



# DU PAGE COUNTY

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

## Community Development Commission Final Regular Meeting Agenda

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Tuesday, April 2, 2024

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. [24-1103](#)

Community Development Commission - Regular Meeting - Tuesday, April 4, 2023

5. **COMMITTEE VOTE REQUIRED**

5.A. [24-1092](#)

Approval of the FY2024 Slate of Officers and Community Development Commission Executive Committee as Presented.

6. **INFORMATIONAL**

6.A. [24-1094](#)

Informational Item – Single Family Rehab Program (SFR) Project #1818 – Grant Funding Overage.

6.B. [24-1095](#)

Informational Item – Community Development Block Grant-Disaster Recovery (CDBG-DR) Program Review.

7. **OTHER BUSINESS**

8. **ADJOURNMENT**

9. **NEXT MEETING DATE - APRIL 8, 2025**



## Minutes

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

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**File #:** 24-1103

**Agenda Date:** 4/2/2024

**Agenda #:** 4.A.

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# DU PAGE COUNTY

## Community Development Commission

### Final-revised Summary

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

**Tuesday, April 4, 2023**

**11:00 AM**

**Room 3500B**

**1. CALL TO ORDER**

Chair Heniff called the meeting to order at 11:02 am.

**2. ROLL CALL**

Quorum was established.

<b>PRESENT</b>	Bastian, Bricks, Chassee, Crandall, DeSart, Eckhoff, Garcia, Heniff, Jones, LaPlante, Poeicha, Rutledge, Schwarze, Farrell, Gascoigne, Pozsgay, Smetana, Cronin Cahill, Childress, Evans, Galassi, Gustin, Todorovic, and Yoo
<b>ABSENT</b>	Chaplin, Covert, Gargano, Gombac, Govind, Krajewski, Ozog, Page, Popovich, Zay, Arguilles, Franz, Franz, Gadde, Mendel ACP, Stone, McLaughlin, Halloran, and Pollock
<b>LATE</b>	Barrett, Tornatore, and Headley

Staff Present: Mary Keating, Community Services Director; Julie Hamlin, Community Development Manager; Momina Baig, Housing and Community Development Planner (Remote); Chloe Harrington, Housing and Community Development Planner (Remote); Alyssa Jaje, Housing and Community Development Planner (Remote); Amish Kadakia, Senior Accountant (Remote); Ashley Miller, Senior Housing and Community Development Planner, and Thomas Schwertman, Housing and Community Development Planner.

Assistant State's Attorney - Katherine Fahy.

**3. PUBLIC COMMENT**

There was no public comment.

**4. APPROVAL OF MINUTES**

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Lori Chassee

4.A. [23-1409](#)

Community Development Commission - Regular Meeting - Tuesday, April 5, 2022

On a Voice Vote, All Ayes, the Minutes of April 5, 2022 were approved.

**Attachments:**     [2022-4-5 CDC Draft Minutes Final 2-](#)

## 5. COMMITTEE VOTE REQUIRED

### 5.A. [23-1411](#)

Approval of the FY2023 Slate of Officers and Community Development Commission Executive Committee as Presented.

Heniff stated there was a memo with the recommendation of the Nominating committee.

Officers:

Lynn LaPlante - District 4 (Chair)

Lori Chasse - West Chicago (Vice Chair)

Municipal:

Don Bastian - Carol Stream

Caron Bricks - Roselle

Michael Crandall - Addison

William Heniff - Lombard

Mike Todorovic - Glendale Heights

County:

Michael Childress - District 3

Patty Gustin - District 5

Brian Krajewski - District 1

Greg Schwarze - District 6

Yeena Yoo - District 2

Heniff asked if Staff had any comment. Keating said, assuming the vote goes along with the Nominating Committee's recommendation, there would be a couple of new County Board Members as well as Municipal Members. She welcomed them.

Heniff thanked all of the past members of the Community Development Commission as well as those who were in attendance today. He said it was an important Committee and a lot of good, hard work has been done over the past year. He thanked the County Board Members, Municipal Members and the general public that participated in the meetings. He also thanked the DuPage County Staff who worked very hard to make agenda items move much simpler and as smoothly as possible.

At this point, Heniff passed control of the meeting to the new Chair, County Board Member LaPlante.

LaPlante thanked Heniff. She also expressed gratitude to Staff and welcomed the new members and new Vice Chair, Lori Chassee, from the City of West Chicago. She was looking forward to another productive year on this committee. She felt it was very vital and important work. One of the goals was to shine a light on everything that is done on

the Committee and to make others aware.

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

**Attachments:**     [2023 Slate of Officers-CDC Exec \(&HOME\)-Revised](#)

**RESULT:**            APPROVED

**MOVER:**             Patty Gustin

**SECONDER:**        Lynn LaPlante

**ABSENT:**            Chaplin, Covert, Gargano, Gombac, Govind, Krajewski, Ozog, Page, Popovich, Zay, Arguilles, Franz, Franz, Gadde, Mendel ACP, Stone, McLaughlin, Halloran, and Pollock

**LATE:**                Barrett, Tornatore, and Headley

5.B.     [23-1410](#)

Recommendation for Approval of Community Development Block Grant-CARES Act (CDBG-CV) Agreement with DuPage County Kenneth Moy DuPage Care Center – Air Handling Units, Project Number CDCV21-01 – for a Total Award Amount of \$1,900,000. (COVID ITEM)

Gustin stated it was a much needed \$1.9 million item and asked staff if there was a warranty on the units, so they continue to work to take care of the people who we need assistance. Keating referred the question to Tim Harbaugh, Deputy Director of Facilities. He said that a traditional warranty on this type of equipment was one year, that is from the point of use, when it is being activated.

Gustin then asked if there was an option for an extended warranty of any part. Harbaugh explained that the initial warranty is all inclusive. After that, individual warranties were available. The initial warranty was for the entire unit. Once the County agrees and approves the contract, then installation takes place. It is not when the work is done but when the item is put into use.

Keating requested verification that the actual contract will go to the County Board for approval. Harbaugh said yes. The project cannot be bid on until the Community Development Commission action is completed and actions by the County Board.

There were no other questions.

On a voice vote, all Ayes, the Motion passed.

**Attachments:**     [1-CDCV21-01 Care Center Funding Increase CDC Memo JH v3 3.30.23](#)  
[2-CDCV21-01 Funding Increase Req Ltr 03.28.2023\\_Redacted](#)  
[3-CDBG CV Revised Cost Est Lamp 01.27.2023\\_Redacted](#)  
[4-CDBG CV Care Center Updated Budget 03.29.2023\\_Redacted](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

## 6. INFORMATIONAL

### 6.A. [23-1412](#)

Informational Item - CD21-15 DuPage Care Center - Care Center Air Handling Units – 2nd Time Extension to extend the Project Completion Date through April 30, 2023.

Keating explained the reason for this being an informational item was because last month this would have been the only item on the agenda. Previously, a policy was created that said a simple time extension, with no other changes to the terms of the contract, could go through Human Services and County Board without convening the Community Development Commission Executive Committee. It was a matter of convenience, particularly to the municipal members. The policy then requires that the Committee be notified of the action taken.

There were no questions.

On a Voice Vote, All Ayes.

**Attachments:**     [1-CD21-15 Care Center Mod 3 Time Ext CDC Memo](#)

<b>RESULT:</b>	ACCEPTED AND PLACED ON FILE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

### 6.B. Informational Item - 2022 Project Highlights

Keating introduced herself to the new municipal members who may not know her. As the Director of Community Services for DuPage County, she let them know that Community Development Commission fell within her department.

The County has created an Ad-Hoc Committee on Housing Solutions to look at affordable housing and workforce housing to see what the County can do to make sure that the housing stock meets the needs of its residents. The first meeting is to be on April 11, 2023, at 1:00pm, then continuing on the second Tuesday of each month at 1:00pm. All the meetings will be live streamed. It is a Committee of the Whole, so all the County Board members are invited to participate. The County has set aside \$2.5 million from its State and local fiscal recovery funds

as seed money to assist with this initiative.

The first agenda item at the first meeting will basically be an overview of the Community Development Commission; the County's history of affordable housing projects that have been funded, how they were funded, and how the funding decisions are made. The Community Development Commission's work will be front and center.

