville and Carol Stream. They work with other partner agencies in the area to address the needs of the vulnerable persons living in the community. A full description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Outreach Community Services is requesting funds to support case management services in the communities of Wheaton/Glen Ellyn, Warrenville, and Carol Stream. We worked together with our DuPage Continuum of Care partner agencies to address the needs of the vulnerable persons in our communities. Case Management support through this program will help to impact 1200 individuals with services using the casework framework of engagement, assessment, case planning/intervention, and evaluation. Depth of services will be dependent on client need and agency resources. Homeless Prevention Financial Assistance is provided through Emergency Solutions Grant funds, Illinois Department of Human Services Homeless Prevention funds and local community support.
16	<b>Project Name</b>	DuPage Homeownership Center Counselor in Court/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	Housing - Legal Counsel (Homeless Prevention)
	<b>Funding</b>	CDBG: \$23,626
	<b>Description</b>	Salary support for staff assisting individuals in multiple services to combat foreclosure including information on the entire foreclosure process. For a full description please see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	This program helps families address their financial and housing situations to prevent homelessness via workshops, counseling sessions, and the "Counselor in the Courts" program, which places a counselor in the courtroom to immediately assist homeowners. This program serves all of DuPage County. Funds will be used to pay DHOC counselors (4 FTE) and intake assistant (1PTNE) salaries/benefits.
17	<b>Project Name</b>	Family Shelter Service Emergency Shelter Program/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless

	<b>Needs Addressed</b>	H&S - Domestic Abuse Services Need Housing - Emergency Shelters
	<b>Funding</b>	CDBG: \$33,000
	<b>Description</b>	Funding for essential services as well as maintenance and operations addressing the needs of women and children who are homeless as a result of domestic violence.
	<b>Target Date</b>	3/13/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 201 women and children are assisted annually.
	<b>Location Description</b>	Addresses other than the main office location are kept confidential.
	<b>Planned Activities</b>	This funding will provide partial support for the benefits and salaries of shelter staff and support the cost of maintaining and operating a Emergency Shelter. Addresses basic needs including 3 meals per day, access to clothing,diapers, etc. Also provides counseling and support to heal address obstacticals for sustained safety.
18	<b>Project Name</b>	Bridge Communities Self Sufficiency Program/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Life Skills - Employment Services Life Skills - Budget and Financial Counseling
	<b>Funding</b>	CDBG: \$14,339 ESG: \$15,661
	<b>Description</b>	Partial staff salaries to work with at risk homeless families by providing safe housing and other needed services. A full description can be found in the planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	Bridge Communities, Inc. requested funds for partial salary support for essential program services for at-risk and homeless families living in transitional housing focusing on achieving economic self-sufficiency. The project request is for salary support of two full-time case managers, and one full-time and one part-time employment counselor; mentor training costs and partial salary support of program staff member who is the organizer of mentor training that is provided three times annually; and auto repair costs for our auto donation program which removes transportation barriers for the families in the Bridge Communities Program.
19	<b>Project Name</b>	Addison Student Participation Center/PUBLIC SERVICE
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Partial salary for a site coordinator that works one on one with youth, and their families to deliver services. For a full description see planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The funds will be used for the contractual staff salary for a Site Coordinator. The Site Coordinator will work one-on-one with youth, their families and Addison residents to deliver services and serves as the primary community liaison. The program will provide a safe place for all youth, grades 1-8 and their families to receive coordinated comprehensive services. Some of the services that are provided include but are not limited to homework assistance, crafting time, art classes, team building, crime prevention programming, recreational sporting activities, field trips and more.
	<b>Project Name</b>	Addison Student Participation After School Program/PUBLIC SERVICE

20	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Partial funding of positions that coordinate and deliver services as community liaisons. A full project description
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The funds requested will pay for Site Coordinators that will coordinate and deliver overall services for the Addison SPC. These priority positions work one-on-one with youth in the delivery of services and serves as the primary community liaisons. The Addison SPC will provide a safe place for all middle school youth, their families and other Addison residents to receive coordinated, comprehensive services during prime time for youth crime to take place after school. Some of the services that are provided include but are not limited to homework assistance, crafting projects, team building, crime prevention programming, recreational sporting activities, field trips and more.
21	<b>Project Name</b>	West Chicago Main Park NRC/PUBLIC SERVICE
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$16,000
	<b>Description</b>	Partial salaries to run services to at the Main Park apartment complex. A full project description can be found in planned activities.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Outreach Community Services requested CDBG funds to operate a Neighborhood Resource Center located at the Main Park Apartment Complex in West Chicago. The funding from the CDBG grant will support NRC staff salaries and benefits, program supplies, field trips, and summer transportation. The grant activities will provide services to 40 children and youth ages 7-14, and their families, The resource center is located at 809 Burr Oaks, West Chicago, IL 60185-2992. CDBG funds will support summer programming for 2nd-8th graders that includes academic instruction, life skills education, indoor and outdoor recreation, community service, and a variety of elective courses focusing on training in different areas (arts, STEM, nutrition).
22	<b>Project Name</b>	West Chicago TimberLake NRC/PUBLIC SERVICE
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$16,000
	<b>Description</b>	Partial salary for staff to run the NRC located in the Timberlake apartment complex. A full project description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Outreach Community Services requested CDBG funds to operate a Neighborhood Resource Center located at the Timber Lake Apartment Complex in West Chicago. The grant will fund to services to 75 children and youth ages 7-17, and their families. The resource center is located 1209 Kings Circle, West Chicago, IL 60185. CDBG will fund summer programming for 2nd-8th graders that includes academic instruction, life skills education, indoor and outdoor recreation, community service, and a variety of elective courses focusing on training in different areas (arts, STEM, nutrition).
<b>23</b>	<b>Project Name</b>	Community House Willowbrook Corner Program/PUBLIC SERVICE
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Neighborhood Investment - Parks/Recreation
	<b>Funding</b>	CDBG: \$13,000
	<b>Description</b>	Partial salaries to serve low income youth residing in the low income Willowbrook Corner neighborhood. A full description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	The Community House (TCH) is seeking support to assist TCH with the provision of vital educational and recreational opportunities to children and families residing in the low income Willowbrook Corner neighborhood. The residents living in this community have been identified as being among the percentage of households at or below 80% of DuPage County Median Family Income. The Vision of our Willowbrook Corner Learning Program is to provide support and educational enhancement resources for youth academic success, career readiness and leadership development. Moreover, our goals are to help young students improve their educational performance, practice positive decision-making skills, and provide opportunities for community involvement. The Program offers a number of learning opportunities that address the national trend of widened academic achievement gaps in low-income neighborhoods. TCH's Willowbrook Corner Learning Program also offers a wide range of support for parents such as financial literacy and parenting support. In essence, our Willowbrook Corner Learning Program provides the requisite tools and support necessary to empower the children and families we serve to end the cycle of poverty and ultimately, increase the quality of their lives. Funding will be used for staff salaries.
24	<b>Project Name</b>	Outreach Community Services Jr High Program/PUBLIC SERVICE
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Partial salaries and funding of certain activities in the Learn to Earn Summer Program benefiting 88 low income students. A full description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	This application is requesting public service funding for our Junior High Summer Youth Development Program, a youth program sponsored by Outreach Community Services, Inc. at the Outreach Community Center in Carol Stream. Funding will be used for summer staff salaries and benefits, transportation and field trips, operational expenses, program supplies and youth stipends. It will provide the opportunity for 50 junior high students enrolled at the Community Center for eight weeks in the summer to participate in community service projects, sports/recreational activities, and academics. The goal of the community service projects will be to help the students develop good work habits and skills, as well as to help them grow in their self-esteem through the success in their project achievements. The recreational activities also help students develop positive character traits and self-esteem, while in a "fun" activity. The academics portion of the program will focus on math and literature with the goal of improving comprehension over the summer. The junior high students will earn points for good work habits and diligence, which will convert into a weekly stipend for the student. The amount of the weekly stipend will vary weekly depending on the performance and attitude demonstrated by the student. This point system is designed to provide an incentive to the students toward learning the skills needed to succeed at this experience and in employment later in life.
25	<b>Project Name</b>	Outreach Community Service York Center NRC/PUBLIC SERVICE
	<b>Target Area</b>	Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Public service
	<b>Needs Addressed</b>	Special Populations - Youth Services
	<b>Funding</b>	CDBG: \$4,000
	<b>Description</b>	Part salaries to serve residents in the Brandywine neighborhood in Villa Park as well as the adjoining apartment complex serving elementary school children. A full description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	York Center NRC serves the low-income Brandywine neighborhood of Villa Park and the adjoining apartment complex by offering after-school activities for Elementary School children. CDBG funding will allow us to expand services to more Elementary youth and include Junior High students and to offer full-day summer programming for both the Elementary School and Junior High students. Programs will include recreation, tutoring, literacy activities and life skills. Funding will be directed to staff salaries and benefits, program supplies, field trips and activities, and transportation costs. Minimal operating costs will also be covered. Please note the Resource Center recently moved a few blocks west to a new location accommodate the increased number of youth and families being served.
26	<b>Project Name</b>	2016 Housing Development Fund - CHAD scattered site rental rehab
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - Affordable Rental Units Need
	<b>Funding</b>	CDBG: \$746,502
	<b>Description</b>	\$127,960 of 2016 CDBG funds will go toward rehabilitation of 5 multifamily buildings in CHAD's portfolio (four 4-flats and one 6-flat). This project (CD 16-15b) was part of the original 2010 HOME Application and has been funded in three phases.
	<b>Target Date</b>	3/13/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will assist 22 low- and very-low income families that are assisted by CHAD.
	<b>Location Description</b>	Properties are located in Glen Ellyn, Wheaton, Clarendon Hills and Winfield.
<b>Planned Activities</b>	Rehab will include repair of driveways/parking pads, replacement of boilers and water heaters, replacement of windows, and washers/dryers in laundry facilities (all as needed).	
27	<b>Project Name</b>	2016 Housing Resource Unit/PUBLIC SERVICE
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Viable urban community - Public service

