



# DU PAGE COUNTY

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

## Home Advisory Group Final Regular Meeting Agenda

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Tuesday, December 2, 2025

11:30 AM

Room 3500B

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES**
  - 4.A. [25-2880](#)  
Home Advisory Group - Regular Meeting Minutes - July 1, 2025
5. **COMMITTEE VOTE REQUIRED**
  - 5.A. [25-2881](#)  
Recommendation for approval of the amended Notice of Occupancy Rights Under the Violence Against Women Act (VAWA) Policy.
  - 5.B. [25-2882](#)  
Recommendation for Approval of a Conditional Commitment of HOME Investment Partnerships Act (HOME) Funds with Catholic Charities, Diocese of Joliet, Project Number HM25-02a – Tenant Based Rental Assistance – in the Amount of \$204,000.
  - 5.C. [25-2883](#)  
Recommendation for Approval of a Conditional Commitment of HOME Investment Partnerships Act (HOME) Funds with DuPage Pads, Project Number HM25-02b – Tenant Based Rental Assistance – in the Amount of \$139,000.
  - 5.D. [25-2884](#)  
Recommendation for Approval of FY2026 Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and HOME Investment Partnerships Act (HOME) Application Funding Recommendations.
6. **OTHER BUSINESS**
7. **ADJOURNMENT**
8. **NEXT MEETING DATE - JANUARY 6, 2026**



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-2880

**Agenda Date:** 12/2/2025

**Agenda #:** 4.A.

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# DU PAGE COUNTY

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

## Home Advisory Group Final Summary

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**Tuesday, July 1, 2025**

**11:30 AM**

**Room 3500B**

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**1. CALL TO ORDER**

11:30 AM meeting was called to order by Chair LaPlante at 11:32 AM.

**2. ROLL CALL**

Staff Present: Mary Keating, Community Services Director; Ashley Miller, Community Development Manager; Momina Baig, Housing & Community Development Planner (remote); Chloe Harrington, Housing & Community Development Planner (remote); Alyssa Jaje, Housing & Community Development Planner (remote); Rebecca DeLaura, Housing & Community Development Planner (remote)

Assistant State's Attorney - Katherine Fahy

People in attendance: Juan Luna Nunez, Project Analyst, Full Circle Communities; Matt Burbach, Development Project Manager, Gorman & Company

<b>PRESENT</b>	Barfuss, Flint, Haider, Honig, LaPlante, Schwarze, and Bricks
<b>ABSENT</b>	Bastian, Cronin Cahill, Crandall, and Krajewski
<b>LATE</b>	Hennerfeind

**3. PUBLIC COMMENT**

No public comments were offered.

**4. APPROVAL OF MINUTES**

4.A. [25-1632](#)

Home Advisory Group - Regular Meeting Minutes - Tuesday, April 1, 2025

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Andrew Honig
<b>SECONDER:</b>	Saba Haider

5. COMMITTEE VOTE REQUIRED

5.A. [25-1633](#)

Request to waive the Funding-HOME Applications, Risk Analysis and Monitoring/Financial Viability of HOME Funded Projects Policy, Section 5. and recommendation of a Conditional Commitment of \$2,400,336 of HOME Investment Partnerships (HOME) Program funds between DuPage County and Gorman & Company, LLC – Tower Court Residences – for new construction of 71 units of affordable rental housing development in Naperville, Illinois, for seniors and persons with disabilities.

Mary Keating, Director of Community Services, provided an update regarding the approval process for HOME funds. This process involves multiple steps. It starts with a preliminary set-aside, created mainly for projects applying for Low-Income Housing Tax Credit (LIHTC) through Illinois Housing Development Authority (IHDA). Since only about 30% OF LIHTC applications are approved, the preliminary set-aside serves as a conditional letter of intent, showing potential support without fully committing funds. The next step is a conditional commitment, which happens when a project is nearly ready, pending legal agreement among all funding sources. Both current projects have received LIHTC and aim to close by the end of August. To avoid delays, the request is to issue the conditional commitment now, even though not all details are finalized. This allows legal documents to move forward and helps meet necessary committee and board schedules. A risk analysis is still being completed, but will be finished before final County Board approval, where actual funds are committed. The Home Advisory Group remains advisory and does not secure funding.

Chair LaPlante added that a lot of work has gone into both projects especially the Glen Ellyn project. Many advocates from that community have done an excellent job raising awareness and engaging with the county board. It is a great roadmap for future efforts like this project.

On a Roll Call Vote, all Ayes, the motion passed.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Saba Haider
<b>SECONDER:</b>	Greg Schwarze
<b>AYES:</b>	Barfuss, Flint, Haider, Honig, LaPlante, Schwarze, Hennerfeind, and Bricks
<b>ABSENT:</b>	Bastian, Cronin Cahill, Crandall, and Krajewski

5.B. [25-1634](#)

Request to waive the Funding-HOME Applications, Risk Analysis and Monitoring/Financial Viability of HOME Funded Projects Policy, Section 5. and recommendation of a Conditional Commitment of \$1,750,000 of HOME Investment Partnerships (HOME) Program funds between DuPage County and Full Circle Communities, Inc. – Taft and Exmoor Development – for new construction of 42 units of affordable rental housing development in Glen Ellyn, IL for families and persons with disabilities.

Reference Item 25-1633.

On a Roll Call Vote, all Ayes, the motion passed.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Saba Haider
<b>AYES:</b>	Barfuss, Flint, Haider, Honig, LaPlante, Schwarze, Hennerfeind, and Bricks
<b>ABSENT:</b>	Bastian, Cronin Cahill, Crandall, and Krajewski

6. **OTHER BUSINESS**

Chair LaPlante referenced information that was shared by Mary Keating in Human Services meeting regarding the 211 programs. 211 flyers were provided and Chair LaPlant encouraged all municipal partners to take the information and distribute to constitutes as the flyer contains valuable information. Mary Keating provided updates regarding the 211 system that DuPage County launched in 2023.

7. **ADJOURNMENT**

With no further business, the meeting was adjourned at 11:43 AM.

8. **NEXT MEETING DATE - AUGUST 5, 2025**



## Action Item

421 N. COUNTY FARM  
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[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-2881

**Agenda Date:** 12/2/2025

**Agenda #:** 5.A.

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**DUPAGE  
COUNTY**

# COMMUNITY SERVICES

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

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

**TO:** HOME Advisory Group  
**FROM:** Mary A. Keating, Director,  
Department of Community Services  
**DATE:** November 13, 2025  
**SUBJECT:** Notice of Occupancy Rights Under the Violence Against Women Act (VAWA) Policy Update

**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

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**Action Requested:** CDC staff recommend approval of the updated Notice of Occupancy Rights Under the Violence Against Women Act (VAWA) Policy.

**Details:** The Community Development Commission (CDC) staff have amended a policy to comply with and address the Violence Against Women Act (VAWA). Despite the name of this law, VAWA protections are available equally to all individuals regardless of sex, gender identity, or sexual orientation, and does not discriminate based on any protected characteristic. VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

As of the date of the last amendment to the policy HUD was developing further guidance and revising its VAWA forms to ensure compliance with VAWA 2022. HUD forms have been updated, and this policy amendment incorporates those updated forms. Additionally, the amended policy clarifies specific VAWA requirements under the two covered housing programs administered by the CDC, the HOME Investment Partnerships (HOME) program and Emergency Solutions Grant (ESG) program. Lastly, the amendment updates the County’s Emergency Transfer Plan, based on the recently updated Form HUD-5381 Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking.

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

**Policy** (Approved by the HOME Advisory Group on 08/07/2018; Updated and Approved by HOME Advisory Group 09/01/2020; Updated and Approved by HOME Advisory Group 11/07/2023; Updated and Approved by HOME Advisory Group 12/02/2025)

### 1. Overview:

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

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

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

### 3. Applicability to Covered Housing Programs administered by the Community

**Development Commission:** Core statutory protections of VAWA that prohibit denial or termination of assistance or eviction solely because an applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking applied upon enactment of VAWA 2013 on March 7, 2013.

- a. HOME Investment Partnerships (HOME) Program (24 CFR Part 92). The Violence Against Women Act (VAWA) requirements set forth in [24 CFR part 5, subpart L](#), apply to all HOME tenant-based rental assistance and rental housing assisted with HOME funds.
  - i. Effective date. Compliance with VAWA regulatory requirements under 24 CFR Part 92 and 24 CFR Part 5, Subpart L, are required for any tenant-based rental assistance or rental housing project for which the date of the HOME funding commitment is on or after *December 16, 2016*.
  - ii. Period of applicability. For HOME-assisted rental housing, VAWA requirements and compliance apply to the owner of the housing for the duration of the period of affordability. For HOME tenant-based rental assistance, VAWA requirements and compliance apply to the owner of the tenant's housing for the period for which the rental assistance is provided.

- b. Emergency Solutions Grant (ESG) Program (24 CFR Part 570). The Violence Against Women Act (VAWA) requirements set forth in [24 CFR part 5, subpart L](#), apply to all eligibility and termination decisions that are made with respect to ESG rental assistance on or after *December 16, 2016*. Further, the requirements under 24 CFR Part 5, Subpart L, must be included or incorporated into rental assistance agreements and leases.
  - i. Emergency shelters. Emergency shelters funded under 24 CFR 576.102 cannot deny admission or remove an individual or family from the emergency shelter on the basis or as a direct result of the fact the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the individual or family otherwise qualifies for admission or occupancy.

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

- a. **Tenant Protections, Rights, and Responsibilities.** Prospective tenants cannot be denied admission or denied assistance because they have been a victim of domestic violence, dating violence, sexual assault, or stalking. A tenant can be evicted for repeated lease violations that are not related to domestic violence, dating violence, sexual assault, and stalking. Landlords, homeowners, tenants, residents, occupants, and guests of, and applicants for, housing shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance. The tenant, to the greatest extent feasible, will have the right to work with the landlord, subrecipients, and the Community Development Commission (CDC) to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.
- b. **Landlord Protections, Rights, and Responsibilities.** The landlord has the ability to adjust the lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking (refer to section 5). A landlord cannot deny a prospective tenant admission or denied assistance because they have been a victim of domestic violence, dating violence, sexual assault, or stalking. The landlord, to the greatest extent feasible, will have the right to work with the tenant, subrecipients, and the Community Development Commission to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.
- c. **Subrecipient Protections, Rights, and Responsibilities.** The subrecipient has the responsibility to report any instances where a landlord has denied a prospective tenant admission or denied assistance because they have been a victim of domestic violence, dating violence, sexual assault, or stalking. They also have the responsibility to assist landlords in adjusting the lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or

stalking (refer to section 5). The subrecipient, to the greatest extent feasible, will have the right to work with the tenant, landlords, and the Community Development Commission to work on a solution on a case-by-case basis while remaining confidential and in the best interest of the tenant.

**d. Community Development Commission Protections, Rights, and Responsibilities.**

Upon a tenant request, the CDC, to the greatest extent feasible, will work with affiliate agencies providing affordable housing to permit a tenant to move to another unit due to an incidence of domestic violence, dating violence, sexual assault, or stalking, and threats, pending availability of comparable units and need. All requests will remain confidential to the greatest extent feasible.

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

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

5. **Notification Requirements:** Each applicant and each tenant must be notified of occupancy rights and certification under VAWA. Use of Form HUD-5380 *Notice of Occupancy Rights Under the Violence Against Women Act* and Form HUD-5382 *Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation* may be used for notification requirements. Specific requirements for covered housing programs administered by the CDC are as follows:
- a. HOME-assisted units. The owner of HOME-assisted rental housing must provide the VAWA notice and certification form described in [24 CFR 5.2005\(a\)](#) to the applicant for a HOME-assisted unit upon admission or denied admission to a HOME-assisted unit, and notification of eviction from a HOME-assisted unit.
  - b. HOME Tenant-Based-Rental Assistance (TBRA). DuPage County operates the n TBRA program through Subrecipient agencies that are members of the DuPage CoC. The Subrecipient must provide the VAWA notice and certification form described in [24 CFR 5.2005\(a\)](#) to the applicant for TBRA assistance upon approval or denial of TBRA, with notification of termination of TBRA, and when the Subrecipient learns the tenant's housing owner intends to provide the tenant with an eviction notice.
  - c. ESG rental assistance. The Subrecipient must provide the VAWA notice and certification form described in [24 CFR 5.2005\(a\)](#) to each applicant for ESG rental assistance and each program participant receiving ESG rental assistance when an individual or family is denied assistance, an individual or family's application for

a unit receiving project-based rental assistance is denied, when a program participant begins receiving assistance, is notified of assistance termination, and is notified of eviction.

**6. Prohibition on Retaliation:**

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

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

**7. Emergency Transfer Plan:**

The DuPage County Consortium Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, has been updated, based on HUD's most recent model emergency transfer plan, Form HUD-5381, and is attached for reference. Subrecipients receiving applicable funding under a covered housing program may develop an Emergency Transfer Plan, utilizing the most current HUD model emergency transfer plan, Form HUD-5381, and ensuring the plan meets regulatory requirements associated with the specific covered housing program, or utilize the DuPage County Consortium Emergency Transfer Plan.

**8. Lease Bifurcation:**

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

- i. If a family living in a HOME-assisted rental unit separates due to domestic violence, dating violence, sexual assault, or stalking, the remaining tenant(s) may remain in the HOME-assisted unit.
    - ii. If a family receiving HOME tenant-based rental assistance separates due to domestic violence, dating violence, sexual assault, or stalking, the remaining tenant(s) will receive HOME tenant-based rental assistance.
  - d. ESG bifurcation requirements.
    - i. If a family receiving tenant-based rental assistance separates due to domestic violence, dating violence, sexual assault, or stalking, the family's tenant-based rental assistance and utility assistance, if any, shall continue for the family member(s) who are not evicted or removed.
    - ii. If a family living in a unit receiving project-based rental assistance separates due to domestic violence, dating violence, sexual assault, or stalking, the family member(s) who are not evicted or removed can remain in the assisted unit without interruption to the rental assistance or utility assistance provided for the unit.

**9. Right to Report Crime and Emergencies:**

- a. Landlords, homeowners, tenants, residents, occupants, and guests of, and applicants for, housing shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance. Penalizing or threatening to penalize persons because they request assistance or report criminal activity of which they are a victim or otherwise not at fault under the laws or policies adopted or enforced by covered governmental entities (any municipal, county, or State government that receives funding under section 106 of the Housing and Community Development Act of 1974) is prohibited.
- b. Covered governmental entities are required to report on their laws or policies or their subgrantees' law or policies, that penalize protected persons based on request for law enforcement or emergency assistance or based on criminal activity that occurred at a property. These entities must also certify compliance with these protections or explain how they will come into compliance or ensure compliance among subgrantees within 180 days of submitting the report to HUD. Implementation regulations or guidance will be issued by HUD regarding the timing and process of the reporting.

**10. Confidentiality:**

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

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

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

#### **11. Other Laws and Non-Compliance:**

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

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

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

#### **12. Appeals:**

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

#### **13. Attachments:**

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

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

- e. DuPage County Consortium Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.

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

### **Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

**When should I receive this form?** A covered housing provider must provide a copy of the Notice of Occupancy Rights Under The Violence Against Women Act (Form HUD-5380) and the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (Form HUD-5382) when you are admitted as a tenant, when you receive an eviction or termination notice and prior to termination of tenancy, or when you are denied as an applicant. A covered housing provider may provide these forms at additional times.

**What is the Violence Against Women Act (“VAWA”)?** This notice describes protections that may apply to you as an applicant or a tenant under a housing program covered by a federal law called the Violence Against Women Act (“VAWA”). VAWA provides housing protections for victims of domestic violence, dating violence, sexual assault or stalking. VAWA protections must be in leases and other program documents, as applicable. VAWA protections may be raised at any time. You do not need to know the type or name of the program you are participating in or applying to in order to seek VAWA protections.

**What if I require this information in a language other than English?** To read this information in Spanish or another language, please contact [INSERT COVERED HOUSING PROVIDER’S CONTACT INFORMATION; FOR HOPWA PROVIDERS – INSERT GRANTEE NAME AND CONTACT INFORMATION] or go to [INSERT WEBSITE, IF APPLICABLE]. You can read translated VAWA forms at [https://www.hud.gov/program\\_offices/administration/hudclips/forms/hud5a#4](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5a#4). If you speak or read in a language other than English, your covered housing provider must give you language assistance regarding your VAWA protections (for example, oral interpretation and/or written translation).

#### **What do the words in this notice mean?**

- *VAWA violence/abuse* means one or more incidents of domestic violence, dating violence, sexual assault, or stalking.
- *Victim* means any victim of *VAWA violence/abuse*.
- *Affiliated person* means the tenant’s spouse, parent, sibling, or child; or any individual, tenant, or lawful occupant living in the tenant’s household; or anyone for whom the tenant acts as parent/guardian.
- *Covered housing program*<sup>1</sup> includes the following HUD programs:
  - Public Housing
  - Tenant-based vouchers (TBV, also known as Housing Choice Vouchers or HCV) and Project-based Vouchers (PBV) Section 8 programs
  - Section 8 Project-Based Rental Assistance (PBRA)
  - Section 8 Moderate Rehabilitation Single Room Occupancy
  - Section 202 Supportive Housing for the Elderly
  - Section 811 Supportive Housing for Persons with Disabilities
  - Section 221(d)(3)/(d)(5) Multifamily Rental Housing
  - Section 236 Multifamily Rental Housing
  - Housing Opportunities for Persons With AIDS (HOPWA) program
  - HOME Investment Partnerships (HOME) program
  - The Housing Trust Fund
  - Emergency Solutions Grants (ESG) program
  - Continuum of Care program
  - Rural Housing Stability Assistance program
- *Covered housing provider* means the individual or entity under a covered housing program that is responsible for providing or overseeing the VAWA protection in a specific situation. The covered housing provider may be a public housing agency, project sponsor, housing owner, mortgagor, housing manager, State or local government, public agency, or a nonprofit or for-profit organization as the lessor.

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<sup>1</sup> For information about non-HUD covered housing programs under VAWA, see Interagency Statement on the Violence Against Women Act’s Housing Provisions at <https://www.hud.gov/sites/dfiles/PA/documents/InteragencyVAWAHousingStmnt092024.pdf>.

**What if I am an applicant under a program covered by VAWA?** You can't be denied housing, housing assistance, or homeless assistance covered by VAWA just because you (or a household member) are or were a victim or just because of problems you (or a household member) had as a direct result of being or having been a victim. For example, if you have a poor rental or credit history or a criminal record, and that history or record is the direct result of you being a victim of VAWA abuse/violence, that history or record cannot be used as a reason to deny you housing or homeless assistance covered by VAWA.

**What if I am a tenant under a program covered by VAWA?** You cannot lose housing, housing assistance, or homeless assistance covered by VAWA or be evicted just because you (or a household member) are or were a victim of VAWA violence/abuse. You also cannot lose housing, housing assistance, or homeless assistance covered by VAWA or be evicted just because of problems that you (or a household member) have as a direct result of being or having been a victim. For example, if you are a victim of VAWA abuse/violence that directly results in repeated noise complaints and damage to the property, neither the noise complaints nor property damage can be used as a reason for evicting you from housing covered by VAWA. You also cannot be evicted or removed from housing, housing assistance, or homeless assistance covered by VAWA because of someone else's criminal actions that are directly related to VAWA abuse/violence against you, a household member, or another affiliated person.

**How can tenants request an emergency transfer?** Victims of VAWA violence/abuse have the right to request an emergency transfer from their current unit to another unit for safety reasons related to the VAWA violence/abuse. An emergency transfer cannot be guaranteed, but you can request an emergency transfer when:

1. You (or a household member) are a victim of VAWA violence/abuse;
2. You expressly request the emergency transfer; **AND**
3. **EITHER**
  - a. you reasonably believe that there is a threat of imminent harm from further violence, including trauma, if you (or a household member) stay in the same dwelling unit; **OR**
  - b. if you (or a household member) are a victim of sexual assault, either you reasonably believe that there is a threat of imminent harm from further violence, including trauma, if you (or a household member) were to stay in the unit, or the sexual assault occurred on the premises and you request an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred.

You can request an emergency transfer even if you are not lease compliant, for example if you owe rent. If you request an emergency transfer, your request, the information you provided to make the request, and your new unit's location must be kept strictly confidential by the covered housing provider. The covered housing provider is required to maintain a VAWA emergency transfer plan and make it available to you upon request. To request an emergency transfer or to read the covered housing provider's VAWA emergency transfer plan, [ENTER SPECIFIC CONTACT INFORMATION, WEBSITE, AND/OR INSTRUCTIONS FOR REQUESTING AN EMERGENCY TRANSFER OR A COPY OF THE APPLICABLE VAWA EMERGENCY TRANSFER PLAN]. The VAWA emergency transfer plan includes information about what the covered housing provider does to make sure your address and other relevant information are not disclosed to your perpetrator.

**Can the perpetrator be evicted or removed from my lease?** Depending on your specific situation, your covered housing provider may be able to divide the lease to evict just the perpetrator. This is called "lease bifurcation."

**What happens if the lease bifurcation ends up removing the perpetrator who was the only tenant who qualified for the housing or assistance?** In this situation, the covered housing provider must provide you and other remaining household members an opportunity to establish eligibility or to find other housing. If you cannot or don't want to establish eligibility, then the covered housing provider must give you a reasonable time to move or establish eligibility for another covered housing program. This amount of time varies, depending on the covered housing program involved. The table below shows the reasonable time provided under each covered housing programs with HUD. Timeframes for covered housing programs operated by other agencies are determined by those agencies.

