



DU PAGE COUNTY

CDC - Executive Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, December 3, 2024

11:35 AM

ROOM 3500B

1. CALL TO ORDER

11:35 AM meeting was called to order by Chair Lori Chassee at 11:48 AM.

2. ROLL CALL

Chair Chassee appointed County Board members Lucy Evans, Paula Deacon Garcia, and Sheila Rutledge to serve as temporary members of the CDC - Executive Committee for purposes of a quorum.

Staff Present: Julie Hamlin, Community Development Administrator; Evan Shields (Public Information Officer); Ashley Miller, Community Development Manager (remote); Momina Baig, Housing and Community Development Planner (remote); Alyssa Jaje, Housing and Community Development Planner (remote); Bec DeLaura, Housing and Community Development Planner (remote).

Assistant State's Attorney - Katherine Fahy.

PRESENT	Chassee, LaPlante, Yoo, Flint, Evans, Garcia, and Rutledge
ABSENT	Bastian, Bricks, Cage, Childress, Crandall, Haider, Hocking, Krajewski, and Schwarze

3. PUBLIC COMMENT

No public comments were offered.

4. APPROVAL OF MINUTES

4.A. [24-3211](#)

CDC - Executive Committee - Regular Meeting - Tuesday, July 2, 2024

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Paula Garcia

5. INFORMATIONAL

Julie Hamlin, the Administrator of Community Development, stated both informational items on the agenda are related to their Single-Family Rehab (SFR) Program which is the program that provides assistance to homeowners in need.

5.A. [24-3212](#)

Single Family Rehabilitation Project #1707 Funding Overages

Project #1707, had a minor funding overage due to labor and material costs related to plumbing and window replacements. The additional costs brought the project total to \$15,680, \$680 over the \$15,000 maximum allowed. Staff can use their best judgement to increase the amounts if in the middle of a project if they feel the extra cost(s) is reasonable and justified.

5.B. [24-3213](#)

Single Family Rehabilitation Project #1815 Funding Overages

Project #1815, required a change order for the cost replacement of reframing three windows which had unforeseen rot, bringing the client's total to \$15,915, \$915 over the maximum \$15,000 allowed.

It is Community Development's policy to bring these overages to committee as informational, so the committee is aware of the work being completed and if there are any overages.

6. OTHER BUSINESS

No other business was discussed.

7. ADJOURNMENT

With no further business, the meeting was adjourned at 12:03 PM.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

8. NEXT MEETING DATE - January 7, 2025



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-3211

Agenda Date: 12/3/2024

Agenda #: 4.A.



DU PAGE COUNTY

CDC - Executive Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, July 2, 2024

11:35 AM

ROOM 3500B

1. CALL TO ORDER

Chair Chassee called the meeting to order at 11:35am.

2. ROLL CALL

Staff Present: Mary Keating, Community Services Director; Julie Hamlin, Community Development Administrator; Ashley Miller, Community Development Manager; Jena Hencin, Senior Housing and Community Development Planner (Remote); Momina Baig, Housing and Community Development Planner (Remote); Chloe Harrington, Housing and Community Development Planner (Remote); Alyssa Jaje, Housing and Community Development Planner (Remote), and Amish Kadakia, Senior Accountant (Remote).

Assistant State's Attorney - Trevor Prindle.

Others Present: Paula Deacon Garcia - District 2.

PRESENT	Bastian, Bricks, Chassee, Childress, Crandall, Gustin, LaPlante, and Yoo
ABSENT	Cage, Krajewski, Schwarze, and Todorovic

3. PUBLIC COMMENT

There was no Public Comment.

4. APPROVAL OF MINUTES

4.A. [24-1938](#)

CDC Executive Committee - Regular Meeting - Tuesday, January 2, 2024

There were no additions, corrections or changes.

On Voice Vote, the January 2, 2024, Minutes were approved.

RESULT:	APPROVED
MOVER:	Patty Gustin
SECONDER:	Michael Childress

5. COMMITTEE VOTE REQUIRED

[24-1977](#)

PowerPoint- 2025-2026 CDBG, ESG Application Process

5.A. [24-1939](#)

Recommendation for Direction and Approval of the changes to the 2025-2026 Community Development Block Grant (CDBG) Neighborhood Investment and Public Service Application Rounds and Application Solicitation Plan.

LaPlante made the Motion, Seconded by Crandall to approve the Recommendation for Direction and Approval of the changes to the 2025 - 2026 Community Development Block Grant (CDBG) Neighborhood Investment and Public Service Application Rounds AND Application Solicitation Plan.