Major projects were completed in 2022. The one that she felt made a gigantic impact on the quality of life in the County was the DuPage Pads hotel purchase. The CDC Unit provided \$3 million in CDBG-CV funds (Community Development Block Grant-Coronavirus) as well as the County provided \$2 million from its ARPA (American Rescue Plan Act) funds. With this funding, DuPage Pads purchased the old Red Roof Inn on Butterfield Road in Downers Grove. Since the purchase, 742 individuals have come through the Interim Housing Center. That includes 305 families, who have come in and moved on to stable housing. DuPage Pads has seen a significant increase in the number of families served as apposed to the old program model which was a night-by-night shelter. Families were not accessing that resource for understandable reasons. She felt the opportunity to have your family behind a closed door allowed dignity and privacy.

All told, for one night of shelter for one person, the total number of night of shelter provide in the last year was 112,703 hours. As Chair LaPlante pointed out, the Community Development Commission was the first committee to vote to move this project forward. It was one of the most impactful projects done.

Other major projects completed in 2022 were water main improvements in Glendale Heights, and street resurfacing in Addison. United Cerebral Palsy-Seguín was assisted with purchase of a CILA (community integrated living arrangement) for individuals with disabilities. Almost Home Kids, an organization that does medical respite for medically fragile children, received funds for capital improvements. The Care Center received funding for generator replacement. There was a fairly significant backlog in the Single Family Rehab program. One of the newer staff did a significant job in getting the program all worked out. All of this, lead to the County meeting HUD's (Department of Housing and Urban Development) Timeliness Ratio which is a very important measure.

Sixty days before the new program year begins, HUD does a calculation. The Department can have no more than 1.5 times the annual allocation available to spend. This measures how quickly the funds are getting out into the community. The required ratio is 1.5. The CDC Unit was at 1.44. For a couple months it was questionable if that goal would be obtained. However, the DuPage Care Center came through by completing a project, and the timeless ratio was met. The ratio also sends a message to Congress that these funds are important and get out into the community.

For public service projects, there were CDBG and CDBG-CV, funds. There were also Emergency Solutions Grant (ESG) and ESG-CV (Emergency Solutions Grant Coronavirus) and HOME Affordable Partnership projects funded.

Year 2022 was huge and Keating gave her appreciation to Staff: Julie Hamlin Community

Development Manager, Tom Schwertman, Momina Biag, Chloe Harrington, Jake McFarland, Amish Kadakia, Marge Fletcher and the newest member Alyssa Jaje. Alyssa came from a downstate and had CDBG and ESG experience.

In addition to providing support and input to the County's Affordable Housing Solutions Committee, the unit will be starting to begin working on the next Consolidated Plan. The plan will be due in 2024 but work will begin in late 2023. This is the process that is gone through every five years to determine the needs of the community and determine the best way to invest the Community Development funds from HUD.

As part of the American Rescue Plan Act, the County received an additional \$6.4 million in HOME funds. The staff did a huge needs assessment and planning process for those funds. The highest priority was multifamily rental housing. There is a shortage of about 16,000 affordable units. The \$6 million will not meet the needed number of units. It does prioritize the work that needs done.

The Biden administration released new rules around Affirmatively Furthering Fair Housing. There will be additional work needed to be done on planning. The plan is currently called the Equity Plan. It reviews the historic practice of housing development, how does housing development impact fair housing issues and making sure individuals have access to housing throughout the County.

The largest entitlements, such as Los Angeles County, will be the first to complete the fair housing plan. This will give the DuPage additional needs assessment information around fair housing. In late 2023/2024 the County will be developing its plan.

Keating informed the Committee that Dave McDermott, Community Development Administrator, has left the County and that position will most likely be posted shortly.

Gustin asked if the County had any coordination with HUD's housing that HUD is financing and developing in DuPage County, so that the County knows what HUD is doing on their end, as far as building new affordable housing through private development, and then work together to find out what areas in DuPage County do not have affordable apartment housing. She was aware of HUD doing projects and a lot of their transactions were moving forward and getting funding. However, having them all in one spot did not always work. Keating said it would depend on what projects were being referred to. Developers working directly with HUD and not coming through an entitlement community, would be the specific funds for projects for seniors and individuals with disabilities. Project-based would be a voucher program that would go through the housing authority and those would be operating funds. If a developer was developing affordable housing, they would receive capital funds from IHDA (Illinois Housing Development Authority) or DuPage County. Operating funding could come in the form of a contract with HUD or the housing authority. In terms of capital projects, the County pretty much knew the projects that were going on.