<b>Covered Housing Program(s)</b>	<b>Reasonable Time for Remaining Household Members to Continue to Receive Assistance, Establish Eligibility, or Move.</b>
HOME and Housing Trust Fund, Continuum of Care Program (except for permanent supportive housing), ESG program, Section 221(d)(3) Program, Section 221(d)(5) Program, Rural Housing Stability Assistance Program	Because these programs do not provide housing or assistance based on just one person's status or characteristics, the remaining tenant(s), or family member(s) in the CoC program, can keep receiving assistance or living in the assisted housing as applicable.
Permanent supportive housing funded by the Continuum of Care Program	The remaining household member(s) can receive rental assistance until expiration of the lease that is in effect when the qualifying member is evicted.
Housing Choice Voucher, Project-based Voucher, and Public Housing programs (for Special Purpose Vouchers (e.g., HUD-VASH, FUP, FYI, etc.), see also program specific guidance)	<p>If the person removed was the only tenant who established eligible citizenship/immigration status, the remaining household member(s) must be given 30 calendar days from the date of the lease bifurcation to establish program eligibility or find alternative housing.</p> <p>For HUD-VASH, if the veteran is removed, the remaining family member(s) can keep receiving assistance or living in the assisted housing as applicable. If the veteran was the only tenant who established eligible citizenship/immigration status, the remaining household member(s) must be given 30 calendar days to establish program eligibility or find alternative housing.</p>
Section 202/811 PRAC and SPRAC	The remaining household member(s) must be given 90 calendar days from the date of the lease bifurcation or until the lease expires, whichever is first, to establish program eligibility or find alternative housing.
Section 202/8	<p>The remaining household member(s) must be given 90 calendar days from the date of the lease bifurcation or when the lease expires, whichever is first, to establish program eligibility or find alternative housing.</p> <p>If the person removed was the only tenant who established eligible citizenship/immigration status, the remaining household member(s) must be given 30 calendar days from the date of the lease bifurcation to establish program eligibility or find alternative housing.</p>
Section 236 (including RAP); Project-based Section 8 and Mod Rehab/SRO	The remaining household member(s) must be given 30 calendar days from the date of the lease bifurcation to establish program eligibility or find alternative housing.
HOPWA	The remaining household member(s) must be given no less than 90 calendar days, and not more than one year, from the date of the lease bifurcation to establish program eligibility or find alternative housing. The date is set by the HOPWA Grantee or Project Sponsor.

**Are there any reasons that I can be evicted or lose assistance?** VAWA does not prevent you from being evicted or losing assistance for a lease violation, program violation, or violation of other requirements that are not due to the VAWA violence/abuse committed against you or an affiliated person. However, a covered housing provider cannot be stricter with you than with other tenants, just because you or an affiliated person experienced VAWA abuse/violence. VAWA also will not prevent eviction, termination, or removal if other tenants or housing staff are shown to be in immediate, physical danger that could lead to serious bodily harm or death if you are not evicted or removed from assistance. **But only if no other action can be taken to reduce or eliminate the threat** should a covered housing provider evict you or end your assistance, if the VAWA abuse/violence happens to you or an affiliated person. A covered housing provider must provide a copy of the Notice of Occupancy Rights Under The Violence Against Women Act (Form HUD-5380) and the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (Form HUD-5382) when you receive an eviction or termination notice and prior to termination of tenancy.

**What do I need to document that I am a victim of VAWA abuse/violence?** If you ask for VAWA protection, the covered housing provider may request documentation showing that you (or a household member) are a victim. BUT the covered housing provider must make this request in writing and must give you at least 14 business days (weekends and holidays do not count) to respond, and you are free to choose any one of the following:

1. A self-certification form (for example, Form-HUD 5382), which the covered housing provider must give you along with this notice. Either you can fill out the form or someone else can complete it for you;
2. A statement from a victim/survivor service provider, attorney, mental health professional or medical professional who has helped you address incidents of VAWA violence/abuse. The professional must state "under penalty of perjury" that he/she/they believes that the incidents of VAWA violence/abuse are real and covered by VAWA. Both you and the professional must sign the statement;
3. A police, administrative, or court record (such as a protective order) that shows you (or a household member) were a victim of VAWA violence/abuse; OR
4. If allowed by your covered housing provider, any other statement or evidence provided by you.

It is your choice which documentation to provide and the covered housing provider must accept any one of the above as documentation. The covered housing provider is prohibited from seeking additional documentation of victim status or requiring more than one of these types of documentation, unless the covered housing provider receives conflicting information about the VAWA violence/abuse.

If you do not provide one of these types of documentation by the deadline, the covered housing provider does not have to provide the VAWA protections you requested. If the documentation received by the covered housing provider contains conflicting information about the VAWA violence/abuse, the covered housing provider may require you to provide additional documentation from the list above, but the covered housing provider must give you another 30 calendar days to do so.

**Will my information be kept confidential?** If you share information with a covered housing provider about why you need VAWA protections, the covered housing provider must keep the information you share strictly confidential. This information should be securely and separately kept from your other tenant files. No one who works for your covered housing provider will have access to this information, unless there is a reason that specifically calls for them to access this information, your covered housing provider explicitly authorizes their access for that reason, and that authorization is consistent with applicable law.

Your information **will not be disclosed** to anyone else or put in a database shared with anyone else, except in the following situations:

1. If you give the covered housing provider written permission to share the information for a limited time;
2. If the covered housing provider needs to use that information in an eviction proceeding or hearing; or
3. If other applicable law requires the covered housing provider to share the information.

**How do other laws apply?** VAWA does not limit the covered housing provider's duty to honor court orders about access to or control of the property, or civil protection orders issued to protect a victim of VAWA abuse/violence.

Additionally, VAWA does not limit the covered housing provider's duty to comply with a court order with respect to the distribution or possession of property among household members during a family break up. The covered housing provider must follow all applicable fair housing and civil rights requirements.

**Can I request a reasonable accommodation?** If you have a disability, your covered housing provider must provide reasonable accommodations to rules, policies, practices, or services that may be necessary to allow you to equally benefit from VAWA protections (for example, giving you more time to submit documents or assistance with filling out forms). You may request a reasonable accommodation at any time, even for the first time during an eviction. If a provider is denying a specific reasonable accommodation because it is not reasonable, your covered housing provider must first engage in the interactive process with you to identify possible alternative accommodations. To request a reasonable accommodation, please contact [INSERT APPROPRIATE STAFF MEMBER CONTACT INFORMATION]. Your covered housing provider must also ensure effective communication with individuals with disabilities.

**Have your protections under VAWA been denied?** If you believe that the covered housing provider has violated these rights, you may seek help by contacting [INSERT LOCAL HUD FHEO FIELD OFFICE & CONTACT INFORMATION]. You can also find additional information on filing VAWA complaints at <https://www.hud.gov/VAWA> and [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/VAWA](https://www.hud.gov/program_offices/fair_housing_equal_opp/VAWA). To file a VAWA complaint, visit <https://www.hud.gov/fairhousing/fileacomplaint>.

**Need further help?**

- For additional information on VAWA and to find help in your area, visit <https://www.hud.gov/vawa>.
- To talk with a housing advocate, contact [ENTER CONTACT INFO FOR LOCAL ADVOCACY AND LEGAL AID ORGANIZATIONS].

**Public reporting burden** for this collection of information is estimated to range from 45 to 90 minutes per each covered housing provider's response, depending on the program. This includes time to print and distribute the form. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, D.C. 20410. This notice is required for covered housing programs under section 41411 of VAWA and 24 CFR 5.2003. Covered housing providers must give this notice to applicants and tenants to inform them of the VAWA protections as specified in section 41411(d)(2). This is a model notice, and no information is being collected. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

**DRAFTING NOTES FOR COVERED HOUSING PROVIDERS (MUST NOT APPEAR WORD FOR WORD IN PLAN):** *This model contains only general provisions of an emergency transfer plan that apply across the covered HUD programs. Adoption of this model plan without further information addressing how the emergency transfer plan will operate is not sufficient to meet a covered housing provider’s responsibility to adopt an emergency transfer plan. Covered housing providers (CHPs) must consult applicable regulations and program-specific HUD guidance when developing their own emergency transfer plans to ensure their plans contain all required elements. Instructions in brackets and drafting notes in italics throughout this document are provided to assist CHPs in drafting their policies and should be removed in the actual plan. “[CHP ACRONYM]” MUST BE REPLACED WITH THE ACRONYM OF THE COVERED HOUSING PROVIDER.*

**MODEL EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

**[INSERT NAME OF CHP; FOR HOPWA PROVIDERS - INSERT NAME OF GRANTEE “[CHP ACRONYM]”]** is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act of 1994, as amended (“VAWA”), [CHP ACRONYM] allows any tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. VAWA protections are not limited to women. Victims cannot be discriminated against on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance regarding safety and security. The plan is based on Federal regulations at 24 Code of Federal Regulations (CFR) part 5, subpart L, related program regulations, and the model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD). HUD is the Federal agency that oversees that [INSERT NAME OF PROGRAM OR RENTAL ASSISTANCE] is in compliance with VAWA.

**Definitions**

- **External emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit. [CHP CAN PROVIDE EXAMPLES OF EXTERNAL TRANSFERS.]
- **Internal emergency transfer** refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process. [CHP CAN PROVIDE EXAMPLES OF INTERNAL TRANSFERS.]
- **Safe unit** refers to a unit that the victim of VAWA violence/abuse believes is safe.
- **VAWA violence/abuse** means an incident or incidents of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in 24 CFR 5.2003 and “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking” (Form HUD-5382).

### **Eligibility for Emergency Transfers**

A tenant may seek an emergency transfer to another unit if they or their household member is a victim of VAWA violence/abuse, as outlined in the “Notice of Occupancy Rights Under the Violence Against Women Act,” Form HUD-5380. This emergency transfer plan provides further information on emergency transfers, and [CHP ACRONYM] must provide a copy if requested. [CHP ACRONYM] may ask for submission of a written request for an emergency transfer, such as form HUD-5383, to certify eligibility for the emergency transfer.

#### **A Tenant is eligible for an emergency transfer if:**

1. The tenant (or their household member) is a victim of VAWA violence/abuse;
2. The tenant expressly requests the emergency transfer; **AND**
3. **EITHER**
  - a. The tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if they or (their household member) stays in the same dwelling unit; **OR**
  - b. If the tenant (or their household member) is a victim of sexual assault, either the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or their household member) were to stay in the unit, or the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred.

[CHP ACRONYM], in response to an emergency transfer request, should not evaluate whether the tenant is in good standing as part of the assessment or provision of an emergency transfer. Whether or not a tenant is in good standing does not impact their ability to request an emergency transfer under VAWA.

### **Emergency Transfer Policies**

[INSERT CHP’S EMERGENCY TRANSFER POLICIES, INCLUDING THE FOLLOWING, WHERE APPLICABLE]

#### **Internal transfers when a safe unit is immediately available:**

[INSERT CHP’S POLICIES, INCLUDING TIME FRAMES FOR APPROVING OR DENYING AN EMERGENCY TRANSFER REQUEST, ONCE A FULL REQUEST IS RECEIVED AND ABSENT ANY CONFLICTING OR MISSING INFORMATION; POSSIBLE INTERNAL TRANSFER OPTIONS (AS APPLICABLE, AND WITHOUT DISCLOSING THE VICTIM’S LOCATION); AND PRIORITY STATUS RELATIVE TO OTHER TENANTS SEEKING TRANSFERS.]

#### **Internal transfers when a safe unit is not immediately available:**

[INSERT CHP’S POLICIES, INCLUDING TIME FRAMES FOR APPROVING OR DENYING AN EMERGENCY TRANSFER REQUEST, POSSIBLE INTERNAL TRANSFER OPTIONS (AS APPLICABLE, AND WITHOUT DISCLOSING THE VICTIM’S LOCATION), AND PRIORITY STATUS RELATIVE TO OTHER TENANTS SEEKING TRANSFERS.]

#### **External transfers:**

[INSERT CHP'S POLICIES, INCLUDING CHP'S ROLE IN FACILITATING EXTERNAL EMERGENCY TRANSFERS; IDENTIFYING AND DESCRIBING ANY TRANSFER AGREEMENTS WITH OUTSIDE CHPs; REFERRALS TO COMMUNITY PARTNERS AND AFFORDABLE HOUSING OPTIONS; TIME FRAMES FOR APPROVING OR DENYING AN EMERGENCY TRANSFER REQUEST, ONCE A FULL REQUEST IS RECEIVED AND ABSENT ANY CONFLICTING OR MISSING INFORMATION; AND PRIORITY STATUS GIVEN TO VAWA VICTIMS SEEKING EXTERNAL TRANSFERS INTO CHP'S PROPERTY.]

[INSERT POLICIES AND PROCEDURES FOR ASSISTING TENANTS WITH HOUSING CHOICE VOUCHERS OR OTHER TENANT-BASED RENTAL ASSISTANCE WHO QUALIFY FOR AN EMERGENCY TRANSFER TO MOVE QUICKLY WITH THAT ASSISTANCE.]

VAWA provisions do not supersede eligibility or other occupancy requirements that may apply under a covered housing program. [CHP ACRONYM] may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

### **Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify [INSERT SPECIFIC CONTACT INFORMATION, WEBSITE, E-MAIL ADDRESS; AND/OR INSTRUCTIONS FOR REQUESTING AN EMERGENCY TRANSFER.] If [CHP ACRONYM] does not already have documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, [CHP ACRONYM] may ask for this documentation in accordance with 24 CFR 5.2007. Unless [CHP ACRONYM] receives documentation that contains conflicting information, as described in 24 CFR 5.2007(b)(2), [CHP ACRONYM] cannot require third-party documentation to determine status as a VAWA victim for emergency transfer eligibility. [CHP ACRONYM] will provide reasonable accommodations to this policy for individuals with disabilities.

#### **IF CHP REQUIRES A WRITTEN REQUEST FOR AN EMERGENCY TRANSFER**

The tenant's written request for an emergency transfer must include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or household member) stays in the same dwelling unit; OR
2. In the case of a tenant (or household member) who is a victim of sexual assault, **either** a statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the tenant (or household member stays in the same dwelling unit), **or** a statement that the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when the assault occurred.

Form HUD-5383 may be used for making a written request for an emergency transfer.

#### **DRAFTING NOTES FOR CHPs (MUST NOT APPEAR WORD FOR WORD IN PLAN)**

- *The emergency transfer plan must include the length of time (at least 14 business days) that the tenant has to provide the requested documentation of VAWA victim status.*
- *CHPs are not required to request documentation from a tenant seeking an emergency transfer. However, if a CHP elects to require documentation from tenants seeking an emergency transfer, then the documentation requirement must be included in the CHP's emergency transfer plan and must comply with 24 CFR 5.2005(e)(10).*

- *CHPs do not have to require that emergency transfer requests be written. The request may be oral or written, at the CHP's option, but the CHP must make its policy and procedures clear in this plan.*
- *CHPs cannot require any third-party documentation in order to determine whether a tenant seeking an emergency transfer is a VAWA victim, unless CHP receives documentation of VAWA violence/abuse that contains conflicting information.*

### **Priority for Transfers**

Tenants who qualify for an emergency transfer under VAWA will be given the following priority over other categories of tenants seeking transfers and individuals seeking placement on waiting lists.

[INSERT ANY MEASURE OF PRIORITY GIVEN UNDER THIS EMERGENCY TRANSFER PLAN.]

#### **DRAFTING NOTES FOR CHPs (MUST NOT APPEAR WORD FOR WORD IN PLAN)**

- *The emergency transfer plan must detail the measure of any priority given to tenants who qualify for an emergency transfer under VAWA in relation to other categories of tenants seeking transfers and individuals seeking placement on waiting lists.*
- *The emergency transfer plan must allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available.*
- *The emergency transfer plan must ensure that requests for internal emergency transfers under VAWA receive, at a minimum, any applicable additional priority that the CHP may already provide to other types of emergency transfer requests.*
- *CHPs should also refer to the applicable program regulations to determine if priorities or admission preferences apply with respect to external emergency transfers.*

### **Confidentiality**

If a tenant inquires about or requests any VAWA protections or represents that they or a household member are a victim of VAWA violence/abuse entitled to VAWA protections, [CHP ACRONYM] must keep any information they provide concerning the VAWA violence/abuse, their request for an emergency transfer, and their or a household member's status as a victim strictly confidential. This information should be securely and separately kept from tenant files. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the Certification Form (HUD-5382) and the Emergency Transfer Request Form (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by [CHP ACRONYM] employees or contractors if explicitly authorized by [CHP ACRONYM] for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

- Written permission by the victim in a time-limited release;
- Required for use in an eviction proceeding or hearing regarding termination of assistance; or
- Otherwise required by applicable law.

In addition, HUD's VAWA regulations require emergency transfer plans to provide strict confidentiality measures to ensure that the location of the victim's dwelling unit is never disclosed to a person who committed or threatened to commit the VAWA violence/abuse. Accordingly, [INSERT ANY SPECIFIC MEASURES HERE.]

## Emergency Transfer Procedure

[CHP ACRONYM] cannot specify how long it will take from the time a transfer request is approved until the tenant can be placed in a new, safe unit. [CHP ACRONYM] will, however, act as quickly as possible to assist a tenant who qualifies for an emergency transfer. If [CHP ACRONYM] identifies an available unit and the tenant believes that unit would not be safe, the tenant may request a transfer to a different unit. [CHP ACRONYM] may be unable to transfer a tenant and their household to a particular unit if the tenant and their household has not established or cannot establish eligibility for that unit.

If [CHP ACRONYM] does not have any safe and available units for which the tenant is eligible, [CHP ACRONYM] will assist the tenant in identifying other covered housing providers who may have safe and available units to which the tenant could move. At the tenant's request, [CHP ACRONYM] will also assist the tenant in contacting the local organizations offering assistance to victims of VAWA violence/abuse that are attached to this plan.

## Making the Emergency Transfer Plan Available

[INSERT CHP'S POLICY FOR MAKING THE EMERGENCY TRANSFER PLAN AVAILABLE UPON REQUEST AND, WHEN FEASIBLE, PUBLICLY AVAILABLE.]

### **DRAFTING NOTES FOR CHPs (MUST NOT APPEAR WORD FOR WORD IN PLAN)**

- *All materials must ensure effective communication with individuals with disabilities, including making materials available in alternative accessible formats, as well as providing reasonable accommodations.*
- *Additionally, CHP must have VAWA forms available in the language(s) outlined in their language access plan to meet limited English proficiency (LEP) obligations.*

## Safety and Security of Tenants

When [CHP ACRONYM] receives any inquiry or request regarding an emergency transfer, [CHP ACRONYM] will encourage the person making the inquiry or request to take all reasonable precautions to be safe, including seeking guidance and assistance from a victim service provider. However, tenants are not required to receive guidance or assistance from a victim service provider.

For additional information on VAWA and to find help in your area, visit

<https://www.hud.gov/vawa>.

[INSERT CONTACT INFORMATION FOR LOCAL ORGANIZATIONS OFFERING ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING.]

### **DRAFTING NOTES FOR CHPs (MUST NOT APPEAR WORD FOR WORD IN PLAN)**

- *Including a section on "Safety and Security of Tenants" and additional resources is encouraged, but not required.*
- *If CHP's have arrangements, including memoranda of understanding with other CHPs to facilitate moves, this information should be attached to the emergency transfer plan as well.*

**Public reporting burden** for this collection of information is estimated to range from four to eight hours per each covered housing provider's response, depending on the covered housing program. This includes the time to develop program and project-specific

emergency transfer policies and develop contacts with local service providers. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. This is a model plan and covered housing providers in programs covered by VAWA may, at their discretion, use it to develop their own emergency transfer plans, as required under 24 CFR 5.2005(e). While HUD does not intend to collect emergency transfer plans, HUD may access these plans to ensure compliance with the regulations. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

**CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING**

**Confidentiality Note:** Any personal information you share in this form will be maintained by your covered housing provider according to the confidentiality provisions below.

**Purpose of Form:** If you are a tenant of or applicant for housing assisted under a covered housing program, or if you are applying for or receiving transitional housing or rental assistance under a covered housing program, and ask for protection under the Violence Against Women Act (“VAWA”), you may use this form to comply with a covered housing provider's request for written documentation of your status as a "victim". This form is accompanied by a "Notice of Occupancy Rights Under the Violence Against Women Act," Form HUD-5380.

**VAWA protects individuals and families regardless of a victim’s age, sex, or marital status.**

You are not expected **and cannot be asked or required** to claim, document, or prove victim status or VAWA violence/abuse other than as stated in "Notice of Occupancy Rights Under the Violence Against Women Act," Form HUD-5380.

This form is **one of your available options** for responding to a covered housing provider’s written request for documentation of victim status or the incident(s) of VAWA violence/abuse. If you choose, you may submit one of the types of third-party documentation described in Form HUD-5380, in the section titled, “What do I need to document that I am a victim?”. Your covered housing provider must give you at least 14 business days (weekends and holidays do not count) to respond to their written request for this documentation.

**Will my information be kept confidential?** Whenever you ask for or about VAWA protections, your covered housing provider must keep any information you provide about the VAWA violence/abuse or the fact you (or a household member) are a victim, including the information on this form, strictly confidential. This information should be securely and separately kept from your other tenant files. This information can only be accessed by an employee/agent of your covered housing provider if (1) access is required for a specific reason, (2) your covered housing provider explicitly authorizes that person’s access for that reason, **and** (3) the authorization complies with applicable law. This information will not be given to anyone else or put in a database shared with anyone else, unless your covered housing provider (1) gets your written permission to do so for a limited time, (2) is required to do so as part of an eviction or termination hearing, **or** (3) is required to do so by law.

In addition, your covered housing provider must keep your address strictly confidential to ensure that it is not disclosed to a person who committed or threatened to commit VAWA violence/abuse against you (or a household member).

**What if I require this information in a language other than English?** To read this in Spanish or another language, please contact [INSERT COVERED HOUSING PROVIDER’S CONTACT INFORMATION; FOR HOPWA PROVIDERS – INSERT GRANTEE NAME AND CONTACT INFORMATION] or go to [INSERT WEBSITE, IF APPLICABLE]. You can read translated VAWA forms at [https://www.hud.gov/program\\_offices/administration/hudclips/forms/hud5a#4](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5a#4). If you speak or read in a language other than English, your covered housing provider must give you language assistance regarding your VAWA protections (for example, oral interpretation and/or written translation).

**Can I request a reasonable accommodation?** If you have a disability, your covered housing provider must provide reasonable accommodations to rules, policies, practices, or services that may be necessary to allow you to equally benefit from VAWA protections (for example, giving you more time to submit documents or assistance with filling out forms). You may request a reasonable accommodation at any time, even for the first time during an eviction. If a provider is denying a specific reasonable accommodation because it is not reasonable, your covered housing provider must first engage in the interactive process with you to identify possible alternative accommodations. Your covered housing provider must also ensure effective communication with individuals with disabilities.

**Need further help?** For additional information on VAWA and to find help in your area, visit <https://www.hud.gov/vawa>. To speak with a housing advocate, contact [ENTER CONTACT INFO FOR LOCAL ADVOCACY AND LEGAL AID ORGANIZATIONS].

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

1. Name(s) of victim(s): \_\_\_\_\_

2. Your name (if different from victim's): \_\_\_\_\_

3. Name(s) of other member(s) of the household: \_\_\_\_\_

\_\_\_\_\_

4. Name of the perpetrator (if known and can be safely disclosed): \_\_\_\_\_

5. What is the safest and most secure way to contact you? (You may choose more than one.)

If any contact information changes or is no longer a safe contact method, notify your covered housing provider.

Phone Phone Number: \_\_\_\_\_

Safe to receive a voicemail:  Yes  No

E-mail E-mail Address: \_\_\_\_\_

Safe to receive an email:  Yes  No

Mail Mailing Address: \_\_\_\_\_

Safe to receive mail from your housing provider:  Yes  No

Other Please List: \_\_\_\_\_

6. Anything else your housing provider should know to safely communicate with you?

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

**Applicable definitions of domestic violence, dating violence, sexual assault, or stalking:**

*Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who lives with or has lived with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Spouse or intimate partner of the victim includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

*Dating violence* means violence committed by a person:

- (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; **and**
- (2) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship.

*Sexual assault* means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

*Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (1) Fear for the person's individual safety or the safety of others **or**
- (2) Suffer substantial emotional distress.

**Certification of Applicant or Tenant:** By signing below, I am certifying that the information provided on this form is true and correct to the best of my knowledge and recollection, and that one or more members of my household is or has been a victim of domestic violence, dating violence, sexual assault, or stalking as described in the applicable definitions above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Public Reporting Burden** for this collection of information is estimated to average 20 minutes per response. This includes the time for collecting, reviewing, and reporting. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. Housing providers in programs covered by VAWA may request certification that the applicant or tenant is a victim of VAWA violence/abuse. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

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

**Confidentiality Note:** Any personal information you share in this form will be maintained by your covered housing provider according to the confidentiality provisions below.

**Purpose of Form:** If you are a tenant of housing assisted under a covered housing program, or if you are receiving transitional housing or rental assistance under a covered housing program, you may use this form to request an emergency transfer and certify that you qualify for an emergency transfer under the Violence Against Women Act (“VAWA”). This form refers to domestic violence, dating violence, sexual assault, or stalking as “VAWA violence/abuse.”

**VAWA protects individuals and families regardless of a victim’s age, sex, or marital status.**

**You may request an emergency transfer when:**

1. You (or a household member) are a victim of VAWA violence/abuse;
2. You expressly request the emergency transfer; **AND**
3. **EITHER**
  - a. you reasonably believe that there is a threat of imminent harm from further violence, including trauma, if you (or a household member) stay in the same dwelling unit; **or**
  - b. if you (or a household member) are a victim of sexual assault, either you reasonably believe there is a threat of imminent harm from further violence, including trauma, if you (or a household member) stay in the unit, or the sexual assault occurred on the premises and you request an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred.

A covered housing provider, in response to an emergency transfer request, should not evaluate whether you are in good standing as part of the assessment or provision of an emergency transfer. Whether or not you are in good standing does not impact your ability to request an emergency transfer under VAWA.

However, submitting this form does not necessarily mean that you will receive an emergency transfer. See your covered housing provider’s VAWA Emergency Transfer Plan for more information about VAWA emergency transfers and see “Notice of Occupancy Rights Under the Violence Against Women Act,” Form HUD-5380, for additional housing rights you may be entitled to.

**Am I required to submit any documentation to my covered housing provider?** Your covered housing provider may request documentation proving that you, or a household member, are a victim of VAWA violence/abuse, in addition to completing this emergency transfer request form. The request can be met by completing and submitting the VAWA Self-certification Form (Form HUD-5382), unless the covered housing provider receives conflicting information about the VAWA violence/abuse. If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you may, instead, choose to submit that documentation to your covered housing provider. See “Notice of Occupancy Rights Under the Violence Against Women Act,” Form HUD-5380, for more information.

**Will my information be kept confidential?** Whenever you ask for or about VAWA protections, your covered housing provider must keep any information you provide about the VAWA violence/abuse or the fact you (or a household member) are a victim, including the information on this form, strictly confidential. This information should be securely and separately kept from your other tenant files. This information can only be accessed by an employee/agent of your covered housing provider if (1) access is required for a specific reason, (2) your covered housing provider explicitly authorizes that person’s access for that reason, **and** (3) the authorization complies with applicable law. This information will not be given to anyone else or put in a database shared with anyone else, unless your covered housing provider (1) gets your written permission to do so for a limited time, (2) is required to do so as part of an eviction or termination hearing, **or** (3) is required to do so by law.

In addition, your covered housing provider must keep your address strictly confidential to ensure that it is not disclosed to a person who committed or threatened to commit VAWA violence/abuse against you (or a household member).

**What if I need this information in a language other than English?** To read this in Spanish or another language, please contact [INSERT COVERED HOUSING PROVIDER'S CONTACT INFORMATION; FOR HOPWA PROVIDERS – INSERT GRANTEE NAME AND CONTACT INFORMATION] or go to [INSERT WEBSITE, IF APPLICABLE]. You can read translated VAWA forms at [https://www.hud.gov/program\\_offices/administration/hudclips/forms/hud5a#4](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5a#4). If you speak or read in a language other than English, your covered housing provider must give you language assistance regarding your VAWA protections (for example, oral interpretation and/or written translation).

**Can I request a reasonable accommodation?** If you have a disability, your covered housing provider must provide reasonable accommodations to rules, policies, practices, or services that may be necessary to allow you to equally benefit from VAWA protections (for example, giving you more time to submit documents or assistance with filling out forms). You may request a reasonable accommodation at any time, even for the first time during an eviction. If a provider is denying a specific reasonable accommodation because it is not reasonable, your covered housing provider must first engage in the interactive process with you to identify possible alternative accommodations. Your covered housing provider must also ensure effective communication with individuals with disabilities.

**Need further help?** For additional information on VAWA and to find help in your area, visit <https://www.hud.gov/vawa>. To speak with a housing advocate, contact [ENTER CONTACT INFO FOR LOCAL ADVOCACY AND LEGAL AID ORGANIZATIONS].

**TO BE COMPLETED BY OR ON BEHALF OF THE TENANT REQUESTING AN EMERGENCY TRANSFER**

1. Name(s) of victim(s): \_\_\_\_\_

2. Your name (if different from victim's): \_\_\_\_\_

3. Name(s) of other household member(s): \_\_\_\_\_

4. Name(s) of other household member(s) who would transfer with the victim: \_\_\_\_\_

5. Name of the perpetrator (if known and can be safely disclosed): \_\_\_\_\_

6. Address of location from which the victim seeks to transfer: \_\_\_\_\_

7. Current Unit Size (# of bedrooms): \_\_\_\_\_

8. What is the safest and most secure way to contact you? (You may choose more than one.)

If any contact information changes or is no longer a safe contact method, notify your covered housing provider.

Phone Phone Number: \_\_\_\_\_  
Safe to receive a voicemail:  Yes  No

E-mail E-mail Address: \_\_\_\_\_  
Safe to receive an email:  Yes  No

Mail Mailing Address: \_\_\_\_\_  
Safe to receive mail from your housing provider:  Yes  No

Other Please List: \_\_\_\_\_

**9. Anything else your housing provider should know to safely communicate with you?**

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**10. What features are requested for a safe unit?** You may list here any information that would facilitate a suitable transfer, such as accessibility needs, and a description of where it is safe or unsafe for you to live.

*(Please note that the ability to provide an emergency transfer is based on unit availability.)*

- |   |  |
|---|--|
| <input type="checkbox"/> New Neighborhood | <input type="checkbox"/> New Building                  |
| <input type="checkbox"/> First Floor unit | <input type="checkbox"/> Second Floor unit (and above) |
| <input type="checkbox"/> Near an Exit     | <input type="checkbox"/> Well-lit hallways/walkways    |
| <input type="checkbox"/> 24-hour Security | <input type="checkbox"/> Accessible unit               |
| <input type="checkbox"/> Other: _____     |  |

**11. To approve your request for an emergency transfer, your covered housing provider may require that you provide written documentation that you (or a household member) are a victim of VAWA violence/abuse. Your covered housing provider must make this request for documentation in writing. You can choose to submit any one of the following types of documentation:**

- Form HUD-5382 *Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation*, which asks your name and the perpetrator’s name (if known and safe to provide);
- A document signed by a victim service provider, attorney, mental health professional, or medical professional who has helped you address the VAWA violence/abuse. The professional must state “under penalty of perjury” that he/she/they believe in the occurrence of the incident of VAWA violence/abuse and that it is covered by VAWA. Both you and the professional must sign the statement;
- A police, administrative, or court record (such as a protective order) that shows you (or a household member) are a victim of VAWA violence/abuse; OR
- If permitted by your covered housing provider, a statement or other evidence provided by you.

**Certification of Tenant:** By signing below, I am certifying that the information provided on this form is true and correct to the best of my knowledge and recollection, and that I meet the conditions described on this form to qualify for an emergency transfer.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Public reporting burden** for this collection of information is estimated to average 20 minutes per response. This includes the time for collecting, reviewing, and reporting. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. Covered housing providers in programs covered by VAWA may ask for a written request for an emergency transfer for a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking. Housing providers may distribute this form to tenants and tenants may use it to request an emergency transfer. The information is subject to the confidentiality requirements of VAWA. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

*Note: The information in this form may be collected by way of email communication, DocuSign, Microsoft Forms, or any other survey method collection. HUD may tailor this form to ask detailed questions by selecting different areas of this form as is relevant to their program area. These questions may also be embedded in existing checklists.*

**VAWA EMERGENCY TRANSFER DATA COLLECTION FORM  
(INSERT RELEVANT HUD OFFICE)**

**BASIC INFORMATION:**

*Please provide information for the point of contact (POC) completing this form.*

Name:

Email:

**TYPE OF HOUSING PROVIDER:** *(Select all that apply.)*

*(Depending on which program is selected, program specific questions will be tailored to the response.)*

- a. Public Housing Authority
  - 1. Public Housing Program
  - 2. Housing Choice Voucher (HCV) Program *(Including Project-based Vouchers (PBVs))*
  - 3. Moderate Rehabilitation Program
- b. Multifamily Owner or Manager
- c. Continuum of Care (CoC) Recipient
- d. Emergency Solutions Grants (ESG) Recipient
- e. Rural Housing Stability Assistance Recipient
- f. HOPWA Grantee
- g. HOME Participating Jurisdiction/Housing Trust Fund Grantee

**BASIC INFORMATION – Public Housing Agency (PHA)**

PHA Name:

PHA Code:

**BASIC INFORMATION – Multifamily Housing (MFH)**

Information related to the collection of Emergency Transfer Data will be provided by Owners/Managers through form HUD-52670 as part of their monthly voucher.

**BASIC INFORMATION – Continuum of Care (CoC)**

CoC Number and Name:

Recipient/Subrecipient Name(s):

**BASIC INFORMATION – Emergency Solutions Grants (ESG)**

ESG Grantee:

Subrecipient Name(s):

**BASIC INFORMATION – Rural Housing Stability Assistance Program**

Recipient:

Subrecipient Name(s):

**BASIC INFORMATION – Housing Opportunities for Persons With AIDS (HOPWA)**

Grantee:

Project Sponsor(s):

**BASIC INFORMATION – HOME Investment Partnerships Program (HOME)/Housing Trust Fund (HTF)**

HOME Participating Jurisdiction:

HTF Grantee:

**Section I: VAWA EMERGENCY TRANSFER PLANS**

1. If you make your VAWA Emergency Transfer Plan publicly available on the internet, please provide the URL/internet address here:  

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2. If you do not make your VAWA Emergency Transfer Plan publicly available on the internet, please submit a copy of your current VAWA Emergency Transfer Plan when you submit this report to HUD.
3. If you do not make your VAWA Emergency Transfer Plan publicly available, please state why it is infeasible to make it publicly available.  

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*In the sections below, please provide data for emergency transfers under VAWA. Please see the Definitions section below for the definitions of the bolded and italicized terms.*

**Section II: TOTAL VAWA EMERGENCY TRANSFER REQUESTS**

4. Total Number of VAWA Emergency Transfer Requests
  - a. What is the total number of VAWA emergency transfer requests ***received*** during the current [ANNUAL OR MONTHLY] reporting period of [INSERT REPORTING TIME PERIOD]? \_\_\_\_\_
  - b. How many requests are ***pending review and pending placement*** from prior [YEARS OR MONTHS]? \_\_\_\_\_
  - c. Add together 4a and 4b to get the TOTAL number of VAWA emergency transfer requests for the reporting period of [INSERT REPORTING TIME PERIOD]. What is the combined number? \_\_\_\_\_

**Section III: INCOMPLETE AND DENIED VAWA EMERGENCY TRANSFER REQUESTS**

*For the questions below, report on the status of the total number of VAWA emergency transfer requests from the reporting period in Question 4c.*

5. Incomplete VAWA Emergency Transfer Requests
- a. How many VAWA emergency transfer requests for the reporting period (from 4c) were ***incomplete***? \_\_\_\_\_
  - b. Identify the reasons the VAWA emergency transfer requests were ***incomplete*** and list the total number of requests for each outcome:
    - i. Housing provider was not able to reach tenant for follow up. \_\_\_\_\_
    - ii. Housing provider's VAWA Emergency Transfer Plan requires emergency transfer requests be in writing and the tenant did not provide the request in writing. \_\_\_\_\_
    - iii. The tenant did not complete and submit the VAWA Self-Certification Form or provide other documentation of VAWA victim status after a written request from the housing provider. \_\_\_\_\_
    - iv. Other \_\_\_\_\_
    - v. If "other", please provide the reason(s) the VAWA emergency transfer requests were ***incomplete***:  
\_\_\_\_\_
6. How many VAWA emergency transfer requests for the reporting period (from 4c) were ***denied***? \_\_\_\_\_

**Section IV: APPROVED VAWA EMERGENCY TRANSFER REQUESTS**

7. Number of Approved VAWA Emergency Transfer Requests
- a. How many VAWA emergency transfer requests (from 4c) were ***approved*** that were received during the current [ANNUAL OR MONTHLY] reporting time period of [INSERT REPORTING TIME PERIOD]? \_\_\_\_\_
  - b. How many VAWA emergency transfer requests (from 4c) were ***approved*** that were pending review from prior reporting periods? \_\_\_\_\_
  - c. How many VAWA emergency transfer requests (from 4c) were ***approved*** and pending placement from prior reporting periods? \_\_\_\_\_
  - d. Add together 7a and 7b and 7c to get the TOTAL number of ***approved*** VAWA emergency transfer requests for the reporting period of [INSERT REPORTING TIME PERIOD]. What is the combined number? \_\_\_\_\_
8. For the questions below, report on the status of the total number of ***approved*** VAWA emergency transfer requests for the reporting period (from 7d).
- a. How many ***approved*** VAWA emergency transfer requests resulted in an ***internal transfer*** to a ***safe unit***? \_\_\_\_\_
  - b. How many ***approved*** VAWA emergency transfer requests resulted in an ***external transfer*** to a ***safe unit***? \_\_\_\_\_

- c. How many **approved** VAWA emergency transfer requests are **pending placement**? \_\_\_\_\_
9. For **approved** VAWA emergency transfer requests (7d) that are **pending placement**, please identify the reason the requests are **pending placement** and list the total number of requests for each reason:
- a. Awaiting placement for a **safe unit** \_\_\_\_\_  
(This includes situations when the victim has a Housing Choice Voucher or other tenant-based assistance and is searching for a **safe unit**.)
  - b. Awaiting placement for a unit that meets occupancy standards \_\_\_\_\_
  - c. Awaiting placement for a unit that victim/household meets program eligibility requirements for \_\_\_\_\_
  - d. Awaiting a unit that meets the household's accessibility needs \_\_\_\_\_
  - e. Awaiting issuance of a Housing Choice Voucher \_\_\_\_\_
  - f. Other \_\_\_\_\_
10. How many **approved** VAWA emergency transfer requests (from 7d) did not result in **completed** VAWA emergency transfer requests and the victim is no longer seeking an emergency transfer? \_\_\_\_\_
11. For **approved** VAWA emergency transfer requests that did not result in **completed** VAWA emergency transfer requests and which the victim is no longer seeking a transfer (from 10), please provide the total number of requests that failed to transfer for that reason:
- a. Could not find a **safe unit** \_\_\_\_\_
  - b. Could not find an available unit \_\_\_\_\_
  - c. Could not find a unit that met occupancy standards \_\_\_\_\_
  - d. Could not find a unit that met the household's accessibility needs \_\_\_\_\_
  - e. Victim/household's program eligibility \_\_\_\_\_
  - f. No follow up from victim/household \_\_\_\_\_
  - g. Victim vacated unit \_\_\_\_\_
  - h. Victim withdrew the emergency transfer request and decided to remain in current unit \_\_\_\_\_
  - i. Other \_\_\_\_\_

If "other", please describe the reason for the failures to transfer:

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**Section V: TIMEFRAMES OF VAWA EMERGENCY TRANSFER REQUEST**

12. How long did it take for VAWA emergency transfer requests to be **approved, denied**, or determined to be **incomplete** after they were **received** (i.e. the time between when a request was expressly made to when the housing provider finished its review and (1) **approved** the request, (2) **denied** the request, or (3) determined that the request was **incomplete**)? List the number of VAWA emergency transfer requests for each timeframe below.
- a. 0-7 calendar days \_\_\_\_\_
  - b. 8-14 calendar days \_\_\_\_\_

- c. 15-30 calendar days \_\_\_\_\_
- d. 31-90 calendar days \_\_\_\_\_
- e. 91-120 calendar days \_\_\_\_\_
- f. More than 120 calendar days \_\_\_\_\_

13. How long does it take for VAWA emergency transfer requests to be **completed** after they were **approved** (i.e. the time between when a request was **approved** to when the tenant has moved into a **safe unit**)? List the number of VAWA emergency transfer requests for each timeframe below.

- a. 0-7 calendar days \_\_\_\_\_
- b. 8-14 calendar days \_\_\_\_\_
- c. 15-30 calendar days \_\_\_\_\_
- d. 31-90 calendar days \_\_\_\_\_
- e. 91-120 calendar days \_\_\_\_\_
- f. More than 120 calendar days \_\_\_\_\_

14. What was the TOTAL length of time for VAWA emergency transfer requests to be **completed** after they were **received** (i.e. the time between when a request was expressly made to a housing provider to when the tenant has moved into a **safe unit**)? Please provide the number of VAWA emergency transfer requests for each timeframe below.

- a. 0-7 calendar days \_\_\_\_\_
- b. 8-14 calendar days \_\_\_\_\_
- c. 15-30 calendar days \_\_\_\_\_
- d. 31-90 calendar days \_\_\_\_\_
- e. 91-120 calendar days \_\_\_\_\_
- f. More than 120 calendar days \_\_\_\_\_

**Section VI:**

15. Please check each item below that applies to you or is provided under your VAWA Emergency Transfer Plan:

We collaborate or coordinate with public housing authorities, Continuums of Care, owners/managers, consortiums, or other providers for purposes of providing housing and services for victims.

We offer interim housing for VAWA victims waiting for emergency transfers.

