Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd
Arlington Heights, IL 60005
November 15, 2023
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Approval of Minutes 9/20/2023

IV. REPORTS

A. Status Update on Inclusionary/Affordable Housing Commission Meeting

V. OLD BUSINESS

A. Single Family Rehab Program Report
B. Rental Registry Recommendation
C. Affordable Housing Trust Fund

VI. NEW BUSINESS

A. Arlington Gateway Affordable Housing Plan
B. CDBG 2023-2024 Group Home Rehabilitation Grant Program Applications

VII. OTHER BUSINESS

A. December Meeting

VIII. PUBLIC COMMENT

A. Public Comment

IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.

Housing Commission
11/15/2023

Item: Approval of Minutes 9/20/2023

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes 9/20/2023	Minutes

DRAFT

MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
SEPTEMBER 20, 2023
Version 2

IN ATTENDANCE:

Commissioners Present:	John Eggum	Ken Kiefer
	Janice Krinsky	William Delea
Commissioners Absent:	Andre Arrington	David Miller
Staff Present:	Nora Boyer, Housing Planner/Staff Liaison	
Others Present:	Joe Taylor, 116-125 Eastman	
	Bernard Citron, 116-125 Eastman	
	Rolando Negron Rodriguez, Full Circle Communities	
	Denise Reyes, Full Circle Communities	
	Emma O'Conner-Brooks, Full Circle Communities	
	Jordan Bartle, Full Circle Communities	
	Tom Gaynor, Hana Board President	
	Hugh Brady, Housing Task Force	
	Linda Waycie	
	Gary Stubits	
	Barb Taylor	
	Jack Sturgeon	
	Pat Sturgeon	
	Emily Mysler	
	Sally Mysler	
	Keith Moens, Resident	
	Fred Vogt, Resident	

I. CALL TO ORDER

The meeting was called to order at 7:00 pm by Chairman Eggum.

II. ROLL CALL

Present: J. Eggum, J. Krinsky, K. Kiefer, & W. Delea
Absent: A. Arrington & D. Miler

III. NEW BUSINESS

Chairman Eggum took the prerogative to reorder the agenda to move the new business items forward on the agenda beginning with the 116-125 Eastman project.

A. 116 – 125 Eastman Affordable Housing Plan (Revised)

Ms. Boyer shared the staff report: 116-120 W Eastman is a proposed mixed-use building in downtown Arlington Heights. Due to its location in the B-5 zoning district, the Inclusionary Housing Ordinance requires that 7.5% of the total number of units in the development be affordable with the option that a minimum of 5% of the units must be provided as onsite actual affordable housing units and up to 2.5% of the units may be provided using the fee-in-lieu option at the amount per unit prescribed in the Inclusionary Housing Guidelines at the time of the issuance of the building permit. The amount prescribed in the Guidelines is currently $28,370 per unit but is subject to annual updates according to changes in the Consumer Price Index for the Chicago-Elgin-Naperville Area.

The Affordable Housing Plan for this project was previously reviewed by the Housing Commission in April, 2023. The Housing Commission recommended approval of that Affordable Housing Plan with conditions to the Village Board. However, since April, 2023, the project has undergone some changes and the petitioner has revised the proposed Affordable Housing Plan for the project. Therefore, a revised Affordable Housing Plan is being presented to the Housing Commission.

116-120 Eastman REVISED Affordable Housing Plan Summary

- Total Dwelling Units: 136
- Market Rate Units: 129
- Affordable Unit Obligation (7.5%): 10.2
- Inclusionary/Affordable Units (Min. 5%): 7 (5% is 6.8 units rounded to 7 units)
- Fee-in-Lieu Units (Max. 2.5%): 3.2 (10.2 units minus 7 on-site units)

The applicant has agreed to the requirements of the Inclusionary Housing Ordinance and associated Guidelines including, but not limited to, the following criteria:

- To provide 7 on-site affordable housing units which meets the requirement that a minimum of 5% of the total number of units be provided as actual on-site units in perpetuity
- To pay a fee-in-lieu of providing 3.2 units x the applicable fee at time of permit (2.3% of total units)
- The annual income for tenants shall comply with the Inclusionary Housing Ordinance and Guidelines which are a maximum of 60% of area median income adjusted for household size
- The maximum rents shall comply with the Inclusionary Housing Ordinance and Guidelines with rents affordable at 60% of area median income adjusted by unit size and also adjusted for a utility allowance
- The affordable units shall be integrated throughout the building
- The affordable units shall be constructed simultaneously with the market rate units
- The interior and exterior finishes of the market rate and the affordable units will be the same
- The bedroom mix of the affordable units shall be equivalent to the mix of the market rate units (rounded) at 3 studio units; 3 one-bedroom units; and 1 two-bedroom units. If the bedroom mix and density calculations change, distribution may be adjusted accordingly
- The management shall provide the required annual report concerning the affordable units on a form prescribed by the Village

The applicant has provided an Affordable Leasing Plan (ALP) that is consistent with the Inclusionary Housing Ordinance and Inclusionary Housing Guidelines including the implementation of the tenant preferences. The ALP is incorporated into the Affordable Housing Plan.

Staff recommended that the Housing Commission recommend that the Affordable Housing Plan for 116-120 W Eastman be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

a. Providing, at a minimum, 7 actual on-site units (a minimum of 5% of the total units) in the Planned Development and fee-in-lieu for 3.2 units (a maximum of 2.5% of the total number of units) or a total of 10.2 units (7.5% of the total number of units) in compliance with Section 7-1707(b)(1) of the Village Code.
b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

Bernard Citron, attorney for the developer, explained that the project has been revised as a result of meeting with the Village and neighborhood residents. The total number of units was reduced from 150 units to 136 units. There were changes in setbacks and there is some stair stepping of the building. While the number of units has dropped, the project will cost about as much to build because the amenities have not changed and the cost of construction and financing have increased. All amenities will be available to all residents: upper deck, pool, restaurant, and co-working spaces. No density variances will be needed, and this will be a one phase project. For all of these reasons, they are not able to provide the additional 3 affordable units and are proposing to pay the fee-in-lieu for those units.

The applicant has further agreed to offer each tenant a minimum of one parking space per affordable unit at a monthly rate that is reduced by the same proportion that the tenant's affordable monthly rent is discounted from the rent amount for an equivalent market rate unit. He said that parking spaces are about $50,000 to provide so they can't give away the spaces.

Tom Gaynor, Hana Board President, expressed that the revised plan is much improved as a result of the developer, neighborhood, and Village having worked collaboratively, and the revisions are much appreciated. He said the plan is respectful of the neighborhood and good for the Village. He said they would be in favor of 10 affordable housing units being provided in the building instead of 7, but at least the project is compliant.

Mr. Gaynor also shared a concern for historical homes in the Village being torn down. Through a recent FOIA request, he learned that 10% of the 517 homes identified by the 2004 Art Institute study has having historic character have been torn down and replaced by large, million-dollar homes. There have been 657 tear downs since 2004 and many of torn-down homes may have been considered affordable. He encouraged the Housing Commission to work in tandem with the Design Commission, which reviews tear down and rebuilds, to preserve affordable housing within the community.

Mr. Moens pointed out that the staff report states that the preference in projects is to provide the affordable units rather than accept the fee-in-lieu, and he stated that he does not think that providing the 3 more affordable units will break this project. He asked that the developer to provide evidence that the 3 more affordable units cannot be provided, and asked that the motion be amended to strike accepting the fee-in-lieu for the 3 units and include all 10 affordable units in the project

Mr. Taylor explained that the cost to build these units is approximately $350,000/unit and the rent generated from the affordable units will be about 1/3 of that received from the market rate units. He said that the project can only absorb a limited number of these units without receiving any funding from the municipality or tax incentives. He said that he does not share proformas with the Village or public but he has lenders and equity partners to satisfy. He said without further incentives, it is difficult economically to provide more affordable units. Mr. Citron pointed out that they are not asking for any variances, including not asking for any density bonus, as was the case previously. Instead, they have decreased the total number of units in response to the neighborhood's requests for decreased height and lower density.

Chairman Eggum asked if the developer was saying that due to the number of units decreasing and construction costs remaining relatively the same, if that materially dropped the rate of return to which the developer agreed. Chairman Eggum stated that the Village has indicated through the Trustees that they are interested in maximizing affordable housing and maintaining that as a priority, but when other commissions, staff, or Trustees decline to allow requested density bonuses, this will decrease the ability of developers to develop affordable housing due to reduced rates of return. He said that the developer having complied with the Ordnance is appreciated; however, it is unfortunate that the proposal to increase density in return for providing more affordable housing in the community was unable to be realized.

Commissioner Kiefer inquired about the tenant selection for the inclusionary units. He asked about the marketing plan for the inclusionary units, especially how they would be directed to Arlington Heights residents. Mr. Taylor stated that there is a marketing plan. Their management company, Lincoln Properties, will manage the process and it will include local housing outreach and will also comply with fair housing laws. Mr. Citron added that they are open to partnering with the Village to market the units locally such as on the Village website if desired. He said though that they cannot limit the units to Arlington Heights residents only.

Commissioner Eggum said the Housing Commission has heard a lot about maintaining affordability for residents for persons such as seniors and that is a concern for the Senior Commission that is represented at this meeting. He said there is a rational basis and reasoning for being concerned about current residents. He said there is a misunderstanding about restrictions versus preferences. He said that there have been repeated concerns about residents being priced-out of our community and there is a reasonable desire to assist residents to be able to remain in the community and not be forced to move to unfamiliar communities in order to find housing.

Mr. Moens asked if a motion can be made at this point to add the increased density to make possible adding the 3 additional affordable units. Mr. Citron stated that the project has already been reworked in response to neighborhood concerns and they are not in a position to rework the project again. Chairman Eggum recognized that the project had been re-engineered and that different commissions have different perspectives. Mr. Citron pointed out again that they are not asking for less than what the Inclusionary Housing Ordinance requires. Chairman Eggum said that the message in what has occurred is that people need to speak in favor of things like density bonuses to support affordable units when other people are taking the position speaking in favor of less density so that there is a discussion of the competing interests.

Motion was made by Commissioner Eggum; Seconded by Commissioner Krinsky:
It is recommended that the Affordable Housing Plan for 116-120 W Eastman be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:
The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

a. Providing, at a minimum, 7 actual on-site units (a minimum of 5% of the total units) in the Planned Development and fee-in-lieu for 3.2 units (a maximum of 2.5% of the total number of units) or a total of 10.2 units (7.5% of the total number of units) in compliance with Section 7-1707(b)(1) of the Village Code.
b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

The motion was approved unanimously by voice vote.

The developers were thanked for their investment in Arlington Heights and for returning to the Housing Commission.

B. Grace Terrace Affordable Housing Plan

Ms. Boyer shared the staff report. Grace Terrace is brought to the Village by Full Circle Communities. It would primarily be financed by the Illinois Housing Development Authority's Permanent Supportive Housing program. It is a proposed 25-unit universally designed permanently supportive housing development providing affordable housing for persons with disabilities. Priority is given to veterans who are otherwise eligible for tenancy. Under the terms of its financing from the Illinois Housing Development Authority (IHDA), all 25 units (100%) must be used to provide affordable permanently supportive housing for a minimum of 30 years. Full Circle Communities has stated that its mission-driven intention is to own and manage all of the units as permanently supportive housing in perpetuity.

Grace Terrace is proposed to have 20 one-bedroom and 5 two-bedroom units in a 3-story building. Tenants will pay 30% of their incomes toward rent and utilities with the remainder covered by Cook County Housing Authority Project-Based Vouchers. This project sets maximum annual household incomes at 30% and 50% of area median income.

In addition to the financing from IHDA, the project is receiving public financing and other grants from Cook County (federal HOME program), a ComEd energy efficiency grant, IFF loan, a State of Illinois Capital Bill allocation, and a Federal Home Loan Bank grant.

Inclusionary Housing Ordinance: Below is a comparison of the proposed project and the requirements under the Inclusionary Housing Ordinance (IHO) and IHO Guidelines.

Criteria	Grace Terrace	Village Requirement Inclusionary Housing Ordinance (IHO) or Guidelines	Comment
Percentage (Number) of Affordable Units	100% (25) units for first 30 years; thereafter at a minimum to comply IHO 10% (3) unit requirement but the intention it to continue operation as a 100% affordable permanent supportive housing building.	10% (3) units are required to be affordable due to public financing	Exceeds affordability requirement first 30 years and will continue to comply thereafter
Fee-In-Lieu	Not applicable	Not applicable	Not applicable
Maximum Tenant Annual Incomes	Maximum 30% and 50% of Area Median Income, thereafter to comply with IHO	Maximum 60% Area Median Income	Exceeds affordability requirement first 30 years and will continue to comply thereafter
Maximum Rents	Tenant rents are 30% of household income for the first 30 years (HACC Project Based Vouchers); thereafter to comply with IHO	Maximums as per IHDA/IHO Guidelines chart by bedroom size	Exceeds requirement first 30 years and will continue to comply thereafter
Integration of Affordable Units	All units are affordable first 30 years; thereafter must comply with IHO	Affordable units to be integrated	Meets requirement

Phasing	Not applicable due to it being a one building development	Not applicable due to it being a one building development	Meets requirement
Interior and Exterior Finishes	All unit finishes are the same	Finishes in affordable units must meet minimum standards	Meets requirement
Bedroom Mix	All units are affordable first 30 years; thereafter to comply with IHO	Affordable unit bedroom mix must be proportional to market rate mix	Meets requirement
Preferences	First 30 years disability will be a condition of tenancy and veterans will receive preference, thereafter to comply with IHO but the intention is to continue to operate as a permanent supportive housing facility for persons with disabilities	IHO Guidelines state that the developer must give preference to one or more of 4 preference categories (persons with disabilities, veterans, local residents, local employees)	Meets requirements
Reporting	Petitioner has agreed to reporting requirements	IHO Guidelines contain reporting requirements	Meets requirement

The petitioner has reported that a Tenant Selection Plan will not be produced until closer to the financial closing with IHDA and has offered to provide a copy to Staff at that time. The IHDA Tenant Selection Plan template will be used. Staff will ensure consistency of the Tenant Selection Plan with the inclusionary housing requirements.

The matter of tenant preferences requires further discussion for which supplemental information was provided. Ms. Boyer explained with respect to the preferences that disability by a head of household is a requirement of tenancy and preference would be given to veterans. These are the required preferences under the IHDA program. IHDA's requirements do not permit the preferences for local residents and employees. This is the same at Heart's Place in Arlington Heights in Arlington Heights which is also an IHDA-financed Permanent Supportive Housing building although Heart's Place was approved prior to the adoption of the Inclusionary Housing Ordinance.

Staff is recommending that the Affordable Housing Plan for Grace Terrace, 1519 – 1623 S Arlington Height Road be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

a. Providing, at a minimum, 3 actual on-site units (a minimum of 10% of the total units) in perpetuity in the Planned Development in compliance with Section 7-1707(b)(3) of the Village Code.
b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

Ms. O'Conner-Brooks introduced the mission of Full Circle. She said that they are excited about the Arlington Heights location as a high opportunity area and its proximity to a grocery store, park, public transportation including a PACE bus line, and other amenities.

She said that supportive services will be available to tenants on-site but are not required. Tenants will have leases; it is not transitional housing. There will be 100% rental assistance though the Housing Authority of Cook County because they have a priority for affordable housing for persons with disabilities and veterans. Tenants will be required to pay 30% of their income for rent. Every lease holder is required to be an individual with a disability, veterans receiving priority.

Ms. Denise Reyes discussed the project financing plan of which the main component is IHDA's Permeant Support Housing program. This program provides funding for acquisition and construction of projects for persons with disabilities. State and private grants and loans will also be including in the financing. All funding sources are confirmed and committed. They are wrapping up the conceptual project phase and intend to submit for permitting before end of the year, closing on the IHDA financing shortly thereafter. Construction is expected to begin in early spring 2024 and will take about one year to complete. Full Circle property management will then take over the property.

Chairman Eggum asked for the total cost for the project which was reported to be $13.5M with the IHDA portion being $8.5M and loans totaling $1.5M. The builder is Weiss Builders.

Ms. O'Conner-Brooks shared their success with a development in McHenry County.

Services on-site in Arlington Heights will include a case manager, help with literacy, job training, case management, applying for benefits, socialization and community building, help integrating into the community, health and wellness programs, in/out patient services as needed, etc. Full Circle reinvests 75% of their differed development fees back into their services so that tenants receive what they need. Their project aligns with Arlington Heights' inclusionary housing goals, goals for the development of vacant land, and will pay approximately $50K per year in property taxes.

Ms. O'Conner-Brooks stated that the Fair Housing Act does not permit the local preferences, but the units will be marketed locally and a wait list based on location will be developed. She also said that they are willing to work with the Village's Health Department to identify possible referrals. Chainman Eggum asked if not permitting the local preference was an IHDA requirement or a matter of fair housing law. Ms. O'Conner-Brooks said that fair housing law disallows limiting units to tenants from specific zip codes.

Hugh Brady, Housing Task Force representative, provided some background on how the project came about and said that the Task Force is very supportive of this project. He said that their market research shows a strong need for this type of housing in the area. He shared that area residents are interested in staying in their communities. Services that are provided within the housing are needed. Mr. Brady said that a similar building in Mt. Prospect called Meyers Place was nearly entirely occupied by tenants who previously resided locally – in Mt. Prospect or a nearby suburb.

Sally Mysler encouraged the project move forward after her daughter Emily benefitted from a similar community.

Commissioner Krinsky said that she is very supportive of this project. She said that she has professional and personal experience with special needs populations and lives on the west side of Arlington Heights Rd. where the building is proposed to be located. She thanked the developer for bringing this to our community and her area which so desperately needs this type of housing.

Chairman Eggum said that there is a lack of complete understanding concerning the legal framework regarding the preferences. He said that in-general he views this project as warranting a possible exception to the standing preferences because of the IHDA requirements. However, the exception is not something that would be made under a normal set of circumstances (such as in a privately-financed development) where financing does not require such an exception. He said that he wants to be clear that the preferences were discussed by the Housing Commission and the Village Board and are in the Inclusionary Housing Guidelines pursuant to direction from the Village Board, and it needs to be clear that that an exception would not otherwise be considered if it were not for these unique circumstances related to the requirements under the financing.

Commissioner Kiefer said that he is supportive of the project and understands that IHDA has its restrictions, but he is concerned about the Village tenant selection preferences. The Mt. Prospect building providing affordable units to residents of surrounding communities is fine, but Arlington Heights is the only suburb in the area that requires inclusionary units and the intention is that local residents should have the opportunity to benefit from these units. He would like this topic investigated further. There was a discussion about the difference between illegal restrictions and potentially legal preferences with it being permissible to have preferences for which there is a rational basis and and does not create a disparate impact.

It was also stated that an interested persons list will be kept by the developer, and the persons on the interested persons list will be notified when the Cook County Housing Authority waiting list is opened. Therefore, publicizing the project locally and getting interested persons on the developer's interested persons list would be a way of help local residents access the Cook County Housing Authority waiting list.

Motion was made by Commissioner Eggum; Seconded by Commissioner Krinsky:
It is recommended that the Affordable Housing Plan for Grace Terrace, 1519 – 1625 S Arlington Heights Road be approved as meeting the requirements of the Inclusionary Housing Ordinance and that the developer be granted an exception to the Inclusionary Housing Guidelines because they are required by State-based public funding sources (Illinois Housing Development Authority) to refrain from giving preference to Arlington Heights residents and workers.
The motion was approved unanimously by voice vote.

Chairman Eggum asked that staff be prepared to explain the distinctions described above to the Trustees and point out that the preferences were the preferences of the Trustees. The Trustees decided to enact the Ordinance and the preferences with the Guidelines.

The Housing Commission resumed the regular order of business on the meeting agenda.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Kiefer, seconded by Commissioner Delea to approve the minutes of the August 16, 2023 meeting with the correction of a few typographical errors. The motion was approved unanimously by voice vote.

V. REPORTS

A. Regular Status Update of Inclusionary Affordable Housing Projects

- **Arlington Gateway** – Is a redevelopment proposed for the SE corner of S Arlington Heights Rd. and Algonquin Rd. The proposal is for an 8-story, 300-unit rental apartment building. It went to early review before the Village Board on June 20, 2023 and the Conceptual Plan Review Committee on July 26, 2023. The developer's proposal is to provide the required 10% (30) affordable units.

- **Chestnut Townhomes** – Is a proposed 5 townhome development for 2201 N Chestnut Ave. Payment of the linkage fee would be required due to the size of the project (under 10 units).
- **Full Circle Communities' Grace Terrace** – Is a permanently supportive housing development proposed to be located at 1519 – 1625 S Arlington Heights Rd. The Affordable Housing Plan was presented to the Housing Commission at this meeting - September 20, 2023. The project will be going soon to the Design and Plan Commissions.
- **International Plaza/TIF 4** – Discussions are continuing regarding the redevelopment site. There is potential for movement on the project in the coming month or two. The affordable housing partner applied for low-income housing tax credits for the affordable building. The application passed IHDA's preliminary review, but the project was not awarded tax credits in 2023. There may be a reapplication for 2024 tax credits.
- **116-120 W Eastman** – The Affordable Housing Plan for this rental building was reviewed by the Housing Commission in April 2023. The revised Affordable Housing Plan was presented to the Housing Commission for re-review at this meeting - September 20, 2023.
- **4 N Douglas** – The Affordable Housing Plan has been reviewed by the Housing Commission. The project has not yet advanced to the Plan Commission.
- **Crescent Place** – Is a 40-unit, 100% affordable apartment building that has been approved and is under construction.
- **ADRIII/3031 W Salt Creek Ln.** – Was a proposed rental building that went for preliminary review to the Conceptual Plan Review Committee on November 30, 2022. Nothing more has been heard from the petitioner.
- **Arlington 425** – Is approved. There is no update this month.

VI. OLD BUSINESS

A. Single-Family Rehabilitation Program Report & 2023/2024 Budget Discussion

Ms. Boyer said that the allocation for the Single-Family Rehab program for 2023/2024 is $32,419, and there are now three applications.

The applications for the Group Home Rehab Grant Program were going to be reviewed in October, but she suggested that she ask the agencies to collect multiple bids for their projects in the hope that there may be costs savings. If there are extra funds in the Group Home Rehab Grant Program, perhaps the funds could be reallocated to the Single-Family Rehab Program.

Commissioner Krinsky asked if Ms. Boyer knew how the applicants heard about the Single-Family Rehab Program. Ms. Boyer said that one applicant is a repeat participant and the other two applicants read about the program when the program was recently publicized online.

B. Single-Family Rehab Program Changes

Ms. Boyer said that the changes to the program recommended by the Housing Commission were accepted by the Village Board. The approval of loans up to 100% loan to value ratio are to approved on a case-by-case basis for urgent repairs.

C. Rental Registry Recommendation

Ms. Boyer reported that the Village Manager is having the Building Department look into a Multi-Family Licensing program including a rental licensing and inspection program, looking at possible policies for short term rentals, and getting information on affordability. The challenge being the cost especially with regard to the inspection component.

Commissioner Eggum stated that the long-ago proposed rental registry was proposed with a small fee to cover the nominal cost for the set-up of the website page and data collection system. The proposed rental registry would provide the framework for the other topics being discussed and does not need to wait for those discussions to conclude. The rental registry could proceed and provide the data needed by the Housing Commission to do its work.

D. Affordable Housing Trust Fund

Ms. Boyer had no report.

VII. OTHER BUSINESS

A. Agenda Items for October Meeting

None

B. Public Comment

Fred Vogt, of the Senior Citizens Commission stated that Village Board Goal #9 in the Strategic Plan is Attainable Housing. The Senior Commission met earlier this week and is wondering how the Housing Commission plans to monitor this goal. Commissioner Eggum said that the rental registry would help with this. He also said that it would be helpful if the Housing Commission had contact with a Realtor who would be willing to provide housing market data from the Multiple Listing Service (MLS). Chairman Eggum shared that the Housing Commission really does not have current data on Arlington Heights housing cost/value at this time. Mr. Vogt said that he will look into the idea.

VIII. ADJOURNMENT

A motion was made by Commissioner Krinsky seconded by Commissioner Kiefer to adjourn the meeting. The motion was approved by voice vote.

Housing Commission
11/15/2023

Item: Single Family Rehab Program Report

Department: Planning & Community Development

ATTACHMENTS:

Description	**Type**
Single Family Rehab Program Report	Report

09/20/2023

SINGLE-FAMILY REHAB PROGRAM STATUS REPORT – October 1, 2023 to September 30, 2024

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
23-03 JU-631	8/22/2023		Priorities: Upgrade electric Gutters Garage doors						Eligible for program. Home has historic significance. Lead-based paint testing my be required depending on the scope of work. Homeowner is collecting bids.
23-04 CR810	9/8/2023		Roof & gutters	$8,000	$9,775				Administratively approved (Under $10,000).

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2023/2024 CDBG allocation:		$32,419
SFR Case 23-04	-	9,775
Title Searches/Appraisals/ Lead based paint tests/Permits:	-	TBD
		$22,644

Loans Repaid CDBG Fiscal Year To Date: 10/1/23 – 9/30/24

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)
14-03	11/1/2023	9	$8,815.00	Refinanced to reverse mortgage (see also 23-02)
23-02	11/1/2023	0	$5,723.96	Refinanced to reverse mortgage (see also 14-03)

Housing Commission
11/15/2023

Item: Arlington Gateway Affordable Housing Plan

Department: Planning & Community Development

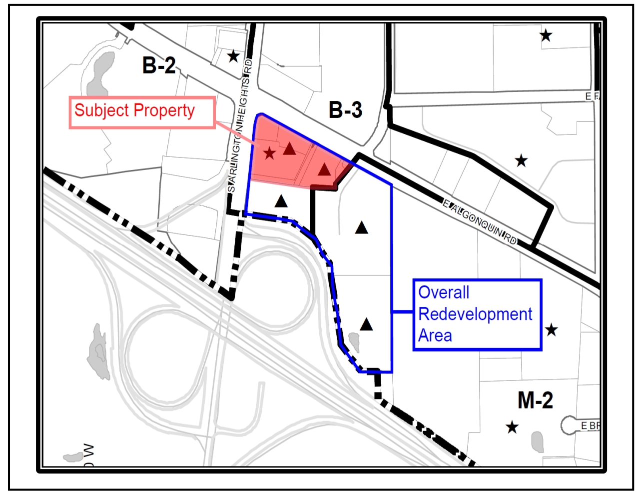
ATTACHMENTS:

Description	**Type**
Arlington Gateway Affordable Housing Plan	Report

Village of Arlington Heights

Housing Commission Staff Report

Project: Arlington Gateway
2355 S Arlington Heights Road/
15 W Algonquin Road



To: *Housing Commission*
Prepared by: *Nora Boyer, Housing Planner*
Meeting Date: *November 15, 2023*
Date Prepared: *October 30, 2023*

Project: *Arlington Gateway*
2355 S Arlington Heights Rd/15 E Algonquin Rd.
Affordable Housing Plan Review

Background

The Village of Arlington Heights Inclusionary Housing Ordinance calls for the inclusion of affordable units in certain multi-family residential development projects. The number of affordable units to be included in a development is a percentage of the total number of units in the development. The applied percentage varies depending on the zoning district in which the project is located and whether the project benefits from public financing.

Arlington Gateway

The Arlington Gateway Phase I project is a proposed 8-story 301-unit multi-family for-rent apartment building with street level retail. The project is located within the South Arlington Heights Road Tax Increment Financing (TIF) District. It is expected that the developer will request TIF assistance to support the proposed development.

Inclusionary Housing Ordinance

As an anticipated beneficiary of public support through the TIF district, the development is required under Section 7-1707(b)(3) to set aside 10% of its total units as affordable. The developer has agreed to this requirement and is proposing 30 (10%) affordable units among the 301 total units in the building.

The developer's proposal is compared to the requirements of the Inclusionary Housing Ordinance and Guidelines in the table below.