	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Housing - Emergency Rent and Utility Assistance
	<b>Funding</b>	CDBG: \$166,000
	<b>Description</b>	Provides salaries and benefits for at least 3 staff member directly serving clients
	<b>Target Date</b>	3/13/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1800 persons assisted per year.
	<b>Location Description</b>	Housing Resources Unit is under the DuPage County Department of Community Services, Division of Housing Supports & Self Sufficiency. Office is located at 421 N. County Farm Road, Suite 3-100, Wheaton, Illinois 60187.
	<b>Planned Activities</b>	To provide essential services to homeless persons and those at risk for homelessness. Funding will also used to review shared housing, landlord tenant issues, and other essential services.
28	<b>Project Name</b>	2016 Single Family Rehab
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Single-family rehab
	<b>Needs Addressed</b>	Housing - Rehab of Owner Occupied Units Need Housing - Lead Hazard Screening Services
	<b>Funding</b>	CDBG: \$350,000
	<b>Description</b>	Addresses code violations and substandard living conditions in single family dwellings located throughout DuPage County. Directly administered by Community Development Staff.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Provide inspections and estimates to repair roofs, and interior repairs. Also includes inspections and testing for lead surfaces for single family homes throughout DuPage County. The County maintains a notification lists and depending on costs an estimated 30 homes are expected to rehabbed.
29	<b>Project Name</b>	2016 Administration
	<b>Target Area</b>	Municipal Neighborhood Investment Activities Income Survey and Presumed Benefit Activities Neighborhood Resource Centers
	<b>Goals Supported</b>	Viable urban community - Municipal infrastructure Suitable living environment - Spec. needs facility Viable urban community - Public service Provide decent housing - Public service Provide decent housing - Rehab rental units Suitable living environment - Homeless Suitable living environment - Homeless prevention Provide decent housing - Single-family rehab
	<b>Needs Addressed</b>	Neighborhood Investment - Water/Sewer Improvements Neighborhood Investment - Street Improvements Neighborhood Investment - Sidewalks Neighborhood Investment - ADA Compliance Neighborhood Investment - Public Facilities Neighborhood Investment - Planning H&S - Basic Needs (Food, Clothing, Medical) H&S - Domestic Abuse Services Need H&S - Substance Abuse Services Need Life Skills - Employment Services Life Skills - Budget and Financial Counseling Housing - First Time Homebuyer Assistance Housing - Legal Counsel (Homeless Prevention) Housing - Rehab of Owner Occupied Units Need
	<b>Funding</b>	CDBG: \$705,000
	<b>Description</b>	Provides funding for staff directly administering the CDBG grant. Also funds costs for auditing, fair housing, indirect costs and direct costs as well.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administering the CDBG program with included costs for fair housing activities, planning, auditing, salaries, benefits and indirect costs.
30	<b>Project Name</b>	ESG16 DuPage County
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless Suitable living environment - Homeless prevention
	<b>Needs Addressed</b>	H&S - Basic Needs (Food, Clothing, Medical) Life Skills - Employment Services Life Skills - Budget and Financial Counseling Housing - Emergency Rent and Utility Assistance Housing - Emergency Shelters
	<b>Funding</b>	ESG: \$288,711
	<b>Description</b>	Funding for HESG Activities including Administration, Street Outreach, Homeless Prevention, Emergency Shelter, Rapid Rehousing and Homeless Management Information Systems.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	<p>Please note that public service projects to be funded by the ESG allocation of \$288,711 include: Bridge Communities Emergency Shelter, \$15,661; Catholic Charities, \$34,375 Emergency Shelter, DuPage PADS Street Outreach, \$15,000; DuPage PADS Emergency Shelter, \$33,000; Prairie State Legal Services Homeless Prevention, \$33,000; ESG Pool for Homeless Prevention and Rapid Re-Housing, \$66,022; the remaining projects will be funded by CDBG. The Action Plan that went out for public comment stated, "Should our actual funding be less than our anticipated funding, public service projects would take an across the board percentage reduction based on the amount of public service funds actually available." When actual funding amounts were received, although there was a slight decrease in CDBG (which meant a slight decrease in public service), there was a corresponding increase in ESG. Therefore, the public service funding amounts allocated to each agency as stated in the public comment version of the Action Plan did not change. No Substantial Amendment or additional Citizen Participation process is necessary before submittal of the Action Plan to HUD.</p> <p>*The ESG "pool" funds will be divided into the categories of Homeless Prevention Financial Assistance, Homeless Prevention Services, Rapid Rehousing Financial Assistance, and Rapid Rehousing Services. DuPage County reserves the right to move pool funds between categories and to assign any excess ESG funds to the pool. Neither of these actions shall require a substantial amendment.</p>
31	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - First Time Homebuyer Assistance Housing - Affordable Rental Units Need
	<b>Funding</b>	HOME: \$126,915
	<b>Description</b>	To fund salaries and benefits along with other administrative costs associated with the administration of this grant.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Includes both direct and indirect costs including audit and publishing fees.
32	<b>Project Name</b>	HOME IL Independent Living Center
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Spec. needs facility
	<b>Needs Addressed</b>	Housing - Supportive Housing
	<b>Funding</b>	HOME: \$180,000
	<b>Description</b>	The acquisition and minor rehab of affordable rental housing for persons with disabilities. A full project description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	to purchase and close on two units owned by families of two past residents. IILC would purchase, manage, and provide affordable, barrier free housing to two individuals with mobility impairments. The units are in need of new appliances, fixtures, and unforeseen items.
33	<b>Project Name</b>	DuPage Habitat for Humanity
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Single-family rehab
	<b>Needs Addressed</b>	Housing - First Time Homebuyer Assistance
	<b>Funding</b>	HOME: \$1,073,525

	<b>Description</b>	Acquisition of foreclosed properties for eventual resale to a Habitat partner family. A full project description can be found in planned activities.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Project will involve 1) acquiring scattered residential sites throughout DuPage County, many of which will be foreclosed and distressed properties, 2) rehabilitating these properties to standards including Universal Design and Energy Star certification, and 3) selling them at appraised value to families with incomes below 50% of the AMI. The Project will leverage HOME funds with additional support from private donations and volunteer labor, as well as sweat equity provided by the homeowners. DuPage Habitat will support homeownership by participating families through downpayment assistance, a 0% interest mortgage, and financial counseling. The Project is currently in the acquisition phase.
34	<b>Project Name</b>	Community Housing Advocacy & Development
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Provide decent housing - Rehab rental units
	<b>Needs Addressed</b>	Housing - Affordable Rental Units Need
	<b>Funding</b>	HOME: \$600,000
	<b>Description</b>	Acquisition of new units as well as rehab of existing units. A full project description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Some acquisition (approx. \$450k) and rehab (approx. \$150k) of rental housing. This activity will satisfy the 2016 CHDO Set Aside of \$190,377.  CHAD intends to match dollar-for-dollar the HOME funds awarded to CHAD for the Project with equivalent project funds derived from existing CHAD development reserves and/or by conventional financing which CHAD is pre-approved for by several national lenders with whom CHAD has existing business relations with. CHAD is projecting that the yet to be identified properties will be of two to six building structures housing approximately 15 rental housing units comprised of a predominantly two-bedroom unit mix with a minority number of one- and/or three-bedroom units. Upon an award of grant funding pursuant to this request, CHAD will identify and acquire specific apartment building structures within DuPage County of a correlative value equal to 2x the grant award amount. Following acquisition, CHAD will undertake any and all needed rehabilitation repairs including, but not limited to, all life/safety aspects and will bring the buildings and rental apartments into full code compliance with all applicable State, County, and local municipality housing and building code regulations.
35	<b>Project Name</b>	Tenant Based Rental Assistance
	<b>Target Area</b>	Income Survey and Presumed Benefit Activities
	<b>Goals Supported</b>	Suitable living environment - Homeless
	<b>Needs Addressed</b>	Housing - Emergency Rent and Utility Assistance
	<b>Funding</b>	HOME: \$120,000
	<b>Description</b>	Provide rent assistance and self sufficiency with goal to move homeless families into permanent housing. A full project description can be found in planned activities below.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