The floor was given to Julie Hamlin, Community Development Administrator, who provided a PowerPoint Presentation to explain the request made to the Committee.

Slide 2 Additional Information - The request is specifically for the Community Development Block Grant program as well as Emergency Solutions Grant applications. The ESG grants are somewhat attached to the CDBG Public Service grant.

Slide 3 Additional Information - Typically CDBG requires 51% or more low-mod in the census tract block group area and service area. DuPage County is at 43.1 % which will be effective August 1, 2024. A project will have to be located in and primarily serve that particular percentage of low to moderate income individuals.

Slide 4 Additional Information - HMIS is a HUD-required system the County reports.

Slide 5 Additional Information - The County is in the process of preparing the next five-year Consolidated Plan. As part of the Consolidated Plan process, the County is required to do robust outreach and engagement with the Community and interested stakeholders

Slide 12 Additional Information - The second half of the questions asked of the nonprofits were related to the "high needs" category. The County wanted to know what services were already available. The County wanted to identify the gap that exists to serve these clients.

Slide 13 Additional Information - The County needed to factor in what the Community felt was the high priority versus what was actually available and the nonprofit partners were already providing.

Slide 14 Additional Information - The removal of Community Wide Facilities portion of the application was suggested because municipal partners did not indicate this was a priority or have low-mod areas in which there were plans to build a community-wide facility.

Removal of Planning Studies because, historically, the department has not received planning studies applications. For planning studies to be funded by CDBG it has to specifically relate to a CDBG or cross-cutting requirement, i.e. fair housing plan, and multi-jurisdictional plan related to CDBG funding.

Survey responses to address the community's vulnerability to climate change consisted of combined water and sanitary sewer separation projects, green infrastructure projects, permeable pavers. Within in a park, covered shelters, misting stations would meet this criteria. This would be identified in the municipal partners scope of work on the application and then scored based if they would be able to address climate change in the community. Within the Consolidated Plan, the County is required to address the climate change issue.

Slide 18 Additional Information - The last application round focused on providing supportive services to homelessness individuals and those at risk of homelessness including emergency shelter, legal assistance, financial resources, foreclosure prevention and tenant-based rental assistance. In part, due to the Pandemic and based on the feed-back received from the nonprofit partners and community feed back, there has been a shift in needs. The Department requested guidance on how the Committee would like to target the public service funding application (noting there is a 15% funding cap of roughly \$530,000), and the types of projects that could be funded. The Public Service applications are specifically salaries and benefits support for staff that are running the public service programs. It would not be used to create or construct new housing. This would be used for case management and wrap-around support.

Chassee asked for ESG information and the impact it would have with these proposed changes. Hamlin stated that the CDBG Public Service and ESG applications were somewhat combined. The ESG applications were specifically to support homeless and those at risk for homelessness within the described five categories. There were no proposed changes for the ESG application. Keating also added that due to the County's geographic area, the County has received an increase in homeless prevention services to the Continuum of Care from the Illinois Department of Human Services (IDHS). With the additional funding, legal services for individuals at risk of homelessness has been added. This category would be dropped in CDBG but has been picked up by IDHS.

Gustin thought the Supreme Court changed the law on homeless people living on parkways and parks, etc. Was there a program to assist these individuals to find housing, assuming it would fall under the "housing services" options which was listed in all the surveys as a high priority. Keating explained that this was what the Street Outreach employees at DuPage Pads did. They engage with unsheltered homeless to encourage them to accept services. When space is available at the Interim Housing Center, they encouraged them to come and stay there. These CDBG Public Service funds cannot be used to lease apartments and will not create more housing.

Gustin then requested information on how the mortgage assistance program worked; was it a downpayment assistance program or does it help if a person already has a mortgage. Hamlin stated that this would be based on nonprofits that already provide that service. She was unaware of a nonprofit in DuPage County that assisted individuals that already have mortgages. H.O.M.E. DuPage provides foreclosure prevention, financial education and will guide homeowners who are at risk of foreclosure or in the foreclosure process. That fact that there was not a known organization that assisted persons who currently

have mortgages may be the reason the gap exists. It would be possible for a nonprofit partner to apply for funding to create that program and use CDBG Public Service for a new employee position. Gustin said then that the funds would not go directly to the client. Hamlin said it would be like case management support informing them of all the wrap-around services that might be available to them.