We provide a waitlist preference for victims of domestic violence, sexual assault, dating violence, and stalking.

We have a VAWA service coordinator or someone who functions as a VAWA service coordinator.

We conduct outreach activities to organizations that assist or provide resources to VAWA victims.

**VAWA EMERGENCY TRANSFERS – SUB-QUESTIONS:**

16. PHAs with a Stability Voucher (SV) Program

- a. How many SVs were used to respond to a VAWA emergency transfer request? \_\_\_\_\_
- b. How many of those SVs resulted in a **completed** VAWA emergency transfer request?  
\_\_\_\_\_

**Definitions**

**Approved:** An emergency transfer request is *approved* if the housing provider has finished its review of the emergency transfer request and has determined that the tenant is eligible for an emergency transfer under VAWA.

**Completed:** An emergency transfer request is *completed* when the victim has successfully been transferred to a *safe unit*.

**Denied:** An emergency transfer request is *denied* if the housing provider has finished its review of the transfer request and has determined that the tenant is ineligible for an emergency transfer request under VAWA (i.e. the incident or request is not covered under VAWA).

**External Transfer:** An *external transfer* refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.

**Incomplete:** An emergency transfer request is *incomplete* if the housing provider could not complete its review of the transfer request because the tenant did not submit necessary documentation or follow up to enable the housing provider's review.

**Internal Transfer:** An *internal transfer* refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.

**Pending Placement:** An emergency transfer request is *pending placement* if the housing provider has approved the emergency transfer request and the victim is waiting for permanent placement into a *safe unit*. This includes situations where a victim has a Housing Choice Voucher or other tenant-based assistance and is searching for a safe unit.

**Pending Review:** An emergency transfer request is *pending review* when the request has been expressly made and the housing provider is reviewing the request to determine whether a tenant is eligible for a VAWA emergency transfer request.

**Received:** An emergency transfer request is *received* when it is first expressly made to the housing provider for review. This includes if the request is made verbally, even if the housing provider's VAWA Emergency Transfer Plan requires requests be made in writing.

**Safe Unit:** A *safe unit* is a housing unit that the victim believes is safe.

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes to 60 minutes per response. This includes the time for collecting, reviewing, and reporting. Comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. A Federal agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

## **DUPAGE COUNTY CONSORTIUM EMERGENCY TRANSFER PLAN FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

DuPage County, by and through its Community Services Department, Community Development Commission (CDC) (collectively, the “County”) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act of 1994, as amended (“VAWA”), the County allows any tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant’s current unit to another unit. VAWA protections are not limited to women. Victims cannot be discriminated against on the basis of any protected characteristic, including race, color, national origin, religion, sex (including perceived or actual sexual orientation or gender identity), familial status, disability, or age. HUD-assisted and HUD-insured housing must also be made available to all otherwise eligible individuals and families regardless of age, or actual or perceived gender identity, sexual orientation, or marital status.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance regarding safety and security. The plan is based on Federal regulations at 24 Code of Federal Regulations (CFR) part 5, subpart L, related program regulations, and the model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD). HUD is the Federal agency that oversees that relevant housing programs within the DuPage County Consortium area are in compliance with VAWA.

Relevant HUD programs for the County are: (i) the HOME Investment Partnerships (HOME) program, (ii) the Emergency Solutions Grants (ESG) program, and (iii) the Continuum of Care (CoC) program (collectively, “HUD Programs”). For purposes of this Plan, eligible housing within DuPage County, and eligible housing located within the DuPage County Consortium area, that is supported by funding provided through any of these three HUD Programs, shall be called “HUD Program-Supported Housing.”

### **Definitions**

- **HUD Program-Supported Housing Provider** means Developer, Owner, and/or Sponsor of HOME-assisted properties, and ESG and CoC delegate agencies.
- **Eligible Person** refers to someone residing in HUD Program-Supported Housing who is a victim of domestic violence, dating violence, sexual assault, or stalking, or an affiliated individual as those terms are defined in the VAWA Implementing Regulations.
- **External Emergency Transfer** refers to an emergency relocation of a tenant to another unit where the tenant would be categorized as a new applicant; that is, the tenant must undergo an application process in order to reside in the new unit.
- **Internal Emergency Transfer** refers to an emergency relocation of a tenant to another unit where the tenant would not be categorized as a new applicant; that is, the tenant may reside in the new unit without having to undergo an application process.
- **Safe Unit** refers to a unit that the victim of VAWA violence/abuse believes is safe.
- **VAWA violence/abuse** means an incident or incidents of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in 24 CFR 5.2003 and “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking” (Form HUD-5382).

**DuPage County and the CDC are not landlords, nor do they operate any HUD Program-Supported Housing directly.** Therefore, the County will undertake the following actions under this Plan, however, nothing in this Plan is intended to supersede any eligibility or other occupancy requirements that may apply under any individual HUD Program-Supported Housing program.

This plan may be amended, from time to time, by the County.

### **Eligibility for Emergency Transfers**

A tenant, even those not in good standing, may seek an emergency transfer to another unit if they or their household member is a victim of VAWA violence/abuse, as outlined in the *Notice of Occupancy Rights Under the Violence Against Women Act*, Form HUD-5380. This emergency transfer plan provides further information on emergency transfers, and the County must provide a copy if requested.

HUD-Program Supported Housing Providers may ask for submission of a written request for an emergency transfer, such as form HUD-5383, to certify eligibility for the emergency transfer.

### **A Tenant is eligible for an emergency transfer if:**

1. The tenant (or their household member) is a victim of VAWA violence/abuse;
2. The tenant expressly requests the emergency transfer; **AND**
3. **EITHER**
  - a. The tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if they (or their household member) stays in the same dwelling unit; **OR**
  - b. If the tenant (or their household member) is a victim of sexual assault, either the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or their household member) were to stay in the unit, or the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred.

The County and HUD-Program Supported Housing Providers, in response to an emergency transfer request, will not evaluate whether the tenant (Eligible Person) is in good standing with the HUD Program-Supported Housing as part of the assessment or provision of an emergency transfer. Whether or not a tenant is in good standing does not impact their ability to request an emergency transfer under VAWA.

### **Assisting HUD Program-Supported Housing Providers in Fulfilling Their VAWA Responsibilities**

The County, through its contractual relationships with HUD Program-Supported Housing Providers, such as the Developers, Owners and/or Sponsors of HOME-assisted properties and ESG and CoC delegate agencies, will undertake to assist them in fulfilling their VAWA responsibilities generally. This will include:

- Adding requisite text concerning VAWA, including changes to tenant lease addenda and lease bifurcation text, to delegate agency agreements, HOME regulatory agreements, and the like;
- Ensuring that HUD Program-Supported Housing Providers give priority to Eligible Persons who qualify for an emergency transfer over other categories of tenants seeking transfers and individuals seeking placement on waiting lists;

- Maintaining a list of HOME-assisted units and making the list available to HUD Program-Supported Housing Providers and/or tenants requesting an emergency transfer;
- Seeking confirmation that covered housing providers have an emergency transfer plan in place, and that they have provided all required VAWA information to all appropriate tenants and applicants; and collecting from covered housing providers all information that the County is required to collect under the implementing regulations.

To ensure that the County can meet these responsibilities, each HUD Program-Supported Housing provider must communicate with the County regarding VAWA compliance within its program. On an annual basis or when requested, typically during monitoring, HUD Program-Supported Housing providers must share the information included above, including any individualized Emergency Transfer Plan for the program, updated leasing documents, any tenant selection plan or other tenant prioritization plan, and any de-identified data regarding VAWA compliance as required under the law.

### **Emergency Transfer Policies**

The County requires HUD Program-Supported Housing Providers to act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit.

When the HUD Program-Supported Housing provider reviews the Eligible Person's transfer request, it will inquire and document where the Eligible Person believes it would be reasonable and safe to transfer to.

Upon receipt of an Eligible Person's full request to emergency transfer, absent any conflicting or missing information, the HUD Program-Supported Housing provider will approve or disapprove the Eligible Person's request within five business days.

Upon approving a request for emergency transfer, the HUD Program-Supported Housing provider will attempt to identify an alternative dwelling unit or placement, exhausting all resources available. The HUD Program-Supported Housing provider will confirm whether it has available internal units (utilizing the resources available through the current program or other programs that are County-funded within its housing portfolio) within five business days and communicate with the Eligible Person to determine if any of the available units are safe and reasonable to move to. If the unit is a safe unit for the Eligible Person, the HUD Program-Supported Housing provider will coordinate with its staff and the Eligible Person to coordinate the emergency transfer. If a HUD Program-Supported Housing provider identifies an available unit and the Eligible Person believes that unit would not be safe, they may request a transfer to a different unit.

To request an emergency transfer, the Eligible Person should follow the procedures listed for the particular HUD Program that provides the Eligible Person's housing. Information specific to each program should also be listed in the Eligible Person's lease and/or notice for reference. Please also see the Emergency Transfer Request Documentation section below.

An Eligible Person who requests an emergency transfer due to VAWA violence/abuse is considered a high-priority transfer and HUD Program-Supported Housing providers should make all attempts to expedite the move process. Eligible Persons who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers and individuals seeking placement on waiting lists. HUD Program-Supported Housing providers should update their Tenant Selection Plans

and other property-specific documents to be consistent with this definition and process for an internal transfer.

HUD Program-Supported Housing providers should provide copies of the document(s) that identify the positions responsible for reviewing and approving emergency transfer requests, facilitating the emergency transfer process, and ensuring that VAWA requests are kept confidential and separate from main tenant files. HUD Program-Supported Housing providers should also be sure to account for staff turnover and rule changes by providing regular updates to tenants when the above positions change. HUD Program-Supported Housing providers will update these documents with the County annually, or whenever the position or policies surrounding emergency transfers changes.

### **Internal Transfers – When a Safe Unit is Immediately Available**

If an Eligible Person requests an internal transfer, defined in this Plan as a transfer to any available and appropriate unit that the Eligible Person identifies as safe within the HUD Program-Supported Housing provider’s property portfolio, the HUD Program-Supported Housing provider will facilitate the provision of VAWA protections for the Eligible Person as set out in the program-specific regulations below.

The County directs HUD Program-Supported Housing providers to treat emergency transfers within its housing portfolio, or another unit funded by the HUD Program-Supported Housing, as an internal transfer, where an Eligible Person will not be treated as a new applicant and will follow the timeline and procedures identified within this Plan. Even for these internal transfers, an Eligible Person may need to complete a housing application, sign a new lease, or complete other essential documentation to relocate to a new unit. However, they will not be treated as a new applicant, have to undergo an application process, and/or be added to a waitlist.

### **Internal Transfers – When a Safe Unit is Not Immediately Available**

If an Eligible Person requests an internal transfer, defined in this Plan as a transfer to any available and appropriate unit that the Eligible Person identifies as safe within the HUD Program-Supported Housing provider’s property portfolio, but the HUD Program-Supported Housing Provider does not have a safe unit available, the HUD Program-Supported Housing Provider shall give the Eligible Person priority over all others when the next unit becomes available. The HUD Program-Supported Housing Provider shall notify the County that no internal emergency transfer is available.

If the Eligible Person wishes to move forward with an external transfer in lieu of waiting for the next available unit to become available for an internal transfer, the HUD Program-Supported Housing Provider will support an external transfer for the Eligible Person, as outline below under “External Transfers”.

The County recognizes an Eligible Person’s right to choose a unit that is safe to them. The County is aware that nothing precludes an Eligible Person from seeking an internal emergency transfer and an external emergency transfer concurrently if a safe unit is not immediately available.

### **External Transfers**

If the HUD Program-Supported Housing provider cannot transfer an Eligible Person within their property portfolio within a reasonable timeframe, or the available unit is not deemed safe by the Eligible Person, it will support the Eligible Person in connecting with an external transfer, as described within the procedures herein. HUD Program-Supported Housing providers will not penalize an Eligible Person

requiring an external emergency transfer with any unlawful fees or penalties in relation to their required move and will comply with all federal, state, and local protections for survivors of VAWA violence/abuse, including the Illinois Safe Homes Act, the Fair Housing Act, and the Illinois Human Rights Act.

For external transfers, the HUD Program-Supported Housing provider cannot guarantee the timeframe in which a new unit will be available beyond the Emergency Transfer Plan's requirement that the HUD Program-Supported Housing provider attempt to identify a new unit as quickly as possible. However, the HUD Program-Supported Housing provider should respond to the transfer request within five business days to update the Eligible Person on the process and anticipated time frame.

HUD Program-Supported Housing Provider's will provide Eligible Person's with referrals to community partners and assist in identifying external affordable housing options, which may be done, in part, through utilization of the County's 211 system. Outreach will also be made to Family Shelter Services of Metropolitan Family Services DuPage and other organizations aiding victims of domestic violence, dating violence, sexual assault, or stalking.

VAWA provisions do not supersede eligibility or other occupancy requirements that may apply under a covered housing program. HUD Program-Supported Housing Providers may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

#### **Emergency Transfer Plan Procedures for each HUD Program-Supported Housing Program *HOME Investment Partnerships (HOME) Program:***

If an Eligible Person in a HOME-assisted unit seeks VAWA protections under 24 CFR § 92.359, the request may be made through the Eligible Person's housing or facility owner, or manager. The owner of HOME-assisted rental housing must provide the Notice of Occupancy Rights under the Violence Against Women Act (Form HUD-5380) and HUD approved certification form (Form HUD-5382) described in 24 CFR 5.2005(a) to applicants and tenants upon admission or denied admission to a HOME-assisted unit, and with any notification of eviction from a HOME-assisted unit.

DuPage County operates a HOME Tenant-Based Rental Assistance (TBRA) program through Subrecipient agencies which are also HUD Program-Supported Housing Providers. These Subrecipient HUD Program-Supported Housing Providers must similarly provide the Notice of Occupancy Rights under the Violence Against Women Act (Form HUD-5380) and HUD approved certification form (Form HUD-5382) described in 24 CFR 5.2005(a) to applicants and tenants for HOME TBRA when HOME TBRA rental assistance is approved or denied, with notification of termination of HOME TBRA, and with any notification of eviction.

These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply. The HUD Program-Supported Housing Provider may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

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

If an Eligible Person in an ESG program seeks VAWA protections under 24 CFR § 576.409, the request may be made through the housing owners, or Eligible Person's ESG recipient or subrecipient administering ESG rental assistance, or HUD Program-Supported Housing Provider.

The recipient or subrecipient of ESG must provide the Notice of Occupancy Rights under the Violence Against Women Act (Form HUD-5380) and HUD approved certification form (Form HUD-5382) described in 24 CFR 5.2005(a) to applicants and tenants when denied ESG rental assistance, when an application for a unit receiving project-based rental assistance is denied, when ESG rental assistance begins to be received, upon notification of termination of ESG rental assistance, and upon notification of eviction.

As of the drafting of this Plan, the County nor its ESG subrecipient's provide ESG funding in the form of project-based rental assistance. If a tenant resides in a project-based rental assistance unit and a safe unit is not immediately available for an internal emergency transfer, the tenant shall have priority over all other applicants for tenant-based rental assistance, utility assistance, and units for which project-based rental assistance is provided.

If a household receives tenant-based rental assistance and must separate because of an emergency transfer and if the non-transferring family members were on the original lease, then they will continue to receive tenant-based rental assistance, for which they are eligible. If a household receives tenant-based rental assistance and must separate because of an emergency transfer and if the non-transferring family members were not on the original lease, then they may apply for ESG tenant-based rental assistance but will not receive any priority.

These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply. The HUD Program-Supported Housing Provider may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

### ***Continuum of Care (CoC)***

The CoC has adopted this DuPage County Consortium Emergency Transfer Plan, and recipients and subrecipients in the CoC must follow this plan. If an Eligible Person in a CoC program seeks VAWA protections under 24 CFR § 578.99(j), the request may be made through the owner or landlord, recipient, or subrecipient of CoC program funding.

For CoC-assisted housing arrangements, the Eligible Person or family shall have priority over all other applicants for rental assistance, transitional housing, and permanent supportive housing projects funded under the CoC program, provided that: the Eligible Person or family meets all eligibility criteria by Federal law or regulation or HUD NOFA; and the Eligible Person or family meets any additional criteria or preferences established in accordance with 24 CFR 578.93(b)(1), (4), (6), or (7). The Eligible Person or family shall not be required to meet any other eligibility criteria or preferences for the project. The Eligible Person or family shall retain their original homeless or chronically homeless status for the purposes of the transfer.

The CoC recipient must provide the Notice of Occupancy Rights under the Violence Against Women Act (Form HUD-5380) and HUD approved certification form (Form HUD-5382) to applicants and tenants upon denial of permanent or transitional housing, upon admission to permanent or transitional housing, upon notification of eviction, and upon notification of termination of assistance.

If a family who is receiving tenant-based rental assistance separates to effect an emergency transfer, the family's tenant-based rental assistance and any utility assistance shall continue for the family member(s) who are not evicted or removed. If a family living in permanent supportive housing separates and the family's eligibility for the housing was based on the evicted individual's disability or chronically

homeless status, the remaining tenants may stay in the project as provided under § 578.75(j). Otherwise, if a family living in a project funded under this part separates under 24 CFR 5.2009(a), the remaining tenant(s) will be eligible to remain in the project.

These VAWA provisions do not supersede eligibility or other occupancy requirements that may apply under a covered housing program. The HUD Program-Supported Housing Provider may be unable to transfer a tenant to a particular unit if the tenant cannot establish eligibility for that unit.

### **Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify staff of their HUD Program-Supported Housing Provider, which includes staff on-site at the property. Staff shall immediately notify the Eligible Person of their right to an emergency transfer by making available a copy of the HUD-5383 *Emergency Transfer Request for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking*, in the primary language of the tenant. If the HUD Program-Supported Housing Provider does not already have documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, the HUD Program-Supported Housing Provider may ask for this documentation in accordance with 24 CFR 5.2007. Unless the HUD Program-Supported Housing Provider receives documentation that contains conflicting information, as described in 24 CFR 5.2007(b)(2), the HUD Program-Supported Housing Provider cannot require third-party documentation to determine status as a VAWA victim for emergency transfer eligibility. The HUD Program-Supported Housing Provider will provide reasonable accommodations to this policy for individuals with disabilities.

The tenant's written request for an emergency transfer must include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the tenant (or household member) stays in the same dwelling unit; OR
2. In the case of a tenant (or household member) who is a victim of sexual assault, **either** a statement that the tenant reasonably believes there is a threat of imminent harm from further violence or trauma if the tenant (or household member) stays in the same dwelling unit), **or** a statement that the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when the assault occurred.

Form HUD-5383 *Emergency Transfer Request for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking* may be used for making a written request for an emergency transfer.

The HUD Program-Supported Housing Provider may request, in writing, documentation of VAWA violence or abuse. It is at the discretion of the tenant what documentation to provide. The tenant shall have a minimum of 14 days to provide documentation. The HUD Program-Supported Housing Provider is in no way required to request documentation. The following are acceptable forms of documentation:

- Form HUD-5382 *Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation*, which asks your name and the perpetrator's name (if known and safe to provide);
- A document signed by a victim service provider, attorney, mental health professional, or medical professional who has helped the tenant address the VAWA violence/abuse. The professional must state "under penalty of perjury" that he/she/they believe in the occurrence of the incident of VAWA violence/abuse and that it is covered by VAWA. Both the tenant and the professional must sign the statement;
- A police, administrative, or court record (such as a protective order) that shows the tenant (or a household member) are a victim of VAWA violence/abuse; or

- If permitted by the HUD Program-Supported Housing Provider, a statement or other evidence provided by the tenant.

### **Priority for Transfers**

Due to the urgent safety risks involved in VAWA violence/abuse, Eligible Persons who qualify for an emergency transfer under VAWA will be given priority over other categories of tenants seeking transfers and individuals seeking placement on waiting lists. These priorities are also noted above under the Emergency Transfer Procedures section.

### **Confidentiality**

If a tenant inquires about or requests any VAWA protections or represents that they or a household member are a victim of VAWA violence/abuse entitled to VAWA protections, the HUD Program-Supported Housing Provider and/or County must keep any information they provide concerning the VAWA violence/abuse, their request for an emergency transfer, and their or a household member's status as a victim strictly confidential. This information should be securely and separately kept from tenant files. All the information provided by or on behalf of the tenant to support an emergency transfer request, including information on the *Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking* (HUD-5382) and the *Emergency Transfer Request for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking* (HUD-5383) (collectively referred to as "Confidential Information") may only be accessed by the HUD Program-Supported Housing Provider and/or County employees or contractors if explicitly authorized by the HUD Program-Supported Housing Provider and/or County for reasons that specifically call for those individuals to have access to that information under applicable Federal, State, or local law.

Confidential information must not be entered into any shared database or disclosed to any other entity or individual, except if:

- Written permission by the victim in a time-limited release;
- Required for use in an eviction proceeding or hearing regarding termination of assistance; or
- Otherwise required by applicable law.

In addition, HUD's VAWA regulations require emergency transfer plans to provide strict confidentiality measures to ensure that the location of the victim's dwelling unit is never disclosed to a person who committed or threatened to commit the VAWA violence/abuse. Accordingly, for tenant-based subsidies provided by HUD Program-Supported Housing, providers must also maintain confidentiality and consider safety risks and concerns in communicating with landlords working with their program.