Criteria	Arlington Gateway	Inclusionary Housing Ordinance or Guidelines Requirement	Comment
Percentage/Number of Affordable Units in perpetuity	30 affordable units which is 10% of the	10% of the total number of units in the	Meets requirement

	of 301 total units in the development, in perpetuity	development in perpetuity	
Fee-In-Lieu	Not applicable	Not applicable	Not applicable
Maximum Tenant Annual Incomes	60% Area Median Income	60% Area Median Income	Meets requirement
Maximum Rents	Affordable at 60% of Area Median Income	Affordable at 60% of Area Median Income	Meets requirement
Integration of Affordable Units	Affordable units are integrated into the building vertically and horizontally	Affordable units are to be integrated throughout the development	Meets requirement
Phasing	Not applicable due to the project being one building	Not applicable due to the project being one building	Meets requirement
Interior and Exterior Finishes	All unit finishes will be the same	Finishes in affordable units must meet minimum standards	Meets requirement
Bedroom Mix	The affordable unit bedroom mix is proportionately the same as the bedroom mix of the market rate units at: 5 studios; 16 one-bedrooms; 8 two-bedroom; and 1 three-bedrooms.	Affordable unit bedroom mix is to be proportionally the same as the market rate bedroom mix	Meets requirement
Parking	Up to 10% of total parking spots available will be reserved for affordable units. A minimum of one parking space will be offered for each affordable unit. The monthly cost for a tenant to rent a parking space will be discounted by the same proportion that the tenant's monthly rent is discounted compared to the rent for an equivalent market rate unit	A minimum of one parking space is to be offered for each affordable unit (up to a minimum of a total of 30 spaces). If leased, the monthly cost is to be discounted by the same proportion that the tenant's monthly rent is discounted compared to the monthly rent for an equivalent market rate unit	Meets requirement

Preferences	Developer includes applying the preferences in the IHO Guidelines in their Tenant Selection Plan	IHO Guidelines require preferences for persons with disabilities, veterans, local residents, local employees	Meets requirement
Reporting	Developer agrees to comply with the reporting requirements	Annual reporting requirements are explained in the Guidelines	Meets requirement

In summary, the Affordable Housing Plan meets all of the requirements of the Inclusionary Housing Ordinance and Inclusionary Housing Guidelines.

Recommendation

It is recommended that the Affordable Housing Plan for Arlington Gateway be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

The Applicant is responsible to ensure that the Planned Development is and remains in full compliance with the requirements of Article XVII of Chapter 7 of Village Code, being the Village's Inclusionary Housing Ordinance, and the Village's Inclusionary Housing Guidelines, including, without limitations, the following:

a. Providing, at a minimum, 10% of the total units (30 actual on-site units based on 301 total units) in perpetuity in the Planned Development in compliance with Section 7-1707(b)(3) of the Village Code.

b. Ensuring compliance with all other provisions of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

Arlington Heights Gateway – Phase 1: Affordable Housing Plan

1. A general description of the covered development. See Exhibit B, Project Narrative.

2. The total number of market rate dwelling units and affordable dwelling units in the covered development. 299 total units, including 30 affordable dwelling units and 269 market rate units.
(total number of units has changed to 301)

3. The number of bedrooms in each market rate dwelling unit and each affordable dwelling unit. Reference the attached unit mix, Exhibit B.

4. The square footage of each market rate dwelling unit and each affordable dwelling unit. Reference the attached unit mix, Exhibit B.

5. The general location of each affordable dwelling unit within the covered development if specific units are designated as the affordable units. Reference drawing G-003 attached, Exhibit C. The affordable dwelling units are distributed both vertically and horizontally within the development**.**

6. The pricing schedule for each affordable dwelling unit and each market rate dwelling unit. Reference the attached unit mix, Exhibit B.

7. The phasing and construction schedule for each market rate dwelling unit and each affordable dwelling unit. Construction is targeted to begin 2Q2204 and all units will deliver in approx. 16-18 months, 3Q2025.

8. If units designated as affordable units are proposed to have exterior and interior appearances, materials, or finishes different from the market rate units, provide documentation and plans showing the differences in exterior and interior appearances, materials and finishes between the affordable and market rate units. N/A, affordable units will contain the same finishes/appearance as the market rate units.

9. A copy of the development's Tenant Selection Plan. Reference the attached Tenant Selection Plan, Exhibit D.

10. An explanation or justification for proposals to make a cash payments of fees in lieu of affordable units, as per Village Code Chapter 7, Section 7-1706, 7-1707 or 7-1708. N/A

Thomas Roszak Architecture, LLC
145 S. Wells Street, Suite 700, Chicago, IL 60606 + Tel: 312-423-7989
http://www.roszak.com + mmoceri@roszak.com

EXHIBIT A
PROJECT NARRATIVE

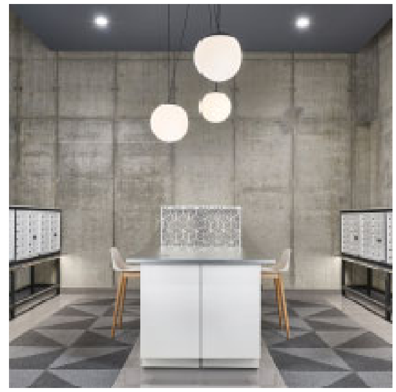
Bradford Allen Arlington Heights
Phase I

Design Narrative

PROJECT:
Bradford Allen Arlington Heights Phase I (the "project") is an 8-story, 300-unit multi-family for-rent apartment building with street level retail. The project architecture, facades and massing will have a contextual, welcoming, and dynamic design, and physical features in conformance with the new Overlay District. Verdant landscaping includes shade trees, ornamental trees, shrubs, perennials, and annuals all around the buildings and parking areas. The project transforms a 3.79-acre lot with 1 to 5 story vacant and dilapidated retail and office buildings into an eco-friendly attractive residential complex, sparking new retail and streetscape vibrancy at this part of Arlington Heights, (AH), a suburban community that is enjoying a new and steady influx of residential units. Arlington Heights needs more quality housing. The project is in the new Overlay Zoning District and seeks to comply with ordinance in terms of use, height, bulk, setbacks, unit density, and parking requirements. The Overlay District focuses on beautification, redevelopment, walkability and placemaking; which is exactly what this new project is all about.

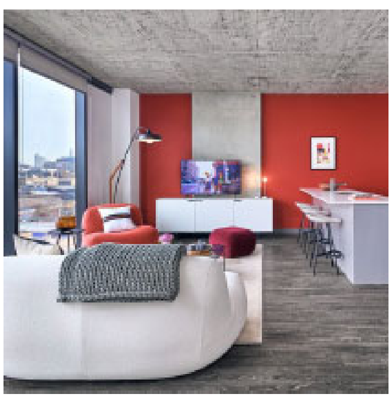
ASSEMBLAGE:
Bradford Allen acquired the commercial buildings at 2355 S Arlington Heights Road and 15 East Algonquin Road in 2007, and 1 and 111 East Algonquin Road in 2014. All tenants subsequently vacated the buildings requiring Bradford Allen to identify the highest and best use of the property going forward. Through this process, Bradford Allen was actively engaged with the Village of Arlington Heights and its Department of Planning & Development. These efforts resulted, in large part, to the commissioning of the South Arlington Heights Road Corridor Plan in 2018. This plan led to a favorable zoning overlay for the subject area in 2019. Then, in 2020, the Village approved a Tax Increment Financing ("TIF") district for this area, further enhancing the value of the Property as a redevelopment. Advances with the Village and proper land assemblage have attracted the interest of development partners, Moceri+Roszak, to redevelop the site into its highest and best use.



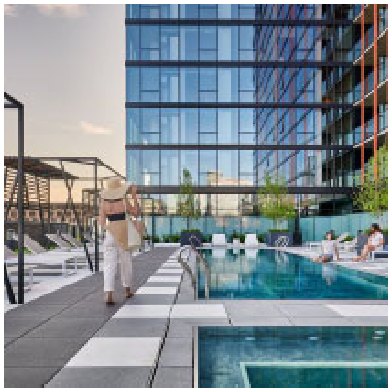


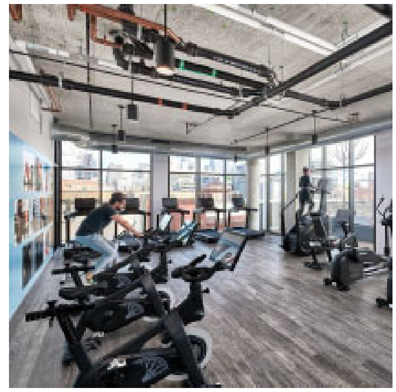
RESIDENTIAL & RETAIL:
Residential units range from 554 SF studios to 1,417 SF 3-bedroom units, with an average unit size of 822 SF. Along the street fronts on Arlington Heights Road, Algonquin Road and the new access road, the 25,000 SF of retail will include uses such a coffee shop, dining restaurants, or other service-oriented retail uses.

AFFORDABLE HOUSING:
Affordable housing units will be provided for 10% of the total units, or 30 of the total 300 units, on site. These will be supplied per the AH affordable housing requirements at 60% AMI.

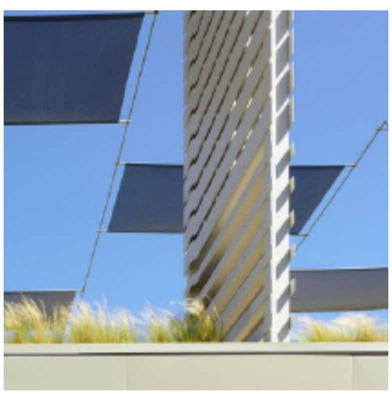
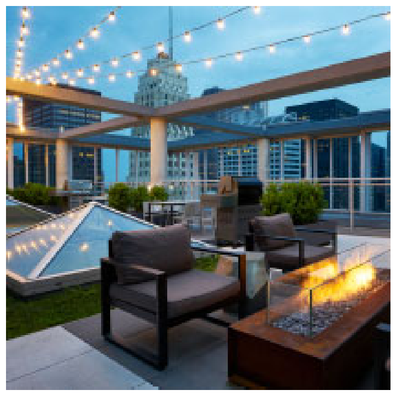


AMENITIES:
This building will include over 17,500 SF of indoor and outdoor amenities. The amenities include: an outdoor pool and spa with a gracious sundeck. Furthermore, fitness area and yoga studio, a golf simulator, social and media room, a library, a business center and "work from home" conference rooms, dog walk and dog spa, trellises and private grilling, a chef's kitchen, and indoor/outdoor dining areas. A pickleball court is located in the green landscaped area north of the building.

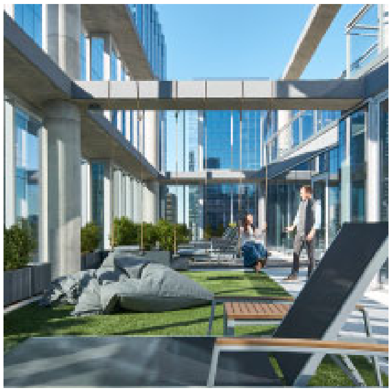


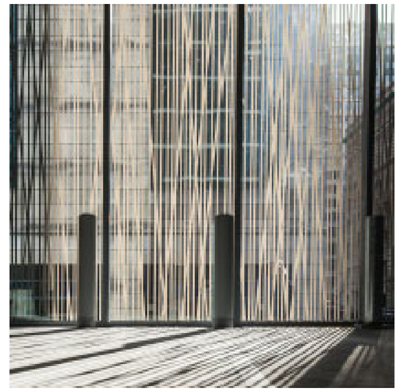


MARKET:
The market units will rent for about $3.00/sf, and the affordable units will follow the U.S. Department of Housing and Urban Development prescribed rent index at 60% AMI. The apartment rental demand in this suburban market has enough demand to absorb all of these new units in a 12-18 month period.


SUSTAINABLE:
Seeking Energy Star certification, Bradford Allen Arlington Heights Phase I is a 485,000 SF urban infill mixed-use project that will invigorate a once neglected corner lot. Many energy-efficient and eco-friendly strategies will be utilized in the design of this project, including energy efficient improvements to the thermal envelope, interior and exterior lighting power reductions, high-efficiency plumbing, and heating and cooling utilizing efficient heat-pumps. Electrical charging stations will be located conveniently. Parking areas will provide storm water detention via vaults. Planted with indigenous grasses and perennials, the ground level provides residents with abundant outdoor green space and a dog walking area. Additionally, the roof of the residential serves as a green roof and array area for solar panels.





DESIGN:

These modern and urbane residences are smart and desirable in the marketplace: straightforward, efficient, well-lit, and enjoyable. Further, they become catalysts that contribute to the rejuvenation and safety of this overlooked area. This project will replace vacated buildings and parking lots with new residences and retail that will transform this sparsely populated area into an attractive community bustling with life, openness, and healthy green space.

The project takes on a promising site near the I-90 expressway, and on two busy streets, Arlington Heights and Algonquin Roads. By using high-quality materials and innovative design, the project enhances the public realm. Pedestrian friendly and human scale detailing at the street level will make the experience for users very positive. A building of delineated massing enables abundant sunlight to transition graciously across the site and in context with the larger neighborhood as a whole. Exterior building façade materials will include fiber-cement siding, brick masonry, and glass windows, all carefully detailed. Design excellence is incorporated into the selection of high quality and innovative building materials and detailing to provide architectural delight. The white chevrons in key parts of the elevations provide a nice highlight to the other longer elevations which are delineated with light, medium, and dark grays, providing rhythm and creating elegant, proportional, and residential scale. The chevron geometry is accented by the green fins, that depict prairie grass blowing in the wind. The base of the building is anchored by variegated gray colored brick that handsomely complements the smooth siding panels and provide depth and texture. Any part of the garage that is not wrapped by retail or residential uses will be fenestrated with the same materials and window openings to appear congruent to the overall design. The lobby entrance and car drop off area is highlighted with a green portal frame to show residents and visitors where the front door is, and this area is accented with an artful mural celebrating the entrance. The top roof is a TPO system with large expanses of green and colorful sedum and a solar PV array to harness the sun.