<b>Planned Activities</b>	To assist homeless individuals and families whose income does not exceed 50% of the area median family income, adjusted for size. Eligible costs include: rental assistance not to exceed two years; security deposits not to exceed two months' rent; costs of determining income eligibility; and, costs of inspecting housing to determine if it meets housing quality standards.
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## Program Specific Requirements

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

#### Introduction

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

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

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	99.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(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. To review the full DuPage County Resale Recapture Guidelines for HOME Investment Partnerships Program – Homeownership Activities, please refer to Appendix D.

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:

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

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

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

housing that is rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

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

The Homelessness Prevention Providers Committee (HPP) of the CoC has written standards for providing assistance under the Emergency Solutions Grant. They are provided as an attachment in Appendix B.

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

As required by the CoC Program interim rule, the DuPage CoC has established a Coordinated Entry/Assessment system. The policy was adopted on 11/15/13, revised in 1/15 and 4/15. The system became fully operational in July 2015 and follows the HUD Coordinated Entry Policy Brief. The coordinated entry process goals are to allocate assistance as effectively as possible and provide for easily accessible services and resources, regardless of where or how people present for assistance. The DuPage CoC system prioritizes assistance based on vulnerability and severity of service needs to ensure that people who most need assistance receive it in a timely manner. The system also provides information about service needs and gaps helping to identify needed resources.

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. DuPage CoC has a waitlist by name 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 Permanent Supportive Housing is available. Households are referred to interventions or resources available within the continuum based on level of need. Direct connections to homeless prevention services, emergency shelter services, domestic violence shelter and services, and supportive housing for youth are made by case managers. The coordinated entry and assessment process: minimizes the time one experiences a housing crisis; links clients to the most appropriate housing intervention; targets permanent supportive housing resources to those who are the most vulnerable with the most intensive needs; and provides system level outcomes and reporting. In order to identify and engage all populations across the county, the DuPage CoC provides outreach with multiple information and access points and different languages across the county. Faith and community organizations, law enforcement and local education agencies are aware of available housing and emergency assistance. Information is available to the public through wide distribution of printed brochures, web-based information systems, an Information and Referral resource, and a 24 hour housing resource. CoC agencies participate in community "clinics" or walk-in events designed to engage unsheltered persons.

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

The Administration funds will be utilized by DuPage County, the recipient of the ESG funds; no sub-award of Administration funds will be made. The HMIS funds will be utilized by DuPage County as the lead agency of the CoC and entity responsible for the HMIS; no sub-award of HMIS funds will be made. The CoC determined that Homelessness Prevention and Rapid Re-Housing funds will be made available through the following sub-recipients: Catholic Charities; DuPage County Community Services; Outreach Community Services; and People's Resource Center. 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. A formerly homeless individual sits on the Leadership Committee of the CoC. 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. Targeting those who need assistance most is accomplished at the application review, as needs with higher priority in the Consolidated Plan are assigned a higher multiplier so that applications addressing those needs receive a higher score. We continue our efforts to better identify best practices for reducing the number of people living on the streets or in emergency shelters and for shortening the time people spend homeless by continuous data quality analysis of data being entered into HMIS. Current case management practices are aimed at reducing each program participant's housing barriers or housing stability risks and are quantified and captured as needs identified and needs met in HMIS.



DuPage County

2016 Action Plan  
Substantial  
Amendment #1  
Appendix



**APPENDIX A – Written Standards for Housing &  
Service Systems Plan**

Appendix A includes 2017 Emergency Solutions Grant Program Plan

DUPAGE COUNTY CONTINUUM OF CARE  
Emergency Solutions Grant Program Plan  
Street Outreach, Shelter, Re-Housing & Homelessness Prevention  
March 2017

DUPAGE COUNTY CONTINUUM OF CARE  
EMERGENCY SOLUTIONS GRANT PROGRAM PLAN

STREET OUTREACH, SHELTER, RE-HOUSING & HOMELESSNESS PREVENTION

FEBRUARY 2017

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**EMERGENCY SOLUTIONS GRANT PROGRAM PLAN PURPOSE**

This document provides a summary of The US 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 agencies including emergency shelter, outreach programs, rapid rehousing, homelessness prevention and other targeted homeless programs coordinate services to meet continuum objectives of making homelessness rare, brief and non-recurring in DuPage County.

This document, in no manner, should be seen as an alternative to or replacement of HUD rules and guidance which can be found at [www.hudexchange.info](http://www.hudexchange.info). ESG specific information is maintained at: [www.hudexchange.info/programs/esg/](http://www.hudexchange.info/programs/esg/). This website is updated regularly by HUD and it is the responsibility of each Sub Grantee 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.

**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.

In the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 ("PR WORA" 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 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 US residency status. ESG Homeless Prevention Assistance, however, is subject to the Act as the program does condition the provision of assistance on the potential program participant’s income or

resources. [https://www.hudexchange.info/resources/documents/HUD- HHS-DOJ-Letter-Regarding-Immigrant-Access-to-Housing-and-Services.pdf](https://www.hudexchange.info/resources/documents/HUD-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 (ESG) 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, Homelessness Prevention, Rapid Rehousing and the Homeless Management Information System.

#### **Street Outreach**

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

Standards for targeting unsheltered persons and providing essential services related to street outreach are maintained by the providers according to the program scope of services in the following ways:

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

Street outreach teams initiate contact with referred or observed persons, determining eligibility (unsheltered homeless persons) through self-report or direct observation by outreach teams.

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. 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. Clients are exited from street outreach programs when engaged with homeless assistance providers in temporary or permanent housing, or a period of time after contact is lost.

Essential services and activities related to street outreach include the case management process of using the Coordinated Entry System (CES). The street outreach entry in HMIS is not prioritized for housing interventions until sufficient assessment information is obtained. Verifying and documenting eligibility; counseling; developing, securing, and coordinating services; obtaining public mainstream benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning for permanent housing stability will be provided by street outreach teams directly or referred to appropriate homeless assistance providers, according to the street outreach program scope of service.

Street outreach teams will directly connect willing 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 unaccompanied youth will contact local police and or IL Department of Children and Family Services 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 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 seven active shelter providers within DuPage County at this time. The shelter providers conform to the CoC coordination of services plan, participate in CoC planning, and use the CES 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 DuPage County Continuum of Care ESG Program Plan- Revised February 2017

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 particular facilities and services offered, and meet minimum safety, sanitation, and privacy standards as specified in 24 CFR 576.403(a)(b) when funded by ESG for shelter operations or renovations. Emergency shelter providers participate on the CoC Homeless Prevention Providers Committee, establishing best practices for meeting the needs of the homeless in DuPage County.

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

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

*Education services* are provided directly by shelter providers or referrals and connections to these services are made available to program participants, as needed, especially to remove barriers to sustained housing. These may include: instruction or training in consumer education, health education, substance abuse prevention, literacy, ESL, GED, and tenant/landlord issues. Shelter providers coordinate with the IL 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 No Child Left Behind Act of 2001.

*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.

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.

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 will send staff out to meet with potential participants in public places. An initial evaluation 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 as possible.

**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, v o l u n t a r y a n d 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** 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.

**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.

### **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. 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 and 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, which can be found here: [DuPage HMIS Standard Operating Procedures](#). The 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.

### **HOMELESSNESS ASSISTANCE THROUGH THE ESG PROGRAM:**

The Homelessness Prevention and Rapid Rehousing (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 (RRH) component for those who are currently literally homeless and a Homelessness Prevention (HP) component for those who meet homeless criteria categories 2 & 4 (Imminent Risk of Homelessness, Fleeing or attempting to flee domestic violence) or those who meet HUD's at risk of homeless criteria (see *Homeless Eligibility & Verification Form*). Eligible households under HP will be those with extremely low incomes, (below 30% of the Area Median Income (AMI)) who lack resources and support networks for housing and who are at risk of homelessness. Participating households must agree to allow household demographic and service information to be shared between the participating agencies of the Homelessness Prevention Providers Committee of the DuPage Continuum of Care as well as those participating in the Northeast Illinois HMIS system as defined in the *Baseline Privacy Notice* and the *DuPage County Continuum of Care – Authorization to Exchange Information for the Homeless Prevention Provider Network*. Agencies will enter client level information into the DuPage County's Homeless Management Information System (HMIS) (See *Confidentiality & HMIS Standards*). Participating households must complete a case management assessment to determine eligibility and to develop goals toward housing stability. Agreeing to and participating toward achieving these goals are a requirement of both one time and continued assistance. Goals may be outlined in a Personal Recovery Plan, Housing Stability Plan or comparable document. The DuPage

County Continuum of Care (CoC) 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*). Households receiving any type of rent assistance under this program must reside or plan to reside in an eligible unit (*See Eligible Units*). 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. Maximum assistance under this program is 24 months in any 3-year period.

#### **CONSISTENT PROCEDURES AND PRACTICES:**

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

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 procedure’s within this program plan. An agency may not develop more strict guidelines for screening eligibility and service provision without approval of the DuPage County CoC.

#### **OUTREACH & COORDINATION OF SERVICES**

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

The Homelessness Prevention Providers Committee has developed a uniform brochure on all Homelessness Prevention and Rehousing Programs including HP-RRH.

Agency providers will comply with all Fair Housing and Civil Rights requirements.

The HPP Committee has developed a referral system between shelter providers and providers of homelessness prevention and rapid rehousing. Written referrals with authorizations to share information are sent to a central location, 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; target Permanent Supportive Housing resources to those who are the most vulnerable with the most intensive needs; 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 success, 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 new 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 agencies continue to work toward the development of prioritization processes for the Transitional Housing, Rapid Re-Housing, and Homelessness Prevention for the homeless and at-risk populations, including youth and victims of domestic violence.

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

## **ELIGIBLE SUPPORTS FOR EMERGENCY SOLUTIONS GRANT**

### **Procedural Guidance**

- HP- ESG will only provide assistance to households residing in, homeless within or moving to DuPage County.
- HP- ESG will utilize geographic boundaries as outlined in the *Agency List and Community Served* for all services other than Financial Education and Legal Services which will be provided by DuPage County Community Services Family Self-Sufficiency Program and Prairie State Legal Services respectively. Exceptions may be made for clients who have an ongoing relationship with any ESG agency. However, exceptions must be decided in coordination with the agency responsible for that geographical area & the agency providing the service. The *Agency List and Community Served* document is updated as necessary at the discretion of the HPP Committee, HPP Executive Committee or Leadership Committee of the DuPage County Continuum of Care. Geographic boundaries are not applicable to clients who are homeless. (*see Outreach and.*)

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. 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 Tenant Based Rental Assistance (includes arrears, short and medium term rent). Eligible households may be served using these two cost types in the categories of Rapid Rehousing assistance or Homelessness Prevention assistance. If a participant is receiving rental assistance under another program, ESG funds may not be used for rental assistance during that same time period. However, 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.

