



**catholic  
charities**  
Diocese of Joliet

**Administrative Office &  
Will County**  
16555 Weber Road  
Crest Hill, IL 60403  
p: 815-723-3405  
f: 815-723-3452

**DuPage County**  
3130 Finley Road  
Suite 520  
Downers Grove, IL 60515  
p: 630.495.8008  
f: 630.495.9854

**Grundy & Kendall Counties**  
519 W. Illinois Street  
Morris, Illinois 60450  
p: 815.774.4663

**Kankakee, Ford &  
Iroquois Counties**  
249 S. Schuyler Ave., Suite 300  
Kankakee, IL 60901  
p: 815.933.7791  
f: 815.932.3030

[catholiccharitiesjoliet.org](http://catholiccharitiesjoliet.org)



January 9, 2025

DuPage County Community Develop. Comm.  
421 N. County Farm Road  
Wheaton, IL 60187  
Attn: Mary Keating

Re: CDBG TBRA #CD24-06 covered staff positions

Dear Mary,

On December 27, 2024, Catholic Charities, Diocese of Joliet (CCDOJ) was advised by its grant manager, Alyssa Jaje, that while previous billings submitted for this award that included essential services costs related to its Housing Navigator were approved, technically the grant as awarded only accounted for reimbursement of essential services costs of the program's case manager and emergency services supervisor.

Consequently, CCDOJ would like to request that the agreement currently in force be modified to include the TBRA direct service activities of the Housing Navigator to the scope of work for this project. Attached is an explanation of the Housing Navigator position along with how it is related to TBRA direct service and how it differs from the RRH case manager position. Additionally, an updated project budget and narrative is being provided.

CCDOJ appreciates your consideration of this request, accommodation of which will ensure maximal coverage of staff costs related to providing direct client services to participants in this program along with spend down of the award in its entirety by the grant end date of March 31, 2025.

Sincerely,  
signature on  
file

William Hasset  
Interim Executive Director

We are a faith-based organization providing service to people in need and calling others of good will to do the same.

## **CDBG-TBRA #CD24-06 Request for Modification Housing Navigator Position Description**

Catholic Charities Rapid Rehousing Housing Navigator supports clients in the Tenant-Based Rental Assistance Program by providing housing readiness assistance and individualized housing plans. After clients are screened and enrolled by the Rapid Rehousing Case Manager, the Housing Navigator helps them access resources, obtain necessary documents (e.g., ID, social security card, income verification), and complete housing applications. They assist with supportive and subsidized housing paperwork, explore affordable rental options, and advocate for clients with landlords, maintaining engagement until clients secure permanent housing. The Housing Navigator assists clients with move-in logistics by obtaining estimates, scheduling moves, and coordinating furniture acquisition, helping to schedule appointments for clients to select and pick up furniture for their new homes. The Housing Navigator builds relationships with landlords, realtors, housing developers, and service providers to identify housing opportunities. They collaborate with staff to maintain positive connections with landlords who house clients in Catholic Charities programs.

The Housing Navigator differs from the Rapid Rehousing Case Manager by focusing on securing housing, while the Case Manager supports clients after housing is obtained. The Case Manager provides assessments, eligibility screening, case planning, counseling, tenant education, and up to two years of case management. They also offer independent living and employment skills training to promote housing stability and self-sufficiency.

**CDBG-TBRA #CD24-06 Request for Modification  
Budget and Narrative**

Total project cost: \$277,338

<b>Sources of Funds for Project</b>	<b>Approved</b>	<b>Projected</b>	<b>Total Funds</b>
2024 CDBG-TBRA	\$65,000		\$65,000
Other Federal Funding: HOME-TBRA passed through DuPage County		\$192,960	\$192,960
State of Illinois Funding:			
Public Funding:			
Private Funding: Foundational awards		\$3,410	\$3,410
Fundraising			
Program Fees			
Other: United Way		\$8,659	\$8,659
Other: Diocese of Joliet contrib		\$7,309	\$7,309
Other:			
<b>Total</b>	<b>\$65,000</b>	<b>\$212,338</b>	<b>\$277,338</b>
<b>Uses of Funds for Project</b>	<b>2024 CDBG funds</b>	<b>Other Funds</b>	<b>Total Activity Cost</b>
Partial Salary / Benefits Direct Service Staff	\$65,000	\$6,894	\$71,894
Mileage & Transportation		\$1,200	\$1,200
Rent or Occupancy			
Utilities			
Supplies / Equipment Rental			
Taxes & Insurance			
Other: Tenant Based Rental Assist		\$192,000	\$192,000
Other: Other Direct Client Support		\$4,935	\$4,935
Other: Allocated Admin		\$7,309	\$7,309
<b>Total</b>	<b>\$65,000</b>	<b>\$212,338</b>	<b>\$277,338</b>

The \$65,000 awarded will cover:

- o Rapid re-housing case manager (Walz): \$61,807 annual salary & benefits @ 95.7% (\$59,149)
- o Housing Navigator (Swygert): \$60,621 annual salary & benefits @ 6% (\$3,637)
- o ES-HP supervisor (O'Brochta): \$73,805 annual salary & benefits @ 3% (\$2,214)