### **Emergency Transfer Procedure**

The County and HUD Program-Supported Housing Providers cannot specify how long it will take from the time a transfer request is approved until the tenant can be placed in a new, safe unit. HUD Program-Supported Housing Providers will, however, act as quickly as possible to assist a tenant who qualifies for an emergency transfer. If a HUD Program-Supported Housing Provider identifies an available unit and the tenant believes that unit would not be safe, the tenant may request a transfer to a different unit. HUD Program-Supported Housing Providers may be unable to transfer a tenant and their household to a particular unit if the tenant and their household have not established or cannot establish eligibility for that unit.

If HUD Program-Supported Housing Providers do not have any safe and available units for which the tenant is eligible, HUD Program-Supported Housing Providers will assist the tenant in identifying other

covered housing providers who may have safe and available units to which the tenant could move. At the tenant's request, HUD Program-Supported Housing Providers will also assist the tenant in contacting the local organizations offering assistance to victims of VAWA violence/abuse that are referenced in this plan.

### **Making the Emergency Transfer Plan Available**

The County will make this Emergency Transfer Plan available upon request and publicly available as part of the CDC's Policy Manual, which can be found on the County's website:

[https://www.dupagecounty.gov/government/departments/community\\_services/municipalities\\_and\\_non-profits/community\\_development\\_commission/policy\\_groups\\_meetings\\_and\\_manual.php](https://www.dupagecounty.gov/government/departments/community_services/municipalities_and_non-profits/community_development_commission/policy_groups_meetings_and_manual.php)

Upon request, reasonable accommodations will be provided to ensure effective communication with individuals with disabilities. This Emergency Transfer Plan and referenced HUD forms will be made available in alternative accessible forms for persons with disabilities, upon request. VAWA forms will also be available in languages outlined in the County's Language Access Plan.

### **Safety and Security of Tenants**

When HUD Program-Supported Housing Providers receives any inquiry or request regarding an emergency transfer, the HUD Program-Supported Housing Provider will encourage the person making the inquiry or request to take all reasonable precautions to be safe, including seeking guidance and assistance from a victim service provider. However, tenants are not required to receive guidance or assistance from a victim service provider. For additional information on VAWA and to find help in your area, visit <https://www.hud.gov/vawa>.

### ***National Resources***

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline by calling 1-800-799-SAFE (7233), via text by texting "START" to 88788, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, the National Domestic Violence Hotline can be accessed through the webpage <https://www.thehotline.org/>, via text by texting "START" to 88788, or by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's (RAINN) National Sexual Assault Hotline at 800-656-HOPE (4673), may text "HOPE" to 64673, or visit the online hotline at <https://rainn.org/help-and-healing/hotline/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime Victim Connect Resource Center by calling or texting 1-855-4VICTIM (855-484-2846) or by visiting the webpage at <https://victimconnect.org/>.

### ***Local Resources***

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

Sexual Violence – Safety Planning, Advocacy, No Contact Orders, etc.  
YWCA Metropolitan Chicago  
Hotline: 888-293-2080



## Action Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-2882

**Agenda Date:** 12/2/2025

**Agenda #:** 5.B.

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**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

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)

**TO:** Home Advisory Group

**FROM:** Mary A. Keating, Director,  
Department of Community Services

**DATE:** November 13, 2025

**RE:** **Catholic Charities Tenant-Based Rental Assistance Program –  
FY25 Conditional Commitment**

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**Action Requested:** Staff recommends this project be approved at conditional commitment level so that staff can move forward with preparation of an Agreement for the project.

**Details:** The Tenant-Based Rental Assistance (TBRA) Program provides ongoing rental assistance to eligible low-income formerly homeless clients in DuPage County. Since 2016, DuPage County has been collaborating with non-profit agencies to provide low-income households with rental assistance to retain affordable rental housing throughout the DuPage County HOME Consortium.

Catholic Charities is requesting \$204,000.00 in HOME Investment Partnerships (HOME) Program funds to provide ongoing rental assistance to approximately 15 households annually. Catholic Charities' request is based on historic annual spending with a monthly caseload between averaging 15 households. Catholic Charities is requesting existing allocated HOME funds from Program Year 2025 to be utilized over the next 12 months, which will overlap Program Years 2025 and 2026.

# Underwriting Memo – Catholic Charities, Diocese of Joliet Tenant Based Rental Assistance Program

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## 1. Overview

The Tenant-Based Rental Assistance (TBRA) Program provides ongoing rental assistance and case management including supportive services to eligible low-income formerly homeless clients in DuPage County. Since 2016, DuPage County has been collaborating with non-profit agencies to provide low-income households with rental assistance to retain affordable rental housing throughout the DuPage County HOME Consortium.

Catholic Charities is requesting \$204,000.00 in PY25 HOME funds to provide ongoing rental assistance to approximately 15 households annually. Each tenant receives rental assistance based on a formula resulting in the tenant paying no more than 30% of their monthly adjusted gross income. Each program participant's rent varies based on their income. In addition, a tenant may be recertified if they experience a significant increase and/or decrease in income. Catholic Charities' request is based on historic annual spending with a monthly caseload averaging 15 households. Catholic Charities is requesting existing allocated funds from Program Year 2025 to support the TBRA program over the next 12 months. The PY25 funding will serve eligible clients during program years 2025 and 2026.

## 2. Executive Summary

### *2.A Challenges / Opportunities Presented*

CDC staff reviewed Catholic Charities' funding request which corresponds with the number of tenants they intend to assist over the next year, which will overlap Program Years 2025 and 2026.. Historically, Catholic Charities has been an important partner in the County's efforts to assist eligible low-income homeless clients retain affordable housing. The TBRA Program remains an important tool for low-income residents who could not otherwise afford housing within DuPage County. It is anticipated that this project will benefit 15 households over one program year, most being single with barriers to accessing housing without ongoing assistance and case management. The current rental market presents challenges for the low-income clients that the TBRA Program assists. One challenge is the increase in rental prices and simultaneous decrease in accessibility to affordable fair market units within DuPage County. It is not only difficult to find an affordable unit but to find a property manager or private landlord willing to work with clients who have barriers (i.e., poor credit, criminal history, fixed income, limited employment history, inconsistent rental history, etc.). Often, without ongoing rental assistance, these households would otherwise remain homeless, "doubled up", or rent burdened. TBRA ensures these most vulnerable clients have access to affordable housing, case management, and ongoing support as they either seek permanent affordable housing or gainful full-time employment.

## 2.B. Risks

Pertinent risk factors for this project are:

Market	<b>Low</b> There are 53 potentially eligible clients currently on a list to be assessed for TBRA as a housing intervention ( <i>Coordinated Entry System clients scoring 6 – 8 via VISPDAT</i> ). According to the National Low Income Housing Coalition, The State of Illinois has a shortage of 293,767 affordable rental homes and 75% of low-income tenants are cost burdened. There is a great need for assistance to help low-income clients retain affordable housing.
Subrecipient	<b>Low</b> Catholic Charities has been a longstanding partner in administering a variety of client-based programs. They have been operating the TBRA Program for nearly nine years.
Financing	<b>Low</b> Catholic Charities operates this program with HOME funds and will not exceed a client caseload that can be supported by year-over-year funds as they become available. Catholic Charities has several funding sources (federal, state, and private) which fund their staff who operate the program.
Underwriting Assumptions	<b>Low</b> Clients are assessed for eligibility and abide by a Self-Sufficiency plan which, in most cases, helps transition a client off assistance within 24 months.
Other	The proposed project presents a low, favorable risk profile and is recommended for approval.

## 3. Project Market

TBRA serves low-income formerly homeless DuPage County residents. This population includes low-income individuals and families who are currently residing in emergency shelter in DuPage County who have been prioritized for a housing intervention on the Homeless Management Information System (HMIS) Coordinated Entry System (CES). There are currently 53 clients (CES clients scoring 6 – 8 on VISPDAT) awaiting assessment for a housing intervention, which includes TBRA. Clients are contacted to complete an assessment and, if determined to meet the minimum requirements, are scheduled for an in-person appointment to complete the application process. Clients develop a Self-Sufficiency Plan (SSP) and encouraged to participate in monthly case management to meet goals outlined in the SSP. Case managers consistently engage clients with services throughout the County – money management, employment coaching, childcare assistance, etc. Clients exit the program successfully either when they obtain gainful full-time employment or permanent affordable housing (i.e., Housing Choice Voucher, subsidized senior housing, etc.).

## 4. Development Entity and Capacity

Catholic Charities has administered the TBRA Program since 2016 to low-income families and individuals seeking rental assistance throughout the DuPage County HOME Consortium. Catholic Charities employs a full-time Rapid Re-Housing Case Manager and Housing Navigator, as well as a full-time Emergency Services Supervisor and Community Services Director, which oversee the program administration. Funding to support the full-time case manager includes HOME TBRA funds, which may only be used for time spent determining income eligibility for

the TBRA Program, PY2025 CDBG public service funds, and United Way and DuPage Foundation funding. The full-time Housing Navigator position is also supported with PY2025 CDBG public service funding. The other two full-time staff are funded with other sources within the agency.

## **5. Proposed Financial Structure**

Each tenant receives rental assistance based on a formula resulting in the tenant paying no more than 30% of their monthly adjusted gross income. Each program participant's rent varies based on their income. In addition, a tenant may be recertified if they experience a significant increase and/or decrease in income which can result in a fluctuation of program costs. HOME funds the reimbursement of the agency's subsidized rental assistance portion. Catholic Charities estimates serving 15 households annually which will ensure the total costs do not exceed \$204,000.00 in a 12-month period.

## **6. Conclusion**

The proposed project meets all Notice of Funding Available (NOFA), application requirements and has a favorable risk profile. The CDC staff recommendation is that the project be approved for a total of \$204,000.00 from PY25 HOME funds.



## Action Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 25-2883

**Agenda Date:** 12/2/2025

**Agenda #:** 5.C.

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**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

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)

**TO:** Home Advisory Group

**FROM:** Mary A. Keating, Director,  
Department of Community Services

**DATE:** November 13, 2025

**RE: DuPage Pads Tenant-Based Rental Assistance Program –  
FY25 Conditional Commitment**

---

**Action Requested:** Staff recommends this project be approved at conditional commitment level so that staff can move forward with preparation of an Agreement for the project.

**Details:** The Tenant-Based Rental Assistance (TBRA) Program provides ongoing rental assistance to eligible low-income formerly homeless clients in DuPage County. Since 2016, DuPage County has been collaborating with non-profit agencies to provide low-income households with rental assistance to retain affordable rental housing throughout the DuPage County HOME Consortium.

DuPage Pads is requesting \$139,000.00 in HOME Investment Partnerships (HOME) Program funds to provide ongoing rental assistance to approximately 5-6 households annually. DuPage Pads request is based on historic annual spending with a monthly caseload between averaging 11 households. Due to the increased per-household rental costs, the estimated households to be served via the requested HOME funds is a conservative estimate. DuPage Pads is requesting existing allocated HOME funds from Program Year 2025 to be utilized over the next 12 months, which will overlap Program Years 2025 and 2026.

# Underwriting Memo – DuPage Pads

## Tenant Based Rental Assistance Program

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### 1. Overview

The Tenant Based Rental Assistance Program provides ongoing rental assistance and case management including supportive services to eligible low-income formerly homeless clients in DuPage County. Since 2016, DuPage County has been collaborating with non-profit agencies to provide low-income households with rental assistance to retain affordable rental housing throughout the DuPage County HOME Consortium.

DuPage Pads is requesting \$139,000.00 in PY25 HOME funds to provide ongoing rental assistance to approximately 5-6 households annually. Each tenant receives rental assistance based on a formula resulting in the tenant paying no more than 30% of their monthly adjusted gross income. Each program participant's rent varies based on their income. In addition, a tenant may be recertified if they experience a significant increase and/or decrease in income. DuPage Pads request is based on historic annual spending with a monthly caseload averaging 11 households. Due to increased per-household rental costs, the number of households served with the requested HOME funding is expected to only support those 5-6 households referenced above. DuPage Pads is requesting existing allocated funds from Program Year 2025 to support the TBRA program over the next 12 months. The PY25 funding will serve eligible clients during program years 2025 and 2026.

### 2. Executive Summary

#### *2.A Challenges / Opportunities Presented*

CDC staff reviewed DuPage Pads funding request which corresponds with the number of tenants they intend to assist over the next year, which will overlap Program Years 2025 and 2026.. Historically, DuPage Pads has been an important partner in the County's efforts to assist eligible low-income homeless clients retain affordable housing. The Tenant Based Rental Assistance Program remains an important tool for low-income residents who could not otherwise afford housing within DuPage County. It is anticipated that this project will benefit 5-6 households over one program year, including families with children, single adults, and other vulnerable households with barriers to accessing housing without ongoing assistance and case management. The current rental market presents challenges for the low-income clients that the TBRA Program assists. One challenge is the increase in rental prices and simultaneous decrease in accessibility to affordable fair market units within DuPage County. It is not only difficult to find an affordable unit but to find a property manager or private landlord willing to work with clients who have barriers (i.e., poor credit, criminal history, fixed income, limited employment history, inconsistent rental history, etc.). Often, without ongoing rental assistance, these households would otherwise remain homeless, "doubled up", or rent burdened. TBRA ensures these most vulnerable clients have access to affordable housing, case management, and ongoing support as they either seek permanent affordable housing or gainful full-time employment.

## 2.B. Risks

Pertinent risk factors for this project are:

Market	<p><b>Low</b> There are 53 potentially eligible clients currently on a list to be assessed for TBRA as a housing intervention (<i>Coordinated Entry System clients scoring 6 – 8 via the VISPDAT</i>).</p> <p>According to the National Low Income Housing Coalition, The State of Illinois has a shortage of 293,767 affordable rental homes and 75% of low-income tenants are cost burdened. There is a great need for assistance to help low-income clients retain affordable housing.</p>
Subrecipient	<p><b>Low</b> DuPage Pads has been a longstanding partner in administering a variety of client-based programs. They have been operating TBRA for nearly nine years.</p>
Financing	<p><b>Low</b> DuPage Pads operates this program with HOME funds and will not exceed a client caseload that can be supported by year-over-year funds as they become available. DuPage Pads has several funding sources (federal, state, and private) which fund their staff who operate the program.</p>
Underwriting Assumptions	<p><b>Low</b> Clients are assessed for eligibility and abide by a Self-Sufficiency plan which, in most cases, helps transition a client off assistance within 24 months.</p>
Other	<p>The proposed project presents a low, favorable risk profile and is recommended for approval.</p>

## 3. Project Market

TBRA serves low-income formerly homeless DuPage County residents. This population includes low-income individuals and families who are currently residing in emergency shelter in DuPage County who have been prioritized for a housing intervention on the Homeless Management Information System (HMIS) Coordinated Entry System (CES). There are currently 53 clients (CES clients scoring 6 – 8 on VISPDAT) awaiting assessment for a housing intervention, which includes TBRA. Clients are contacted to complete an assessment and, if determined to meet the minimum requirements, are scheduled for an in-person appointment to complete the application process. Clients develop a Self-Sufficiency Plan (SSP) and encouraged to participate in monthly case management to meet goals outlined in the SSP. Case managers consistently engage clients with services throughout the County – money management, employment coaching, childcare assistance, etc. Clients exit the program successfully either when they obtain gainful full-time employment or permanent affordable housing (i.e., Housing Choice Voucher, subsidized senior housing, etc.).

## 4. Development Entity and Capacity

DuPage Pads has administered the TBRA Program since 2016 to low-income families and individuals seeking rental assistance throughout the DuPage County HOME Consortium. DuPage Pads employs a full-time Rapid Rehousing Case Manager, Rapid Rehousing Supervisor, and Director of Client Services to support the TBRA Program. In addition to HOME funds, which may only be used for staff time spent determining income eligibility for the TBRA

Program, Illinois Department of Human Services (IDHS) as well as unrestricted fundraising dollars support the TBRA Program.

## **5. Proposed Financial Structure**

Each tenant receives rental assistance based on a formula resulting in the tenant paying no more than 30% of their monthly adjusted gross income. Each program participant's rent varies based on their income. In addition, a tenant may be recertified if they experience a significant increase and/or decrease in income which can result in a fluctuation of program costs. HOME funds the reimbursement of the agency's subsidized rental assistance portion. DuPage Pads estimates serving 5-6 households annually which will ensure the total costs do not exceed \$139,000.00 in a 12-month period.

## **6. Conclusion**

The proposed project meets all Notice of Funding Available (NOFA), application requirements and has a favorable risk profile. The CDC staff recommendation is that the project be approved for a total of \$139,000.00 from PY25 HOME funds.



## Action Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 25-2884**

**Agenda Date: 12/2/2025**

**Agenda #: 5.D.**

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**DUPAGE  
COUNTY**



## COMMUNITY SERVICES

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

**Housing Supports  
and Self-Sufficiency**  
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**Intake and Referral**  
630-407-6500  
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**Senior Services**  
630-407-6500  
Fax: 630-407-6501

**TO:** Home Advisory Group

**FROM:** Mary A. Keating, Director,  
Department of Community Services

**DATE:** November 12, 2025

**SUBJECT: Program Year 2026 CDBG/ESG Funding Recommendations**

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**Action Requested:** CDC staff recommend approval of program year 2026 CDBG and ESG funding recommendations.

**Details:**

DuPage County receives federal funds annually from the U.S. Department of Housing and Urban Development (HUD) under three different grant programs: Community Development Block Grant (CDBG) Program (~\$3.7M annually), HOME Investment Partnerships (HOME) Program (~1.5M annually), and Emergency Solutions Grant (ESG) Program (~\$286K annually). Additional one-time or disaster response funds may also be awarded by HUD at the discretion of the federal government.

Every five years, DuPage County is required to submit its 5-Year Consolidated Plan (ConPlan) to HUD. The ConPlan identifies goals and priorities to be addressed over the next five years. As part of the ConPlan, and annually thereafter, the county is required to prepare and submit an Annual Action Plan to HUD, which includes proposed projects to be awarded under each grant program for the program year. Projects are proposed which align with the goals and priorities established within the ConPlan. This agenda item and the proposed activities cover year two of the 2025-2029 ConPlan.

DuPage County awards CDBG and ESG funding based on a competitive application process. Working within the federal requirements, DuPage County seeks applications for funding from municipalities, townships, and non-profit organizations. These applications are then scored by Community Development Commission (CDC) staff with funding recommendations approved by the Community Development Commission Executive Committee. The proposed 2026 Action Plan incorporates projects from a call for applications in October 2024, which requested projects for program years 2025 and 2026 related to public infrastructure improvements, accessibility improvements, public services, and ESG eligible projects including street outreach, homelessness prevention, emergency shelters, and Homeless Management Information System (HMIS). ESG applications are for homeless support services and are categorically limited by federal regulation.

The Action Plan also incorporates projects from a call for applications in October 2025, which requested projects for program year 2026 related to non-profit owned and operated public facility improvements.

DuPage County awards HOME funding based on an in-depth application and underwriting process by CDC staff which takes into consideration eligibility, feasibility, financial viability, and sustainability, as well as performance of a subsidy layering review. HOME applications are sought from eligible Developers, Owners, and/or Sponsors. Funding recommendations are approved by the HOME Advisory Group Committee.

The following application cycles were consulted for the purpose of the funding recommendations included in this memo:

1. In October of 2024, the CDC accepted applications for Neighborhood Investment and Accessibility Improvement projects for the 2025 and 2026 program years. Proposed projects were required to address the needs of low- to moderate-income residents throughout DuPage County in the categories of: flood and drainage improvements, water and sewer improvements, parks and recreational facility improvements, street improvements, sidewalk improvements, and accessibility improvements for people with disabilities.
2. In October of 2024, the CDC accepted applications for CDBG Public Service projects for the 2025 and 2026 program years. Proposed projects were required to address the housing services needs of DuPage County in areas including housing navigation, rent or mortgage assistance, case management focusing on housing support, or providing support for Tenant-Based Rental Assistance (TBRA) administration.
3. In October of 2024, the CDC accepted applications for ESG projects in the categories of emergency shelter, street outreach, homelessness prevention, and Homeless Management Information System (HMIS).
4. In October of 2025, the CDC accepted applications for CDBG Non-Profit Capital Improvement projects for program year 2026. Proposed projects were required to improve non-profit owned and operated buildings in which programming to assist low-moderate income persons takes place. The project must benefit a majority of DuPage County residents with at least 51% of the beneficiaries being low- to moderate-income persons.

Following a thorough review of all applications for eligibility and alignment with community needs, staff are making the following recommendations for the 2026 program year:

### **2026 Program Year Recommendations**

#### **Funding Level Assumptions**

The recommendations reflect an assumption of level funding for CDBG and ESG as received in PY2025. Since the 2026 Federal budget has not been passed, and the overall funding level for these programs has not been established, the County's exact funding level is currently unknown. Should funding allocations be reduced from PY 2025, the CDC will reduce all categories with a regulatory cap and follow the contingency provisions included within its Action Plan, which will outline reducing CDBG funding for the lowest scoring Neighborhood Investment project and/or reducing CDBG funding for the lowest scoring Public Facility

improvement project. To the greatest extent possible, reduction in CDBG funding will alternate between the lowest scoring Neighborhood Investment and Public Facility improvement projects, as needed. Any additional CDBG funding received through program income or projects coming in under budget will be rolled into the next program year or used to fund a “B-List” alternative project, if possible. If necessary, the CDC reserves the right to solicit new applications. The CDC will follow its Citizen Participation plan to amend the Action Plan as needed.