- 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.

- Rent may not exceed Fair Market Rents for that unit size AND must meet rent reasonableness standards for that specific unit (see *Fair Market Rent Limits and the Rent Reasonableness Standard*).
- Total rent assistance is not to exceed 24 months in any 3-year period.
- Other ESG assistance must also be reasonable. ESG documentation should demonstrate that the ESG provider completed due diligence to ensure reasonable costs.
- Financial assistance under HP-RRH is provided in voucher form only, and no payments are made directly to participating households.
- 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.

### **Tenant Based 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.

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, as well as empowering the participating household to assume graduating levels of financial responsibility. 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, huge child support arrearage or is working with legal or credit repair for debt reduction, etc.).

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 stability.

Agencies will provide assistance with the expectation that households will be able to sustain housing independently in the foreseeable future.

Tenant Based 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 the 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. 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 Managements include: assessing (initial and periodic re-evaluations), arranging, coordinating, and monitoring the delivery of services to facilitate housing stability for participants. Services cannot exceed 30 days during the period participant is seeking permanent housing and 24 month's 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 DV; appeal of veteran's and public benefit claim denials; and the resolution of outstanding criminal warrants. Legal services related to immigration and citizenship or mortgages are ineligible under ESG. Prairie State Legal Service (PSLS) is the ESG Legal service provider in DuPage County. Participants requiring housing related legal services will be referred to PSLS for available services and legal advice.

## **DETERMINING & DOCUMENTING ESG ELIGIBILITY**

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

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

ESG case files must show sufficient documentation of eligibility and determination of assistance. Guidance on acceptable documentation may be found at [www.hudexchange.info](http://www.hudexchange.info) (Refer to HUD's issued guidance! **Homeless Status: Recordkeeping Requirements** and **At-Risk Status and Income: Recordkeeping Requirements**). The expectation will be that documentation standards are of the highest standard reasonable. 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, our continuum has developed a format to document Homeless status and define the necessary documents to verify. (See *Homeless Eligibility & Verification Form.*)

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:

*Eligibility Criteria:*

**Homeless Prevention (HP)**

- 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 HUD Guidance **Homeless Status: Recordkeeping Requirements***) OR those in **At-Risk of Homelessness Categories 1, 2, and 3**. (*see **At-a-Glance – Criteria for Definition of At Risk of Homelessness***)
- At initial assessment, households must have income below 30 % Area Median Income (AMI). (*see [www.huduser.org/DATASETS/il.html](http://www.huduser.org/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.
- 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 HUD Guidance **Homeless Status: Recordkeeping Requirements***):
  - 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 that is 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):**

- Must agree to allow household information to be shared with participating agencies of the Homelessness Prevention Provider Committee including via the HMIS reporting system; ESG funding recipients must be entered into HMIS for reporting requirements
- Must complete a comprehensive assessment of needs and service plans for housing stabilization
- 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)
- 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.
- 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.
- 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 our 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 our 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 our 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 agency may require the ESG 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 applicants younger than 59 1/2.

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:

- Does the household report any assets?
- Can the assets be converted to cash quickly and without excessive penalty?
- Is the asset substantial enough, in and of itself, to assist the household in independently sustaining housing without risk?
- If the answer is yes to all of the above, the agency will *require* the household to strategically use the assets to stabilize future housing. ESG funded Housing Relocation and Stabilization Services may be offered at this time.
- If the assets are not substantial, or may not be converted to cash quickly and without cost and the household would only reasonably delay homelessness, the agency may plan

strategic use of these assets in the housing stabilization plan but use of assets is not required by the COC.

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

### **Social Support Networks including Family and Friends**

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

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

### **Non-Duplication**

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

Current HPP Committee guidelines state: "Households should not receive assistance from any homelessness prevention provider fund (IDHS, ESG, HPRP, 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.

*Please note: violent or drug related criminal activity related to a household receiving any type of rental assistance is grounds for immediate termination. Likewise, misrepresentation of eligibility by any household also provides reason for immediate separation from any program assistance.*

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

**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.

- At the discretion of the ESG providing agency, 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:

- 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.
- Opportunity to appeal – Participating households which are selected for non-continuation are entitled to request a review of the decision with the opportunity to present oral or written objections before a person other than the person (or a subordinate of the person) who made or approved the termination decision. Final decisions regarding the appeal will be provided promptly in writing.

**ELIGIBLE UNITS**

See ESG Interim Rule 24 CFR Parts 84, 85, 91<sup>1</sup>, & 576 for information regarding conflicts of interest, Non-discrimination and Equal Opportunity Requirements, Fair Housing, and Civil Rights laws.

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

All units which receive Tenant Based Rental Assistance under the Emergency Solutions Program must have a monthly gross rent which is at or below the most recently published HUD rents (*see <http://www.huduser.org/portal/datasets/fmr.html>*). 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 [HUD's guidance on calculating FMR & determining Rent Reasonableness](#)*.

As the HUD Fair Market Rent is low for DuPage County and the DuPage Housing Authority has been granted an exception payment standard which exceeds the HUD rent, the DuPage County Continuum may request a waiver for this regulation. Any change in our Fair Market Standard will be added as an addendum to this plan. In the absence of an addendum, our Fair Market Rent standard is as set by HUD and may be found with the published datasets at: [www.huduser.gov/portal/datasets/fmr](http://www.huduser.gov/portal/datasets/fmr) 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. For example, a five bedroom unit would need to have a rent and utility costs at or below \$2,047 or it would be ineligible for rental assistance under the ESG program.