Yoo requested clarification on what was being asked of the Committee. She wanted verification that Option 1, Option 2 and Option 3 was what the Committee would be making a decision on. Chassee said that was correct. Hamlin also said for the Committee to approve the changes to the Neighborhood Investment application as well. Yoo then asked how Option 2 and Option 3 were different from Option 1, if the highest priority needs are Option 1, why were Option 2 and Option 3 presented. Hamlin did not want to limit it to one category, based on there being gaps present in the other categories. She was requesting feedback from the Committee if the focus should be on the highest need, especially with only 15% of the funding able to be used for public service. She did not want to necessarily rule out other categories, specifically behavioral health, since the Community Needs survey also showed behavioral health as a gap in services. Gustin said County Board and the Chair were focusing on mental health.

At this point Keating asked how behavioral health and mental health were differentiated; was there a description on the survey. Hamlin said no. There was no clarification in the survey. The responses from the nonprofit partners showed there was a little bit of a difference in regards to which one had a gap.

LaPlante agreed with Option 1 and the Committee should be focused on what the purpose was of the grants. There were other committees/people supporting the mental health aspect. If the department tried to do too much, it diluted the efforts so that the results were not so impactful or efficient. Hamlin said it was important to remember the regulatory requirements of CDBG. Mental and behavioral health did not just impact low to moderate income individuals. These funds could only be used to support those that are primarily low to moderate income.

Gustin commented why include mental health or behavioral health on the surveys if it is not relevant to the funding source. Gustin felt that by incorporating County initiatives, it would provide more help in different areas, but understood specializing in one area was acceptable, as long as the way the funding was used was in compliance with the federal government. Chassee said from a municipal standpoint, she felt the survey helped guide, particularly for nonprofit partners, to some of the other areas they could focus on. Many of the nonprofits have programs that extend well beyond what the County and Committee were able to support with CDBG funding. Chassee said she has been on this Committee for quite a while and has seen the Committee try to be all things to all people and it becomes very complicated. What Chassee understood from the memo was the focus was shifting post-pandemic, from help paying for actual housing to helping to support efforts to assist with housing permanency. She felt addressing the highest priority needs was what should be focused on. Garcia said according to the graphs shown, she agreed with Option 1 being the most important. Affordable housing is a huge need in DuPage County.

Chassee felt she was starting to hear a consensus for Option 1, if so she would entertain a motion that this would be the direction to take. At this point Yoo asked if there would be any unintended consequences if Option 1 was approved. Would the nonprofits have payroll problems with just Option 1 if they also did behavioral/mental health assistance. Would it affect their ability to apply. Hamlin said that if they have a program that supported the housing needs component, they could target their application for that staff member. They could then shift their other funding to cover behavioral/mental health case management person. Keating said that is the world nonprofits work in. That was why the round of funding is being down for 2025 and 2026, so that the agencies know they will receive funding for two years. Applications for the 2025-2026 will be taken in the Fall for funding to begin in April 2025.

MOTION TO APPROVE "OPTION 1"

Gustin made the Motion to Approve Option 1 by "Focusing on the Highest Priorities needed by Accepting Applications for Programs that provide Housing Services including Housing Navigation, Rent or Mortgage Assistance or Case Management focusing on Housing Support or Support for TBRA Administration", Seconded by Yoo. On a Roll Call Vote, all Ayes, the Motion passed.

Keating also stated a motion was needed for the changes to the municipal Neighborhood Investment application, which the recommended changes included removing Planning Studies, removing Community Wide facilities and adding a component about hazard mitigation related to Climate Change.

RESULT:	APPROVED
MOVER:	Patty Gustin
SECONDER:	Yeena Yoo
AYES:	Bastian, Bricks, Chassee, Childress, Crandall, Gustin, LaPlante, and Yoo
ABSENT:	Cage, Krajewski, Schwarze, and Todorovic

MOTION TO APPROVE CHANGES TO THE MUNICIPAL NEIGHBORHOOD INVESTMENT APPLICATION

Gustin made the Motion to Approve the changes to the Municipal Neighborhood Investment Application, which the recommended changes include removing Planning Studies, removing Community Wide facilities and adding a component about hazard mitigation related to Climate Change, seconded by Childress. On a Roll Call Vote, all Ayes, the motion passed.

RESULT:	APPROVED
MOVER:	Patty Gustin
SECONDER:	Michael Childress
AYES:	Bastian, Bricks, Chassee, Childress, Crandall, Gustin, LaPlante, and Yoo
ABSENT:	Cage, Krajewski, Schwarze, and Todorovic

6. OTHER BUSINESS

There was no Other Business.

7. ADJOURNMENT

LaPlante made the Motion, Seconded by Yoo to Adjourn the meeting at 12:12pm.