Please note that funds are also programmed to administration and planning based on regulatory caps. The CDBG cap is 20% and ESG is 7.5%. Administration funds are used for staff salaries, overhead, and fair housing activities in partnership with HOPE Fair Housing Center. Attached please find: 1) a summary of the overall funding recommendations by category; and 2) ESG application summaries; and 3) CDBG public service application summaries; 4) CDBG NIV application summaries; and 5) CDBG public facility improvement application summaries.

### **Neighborhood Investment**

The CDC received 15 applications from 11 different entities in 2024. Of the 15 applications submitted, one was determined ineligible due to not meeting the 25-point minimum requirement.

Applicants who submitted more than one application were asked to indicate the program year in which the project would be shovel ready, either 2025 or 2026.

Of the 14 eligible neighborhood investment applications that met the minimum point requirement, seven were for program year 2026. Of those, three are recommended for funding in 2026 along with one 2025 project which was identified as a B-List. One program year 2025 project remains on a “B-List” or alternate project list, should additional funding become available during the program year.

CDBG funding for the Village of Bensenville projects is contingent upon proof of corrective actions in response to FY24 audit findings being implemented by the Village, expected by 12/31/2025.

### **Public Facilities (Capital, Non-Profit)**

The CDC received four applications from four different entities in 2025. Of the four submitted, one was deemed ineligible as the applicant did not own and operate the public facility in which CDBG funds were requested for rehabilitation at the time of application submittal. The three remaining projects are recommended for funding in 2026.

### **Public Services**

A total of four applications were submitted under the public service category, targeting housing services needs of DuPage County in areas including housing navigation, rent or mortgage assistance, case management focusing on housing support, or providing support for Tenant-Based Rental Assistance (TBRA) administration. An overview of applicants, projects, requested funding amounts and scores is included as an attachment. Three of the projects are recommended for funding in 2026. The remaining project is not recommended as it did not

meet the required minimum CDBG request of \$60K. This recommendation will be carried forward from the 2025 program year.

### **ESG Housing/Homeless Needs**

ESG funded projects serve those who are literally homeless or at risk of homelessness. Recommended awards are based on application scores, funding needs identified by the applicants, and adherence to the regulatory 60% cap on Emergency Shelter and Street Outreach activities. During the 2026 program year, CDC staff recommend funding the following eligible activities: administration of HUD's Homeless Management Information System (HMIS), Emergency Shelter, Street Outreach and Homelessness Prevention. A total of six applications were received. Five of the six are recommended for funding.

The CDC reserves the right to move the ESG funds between eligible activities, as need arises.

### **Housing Application Round Update**

CDC staff estimates approximately \$1.8 million in HOME funds will be available, which includes HUD's 2026 allocation, prior year resources carried over from previous program years, and program income received from previously awarded projects. The CDC may put forth a call for HOME applications with a specific deadline or may allow for applications be accepted on a rolling basis.

\$862,000 in HOME funding has been earmarked for the Tenant-Based Rental Assistance program.

Staff will continue to communicate with Community Housing Advocacy & Development (CHAD), as the one Community Housing Development Organization (CHDO) serving DuPage County, to identify affordable housing needs of their current housing portfolio which could be addressed with HOME funding. A CHDO project has not been identified for program year 2026 funding.

HOME funding through program year 2025 is conditionally committed to projects which will newly construct affordable rental units in both the Village of Glen Ellyn and the City of Naperville.

HOME project funding recommendations are presented to the HOME Advisory Group on an ongoing basis based on application submittal, review, and recommendation for funding. Therefore, this agenda item is not taking action on any HOME projects. Staff continue to seek and communicate with Developers that may be interested in preserving or creating affordable housing in DuPage County.

### **2026 Action Plan Calendar**

Staff continue to finalize the 2026 Action Plan for submittal to HUD. HUD typically issues a notice advising that Plans not be submitted until our actual allocation amounts are known. HUD typically requests Plans to be submitted within 60 days of the allocation announcement. As of the date of this writing, HUD has not made the allocation announcement, therefore, the 2026 Action Plan HUD submittal date is unknown. However, the County will move forward

with its draft 2026 Action Plan public comment period, public hearing, and County Board approval to ensure our plan is ready for submittal when allocation amounts are provided by HUD. The proposed schedule is as follows:

- 01/03/2026 – Start of public comment period
- 01/14/2026 – Public Hearing
- 01/20/2026 – Draft Plan to the Human Services Committee
- 01/27/2026 – First reading by the County Board
- 02/02/2026 – End of public comment period
- 02/10/2026 – Final approval by County Board

**2026 FUNDING RECOMMENDATIONS SUMMARY**

<b>2026 Planning Assumptions</b>	
CDBG	\$3,703,858.00
ESG	\$286,929.00
Total Entitlements	\$3,990,787.00
<i>Rollover of Unobligated Funds and Program Income</i>	\$212,467.00
<b>Total Available</b>	<b>\$4,203,254.00</b>

<b>Category</b>	<b>CDBG</b>	<b>ESG</b>	<b>Notes</b>
Neighborhood Investment	\$2,315,570.00		The CDC received a total of 15 applications seeking funding in program years 2025 and 2026. Seven applicants requested funding in 2026.  Four projects are recommended for funding in 2026. One FY2025 B-List project remains as an alternate project, should increased funding be allocated by HUD or other projects are unable to move forward. Three projects which sought FY2026 funding are not recommended for funding or as alternates.
Public Facilities	\$434,984.00		The CDC received four applications seeking program year 2026 funding. Three of the four are recommended for funding. One is not recommended for funding.
Public Services	\$425,000.00		The CDC received a total of five applications seeking funding in program years 2025 and 2026.  Three projects are recommended for 2026 funding. One applicant is not recommended as the application did not meet the minimum required CDBG need of \$60K.
Single Family Rehab			Prior year resources remain available to support the SFR Program.
CDBG Administration & Planning	\$740,771.00		20% regulatory cap
HMIS		\$46,596.00	Set-aside for Homeless Management Information System
Emergency Shelters		\$150,057.00	The CDC received a total of three applications seeking ESG funding in 2026 for emergency shelter projects. Two are recommended for funding and one is not recommended.
Homelessness Prevention		\$46,657.00	One applicant applied for an HP project seeking funding in 2026 and is recommended for funding.
Street Outreach		\$22,100.00	One applicant applied for a SO project seeking funding in 2026 and is recommended for funding.
ESG Administration & Planning		\$21,519.00	7.5% regulatory cap
<b>Total</b>	<b>\$3,916,325.00</b>	<b>\$286,929.00</b>	<b>\$4,203,254.00</b>

2025-2026 Neighborhood Investment Projects - CDBG											
Applicant	Project	Total Costs	CDBG Request	Score	Year 1 Recs. (2025)	Year 2 Recs. (2026)	Year 3 Recs. (2027)	Year 4 Recs. (2028)	Year 5 Recs. (2029)	*B-List (Pending Project Cancellation OR Additional Available Funds)	Notes
Village of Glendale Heights	Jill Ct - Marilyn Ave Water Main Improvements	\$930,190	\$600,000	50	\$600,000						
Village of Addison	Rozanne, Lenore, Mavis Water Main Replacement & Resurfacing	\$2,393,055	\$600,000	50	\$600,000						
City of West Chicago	York Ave Area Water Main & Street Rehabilitation	\$3,297,369	\$600,000	45	\$600,000						
City of Warrenville	Shaw Drive Street Rehabilitation	\$1,570,292	\$600,000	39	\$600,000						
Village of Bensenville	Hillside & Glendale, Brookwood & Medinah, Franzen & Eastview Streetlights	\$629,685	\$600,000	39	B-List	\$515,570					Was a B-List for PY2025. Recommended for funding in PY2026.  Contingent upon proof of corrective actions in response to FY24 audit findings being implemented by Village, expected by 12/31/2025.
Village of Villa Park	Twin Lakes Water Main Improvements	\$675,000	\$600,000	32	B-List					\$600,000	
City of Wheaton	Roosevelt Road Water Main Replacement	\$628,050	\$548,050	28	\$0						
Roselle Park District	Goose Lake Park Pond and Walking Path Improvements	\$400,000	\$400,000	20	\$0						
Village of Bensenville	Belmont Ave, Addison St, Center St Roadway & Watermain Improvements	\$3,312,000	\$600,000	51		\$600,000					Contingent upon proof of corrective actions in response to FY24 audit findings being implemented by Village, expected by 12/31/2025.
Village of Glendale Heights	Jacobsen Ave & Van Meter Water Main Replacement	\$2,388,588	\$600,000	45		\$600,000					Was a B-List for PY2026. Recommended for funding in PY2026.
Village of Addison	Natalie & Natoma Water Main Replacement & Resurfacing	\$2,874,451	\$600,000	44		\$600,000					Was a B-List for PY2026. Recommended for funding in PY2026.
Hanover Park Park District	Hollywood Park Improvements	\$424,906	\$300,000	40		\$0					Awarded CDBG-CV funding, no longer eligible for CDBG funds.
Village of Roselle	Central Meacham Creek Drainage Improvements - Manary Park	\$265,300	\$225,600	39.5		\$0					
DuPage County DOT	Willowbrook Corners Sidewalk and Lighting	\$1,474,800	\$500,000	35		\$0					
Village of Villa Park	NW Area Sidewalk Improvements	\$660,000	\$600,000	28		\$0					
<b>Totals</b>		<b>\$21,923,685</b>	<b>\$7,973,650</b>		<b>\$2,400,000</b>	<b>\$2,315,570</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600,000</b>	

All recommendations are contingent upon level CDBG funding by the U.S. Department of Housing and Urban Development (HUD). \*B-List projects will only move forward in the event year 1 or year 2 projects are unable to move forward and/or additional funding is available. Projects identified as B-List projects are not guaranteed funding.

2025-2029 Public Facilities - CDBG					Recommendations					*B-List (Pending Project Cancellation OR Additional Available Funds)
Applicant	Project	Funds Requested	Total Project Cost	Score	Year 1 Recs. (2025)	Year 2 Recs. (2026)	Year 3 Recs. (2027)	Year 4 Recs. (2028)	Year 5 Recs. (2029)	
DuPage and South Suburbs Habitat for Humanity	Office Renovation	\$150,000.00	\$150,000.00	58		\$150,000.00				
DuPage Health Coalition dba Access DuPage	DuPage Health Coalition Capital Improvement Project	\$174,734.00	\$249,620.00	77		\$174,734.00				
Xilin Association	Xilin Association Community Center	\$600,000.00	\$750,000.00	42						
Little Friends, Inc	Six Unit CILA Rehabilitation	\$110,250.00	\$138,190.00	57		\$110,250.00				
<b>Total</b>		<b>\$1,034,984</b>	<b>\$1,287,810</b>		<b>\$0</b>	<b>\$434,984</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>

All recommendations are contingent upon level CDBG funding by the U.S. Department of Housing and Urban Development (HUD). \*B-List projects will only move forward in the event year 5 projects are unable to move forward and/or additional funding is available. Projects identified as B-List projects are not guaranteed funding.

Public Services - CDBG					
Applicant	Project	Total Costs	CDBG Request	2026 Recommendation	Score
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing	\$1,490,240.00	\$165,000.00	\$165,000.00	112.00
Peoples Resource Center	Homelessness Prevention	\$2,294,279.00	\$100,000.00	\$100,000.00	109.50
DuPage County Community Services	Housing Supports HRU	\$765,943.00	\$160,000.00	\$160,000.00	105.00
*DuPage Homeownership Center dba HOME DuPage Inc	Foreclosure Prevention Program/Counselor in the Court	\$402,000.00	\$32,000.00	\$0.00	106.00
<b>Total</b>		<b>\$4,952,462</b>	<b>\$457,000</b>	<b>\$425,000</b>	

*Applications were solicited for 2025 and 2026 program year funding. 2026 funding recommendations are contingent upon receipt of funds from HUD and receipt of required requested updated information/documentation from each applicant.*

*\*Project did not meet the minimum CDBG request requirement of \$60,000.*

Emergency Solutions Grant (ESG)		Total Costs	ESG Request	2026 Recommendation	Score
Catholic Charities, Diocese of Joliet	Kathy Paulsen Hope House	\$619,582	\$50,000	\$50,000	111.00
DuPage Pads	Street Outreach	\$254,273.00	\$94,944.00	\$22,100	106
DuPage County Community Services	HMIS	\$315,539.00	\$46,596.00	\$46,596	105
DuPage County Community Services	DPC Emergency Solutions Grant Program (HP)	\$634,250.00	\$50,000.00	\$46,657	105
DuPage Pads	Interim Housing	\$3,401,085.00	\$210,000.00	\$100,057	98
Family Shelter Services of Metropolitan Family Services	Shelter Services for Domestic Violence Survivors	\$3,837,613.00	\$110,700.00	\$0	79
<b>Total</b>		<b>\$9,062,342</b>	<b>\$562,240</b>	<b>\$265,410</b>	

*ES & SO cannot exceed 60% of FY grant year funds (24 CFR 576.100(b)(1)).*

*Applications were solicited for 2025 and 2026 program year funding. 2026 funding recommendations are contingent upon receipt of funds from HUD and receipt of required requested updated information/documentation from each applicant.*

Applicant	Project Name	Program Year	Total Cost	Grant Request	Project Address	Project Details	Priority Need	Score (Max 90)
DuPage Health Coalition dba Access DuPage	DuPage Health Coalition Capital Improvement Project	2026	\$249,620.00	\$174,734.00	845 E. Geneva Rd., Carol Stream, IL 60188	<p>The DuPage Health Coalition (DHC) coordinates health access for low income uninsured and underinsured residents of DuPage County. We operate a number of patient facing programs which increase access to comprehensive health care for the uninsured and low income (Access DuPage, improve health insurance affordability (Silver Access), reduce medical debt (Medical Debt Care DuPage) and Improve Health Literacy and Health Education (Take Charge of Your Diabetes, Take Charge of Your Health, Mental Health First Aid, Youth Mental Health First Aid, CPR and Narcan Drug Overdose Education).</p> <p>All the programs offered by the DHC support improved behavioral health, although the strategies vary by program. Access DuPage, as an example, assists clients in mental distress by coordinating access to primary care, behavioral health providers, and prescription medication. Silver Access helps uninsured patients to become insured, easing the pathway to all segments of behavioral health treatments. The DuPage Dispensary of Hope is a free pharmacy operated in partnership with DuPage County that provides hundreds of no cost medications, including dozens of mental health medications. Medical Debt Care DuPage relieves the crippling anxiety associated with unaffordable medical bills. And our health education programs all have explicit evidence-based focus on the identifying and responding to signs of mental health distress.</p> <p>All the services provided by the DHC are coordinated through our main headquarters at 845 E. Geneva Rd. Carol Stream, IL 60188, PIN Number 05-04-400-052. Built in 1993, the 14,600 building was purchased by DHC in April of 2025, and there is no mortgage on the building. The site is zoned for its intended and current use and has utilities active on the site. The fair cash value of the building, according to the 2025 tax bill is \$1,426,200, and the land value is \$338,305.</p> <p>All the requested repairs and updates are noted as highest priority in our CNA. The project includes (1) Parking lot and concrete sidewalk updates, (2) Updates to a loading dock door and adjacent stairway/railing, (3) Repair of a cracked and faulted floor slab, (4) Exterior repairs including masonry/tuck-pointing and window sealant, glazing, and lintels, (5) Replacement of a rooftop RTU unit, and (6) Replacement of a Fire Alarm panel.</p> <p>This project seeks CDBG funds of \$174,734 out of a projected total project cost of \$249,620.00. Our initial LOI requested a modestly smaller amount, \$159,250 out of a projected project cost of \$227,500. At the time of LOI submission, we were in possession of a draft version of our Capital Needs Assessment (CNA) Opinion of Cost. In the final CNA, there were several identified scope changes. A review of the plat of survey identified a larger portion of the paved areas surrounding our building that were DHC responsibility, expanding the scope and cost of the milling and paving project. We are therefore updating our request to reflect current cost projections.</p>	Behavioral Health Services	77
DuPage and Chicago South Suburbs Habitat for Humanity	Office Renovation	2026	\$150,000.00	\$150,000.00	1600 E. Roosevelt Road, Wheaton, IL 60187	<p>DuPage and Chicago South Suburbs Habitat for Humanity proposes to rehabilitate its office and parking lot located at 1600 E. Roosevelt Road, Wheaton, IL. The property was built in 1975. Habitat occupies the east half of the building and Home DuPage the other. Home DuPage offers financial counseling services to prospective Habitat homeowner. The parcel number is 05-20-301-016. The most recent appraised value is \$1,700,000. The site is zoned for office use, which aligns with our intended purpose, and utilities including water, sewer, electricity, and gas are fully available.</p> <p>The project will include replacement of deteriorated sidewalks and construction of an ADA-compliant ramp on Habitat's side of the facility, resurfacing and restriping of the parking lot with accessible spaces, and interior rehabilitation to improve transparency and accessibility. These improvements will directly benefit more than 500 unduplicated persons annually who use the offices for homeowner services, housing counseling, volunteer coordination, and community outreach. Beneficiaries include low- and moderate-income families applying for affordable housing, older adults and veterans accessing repair services, and community volunteers. The total project cost is \$150,000, and the grant request is \$150,000, consistent with the Letter of Intent.</p>	Housing Navigation Services	58

Applicant	Project Name	Program Year	Total Cost	Grant Request	Project Address	Project Details	Priority Need	Score (Max 90)
Little Friends, Inc.	Six Unit CILA Rehabilitation	2026	\$138,190.00	\$110,250.00	53 W 65th Street, Westmont, IL 60559	<p>The proposed project is located at 53 W. 65th Street, Westmont, Illinois 60559-3162. The property's Parcel Number (PIN) is 09-21-212-009. The property was built in 1975. The appraised value of the property is \$925,000 (effective evaluation date September 30, 2025). The site is currently zoned for the intended use of this proposed project, and Little Friends will obtain all necessary permits before proceeding with renovations to the property. Utilities, including but not limited to, gas, sewer, water, and electricity are available to the site. This property is a six-unit CILA that provides housing to seven adult men (ages 44-68) living with Intellectual/Developmental Disabilities. In addition to the housing provided by Little Friends, the seven men living with Intellectual/Developmental Disabilities served by this project also receive case management and Community Day Services from Little Friends.</p> <p>The total project cost (\$138,190) and the grant request amount (\$110,250) do not match the Letter of Intent. At the time of the Letter of Intent, Little Friends had an estimate from Kluber Inc's preliminary Capital Needs Assessment, which the organization based the original LOI project cost on. Following review of the full Capital Needs Assessment and the Cost Estimate for the proposed capital need improvements from Culture Construction, Little Friends was able to reduce the cost of the project while still addressing priority needs identified in the Capital Needs Assessment. While reducing the cost of the project, Little Friends has maintained our commitment to providing leveraged funds, reducing the grant final grant request amount from the DuPage County CDBG.</p> <p>The proposed activity for this project, which will benefit the seven unduplicated persons served, and is based on necessary capital renovations determined by a Capital Needs Assessment conducted by Kluber Inc., includes:  Exterior: Windows - Demolition, removal, and haul away of 16 windows. Furnish and install 16 windows. Deck Boards - Demolition, removal, and haul away of deck boards on four balconies. Furnish and install treated lumber deck boards on four balconies. Repaint four balconies on the second floor. Balconies - Demolition removal and haul away of 7 balcony steel railings on the second level. Furnish and install four new steel railings. Sliding Doors - Demolition, removal, and haul away of 7 sliding doors and caulk. Furnish and install new sliding doors.  Interior: Riser Boards - Furnish and install riser boards to existing stairs (2 flights). Doorknobs - Removal and replacement of 41 doorknobs.  Mechanical, Electrical, and Plumbing: Plumbing - Furnish and install backflow preventer. Furnish and install Control Valves and Isolation Valves. Water Heater - Removal and haul away of existing water heater. Furnish and install new hot water heater with expansion tank. Openings - Add two openings in existing drywall with four vents in the Boiler Room.</p>	Services for Persons w Developmental Disabilities	57
Xilin Association	Xilin Association Community Center	2026	\$750,000.00	\$600,000.00	1050 Warrenville Rd., Lisle, IL 60532	<p>The subject property is identified with a street address of 1050 Warrenville Rd., Lisle IL 60532 and consists of two tax parcels with the following PINs: 08-03-206-015 and 08-03-206-016. Appraisal value is approximately \$5,013,156. It is currently zoned for our intended use, and the utilities are available. The Property has 2.639 acres in lot area and is improved with 53,982 SF multi-story office building, built in 1986, with 183 surface parking spaces. The building is of steel frame construction, with precast concrete panels with a band of tinted thermal windows in aluminum frames. It has a flat roof; single ply covered in gravel with concrete roof decking. The building is served by two – 3,500 lb. capacity hydraulic passenger elevators (Westinghouse – 1986). Xilin is proposing to adaptively reuse the existing building and establish an Adult Day Care Center (for Seniors) and a Community Center to provide after-school programming for children and other multi-cultural events. The building will require multiple repairs and updates so that it can be fitted for the Applicant's Intended Use, which will serve seniors, children and their families in the nearby Communities. The most pressing repairs which involve health and safety issues are the following:  (1) Modernization of two Passenger Elevators to meet city code requirements (installation of two new Smart Rise control boards with motor soft start unit and fire recall system; installation of new hydraulic pumping unit with pump motor and valve, new wiring and cables, installation of new car stations equipped with digital position indicator. The estimated costs of this work will be \$315,000.00  (2) Parking Lot Resurfacing to ensure safety by repairing base failures, re-grading for drainage, installing catch basins where necessary, comply with ADA Standards &amp; Illinois Accessibility Code (compliant access aisles, curb ramps, and detectable warnings, add pedestrian crosswalks; improve site lighting) and to bring the parking area into compliance with the current Landscaping provisions to the underlying Zoning Ordinance. The estimated costs of the parking rehab will be \$215,000  (3) Roof Replacement (replacement of existing membrane and deteriorated decking; add tapered insulation for positive drainage; flashings, terminations). These costs are estimated as 22,000 SF x \$15 per SF = \$220,000.  The estimated total costs of the above stated repairs and upgrades is about \$750,000. The Applicant is requesting \$600,000 in Grant Funds.</p>	Senior Services	42