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

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

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

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

Documentation of the comparable review will be retained in the participant file.

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

### **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 Tenant Based Rental Assistance.

As stated in the Federal Register, minimum habitability standards the housing must meet all the following criteria: (1) *Structure and materials*. The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents. (2) *Space*

*and security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep. (3) *Interior air quality.* Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents. (4) *Water supply.* The water supply must be free from contamination. (5) *Sanitary facilities.* Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste. (6) *Thermal environment.* The housing must have any necessary heating/cooling facilities in proper operating condition. (7) *Illumination and electricity.* The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure. (8) *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner. (9) *Sanitary conditions.* The housing must be maintained in a sanitary condition. (10) *Fire safety.* (i) There must be a second means of exiting the building in the event of fire or other emergency. (ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. (iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

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

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

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

### **Habitability Inspection Referral Process**

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

### **Lease Requirements**

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

- 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.
- 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.
- 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. IF ESG assistance is used to assist a household secure new housing, HUD requires a minimum of a one-year lease.
- 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.
  - 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.
  - Oral Leases, if enforceable by State law, are acceptable when assistance is *solely* for rental arrears.
  - 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.
  - Rooms to rent and shared housing arrangements with separate leases - Applicants residing in shared housing programs (e.g. Community Housing Association of DuPage SOLO) 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.

- 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.
- ESG providers must ensure timely rent payments are made on behalf of participant households receiving ongoing financial assistance. ESG regulations specifically prohibit late payment fees incurred by the ESG provider under Rental Assistance Agreement with the owner/property manager.
- The Agreement must contain the same rent payment due date, grace period and late payment penalty requirements as the program participant's lease.

- A rental assistance agreement between the ESG HP Provider and property owner or property management will include a requirement that the owner copy the agency on any notice to the program participant to vacate housing or any complaint to commence an eviction. The agreement will specify the term of the anticipated assistance to be provided.
- 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 DuPage County Continuum of Care’s HMIS system. 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 HMIS Committee in coordination with other committees and approved by the Leadership Committee of the DuPage County Continuum of Care.

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

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

Federal Register 45888)). Agencies assign only end users who can meet End User responsibilities and designate one user that has been trained to technologically uphold the agency's privacy responsibilities.

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

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

In addition to a valid authorization to release information from the head of household and each adult member, each HP-RRH agency has agreed to participate in HPP and/or RRH provider groups within HMIS to share information required for reporting purposes and to prevent duplication of services. See *DuPage Homelessness Prevention Partnership Community Partnership Agreement 2015 (or most recent version)*.

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

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

### **TRACKING SERVICES AND OUTCOMES**

Services and program outputs must be tracked according to HMIS standards. The HPP and the Leadership Committees of the Continuum of Care determined that the HMIS generated APR and the annual DuPage County COC Homelessness Prevention Reporting Tool are, together, sufficient to track 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. Consistent HMIS data entry will increase potential for continuum-wide HP-RRH performance.

### **CLIENT CONFIDENTIALITY**

Each HP-RRH providing agency must implement procedures to ensure the confidentiality of records pertaining to any individual provided with assistance and that the address or location of any assisted housing will not be made public.

To facilitate coordination, to ensure non-duplication and to aid in the consistent reporting of DPC HP-ESG services provided within the HMIS service system, all participating adults must be informed of the HMIS Privacy Policy. Participant's information will be utilized and shared per the standards in the Privacy Plan and policy. All participating adults are required to sign an Authorization to Release Information, including household demographics, income, and service information and case plan that may be shared amongst all providers in the Homelessness Prevention Provider Committee. Participating household members may decline sharing of certain assessment information which is not

essential to coordination/non-duplication. It is the responsibility of the HP-RRH provider agency to protect the confidential nature of such information. However, participant refusal to share essential information for service coordination/non-duplication will affect eligibility for HP-RRH services.

#### **RECORDKEEPING REQUIREMENT**

Sufficient records must be established and maintained by ESG Providers to demonstrate that all ESG requirements are being met.

#### **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 5 years after the expenditure of all funds from the grant under which the program participant was served.

#### **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 also includes evaluation of requests for payment, and on-site visits with file review.



## **APPENDIX B – Public Hearing Notice and Meeting Minutes**

Appendix B includes a copy of the Public Hearing Notice advertised in the Daily Herald and the summary meeting minutes



**DUPAGE  
COUNTY**

Community  
Development  
630-407-6600  
Fax: 630-407-6601

Family Center  
422 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-2450  
Fax: 630-407-2451

Housing Supports  
and Self Sufficiency  
630-407-6500  
Fax: 630-407-6501

Intake and Referral  
630-407-6500  
Fax: 630-407-6501

Psychological  
Services  
505 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-6400  
Fax: 630-407-6401

Senior Services  
630-407-6500  
Fax: 630-407-6501

## COMMUNITY SERVICES

630-407-6500  
Fax: 630-407-6501  
csprograms@dupageco.org

[www.dupageco.org/community](http://www.dupageco.org/community)

### AGENDA PUBLIC HEARING

#### DUPAGE COUNTY, ILLINOIS 2016 ACTION PLAN AMENDMENT

Room 3-500a

5:00 P.M.

April 3, 2017

- Welcome
- 2016 Action Plan Amendment
- Questions
- Public Input
- Adjournment



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### **2016 Action Plan Amendment #1 April 3, 2017 Public Hearing Minutes**

**Call to Order:**

The public hearing was called to order at 5:00 PM.

**In Attendance:**

Jennifer Novak Chan, Community Development Administrator – DuPage County;  
Christopher Ragona, Community Development Manager – DuPage County

No one from the general public appeared.

**Adjournment:**

The meeting adjourned at 5:20 PM.