View looking NE

View looking SE

View looking SW

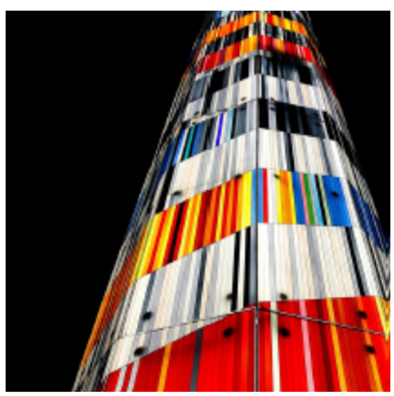
LANDSCAPE:

Our intent is to create a safe and inviting public realm including high quality paving materials, lighting, wayfinding, plantings, obelisk-sculptures, and bench furnishings. Shade trees and ornamental trees will provide shade and visual interest. A butterfly garden will be provided, as well as many pockets of perennial and annual flower beds.



TRANSPORTATION:

Bradford Allen Arlington Heights Phase I is an urban infill mixed-use project in the Overlay Zoning District. Residents of the building have access to world class public transportation including access to I-90, buses and the Metra. Bicycle racks and storage are provided onsite, and all sidewalks will double as 8-foot wide bike paths. Four levels of parking include a total of 480 cars. Retail parking of 84 spaces will be provided on grade near each retail space meeting village requirements. Parking and loading will be accessed from Arlington Heights Road, Algonquin Road, and the new Access Road.


ZONING:
The developer is seeking a PD with the Village of Arlington Heights. Current zoning designation of this site is B-3, and is in the new Overlay District, which provides certain goals to be implemented in order to produce high-quality mixed-use development. The Project consists of a 8-story, 321,300 FAR square foot building containing 300 for-rent apartments, inclusive of 30 on-site affordable units. There is a total of 480 parking spaces on levels one through three and approximately 25,000 square feet of ground floor retail with 84 spaces of ground level parking. The apartments will include studios, convertibles, one, two- and three-bedrooms units ranging from 554 SF to 1,417 SF.

PHASING:
This project is contemplated as Phase 1 of four phases on the entire 18-acre site. Phase 2 is the adaptive reuse of an existing office building formerly known as the Daily Herald newspaper building, into medical offices. Phases 3 and 4 will include new multifamily apartment and hotel projects similar in size and scope to Phase 1.

DEVELOPER:
A partnership between Bradford Allen and Moceri+Roszak will develop the project, called Bradford Allen Arlington Heights Development, LLC.

BRADFORD ALLEN:
Bradford Allen is a Chicago-based alternative asset manager specializing in commercial real estate and private placements with over $4 billion in assets under management. Founded in 2003 as a real estate brokerage firm, Bradford Allen has continued to grow and provides a full-suite of services such as real estate acquisitions, financing, asset management, development, leasing, and property management. Bradford Allen is providing 100% of the equity and contributing the site to the project.

MOCERI+ROSZAK:
Moceri+Roszak is a design/develop firm with a deep expertise in multi-family. Thomas Roszak is an architect/developer and has a distinguished design, construction, and development portfolio with 34 years of experience specializing in multi-family real estate, with over 3,000 units and a development value in excess of $3 Billion. Recent design/develop projects include JeffJack Apartments at 601 W Jackson, Linea Apartments at 215 W Lake, 145 S Wells Boutique Offices, Parkline Residences at 60 E Randolph, and Fulbrix Apartments at 160 N Elizabeth in Fulton Market, a residential building currently under construction. Michael Moceri and Paul Baulier are both architect/developers with specialties in integrated building delivery. Thomas Roszak also built over 600 multi-family units in Evanston.

ARCHITECT:
The architect for the project will be Thomas Roszak Architecture (TRA). The company's developments in Chicago and Evanston have been cited for their beauty, ingenuity, and sensitivity to people and the environment. This architect-led process integrates design with construction, development, financing, marketing, and management of real estate. Their design is delineated with subtle, clean-line and warm contextualism, and best in class apartment offerings that lead the market in quality, design, service, and amenities. TRA will also provide interior design and landscape architecture services.

CONSTRUCTION:
Clark Construction will be the general contractor on the project. Moceri+Roszak and Clark have worked together successfully on 5 previous projects of similar scope and quality. Construction will take approximately 16-18 months to complete.

LEASING & MANAGEMENT:
Lincoln Properties (a division of Cadillac Fairview) will be the property manager and leasing agent on the project. Moceri+Roszak and Lincoln have worked together successfully on 4 previous projects of similar scope and quality. It will take approximately 12-18 months to stabilize.

OTHER TEAM MEMBERS & CONSULTANTS:
Integra Realty Resources Chicago will conduct the market study. ECS Midwest will provide the environmental report. KLOA will provide the traffic study and design. V3 Companies will provide surveying and civil engineering services. SteelGrass, an affiliated firm of Thomas Roszak, will be the construction manager overseeing Clark, the general contractor. TR Management + Consulting (TRMC), an affiliated firm of Thomas Roszak, will be the development manager. Thornton Tomasetti will be the structural engineer. Cosentini Associates will be the MEP design consultant. SB Friedman Development Advisors will provide consultancy on all tax increment financing (TIF) matters.

EXHIBIT B
UNIT MIX

Thomas Roszak Architecture, LLC
145 S. Wells Street, Suite 700, Chicago, IL 60606 + Tel: 312-423-7989
http://www.roszak.com + mmoceri@roszak.com

