



MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR

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DuPage County Community Development Commission  
c/o Momina Baig  
421 N. County Farm Rd.  
Wheaton, IL 60187

January 10, 2025

Dear the DuPage County Community Development Commission,

People's Resource Center (PRC) is writing to formally explain the addition of the roles of Housing Assistance Specialist, Intake Coordinator, and Intake Manager funded under the DuPage County CDBG Program Public Service & Emergency Solutions Grant, Project #CD24-09. PRC is requesting to modify the agreement to include the above additional roles.

The Social Services Department was restructured to help execute the distribution of funds received from the Emergency Rental Assistance (ERA) program. The ERA funds increased the amount of rent assistance available to distribute by 331% or \$1,324,222 from FY24 (July 1, 2023 – June 30, 2024) to FY25 (July 1, 2024 – June 30, 2026). As a result, two position titles were changed, one position was eliminated, and three new positions were added. These positions are responsible for screening, assisting with rent assistance applications, and providing case management services. The additional positions were not added to the application because PRC had not yet applied for and received the ERA funds.

Below is a description of the changes in the department/program from when we submitted our application on September 22, 2022 and the titles that have been added (in bold):

- Director of Social Services: no change
- Sr. Social Services Manager: no change
- Social Services Manager: position eliminated
- Social Services Coordinators: two titles changed to Intake Coordinator.
- Housing Specialist: no change
- **Intake Manager: new position**
- **Housing Assistance Specialist: new position**
- **Social Services Coordinator: new position**

Please see the included and updated project budget and budget narrative for more information. Please contact Holly DeMore at (630) 384-1351 or at [hdemore@peoplesrc.org](mailto:hdemore@peoplesrc.org) with any questions or concerns.

Sincerely,

signature on file

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Jeni Fabian  
Chief Executive Officer