NOTICE OF PUBLIC HEARING FOR THE 2016 ACTION PLAN  
FOR THE DU PAGE COUNTY CONSORTIUM

DuPage County estimates it will receive approximately \$3.5 million in funding from the Community Development Block Grant Program, \$280,000 from the Emergency Solutions Grant Program, and \$1.2 million from the HOME Investment Partnerships Act Program for a total of approximately \$5 million in Federal funding for FY2016. The overall goal of these three programs is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low and moderate income persons. The DuPage County Consortium covers all of DuPage County and portions of Naperville that are outside of DuPage County and excludes the City of Aurora. It is estimated that 100% of DuPage County funds received from these three programs, and covered by the Consolidated Plan, will benefit persons of low and moderate income.

DuPage County is beginning preparation of the 2016 Action Plan describing the use of these funds for the next program year. A public hearing to obtain input for the Action Plan will be held as follows:

Thursday, January 14, 2016, at 6:00 p.m.  
421 North County Farm Road  
Wheaton, Illinois  
Conference Room 1-500B, 1<sup>st</sup> Floor, North End of Building

The location of the public hearing is accessible to people with disabilities. Anyone requiring special accommodations should contact the Community Development Commission office at (630) 407-6600.

Please use the main entrance. We suggest that you park in the South parking lot.

A draft Action Plan copy will be available January 4, 2016, on the DuPage County Community Development Commission website,  
[http://www.dupageco.org/Community\\_Services/Community\\_Development\\_Commission/31052/](http://www.dupageco.org/Community_Services/Community_Development_Commission/31052/)

Information on the Action Plan process may be obtained by contacting the DuPage Community Development Commission at (630) 407-6600. Written comments will be accepted until 4:30 p.m. on February 5, 2016. Written comments may be sent to the DuPage Community Development Commission, 421 North County Farm Road, Room 3-100, Wheaton, Illinois 60187. You may also fax us at (630) 407-6601.



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### AGENDA PUBLIC HEARING

DUPAGE COUNTY, ILLINOIS

2016 Action Plan for Housing and Urban Development

Room 1-500b

6:00 P.M.

January 14, 2016

Welcome

Annual Action Plan for 2016

Questions

Public Input

Adjournment

NOTICE OF PUBLIC HEARING FOR THE 2016 ACTION PLAN FOR THE DUPAGE COUNTY CONSORTIUM

DuPage County estimates it will receive approximately \$3.5 million in funding from the Community Development Block Grant Program, \$280,000 from the Emergency Solutions Grant Program, and \$1.2 million from the HOME Investment Partnerships Act Program for a total of approximately \$5 million in Federal funding for FY2016. The overall goal of these three programs is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low and moderate income persons. The DuPage County Consortium covers all of DuPage County and portions of Naperville that are outside of DuPage County and excludes the City of Aurora. It is estimated that 100% of DuPage County funds received from these three programs, and covered by the Consolidated Plan, will benefit persons of low and moderate income. DuPage County is beginning preparation of the 2016 Action Plan describing the use of these funds for the next program year. A public hearing to obtain input for the Action Plan will be held as follows:

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Published in Daily Herald Dec. 23, 2015 (4427812)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the DAILY HERALD. That said DAILY HERALD is a secular newspaper and has been circulated daily in the Village(s) of Addison, Bensenville, Bloomingdale, Carol Stream, Glendale Heights, Glen Ellyn, Itasca, Keeneyville, Lisle, Lombard, Medinah, Naperville, Oak Brook, Oakbrook Terrace, Roselle, Villa Park, Warrenville, West Chicago, Wheaton, Winfield, Wood Dale, Aurora, Elmhurst

County(ies) of DuPage and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

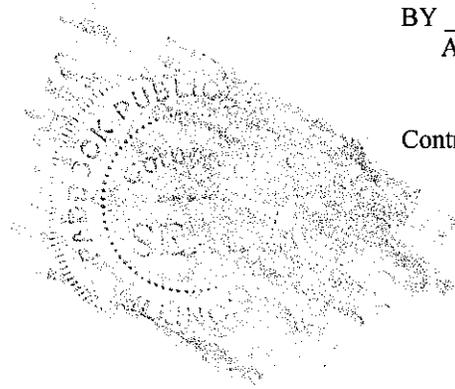
I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published December 23, 2015 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.  
DAILY HERALD NEWSPAPERS

BY \_\_\_\_\_  
Authorized Agent

Control # 4427812



**DuPage County Community Development Commission**

**MINUTES**

**ACTION PLAN PUBLIC HEARING OF JANUARY 14, 2016**

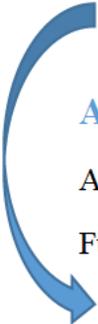
The meeting was called to order at 6:10 p.m.

The attached Attendance Sheet states those in attendance.

Carrol Roark and Thomas Schwertman represented the Community Development Commission. Attendees were asked to sign in and given a copy of the project list from the Action Plan. Carrol Roark gave a brief summary of the Action Plan process and the proposed projects. There were no comments on the Action Plan.

Several residents from the Village of Lisle attended the public hearing to voice their concerns about the DuPage County participation in the National Disaster Resilience Competition (NDRC). Primary concerns are that they will be involuntarily forced to move, they will not receive adequate compensation for their homes, and/or that the Village will be redeveloped in an unacceptable way. It was explained to the attendees that although the NDRC is stated in the Action Plan as a potential resource for the community, its funds are not allocated through the Action Plan and the DuPage Community Development Commission has had minimal involvement in the NDRC process. The NDRC citizen participation process is independent of the Action Plan. Attendees were directed to contact the Public Information Officer in the DuPage County Stormwater Department for information on the status of the NDRC or for information on potential projects that may be undertaken if the funds are received.

The Action Plan public hearing was adjourned at 6:25.



## **APPENDIX C – DuPage County Resale & Recapture Guidelines**

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

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

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.