

## ATTACHMENT II



**DuPage Housing Authority**  
711 E Roosevelt Rd, Wheaton, IL 60187  
PH: 630.690.3555 FAX: 630.690.0702  
[www.dupagehousing.org](http://www.dupagehousing.org)

**Kendall Housing Authority**  
811 W John St., Yorkville, IL 60560  
PH: 630.553.8093 FAX: 331.207.8923  
[www.kendallhousing.org](http://www.kendallhousing.org)



### **Family Self- Sufficiency Program SERVICE CONTRACT Du Page Housing Authority & DuPage County Community Services**

**Background:** The DuPage Housing Authority has been administering the Family Self-Sufficiency program in cooperation and coordination with DuPage County Community Services since 1992. Continued funding for this initiative has been provided by the U.S. Department of Housing and Urban Development (HUD) under the Public and Indian Housing Family Self- Sufficiency (FSS) program. Acceptance of this award requires the DuPage Housing Authority to administer the FSS Program in accordance with HUD regulations and requirements in 24 CFR 984 and to comply with HCV program requirements, notices, and guidebooks.

**Purpose:** This service agreement between the DuPage Housing Authority (DHA) and the DuPage County Community Services (COUNTY) County Department of Community Services (COUNTY) seeks to define the relative roles and responsibilities of each partner in this program during the contract period.

**Contract Period:** This agreement shall be effective from January 1, 2024, through December 31, 2024.

**Source of funding is HUD Fiscal Year: 2023**

**Scope of Project:** The DuPage Housing Authority administers the Family Self Sufficiency program and in this role is responsible for the maintenance of the waiting list for the program, client eligibility determinations and redeterminations, completion of the Contract of Participation for each client, unit inspections, maintenance of client escrow accounts, program accounting, grant management and other administrative functions. In addition, the DHA will ensure that the Program Coordinating Council convenes at least annually and that the FSS Action Plan is updated as required.

The COUNTY will continue to coordinate the FSS program using rental assistance under the Housing Choice Voucher Programs together with public and private resources to provide supportive services to enable participating families to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency. These services include the development of the client individual Training and Service Plans (also called the Personal Development Plan), case management and supportive service referral activities, service plan updates, planning visits with program participants and other direct services.

The COUNTY will hire, train, and supervise FSS Coordinators. The COUNTY will comply with program requirements of FSS Program Coordinator Role, Staffing Guidelines and other Requirements.

**Reporting Requirements:** The DHA shall grant to the COUNTY, as payment for all HUD eligible expenses for activities performed by the COUNTY pursuant to the Agreement, compensation not to exceed \$127,812 for salary of program coordinator (s). The COUNTY will invoice DHA monthly. DHA will pay compensation to the COUNTY according to the invoice., except the COUNTY will submit the invoice for the final month of the contract along with the previous month's invoice.



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**Term and Termination:** Either party can terminate the agreement and its respective responsibilities after notifying the other party, in writing, of its intent to terminate in thirty (30) days. In the event of termination by either party, the sole remedy to each shall be according to quantum meruit for services performed under this agreement.

**Retention of Records:** The COUNTY shall maintain records to show actual time devoted and cost incurred with respect to services under this agreement. Upon fifteen (15) days' notice from the DHA, all time sheets, billing and other documentation, used in preparation of monthly billings shall be made available for inspection, copying or auditing by the DHA at any time during normal billing hours at 421 N. County Farm Road, Wheaton, Illinois. All records in connection with this project shall be retained by COUNTY for a period of three years following project completion. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three- year period, whichever is later.

**Audit and Inspection of Records:** The COUNTY shall, as often as deemed necessary by the DHA or any of their duly authorized representatives, grant full access and the right to examine any pertinent books, documents, papers and records of this grant for three years from the date of submission or the final expenditure report or until all audit findings have been resolved, whichever is later.

**Exchange of Information:** The parties of this agreement are committed to strict standards of confidentiality with regard to interagency communication concerning people in need of rental assistance and the Family Self- Sufficiency Program service and will observe both agencies, confidentiality policies as well applicable confidentiality laws. All clients enrolled in the FSS shall sign an authorization to exchange information that identifies all of the organizations and agencies who will be supporting the individual and their need to exchange information.

**Legal Status.** This Agreement does not create any agency, employment, joint employer, joint venture or partnership between the parties and neither party will have the right, power or authority to act for the other in any manner.

Terms of the agreement accepted and agreed to:

Du Page Housing Authority  
 711E. Roosevelt Road  
 Wheaton, Illinois 60187  
 630.690.3555

**Signature on File**  
 By:

Cheron Corbett

Title: CEO  
 Date: September 19, 2024

DuPage County Community Services  
 421 N. County Farm Road  
 Wheaton, Illinois 60187



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630.407.6500

By:

Title:

Date: