

**Family Self- Sufficiency Program
INTERGOVERNMENTAL SERVICE CONTRACT
DuPage Housing Authority
&
DuPage County Community Services**

Background: The DuPage Housing Authority has been administering the Family Self-Sufficiency program in cooperation and coordination with DuPage County Community Services since 1992. Funding for this initiative has been provided by the U.S. Department of Housing and Urban Development (HUD) under the Public and Indian Housing Family Self- Sufficiency (FSS) program grant award. Acceptance of the FSS grant award requires the DuPage Housing Authority to administer the FSS Program in accordance with HUD regulations and requirements in 24 CFR 984.101, and to comply with HCV program regulations, notices, and guidebooks.

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

Intergovernmental Service Contract Period: This agreement shall be effective from January 1, 2026, through December 31, 2027.

Grant Award: FSS26IL7270

Number of Coordinators: 2 Full-time (50 cases max each) or 4 part-time (25 cases max each) Please note that hours per coordinator cannot exceed 2,080 per grant year.

HUD Funding Period: January 1, 2026, through December 31, 2027.

Scope of Project: The DuPage Housing Authority is the grant applicant and recipient of the FSS Funding award and is responsible for administering the full-case management Family Self Sufficiency program, from eligibility to graduation, including HCV annual recertifications and interims, but only for their FSS participants. However, DHA will outsource specific functions of its case management responsibilities to DuPage County Community Services and will perform other functions within the housing authority. DHA will oversee HUD regulatory compliance of the program operations and will directly perform the following functions: maintenance of the FSS waiting list, client eligibility, interim certifications and recertifications, completion of the FSS Contract of Participation for each client, maintenance of client escrow accounts, program accounting, grant management and other administrative functions. DHA will remain the point-of-contact with HUD. In addition, the DHA will convene at least quarterly with the Program Coordinating Council and ensure that the FSS Action Plan is updated as required.

The COUNTY, will administer case partial case management, partner outreach, on DHA's behalf, using FSS funds awarded by HUD, only if FSS grant funds are available. Together, DHA and the County will use public and private resources to provide supportive services to enable participating families to increase their earned income and financial empowerment, reduce or

eliminate the need for welfare assistance and make progress toward economic independence and self-sufficiency.

The COUNTY will provide the following services, but are not limited to, the development of the client individual Training and Service Plans (also called the Personal Development Plan), case management and supportive service referral activities, service plan updates, planning visits with program participants, other direct services, and providing updates to DHA for FSS program and record compliance.

The COUNTY will be responsible for hiring, training, and supervising FSS Coordinators, who will be employed by the COUNTY. The COUNTY will comply with the HUD's program requirements of FSS Program Coordinator Role, Staffing Guidelines and other Requirements. A HUD-approved FSS Action Plan is required for any Public Housing Agency that operates a Family Self-Sufficiency program, whether mandatory or voluntary. PHA or owner must have a HUD-approved Action Plan in place before launching an FSS program 24 CFR § 984.201. The plan must include a **“program termination; withholding of services; and available grievance procedures”** section. This means that FSS program must have a documented process for participants to raise concerns about program actions, service withholding, or other issues. The County will closely coordinate efforts with DHA to ensure that the FSS Action Plan meets HUD regulations, and the grievance procedure meets HUD and DHA's guidelines. The County will conduct all hearings in accordance with HUD guidelines and will notify DHA of all grievances filed and hearing procedures conducted, on behalf of DHA. The County will also seek feedback on determinations.

Training: Paid training must be submitted to DHA for pre-approval by HUD, and Coordinator Training is required for all case managers. Case managers are required to comply with HUD and DHA required FSS training and industry certifications. FSS Coordinators may be required to take additional coordinator training, by DHA.

Reporting Requirements: Upon review of the billing and reporting requirements, The DHA shall grant to the COUNTY, as payment for all HUD eligible expenses for case-management activities performed by the COUNTY pursuant to the Service Contract, compensation not to exceed the grant award over the period grant period, for salary and training needs of program coordinator(s). The COUNTY will invoice DHA monthly. DHA will pay compensation to the COUNTY after services are performed, and within net30 of the itemized service invoice. All invoices must itemize actual time devoted and cost incurred with respect to services under this agreement, and by case manager. Compensation over the funding period shall not exceed \$169,000, unless additional funding is available, up to the amount of the grant award.

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

Retention of Records: The COUNTY shall maintain records to show actual time devoted and cost incurred with respect to services under this agreement, in accordance to HUD's record

retention guidelines Upon fifteen (15) days' notice from the DHA, all time sheets, billing and other documentation used in preparation of monthly billings shall be made available for inspection, copying or auditing by the DHA at any time during normal billing hours at 421 N. County Farm Road, Wheaton, Illinois. All records in connection with DHA's FSS grant funding shall be made available for DHA and HUD inspectors, when necessary. All project files shall be retained by COUNTY for a period of three years following project completion or three years or following the date of exit of an individual participant. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three- year period, whichever is later.

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

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

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

Terms of the Intergovernmental Service Contract accepted and agreed to:

Du Page Housing Authority
711E. Roosevelt Road
Wheaton, Illinois 60187
630.690.3555 x 8201

By: **Signature on File**

Armea Crawford
Title: CEO
Date: 06/15/2026
Board Resolution #2026-03

DuPage County Community Services
421 N. County Farm Road
Wheaton, Illinois 60187
630-407-6500

By: **Signature on File**

Mary A. Keating
Title: Director of Community Services
Date: 7/13/26

ADDENDUM NO. 1

TO THE FAMILY SELF-SUFFICIENCY (FSS) INTERGOVERNMENTAL SERVICE CONTRACT

This Addendum No. 1 ("Addendum") is entered into by and between the DuPage Housing Authority ("DHA") and DuPage County Community Services ("COUNTY"), collectively referred to as the "Parties," and amends the Family Self-Sufficiency Intergovernmental Service Contract effective January 1, 2026.

RECITALS

WHEREAS, the Parties entered into an Intergovernmental Service Contract for administration of activities associated with the HUD Family Self-Sufficiency ("FSS") Program; and

WHEREAS, the Contract identifies a Contract Period and HUD Grant Award associated with Grant No. FSS26IL7270; and

WHEREAS, the Parties desire to clarify the distinction between the HUD Grant Project Period and the HUD-funded Period of Performance applicable to the HUD FSS Grant Award FSS26IL7270.

NOW, THEREFORE, the Parties agree as follows:

1. Clarification of Grant Project Period

The Parties acknowledge that HUD Grant Award FSS26IL7270 reflects a Project Period extending from January 1, 2026, through December 31, 2027, as established within the HUD GrantSolutions system. The Project Period represents the overall grant administration period associated with the award and does not, by itself, establish funding eligibility for expenditures beyond the authorized Period of Performance.

2. Clarification of Period of Performance

The Parties further acknowledge that the Period of Performance for the FY25 FSS funding award is January 1, 2026, through December 31, 2026. Only eligible program costs incurred during this Period of Performance shall be reimbursable from FY25 FSS grant funds unless HUD subsequently authorizes additional funding, extends the Period of Performance, or issues a subsequent award.

3. Contract Interpretation

The Contract's stated term of January 1, 2026, through December 31, 2027 shall remain unchanged for purposes of partnership administration, recordkeeping, coordination of services, closeout activities, and grant administration. However, the existence of the

Contract through December 31, 2027, shall not be construed as authorization for expenditure of FSS26IL7270 FSS grant funds beyond December 31, 2026, absent written authorization from HUD. Nothing in this Addendum is intended to prevent the Parties from entering into an additional agreement during calendar year 2027 to administer future FSS grant awards.

4. Effect of Addendum

Except as specifically modified by this Addendum, all terms, conditions, and provisions of the original Intergovernmental Service Contract shall remain in full force and effect.

SIGNATURES

DuPage Housing Authority

Signature on File

By: _____

Name: Armeca Crawford

Title: Chief Executive Officer

Date: 07/10/2026

DuPage County Community Services

Signature on File

By: _____

Name: Mary A. Keating

Title: Director of Community Services

Date: 7/13/26