Keating had talked with Kristen Faust, Executive Director of the Illinois Housing Development Authority, who spoke to the County Board last month. Faust and Keating had a good conversation. Developers, who are going to IHDA for tax credits in DuPage County, IHDA will



make sure the developers talk to the County as well, and vise-versa. It has not happened often that a developer applied to IHDA and the County was unaware. If they did not need the funding, that was fine, but the County would be happy to talk with any developer.

LaPlante felt the overview showed the breadth and scope and importance of the work done by the Committee. She felt that 112,703 was an amazing number of people who have been helped by this work.

There were no other questions or comments.

**7. OTHER BUSINESS**

There was no other business.

**8. ADJOURNMENT**

<b>RESULT:</b>	ADJOURNED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Patty Gustin

**9. NEXT MEETING DATE - April 2, 2024**



## Action Item

421 N. COUNTY FARM  
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**File #:** 24-1092

**Agenda Date:** 4/2/2024

**Agenda #:** 5.A.

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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@dupagecounty.gov  
[www.dupagecounty.gov/community](http://www.dupagecounty.gov/community)

**To:** DuPage Community Development Commission

**From:** Nominating Committee  
Lynn LaPlante – District 4  
Lori Chassee – West Chicago  
Mary Keating – Community Services Director

**Date:** March 25, 2024

**RE:** **Nominations for 2024 Officers and CDC Executive Committee**

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The following members are nominated for positions on the CDC Executive Committee:

Officers: Lori Chassee – West Chicago (Chair)  
Lynn LaPlante - District 4 - (Vice Chair)

Municipal  
Members: Don Bastian – Carol Stream  
Caron Bricks – Roselle  
Edmond Cage – Clarendon Hills  
Michael Crandall – Addison  
Mike Todorovic – Glendale Heights

County  
Members: Michael Childress – District 3  
Patty Gustin – District 5  
Brian Krajewski – District 1  
Greg Schwarze – District 6  
Yeena Yoo – District 2



## Informational

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**File #:** 24-1094

**Agenda Date:** 4/2/2024

**Agenda #:** 6.A.

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**DUPAGE  
COUNTY**

## COMMUNITY SERVICES

630-407-6500  
Fax: 630-407-6501  
csprograms@dupagecounty.gov  
[www.dupagecounty.gov/community](http://www.dupagecounty.gov/community)

**TO:** Community Development Commission Executive Committee

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

**DATE:** March 26, 2024

**RE:** Notice of a Single-Family Rehabilitation Project Exceeding  
\$15,000

**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:** None. This item is informational only

**DETAILS:** Community Services Department in collaboration with the Community Development Commission operates a Single-Family Rehabilitation Program, providing eligible homeowners with a Community Development Block Grant (CDBG) Program grant up to \$15,000 for home rehabilitation addressing accessibility issues, code violations, and health and safety issues.

Per the Community Development Commission “Underwriting Standards for Rehabilitation Programs” policy, “if a rehab is started and unforeseen issues are encountered, CDC staff may use their best judgment to resolve such issues and will report any rehabs that exceed \$15,000 to the Community Development Commission Executive Committee and/or HOME Advisory Group.”

SFR file #1818 applied for assistance with a roof replacement and skylight replacement due to deterioration and leakage. Bids were obtained for replacement of the roof and up to four skylights. Bids came in over the maximum grant and the homeowner elected to have three of the four skylights replaced to stay within the grant parameters. A Change Order was requested to allow for the fourth skylight to be included in the project, bringing total project costs in at \$15,932.74. While not an “unforeseen” issue, SFR staff exercised its best judgement and determined it was reasonable to allow the costs, and therefore approved the Change Order.

SFR staff strive to adhere to the maximum \$15,000 grant award. In certain circumstances, overages can occur.



## Informational

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**File #:** 24-1095

**Agenda Date:** 4/2/2024

**Agenda #:** 6.B.

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