Applicant	Project	Priority Year	Total Cost	Grant Request	Location	Project Details	Census Tract	Block Group	Low-Mod %	Score (Max 88)
Village of Glendale Heights	Jill Ct - Marilyn Ave Water Main Improvements	2025	\$930,189.58	\$600,000.00	Jill Court from Fullerton Avenue to Marilyn Avenue and Marilyn Avenue from Jill Court to Lippert Lane	This project will include replacement of the existing 8-inch water main along Jill Court (Fullerton Avenue to Marilyn Avenue) and 6-inch water main along Marilyn Avenue (Jill Court to Lippert Lane) (approximately 1700 lineal feet, or 0.32 miles) all within the Village of Glendale Heights. The existing water main on both streets will be replaced with new 8-inch water main. Construction shall consist of new ductile iron water main, new fire hydrant and valve vault construction, installation of new domestic service lines, new water service boxes & vaults, roadway resurfacing, spot sidewalk repair, spot curb and gutter removal and replacement, replacement of non-compliant ADA ramps, and landscape restoration. This project is located in a primarily residential area with the majority of the proposed improvements located within US Census Tract Block Group 840908-3, consisting of 64.3% low to moderate income households. The service area is residential and primarily consists of multi-family properties on either side of Marilyn Avenue and on the east side of Jill Court with some single family properties located on the west side of Jill Ct. Residents within the service area will benefit from improved accessibility due to updated ADA ramps and pavement markings, increased lifespan of the roads, and fewer interruptions in service due to water main breaks caused by existing failing and under sized infrastructure. CDBG funds will be used for construction costs associated with water main replacement and roadway resurfacing improvements.	840908 840908	2 3	Income Survey Required. Income survey resulted in 94.88% low-mod.	50
Village of Addison	Rozanne, Lenore, Mavis Water Main Replacement & Resurfacing	2025	\$2,393,055.00	\$600,000.00	The right-of-way and easements of Rozanne Dr, Lenore St, and Mavis Ln	This project is the Village's 1st priority and programmed for 2025. The proposed project will replace aging and increasingly fragile 6 and 8-inch water main along the streets of Rozanne Drive (Byron Ave to Westwood Creek), Lenore Street and Mavis Lane (approximately 3,000 lineal feet, or 0.57 miles) with new 6 and 8-inch water main and appurtenances, all within the Village of Addison. The existing water main that services this area has been classified by a Village Water Main assessment report as high to medium risk of failure. Construction will consist of new ductile iron water mains, valve vaults, fire hydrants, domestic service lines, water service boxes, and shut off valves. In addition, there will also be, select curb and gutter replacement, select sidewalk replacement, ADA landings and curb ramps, select driveway apron replacement, drainage improvements, patching, milling and resurfacing. The project location is primarily residential and corresponds to US Census Tract Block Group 8401.04-5, consisting of 60.2% low to moderate income households. The service area is all single family residential. Upon completion of this project, residents within the service area will benefit from increased water pressure at the tap, improved firefighting hydrants, and fewer interruptions in service due to significantly fewer water main breaks. CDBG funds will be used to pay for construction costs associated with the water main improvements. Design services and road improvements will be paid for using MFT and local funding sources.	840104	5	60.20%	50
City of West Chicago	York Ave Area Water Main & Street Rehabilitation	2025	\$3,297,368.97	\$600,000.00	This project area includes York Ave. (dead end just west of Fremont St to Oakwood Ave.); Garden St. (Washington St. to Grand Lake Blvd.); Virgie Pl. (Oakwood Ave. to Ingaltion Ave.); and Ingaltion Ave. (Washington St. to Grand Lake Blvd.).	This project area is located within a primarily residential neighborhood in the central part of the City of West Chicago. The project area serves single-family residences having a low-moderate income of 64.7%, and coincides with the Census Block Group Area of #841504-2. The project's scope will primarily focus on improving the four residential streets and water main serving the residents within the proposed service area, with additional improvements being made to underground sewer infrastructure, sidewalks, and street lighting. The project's four roadways consists of ageing and dilapidated urban minor-arterial streets with ageing underground utilities. The roadways also contain failing and insufficient curb & gutter, and have various storm water drainage problems. Roadway improvements consist of milling a minimum of 2 inches and replacing the roadway with three-quarter inches of leveling binder and 1.5 inches of hot-mix asphalt surface course. New pavement markings will then be installed to improve traffic control and pedestrian safety. According to City documents, the water mains located along all four project area roadways of: York Ave., Virgie Pl., Garden St. and Ingaltion Ave., are an old cast iron water main pipes that were installed around 1949. New 8-inch ductile iron water main will be installed along with new copper service water lines will be installed from the new water mains to the residential water valve to better serve the residents along these roadways. The existing water main, serving the residents along these roadways, has broke several times recently due to its age and current non-standard pipe type (cast iron). Water main breaks cause a health risks to the residents who are served the potable water from these mains. Additionally, the water service pipes which feed water to the residential homes from the main, have the potential to consist of lead pipes as this was the standard back in the 1940s. The Illinois Environmental Protection Agency has deemed lead to be harmful and current state law requires plumbing material to be lead-free. Although it is not known if lead pipe extends from the water main to residential properties. Based on the City's past experience, it is anticipated that approximately 20% of homes are expected to have lead service pipes due to the age of the water main. The sidewalk and sidewalk ramps do not conform to current ADA requirements for the residents that use them, mainly at the crosswalks at the roadway intersections of York Ave and Garden St., and Virgie Pl and Ingaltion Ave. Impacted sidewalk intersection corners will be replaced to meet ADA accessibility design requirements. New streets lights will be installed along York Ave., within the City right-of-way, to better illuminate the roadways and sidewalk. The existing lighting, is not sufficient with several section along York Ave. not having any street lighting at all. CDBG funds will be used for hard construction costs associated with the street, water main, sidewalk, underground infrastructure, and street light improvements. CDBG fund will not be used professional services, to include design, testing and construction observation.	841504	2	64.70%	45
City of Warrenville	Shaw Drive Street Rehabilitation	2025	\$1,570,291.80	\$600,000.00	This project area includes Shaw Dr. (between Continental Dr. and Batavia Rd.); Galbreath Dr., Hurlingham Dr. and Hurlingham Ct., and Sova Ln. (between Sova Ln.'s dead end to the south and Batavia Rd.).	This project area is located within a primarily residential neighborhood in the City of Warrenville's western side. The project area serves single-family residences having a low-moderate income of 60.3%, and coincides with the Census Block Group Area of #841604-2. The project's scope will primarily focus on improving the five residential streets serving the single-family residences within the proposed service area, with additional improvements being made to underground sewer infrastructure and sidewalks. The project's five roadways consists of ageing and dilapidated urban minor-arterial streets with poor subbase and possibly subgrade. The roadways also contain failing and insufficient curb & gutter and storm sewer structures leading to various storm water drainage and water conveyance problems. The sidewalk and sidewalk ramps do not conform to current ADA standards for the residents and local school children that use them. Key improvements to the project include roadway milling of 2.5 inches on all five roadways, with roadway replacement consisting of three-quarter inches of leveling binder and 2-inches of HMA surface course. Additional roadway improvements include 6-inch full-depth Class-D patching to replace the roadway's degrading subbase. The existing insufficient mountable curb and gutter (M-3.12) along all five roadways will be replaced with barrier curb (B-4.12) to sufficiently convey storm water drainage to the storm sewer structures as well as providing better protection for the residents utilizing the City sidewalks. Failing storm sewer structures mainly along Shaw Dr., Galbreath Dr., and Hurlingham Dr. will be replaced to help aid in storm water conveyance. The existing sidewalk and sidewalk ramps do not conform to current ADA requirements for the residents within the service area, mainly at the roadway crosswalks at the Shaw Dr. and Hurlingham Dr; Galbreath Dr. and Hurlingham Dr; and Sova Ln. and Galbreath Dr. intersections. These impacted sidewalk intersection corners will be replaced to comply with ADA accessibility design requirements. CDBG funds will be used for hard construction costs associated with the improvements to roadways, curb & gutter, storm sewer structures, and sidewalks. CDBG funds will not be used for professional services, to include design, testing, and construction observation.	841604	2	60.30%	39

Applicant	Project	Priority Year	Total Cost	Grant Request	Location	Project Details	Census Tract	Block Group	Low-Mod %	Score (Max 88)
Village of Bensenville	Hillside & Glendale, Brookwood & Medinah, Franzen & Eastview Streetlights	2025	\$629,685.00	\$600,000.00	Hillside Avenue & Glendale Street – IL Route 83 to Eastview Avenue; Brookwood Street & Medinah Street – Marshall Road to Eastview Avenue; Franzen Street & Eastview Avenue – IL Route 19 to Hillside Drive	<p>The Village of Bensenville has successfully undertaken a residential streetlight project on an annual basis since 2015. The Village is proposing to continue this program with possible assistance from CDGB to install approximately 56 new streetlights along 8,400 feet of residential within a single low to moderate income census block having a 52.00% LMI. The service area for the proposed streetlights installation will be along Hillside Avenue and Glendale Street from IL Route 83 to Eastview Avenue, Brookwood Street and Medinah Street from Marshall Road to Eastview Avenue, and Franzen Street and Eastview Avenue from IL Route 19 (Irving Park Road) to Hillside Drive. This low-moderate income neighborhood where the streetlight installation is proposed currently does not have any street lighting or is very sparse. Low-moderate income residents within this area are within walking distance to commercial corridors and recreational facilities. The addition of streetlights will enhance this low-moderate neighborhood's appearance, safety, and walkability. The project not only would directly and positively impact the low-moderate residents in the area, but all residents will benefit including those travelling through the area. Street lighting will have a positive impact on reducing crime and thus promoting safety. The Law Enforcement Officer's Complete Crime Prevention Manual (Volume I and Volume II, published by American Prime Prevention Institute 2012) cites multiple areas of the crime reduction benefits of neighborhood lighting. See Volume I - P. The Village is prepared and committed to complete this project in 2025. This project will serve as the Village's #1 priority project.</p> <p>This project is a strictly a street lighting project with CDGB funds to be used for all elements of construction of the streetlights including the light pole assemblies and foundations, lighting controller and foundations, conduits and conductors, electric utility service connection, sidewalk removal and replacement impacted by the lighting installation, landscape restoration, and funding signage. Design and construction engineering will be performed by the Villages inhouse staff.</p>	840000	1	52.00%	39
Village of Villa Park	Twin Lakes Water Main Improvements	2025	\$675,000.00	\$600,000.00	Princeton Ave ROW from Wildfire Dr to Belden Ave	<p>The proposed Twin Lakes Water Main Improvement Project will replace existing failed 8 inch water main in the Princeton Avenue public right-of-way between Wildfire Drive and Belden Avenue with approximately 900 feet of new 8-inch water main, all within the Village of Villa Park.</p> <p>Construction will consist of the installation of approximately 900 feet of new 8-inch water main, to be installed by trenchless directional boring, along with installation of new water valves and fire hydrants, and connections of the new water main back to the existing water supply system.</p> <p>The existing iron water main at this location in the vicinity of Twin Lakes Park has deteriorated and ultimately failed due to soil conditions and a high water table. Its deterioration became so extensive that it was beyond repair and had to be taken out of service by cutting and capping it at the limits of the deteriorated portion.</p> <p>While there are no water services connected directly to the portion of the water main that was taken out of service, the absence of this portion of water main from the larger system has resulted in multiple dead end water mains with no redundancy, and in overall reductions in water supply system capacity, reliability, and fire protection in the project service area.</p> <p>The project location is primarily residential and corresponds to US Census Tract Block Group 846702-2, consisting of 57.00% low-to-moderate income households. The service area includes the residential properties along Ardmore Avenue from Wildfire to the north dead end, Belden Avenue from Yale to Ardmore, Princeton Avenue from Wildfire to the north dead end, Princeton Avenue from Belden to the south dead end, Sidney Avenue from Yale to the east dead end, and Yale Avenue from Wildfire to Belden</p> <p>Residents within the service area will benefit from the elimination of multiple dead-end water mains that are currently operating without any redundancy, and from the restoration of the capacity, reliability, and fire protection that the water supply system provided to residents prior to the failure of one of its critical components.</p> <p>CDBG funds will be used for hard construction costs associated with water main improvements.</p>	846702	2	57.00%	32
City of Wheaton	Roosevelt Road Water Main Replacement	2025	\$628,050.00	\$548,050.00	Roosevelt Road	<p>The project will replace water mains along Roosevelt Road between President Street and Blanchard Street in Wheaton. The project area falls directly inside Census Tract 842400, Block 3, which includes a population of 1,385 residents. The area has an LMI percentage of 69.70. The service area is primarily multi-family housing properties. Work will include replacing six-inch cast iron water mains that are near the end of useful life and have become prone to breaks, which interrupts water services to the area. The old mains will be replaced with eight-inch ductile pipework, which will improve the quality and continuity of water services throughout the area. CDGB funds would be used to cover materials and construction costs, which have been estimated by staff engineers to cost \$548,050. The city will cover the remaining costs of \$80,000 for designs and reviews of the site.</p>	842400	3	69.70%	28
Roselle Park District	Goose Lake Park Pond and Walking Path Improvements	2025	\$400,000.00	\$400,000.00	1040 Mensching Road, Roselle, IL 60172	<p>The Roselle Park District is seeking Neighborhood Infrastructure &amp; Facilities grant funding to rehabilitate the existing walking paths at Goose Lake Park so the paths are a community asset for all area residents, no matter their income, ability, gender, or age. The District is also seeking funding for installation of a Pond Aerator, to improve the water quality of the Pond on the property, and to improve the area for fishing recreation. The soil composition at Goose Lake Park is very poor, and the paths are crumbling because of it. Because of the engineering involved with this project, and the poor soil conditions, the District would not be able to fund this project without Grant funding. The project area is located in a primarily residential area, comprised of mostly single-family homes. This Park walking path also feeds to an Elementary School, serving the underserved area in town. Without these repairs, the Elementary school and area at large, will not have means to an accessible walking path. The project area's Census Tract is in the 61st percentile for Housing Costs, meaning that the share of households making less than 80% of the area median family income and spending more than 30% of income on housing is in the 61st percentile. This is a burden on area families, and a free recreational amenity like the new walking path, and fishing area at Goose Lake Park will be particularly impactful to the community. In addition, the project area is in the 37th percentile for lack of green space. This measure means that the amount of land, not including crop land, that is covered with artificial materials like concrete or pavement in the project area is high, illustrating the need for projects like the proposed walking path at Goose Lake Park. Due to the heavy traffic near the project area, the diesel particulate matter exposure, or the amount of diesel exhaust in the air, is in the 79th percentile. This higher than normal measure further illustrates the need for greenspace and recreational opportunities, free of charge, like that of the proposed project. Transportation barriers exist for residents in the project area, meaning that their average of relative cost and time spent on transportation is high, specifically in the 64th percentile. Alternative modes of transportation, like the walking paths at Goose Lake Park are a necessity for the community. (all data courtesy of the Climate and Economic Justice Screening Tool, <a href="https://screeningtool.geoplatform.gov/en/">https://screeningtool.geoplatform.gov/en/</a>).</p>	841102	1	47.30%	20

Applicant	Project	Priority Year	Total Cost	Grant Request	Location	Project Details	Census Tract	Block Group	Low-Mod %	Score (Max 88)
Village of Bensenville	Belmont Ave, Addison St, Center St Roadway & Watermain Improvements	2026	\$3,312,000.00	\$600,000.00	Belmont Avenue (York Rd to End), Addison Street (Belmont Ave to End), and Center Street (Belmont Ave to End)	<p>The neighborhood of Belmont, Addison, and Center Streets in the Village of Bensenville was constructed in 1960 and is located along Belmont Avenue (York Rd to West End), Addison Street (Belmont Ave to South End), and Center Street (Belmont Ave to South End) on the south end of Bensenville. Current watermains are original, and they are coming up on the end of their useful life expectancy. The watermain is currently 6 inches in diameter, which is substandard from the current 8-inch diameter watermain that we now use in residential areas. The existing storm sewer structures are spaced minimally and during the more frequent and heavier rainfalls we are experiencing today, they are often inundated. The storm sewers that convey the roadway water are undersized, with many of the lateral crossings only being 8 inches in diameter, falling well below the design standard of a 25-year storm the Village currently tries to design for. The roadway pavement condition indexes (PCI) are between 53-57 (2023 data), which is in the "poor" rating range. These roadways are not constructed to handle the numerous large, heavy trucks (garbage, recycling, compost, school busses, and the numerous package delivery services) that have become for frequent in today's society.</p> <p>As part of our proposed roadway and watermain improvements, the Village is proposing to replace approximately 3,200 linear feet of watermain with a new eight-inch (8") ductile watermain and appurtenances. The Village also proposes to install additional drainage structures to relieve standing water during heavy rain events and will add or replace approximately 1,000 feet of storm sewer with minimum 12-inch diameter sewer pipe. For the roadway reconstruction, the Village will perform as-needed curb and gutter repairs, as-needed sidewalk replacement, as-needed driveway apron replacement, sidewalk ramp upgrades to meet current ADA standards, and landscape restoration.</p> <p>The Belmont, Addison, Center service area is primarily single-family residences (82 properties), with one multi-family apartment building and one church property abutting the proposed improvements. New watermain and valves, fire hydrants, and water service connections will allow safe, clean, reliable water for another 75 plus years. The drainage improvements will ensure the neighborhood is able to stay on pace with the ever-changing climate changes. The roadway and sidewalk repairs will provide better access to all users of the right-of-way, including those ADA challenges. The Village is prepared and committed to complete this project in 2026. This project will serve as the Village's #2 priority project.</p>	840704	2	76.10%	51
Village of Glendale Heights	Jacobsen Ave & Van Meter Water Main Replacement	2026	\$2,388,587.67	\$600,000.00	Jacobsen Avenue from Bloomingdale Road to Armitage Avenue, Van Meter Drive from North End to Vantroba Drive, and Elizabeth Street & Westchester Drive from north end to Jacobsen Avenue.	<p>This project will include replacement of the existing 8-inch and 10-inch water main along Jacobsen Avenue (Bloomingdale Rd. to Armitage Av.) and 6-inch water main along Van Meter Drive (north end to Vantroba Dr.), Elizabeth Street (north end to Jacobsen Av.), and Westchester Drive (north end to Jacobsen Av.) (approximately 4020 lineal feet, or 0.76 miles) all within the Village of Glendale Heights. The existing water main on Jacobsen Avenue will be replaced with new 10-inch water main and the existing water main on the remaining streets will be replaced with new 8-inch water main. Construction shall consist of new ductile iron water main, new fire hydrant and valve vault construction, installation of new domestic service lines, new water service boxes &amp; vaults, roadway resurfacing, spot sidewalk repair, spot curb and gutter removal and replacement, replacement of non-compliant ADA ramps, and landscape restoration. This project is located in a primarily residential area with a portion of the service area located within US Census Tract Block Group 841208-2, consisting of 60.7% low to moderate income households. The service area is mostly residential and primarily consists of single-family properties on either side of Jacobsen Avenue, Van Meter Drive, Elizabeth Street, and Westchester Drive. Residents within the service area will benefit from improved accessibility due to updated ADA ramps and pavement markings, increased lifespan of the roads, and fewer interruptions in service due to water main breaks caused by existing failing and under sized infrastructure. CDBG funds will be used for construction costs associated with water main replacement and roadway resurfacing improvements.</p>	841208 841208	2 3	Blended 49.1% Income survey completed. Resulted in 85.50% low- mod.	45
Village of Addison	Natalie & Natoma Water Main Replacement & Resurfacing	2026	\$2,874,451.40	\$600,000.00	The right-of-way and easements of Natalie Ln and Natoma Av.	<p>This project is the Village's 2nd priority and programmed for 2026. The proposed project will replace aging and increasingly fragile 6 and 8-inch water main and complete a loop along the streets of Natalie Lane and Natoma Avenue (approximately 3,800 lineal feet or 0.72 miles) with new 6 and 8-inch water main and appurtenances, all within the Village of Addison. The existing water main that services this area has been classified by a Village Water Main assessment report as high to medium risk of failure. Construction will consist of new ductile iron water mains, valve vaults, fire hydrants, domestic service lines, water service boxes, and shut off valves. In addition, there will also be, select curb and gutter replacement, select sidewalk replacement, ADA landings and curb ramps, select driveway apron replacement, drainage improvements, patching, milling and resurfacing. The project location is primarily residential and corresponds to US Census Tract Block Group 8466.03-2, consisting of 57.1% low to moderate income households. The service area is all single family residential. Upon completion of this project, residents within the service area will benefit from increased water pressure at the tap, improved firefighting hydrants, and fewer interruptions in service due to significantly fewer water main breaks. CDBG funds will be used to pay for construction costs associated with the water main improvements. Design services and road improvements will be paid for using MFT and local funding sources.</p>	846603	2	57.10%	44
Hanover Park Park District	Hollywood Park Improvements	2026	\$424,905.94	\$300,000.00	1529 West Celebrity Circle, Hanover Park, IL 60133	<p>On behalf of the Hanover Park Park District, I would like to extend our sincere gratitude to the staff at DuPage County for their dedication in distributing these essential funds to communities in need of infrastructure improvements, such as the Village of Hanover Park. Our community, characterized by a diverse population, faces significant challenges in providing essential recreational and leisure services to our residents. Despite these adversities, we take pride in our creative and resourceful budgeting practices, which allow us to offer basic services that enrich our community. However, when it comes to larger infrastructure projects, such as park and playground improvements, we encounter obstacles that our more affluent neighbors can more easily overcome. It is in this context that we submit our letter of intent to request a \$300,000 Block Grant for playground improvements at Hollywood Park, located at 1529 West Celebrity Circle, Hanover Park, IL, for the fiscal year 2026. This project, to be partially funded by the Block Grant, is slated for completion by October 31, 2026.</p> <p>The agency's goal is to replace the current 30-year-old playground located in a low-income neighborhood with a new state of the art play structure and safety surface to add much needed equity to the neighborhood residents and home values. Our vision is a playground with vibrant colors and accessibility that provides a stimulating play environment for ages 2-12. These features will include ADA accessible ramps, swings and fall surfaces as well as stimulating sensory objects. The residential neighborhood it serves has seen an influx recently in young families and they are eager for high quality playgrounds that directly serve their community and we are ready to provide. The current structure is dangerously outdated and well past its useful life. The Hanover Park Park District will arrange all engineering, material procurement, labor and permitting associated with the project with an anticipated completion date of October 31st, 2026.</p> <p>We recognize that funding is limited and the demand is high. Nevertheless, we respectfully ask you to consider the unique needs of Hanover Park, which has the lowest average household income of any municipality in DuPage County. We would be deeply honored by your consideration of our request.</p>	841108	1	86.60%	40