On a Voice Vote, all Ayes, the meeting Adjourned.

LaPlante made the Motion, Seconded by Yoo to Adjourn the meeting at 12:12pm.

On a Voice Vote, all Ayes, the meeting Adjourned.

RESULT:	ADJOURNED
MOVER:	Lynn LaPlante
SECONDER:	Yeena Yoo

8. NEXT MEETING DATE - AUGUST 6, 2024



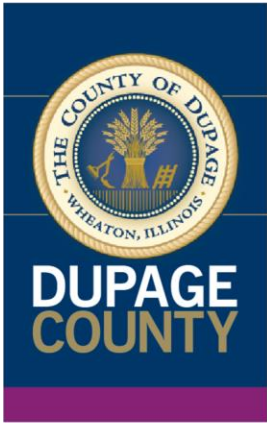
Informational

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-3212

Agenda Date: 12/3/2024

Agenda #: 5.A.



COMMUNITY SERVICES

630-407-6500
Fax: 630-407-6501
csprograms@dupagecounty.gov
www.dupagecounty.gov/community

TO: Community Development Commission Executive Committee
FROM: Mary A. Keating, Director,
Department of Community Services
DATE: November 18, 2024
SUBJECT: Notice of a Single-Family Rehabilitation Project Exceeding \$15,000

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

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

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

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

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

Action Requested: None. This item is informational only.

Details: Community Services Department in collaboration with the Community Development Commission operates a Single-Family Rehabilitation Program, providing eligible homeowners with a Community Development Block Grant (CDBG) Program grant up to \$15,000 for home rehabilitation addressing accessibility issues, code violations, and health and safety issues.

Per the Community Development Commission “Underwriting Standards for Rehabilitation Programs” policy, “if a rehab is started and unforeseen issues are encountered, CDC staff may use their best judgment to resolve such issues and will report any rehabs that exceed \$15,000 to the Community Development Commission Executive Committee and/or HOME Advisory Group.”

SFR file #1707 applied for assistance to cover electrical repairs, sump pump replacement, window replacement, plumbing, water and sewer line replacement in the kitchen, and stair handrail and baluster replacement. Material and labor costs for the plumbing work and window replacement came in \$680.00 higher than estimated, bringing total project costs in at \$15,680.00. SFR staff exercised their best judgement and determined it was reasonable to allow the costs, and therefore approved the overage.

SFR staff strive to adhere to the maximum \$15,000 grant award. In certain circumstances, overages can occur.



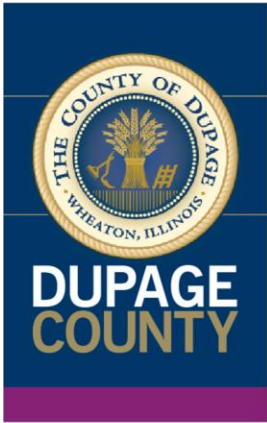
Informational

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 24-3213

Agenda Date: 12/3/2024

Agenda #: 5.B.



COMMUNITY SERVICES

630-407-6500
Fax: 630-407-6501
csprograms@dupagecounty.gov
www.dupagecounty.gov/community

TO: Community Development Commission Executive Committee
FROM: Mary A. Keating, Director,
Department of Community Services
DATE: November 18, 2024
SUBJECT: Notice of a Single-Family Rehabilitation Project Exceeding
\$15,000

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

Family Center
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Wheaton, IL 60187
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Fax: 630-407-2451

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

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

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

Action Requested: None. This item is informational only.

Details: Community Services Department in collaboration with the Community Development Commission operates a Single-Family Rehabilitation Program, providing eligible homeowners with a Community Development Block Grant (CDBG) Program grant up to \$15,000 for home rehabilitation addressing accessibility issues, code violations, and health and safety issues.

Per the Community Development Commission “Underwriting Standards for Rehabilitation Programs” policy, “if a rehab is started and unforeseen issues are encountered, CDC staff may use their best judgment to resolve such issues and will report any rehabs that exceed \$15,000 to the Community Development Commission Executive Committee and/or HOME Advisory Group.”

SFR file #1815 applied for assistance with a roof replacement and replacement of three inoperable windows. The bids for window replacement came in slightly over estimated costs and a change order was requested to account for costs associated with reframing three windows due to unforeseen rot, bringing total project costs in at \$15,915.00. SFR staff exercised their best judgement and determined it was reasonable to allow the costs, and therefore approved the Change Order.

SFR staff strive to adhere to the maximum \$15,000 grant award. In certain circumstances, overages can occur.