Applicant	Project	Priority Year	Total Cost	Grant Request	Location	Project Details	Census Tract	Block Group	Low-Mod %	Score (Max 88)
Village of Roselle	Central Meacham Creek Drainage Improvements - Manary Park	2026	\$265,300.00	\$225,600.00	Lawrence Avenue & Plum Grove Road	The proposed project will increase the available stormwater storage volume of the existing pond at Manary Park. This would be accomplished by berming up the east, northeast, and western portion of the existing pond to an elevation of 742. This would create an additional 3.4 acre-feet of storage volume for an area that historically suffers flooding. The project location is primarily residential and corresponds to US Census Tract Block Tract 841003-1, consisting of 53% low to moderate income households. The service area includes the area generally bounded by Lawrence Avenue to the north, residential properties along Terry Drive to the west, residential properties along Rosner Drive to the south, and the eastern property line of Manary Park to the east. When flooding events occur in this area, the existing pond shown on the map overflows into the neighborhood to the east and west, including properties on Morningside Drive, Rosner, and Terry Drive. By constructing berms around the existing pond and building the bowl of the pond up, it will allow an increased volume of stormwater storage that should prevent flooding of the residential properties to the west during major events.	841003	1	53.00%	39.5
DuPage County Willowbrook Corners 91st Street Sidewalk and Lighting	Willowbrook Corners Sidewalk and Lighting	2026	\$1,474,800.00	\$500,000.00	91st Street from IL 83 to Clarendon Hills Road in unincorporated DuPage County, Downers Grove Township	<p>The Willowbrook Corners - 91st Street Infrastructure Project entails the engineering and construction of a new sidewalk and pedestrian lighting system between Clarendon Hills Road and IL Route 83. The project length is approximately 1/2 mile along the southern side of 91st Street. 91st Street is major collector roadway under the jurisdiction of Downers Grove Township. 91st Street presently carries approximately 5,000 vehicles per day and is a rural cross-section with narrow shoulders and no pedestrian way. Critically, Ann M Jeans school, a K-4 primary school, is in the center of the corridor with no sidewalk access. Families and individuals are often seen walking on the narrow shoulder where the injury risk to vulnerable users is high. DuPage County proposes to add sidewalk along the length of 91st Street and to enhance the corridor with pedestrian lighting for user safety and security.</p> <p>This project will benefit the people of Census Tract 845803 which is a tract characterized by low-mod income families living in multifamily housing directly south of the proposed project. The 91st Street corridor and the proposed work is within census tract 845803 where the percentage of low-mod income families is over 80 percent. The neighborhood that the project will serve is chronically disadvantaged both economically and in transportation access. The area is primarily residential and is in unincorporated DuPage County.</p> <p>DuPage County is spearheading the project in concert with the township. Project engineering will be underway in fall of 2024 and will include all federally required environmental, right of way, and constructability reviews. After preliminary engineering is complete (late 2025), the project will be advanced to the design phase and should be complete in 2026. The project will also include public outreach in the preliminary engineering phase. It is anticipated that construction of the sidewalk and lighting will commence in late 2026 and will be complete in 2027. DuPage County is seeking \$500,000 for the construction of the sidewalk and lighting. The County is able to match and to provide funding for the remainder of the cost as well as the engineering.</p>	845803	3	69.68%	35
Village of Villa Park	NW Area Sidewalk Improvements	2026	\$660,000.00	\$600,000.00	Area of the village bounded by Westmore Ave, Addison Rd, Terrace St, and Plymouth St	<p>The proposed Northwest Area Sidewalk Improvement Project will replace existing deteriorated, deficient, hazardous, and non-compliant public sidewalks in an area of the village bounded by Westmore Avenue on the west, Addison Road on the east, Terrace Street on the south, and Plymouth Street on the north, with approximately 50,000 square feet of new sidewalk, all within the Village of Villa Park.</p> <p>Construction will consist of the removal of existing public sidewalks, curb ramps, and curb and gutter in front of curb ramps, earth excavation, placement and compaction of aggregate base course, and construction of new, compliant public sidewalks, curb ramps, and curb and gutter. Construction will also include restoration of parkways and driveways adjacent to the new public sidewalks.</p> <p>The village recently established public sidewalks as a priority as part of a strategic planning process. In response, the village conducted a municipality-wide assessment of the condition of its public sidewalks. That assessment has identified that the sidewalks in this area are some of the lowest-rated in the village.</p> <p>The project location is primarily residential and corresponds to US Census Tract Block Group 843200-2, consisting of 73.40% low-to-moderate income households. The service area includes the residential properties along Addison Road from the Union Pacific Railroad to Plymouth, Biermann Avenue from Terrace to Plymouth, Second Avenue from Terrace to Plymouth, Third Avenue from Terrace to Plymouth, Terrace Street from Westmore to Addison, and Vermont Street from Westmore to Addison.</p> <p>Residents within the service area will benefit from new, compliant, and accessible public sidewalks without deficiencies or hazards. These improvements will increase the walkability of the project service area and eliminate physical barriers currently faced by residents with limited mobility. They will also improve residents' access to nearby schools, parks, and the Metra commuter station.</p> <p>CDBG funds will be used for hard construction costs associated with sidewalk improvements.</p>	843200	2	73.40%	28

Applicant	Project Name	Program Year	Grant Request	Total Cost	Activity	Project Details	Score (Max 127)
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention/Rapid Rehousing and Daybreak Transitional Housing	2025/2026	\$165,000.00	\$1,468,368.00	Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	Catholic Charities' Emergency Services, Homeless Prevention, Rapid Rehousing (ES/HP/RRH) and Daybreak Transitional Housing (TH) address the needs of low-income households who are homeless or at risk of homelessness in DuPage County. The total project cost is \$1,468,638 and Catholic Charities requests \$165,000 to partially support salaries of case managers providing direct client services. ES/HP clients receive case management, rent, security deposit, utility and other assistance to maintain or move into new housing. RRH and TH provide up to 2 years of affordable housing and support services. These projects also provide food, prescription, transportation and other basic needs assistance to shorten or avoid homelessness. Clients eligible for ES/HP must have an income of 50% of MFI or lower, and be homeless/at-risk of homelessness. The project expects to serve 1,495 low income clients in FY25 and 1,496 FY26. TH participants are homeless families with children under age 18. The project expects to serve 40 individuals in FY25 and FY26. Rapid Rehousing expects to serve 27 individuals in FY25 and 28 in FY26. The total between all projects expected to serve in FY25 is 1,562 individuals and in FY26, 1,564 individuals.	Applications Combined - See below.
Catholic Charities, Diocese of Joliet	Tenant Based Rental Assistance	2025/2026	Applications combined. See above.		Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	Catholic Charities Tenant Based Rental Assistance (TBRA) proposes to rapidly rehouse and provide supportive services to literally and chronically homeless individuals and families in DuPage County who are referred through the Coordinated Entry System (CES), with an income of 50% of MFI or lower, and a VI-SPDAT score between 6-8. The total project cost is \$270,830 and Catholic Charities requests \$65,000 to partially support the salary of the program's case manager and emergency services supervisor who both provide direct client services to participants. The TBRA project has low barriers for program entry and rapidly places households in scattered site housing of their choice to address complex issues that would otherwise prolong the homeless experience. Direct services include intensive case management support needed to maximize self-sufficiency and better access to other basic need resources that are critical for breaking the cycle of homelessness, securing affordable housing, and goal planning. The case manager also serves as a liaison between participants and landlords to help ensure housing is maintained. In FY25 and FY26, the program projects it will receive a minimum of 25 CES referrals and will complete eligibility screenings to maintain 20 enrolled households annually.	121.5
Catholic Charities, Diocese of Joliet	Emergency Services/Homeless Prevention & Daybreak Transitional Housing	2025/2026			Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	Catholic Charities' Emergency Services & Homeless Prevention (ES/HP) and Daybreak Transitional Housing (TH) address the needs of low-income households who are homeless or at risk of homelessness in DuPage County. The total project cost is \$1,418,056 and Catholic Charities requests \$100,000 to partially support salaries of case managers providing direct client services. ES/HP clients receive case management, rent, security deposit, utility and other assistance to maintain or move into new housing. TH provides up to 2 years of affordable housing and support services. These projects also provide food, prescription, transportation and other basic needs assistance to shorten or avoid homelessness. Clients eligible for ES/HP must have an income of 50% of MFI or lower, and be homeless/at-risk of homelessness. The project expects to serve 1,495 low income clients in FY25 and 1,496 FY26. TH participants are homeless families with children under age 18. The project expects to serve 40 individuals in FY25 and FY26. The total between both projects expected to serve in FY25 is 1,535 individuals and in FY26, 1,536 individuals.	112
People's Resource Center	Homelessness Prevention	2025/2026	\$100,000.00	\$2,294,279.00	Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	PRC's Homelessness Prevention Program (HPP) prevents homelessness for low-income residents of DuPage County by distributing financial assistance and issuing referrals for related services and resources. When a client comes to PRC for a service and a housing need is identified during the intake process, the client is contacted to complete a "pre-screening" for initial eligibility. Clients who call directly for housing assistance are connected to PRC's Homeless Prevention Hotline, with a recorded message detailing eligibility requirements. HPP staff, a social work intern, or a trained volunteer will return their call and conduct a pre-screening. Households that may be eligible for assistance after the pre-screen schedule an in-person or virtual appointment to complete a housing assessment. They receive a verbal, written or emailed explanation of the documentation required for the appointment. During the pre-screen, referrals for any other immediate needs are provided. Eligible households can receive assistance with rent, mortgage, security deposit, HOA fees and utility assistance to avoid eviction or foreclosure or secure affordable housing. As needed, families receive case management support. Clients are also directed to other PRC services to help alleviate financial strain, such as free food, clothing & SNAP assistance. The total cost of HPP in FY2025 is \$2,294,279.	109.5

Applicant	Project Name	Program Year	Grant Request	Total Cost	Activity	Project Details	Score (Max 127)
DuPage Homeownership Center dba H.O.M.E. DuPage, Inc.	Foreclosure Prevention Program/Counselor in the Court	2025/2026	\$32,000.00	\$402,000.00	Public Service to provide housing support through case management by securing financial assistance to maintain or obtain housing - CDBG	<p>H.O.M.E. DuPage (HOME) is requesting \$64,000 (\$32,000 annually) in CDBG funding for its Foreclosure Prevention/Counselor in the Court Program, which has an annual cost of \$402,000. The services provided under this program are offered free of charge for clients and include the following:</p> <ul style="list-style-type: none"> <li>- Counselor in the Court: In partnership with DuPage County Circuit Court, a HOME housing counselor and bilingual assistant work on-site in foreclosure court to provide homeowners in crisis with guidance and information about HOME foreclosure prevention services.</li> <li>- Foreclosure Prevention Workshops: These workshops aim to educate homeowners about the foreclosure process, potential mortgage rescue scams, and options to avoid foreclosure.</li> <li>- Foreclosure Prevention Housing Counseling: This involves individualized housing counseling to assist homeowner clients in preventing foreclosure. HOME will work with clients and identify assistance programs, seek loan modifications with lenders, and pursue options to avoid foreclosure that would be best for their individualized situation</li> </ul>	106
DuPage County Community Services	Housing Supports HRU	2025/2026	\$160,000.00	\$765,943.00	Public Service to provide rent assistance - CDBG	<p>DuPage County Community Services (DCS) is requesting partial salary and benefits of three staff providing direct services and housing resources to low- and moderate-income households. Staff will process incoming calls and emails from DuPage households requesting assistance with housing or supportive services, assess and link these households to the service which will best meet their needs, assist households to document eligibility for housing assistance, enter data into HMIS, secure grant funded or community assistance to assist families to stabilize housing, and track payments. Staff may develop a comprehensive case plan for individual clients which will include goals and means to achieve housing stability, access mainstream resources, and increase income. Staff will review such plans with clients, discuss expectations and assist families to achieve goals. Staff will be expected to provide direct assistance to individuals with varying backgrounds and problems. Staff will promote awareness of services, provide resource information, and engage persons referred through the CES system. Staff will coordinate with community agencies, participate in CoC committees and activities, and attend trainings as beneficial to the development and implementation of best practices to low- and moderate-income households who lack housing stability. At least 51% of persons served will report income which does not exceed the low- and moderate-income limits.</p>	105

Applicant	Project Name	Program Year	Grant Request	Total Cost	Activity	Project Details	Score (Max 132)
Catholic Charities, Diocese of Joliet	Kathy Paulsen Hope House	2025/2026	\$50,000.00	\$567,069.00	Emergency Shelter Essential Services – ESG	Kathy Paulsen Hope House, an 18-bed shelter, benefits low-income DuPage County residents who are homeless due to a crisis situation, such as job loss, eviction, depleted savings, credit issues, illness, or loss of household income. In FY25 and FY26, the project proposes to provide shelter and services to at least 140 unduplicated clients each year. Total project cost is \$558,174.00 and Catholic Charities requests \$50,000 to partially fund salaries of staff providing direct client services. All clients have individualized service plans delineating mutually agreed upon goals. Service plan progress is reviewed daily with residential crisis counselors. Eligible clients are enrolled in mainstream benefits to maximize resources and income and are assisted in regaining financial independence and employment. It is anticipated that 70% of clients served will obtain Full Time Equivalent employment earning enough income to obtain permanent stable housing.	111
DuPagePads	ESG - Street Outreach	2025/2026	\$94,944.00	\$193,140.00	Street Outreach – ESG	DuPagePads' Street Outreach Program serves unsheltered homeless persons in DuPage County. Our team identifies, finds and connects with these individuals and families experiencing homelessness to offer them support and to connect them to programs and benefits. We receive suggestions regarding unsheltered homeless persons who might need help through our hotline and through our partnerships with local police, libraries and social service providers.  Street Outreach clients may choose not to access emergency shelter or supportive services because of mental illness, safety concerns regarding their children, fear of being separated from family members, or for a host of other reasons. As such, our Street Outreach team travels to them to provide assistance with basic needs, enrollment in mainstream benefits, health and mental health services, school enrollment for children and/or other needed services and support.  DuPagePads requests \$94,944 in needed ESG funding from DuPage County to support the Street Outreach program's operating costs, specifically salaries and benefits for two fulltime Street Outreach case manager positions and .25 time allocation for one Street Outreach Supervisor limited to supporting time for client interactions only.  In FY24, DuPagePads' Street Outreach team engaged with 246 unsheltered persons. Ultimately, 191 of these individuals exited street homelessness, with 109 exits (97%) to emergency or stable housing.	106
DuPage County Community Services	DPC Emergency Solutions Grant Program	2025/2026	\$50,000.00	\$998,061.00	Homelessness Prevention – ESG	DuPage County Community Services (DCS) is applying to distribute \$50,000 in Emergency Solutions Grant Funds for eligible at-risk households with the goal of helping these households to avoid eviction and homelessness or to shorten the time persons lack permanent housing. We will act in accordance with the rules as established by HUD and the guidance, standards and practices set locally by the DuPage Continuum of Care (CoC). The COC Coordinated Entry System will serve as the process to recruit eligible households for these services. We anticipate the ability to serve up to 5 households with these funds. Client and service level data will be entered into DuPage County's Continuum of Care's Homeless Management Information System (HMIS). This project will assist with housing stabilization services (intake, application, eligibility assessment, comprehensive case management) and financial assistance (security deposit, rent and/or utility arrearage, tenant-based rental assistance, utility payments and moving costs). We will provide the required program match through other grant funds which assist at-risk households to obtain or maintain permanent housing.	105
DuPage County Community Services	HMIS	2025/2026	\$50,000.00	\$307,172.00	Homeless Management Information System (HMIS) – ESG	This grant helps fund a portion of a Homeless Management Information System (HMIS) project Manager and 2 full-time System Administrators to provide training, monitoring, reporting, and technical assistance to 13 participating agencies and 160 Users, Software, System Administration, Reporting and Data training, HMIS related travel, and grant administration expenses to meet local, State, and Federal data collection and reporting requirements. We participate in a regional HMIS, Northeast Illinois (NIL), where each HMIS lead establishes their own operating procedures and work with participating agencies in their respective Continuum of Care (CoC) to help ensure compliance with privacy, security, and data quality.	105

Applicant	Project Name	Program Year	Grant Request	Total Cost	Activity	Project Details	Score (Max 132)
DuPagePads	ESG - Interim Housing - DuPagePads	2025/2026	\$210,000.00	\$2,882,813.00	Emergency Shelter Essential Services – ESG	<p>DuPagePads' Interim Housing Center (IHC) provides families and individuals experiencing homelessness with centralized onsite access to year-round emergency shelter, food assistance and connections to case management and intensive supports to streamline their ascent to housing stability.</p> <p>The IHC is unique in that, as a former hotel utilized since the local outbreak of COVID-19 to protect the health, safety and wellbeing of clients, volunteers and staff, it provides residents with access to a consistent, private space with a personal bathroom and closing door, coupled with support services, including case management, entitlements assistance, advocacy, connections to primary/mental health and substance use treatment and appropriate referrals for other community-based specialized supports. These features have had a significant and positive impact on guests' mental and emotional wellbeing, enabling them to stabilize in a more rapid and efficient manner.</p> <p>In FY24, the IHC provided emergency housing and food assistance to 619 individuals experiencing homelessness (60% of all clients served), with 276 individuals of 343 countable exits (80%) exiting to stable housing.</p> <p>ESG funding in the amount of \$210,000 is requested to support a portion of the salaries for DuPagePads' Interim Housing Center Director (\$32,969.43), Interim Housing Supervisor (\$23,977.77), Client Services Center Director (\$23,977.77) and three overnight Interim Housing Center case managers (\$129,075.03).</p>	98
FSS of MFS DuPage	Shelter Services for Domestic Violence Survivors	2025/2026	\$110,700.00	\$3,837,613.00	Emergency Shelter Essential Services – ESG	<p>Family Shelter Service of Metropolitan Family Service DuPage (FSS of MFSD) requests funding for shelter and supportive services to address the needs of victims of domestic violence (DV) and their children who are homeless as a result of fleeing interpersonal abuse. For emergency shelter services, FSS operates a 41-bed emergency shelter that provides a refuge for DV survivors and their children who would otherwise be homeless. Hotel shelter is available when needed and a full range of services is provided to hotel-sheltered clients. The grant will fund salaries and benefits for 1.8FTE Senior DV Advocates to provide direct services to DV victims/their children within emergency shelter. Advocates address the immediate needs of DV victims by welcoming them to the shelter and providing basic needs such as toiletries, diapers, food, and clothing as many enter shelter in crisis and with very limited financial resources. C.O.R.E. Life Skills training is provided to promote self-sufficiency. Case management and guidance to access needed benefits and community resources is provided and clients may also access the full range of FSS services including legal aid. FSS of MFSD provides the only comprehensive DV services in DuPage County and is a leading voice on DV issues.</p>	79