			Floor						
Unit Number		SF	02	03	04	05	06	07	08
01	Studio + Jun	589			$ 1,859	$ 1,859	$ 1,859	$ 1,859	$ 1,859
02	2 Bed	923			**$ 1,454**	**$ 1,454**	**$ 1,454**	**$ 1,454**	**$ 1,454**
03	2 Bed	1,143			$ 3,131	$ 3,131	$ 3,131	$ 3,131	$ 3,131
04	2 Bed	1,078	$ 2,953	$ 2,953	$ 2,953	$ 2,953	$ 2,953	$ 2,953	$ 2,953
05	1 Bed	646	$ 2,004	$ 2,004	$ 2,004	$ 2,004	$ 2,004	$ 2,004	$ 2,004
06	Studio + Jun	613	$ 1,935	$ 1,935	$ 1,935	$ 1,935	$ 1,935	$ 1,935	$ 1,935
07	2 Bed	1,041	$ 2,852	$ 2,852	$ 2,852	$ 2,852	$ 2,852	$ 2,852	$ 2,852
08	1 Bed	810	$ 2,513	$ 2,513	$ 2,513	$ 2,513	$ 2,513	$ 2,513	$ 2,513
09	1 Bed	644	**$ 1,217**	$ 1,998	$ 1,998	$ 1,998	$ 1,998	$ 1,998	$ 1,998
10	1 Bed	685	$ 2,125	$ 2,125	$ 2,125	$ 2,125	$ 2,125	$ 2,125	$ 2,125
11	Studio + Jun	578	$ 1,824	$ 1,824	$ 1,824	$ 1,824	$ 1,824	$ 1,824	$ 1,824
12	1 Bed	774	$ 2,401	$ 2,401	$ 2,401	$ 2,401	$ 2,401	$ 2,401	$ 2,401
13	2 Bed	1,073	$ 2,940	$ 2,940	$ 2,940	$ 2,940	$ 2,940	$ 2,940	$ 2,940
14	2 Bed	1,167	$ 3,197	$ 3,197	$ 3,197	$ 3,197	$ 3,197	$ 3,197	$ 3,197
15	1 Bed	685	$ 2,125	$ 2,125	$ 2,125	$ 2,125	$ 2,125	$ 2,125	$ 2,125
16	2 Bed	1,114	$ 3,052	$ 3,052	$ 3,052	$ 3,052	$ 3,052	$ 3,052	$ 3,052
17	1 Bed	646	$ 2,004	$ 2,004	$ 2,004	$ 2,004	$ 2,004	$ 2,004	$ 2,004
18	1 Bed	702	$ 2,178	$ 2,178	$ 2,178	$ 2,178	$ 2,178	$ 2,178	$ 2,178
19	1 Bed	736	$ 2,283	$ 2,283	$ 2,283	$ 2,283	$ 2,283	$ 2,283	$ 2,283
20	1 Bed	849	$ 2,634	$ 2,634	$ 2,634	$ 2,634	$ 2,634	$ 2,634	$ 2,634
21	Studio + Jun	562			**$ 1,138**	**$ 1,138**	**$ 1,138**	**$ 1,138**	**$ 1,138**
22	1 Bed	646			**$ 1,217**	**$ 1,217**	**$ 1,217**	**$ 1,217**	**$ 1,217**
23	1 Bed	703			$ 2,181	$ 2,181	$ 2,181	$ 2,181	$ 2,181
24	1 Bed	797			$ 2,473	$ 2,473	$ 2,473	$ 2,473	$ 2,473
25	1 Bed	733			$ 2,274	$ 2,274	$ 2,274	$ 2,274	$ 2,274
26	2 Bed	1,087			$ 2,978	$ 2,978	$ 2,978	$ 2,978	$ 2,978
27	1 Bed	736			$ 2,283	$ 2,283	$ 2,283	$ 2,283	$ 2,283
28	Studio + Jun	588			$ 1,856	$ 1,856	$ 1,856	$ 1,856	$ 1,856
29	2 Bed	1,101			$ 3,016	$ 3,016	$ 3,016	$ 3,016	$ 3,016
30	1 Bed	762			$ 2,364	$ 2,364	$ 2,364	$ 2,364	$ 2,364
31	1 Bed	677			**$ 1,217**	**$ 1,217**	**$ 1,217**	**$ 1,217**	**$ 1,217**
32	1 Bed	648			**$ 1,217**	**$ 1,217**	**$ 1,217**	**$ 1,217**	**$ 1,217**
33	1 Bed	710			$ 2,203	$ 2,203	$ 2,203	$ 2,203	$ 2,203
34	1 Bed	648			$ 2,010	$ 2,010	$ 2,010	$ 2,010	$ 2,010
35	1 Bed	748			$ 2,321	$ 2,321	$ 2,321	$ 2,321	$ 2,321
36	1 Bed	769			$ 2,386	$ 2,386	$ 2,386	$ 2,386	$ 2,386
37	Studio + Jun	634			$ 2,001	$ 2,001	$ 2,001	$ 2,001	$ 2,001
38	Studio + Jun	572			$ 1,805	$ 1,805	$ 1,805	$ 1,805	$ 1,805
39	3 Bed	1,417			$ 3,560	$ 3,560	$ 3,560	$ 3,560	$ 3,560
40	3 Bed	1,296			**$ 1,676**	$ 3,256	$ 3,256	$ 3,256	$ 3,256
41	2 Bed	951			$ 2,605	**$ 1,454**	**$ 1,454**	**$ 1,454**	$ 2,605
42	2 Bed	1,042			$ 2,855	$ 2,855	$ 2,855	$ 2,855	$ 2,855
43	Studio + Jun	554			$ 1,748	$ 1,748	$ 1,748	$ 1,748	$ 1,748
44	1 Bed	702			$ 2,178	$ 2,178	$ 2,178	$ 2,178	$ 2,178
45	1 Bed	702			$ 2,178	$ 2,178	$ 2,178	$ 2,178	$ 2,178
46	Studio + Jun	554			$ 1,748	$ 1,748	$ 1,748	$ 1,748	$ 1,748
47	2 Bed	1,068			$ 2,926	$ 2,926	$ 2,926	$ 2,926	$ 2,926
48	2 Bed	1,192			$ 3,266	$ 3,266	$ 3,266	$ 3,266	$ 3,266
49	1 Bed	761			$ 2,361	$ 2,361	$ 2,361	$ 2,361	$ 2,361
50	1 Bed	904				$ 2,805	$ 2,805	$ 2,805	$ 2,805
51	1 Bed	776				$ 2,408	$ 2,408	$ 2,408	$ 2,408
52	2 Bed	1,180				$ 3,233	$ 3,233	$ 3,233	$ 3,233
53	2 Bed	1,179				$ 3,230	$ 3,230	$ 3,230	$ 3,230
54	1 Bed	862				$ 2,674	$ 2,674	$ 2,674	$ 2,674

Market Rate

Studio + Jun	$ 3.16
1 Bed	$ 3.10
2 Bed	$ 2.74
3 Bed	$ 2.51

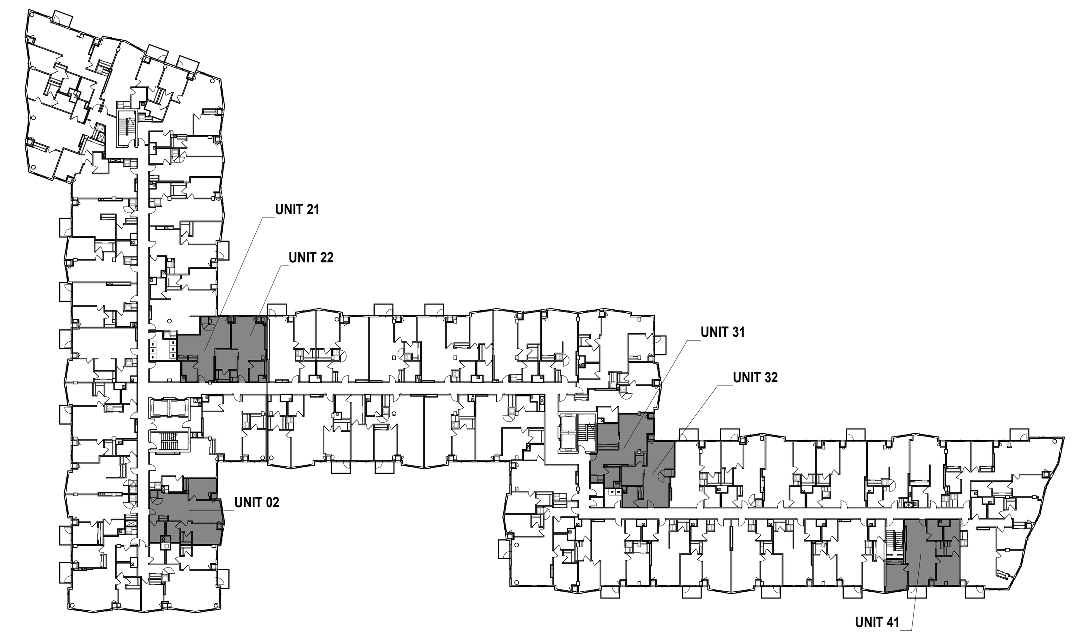
Affordable

Studio + Jun	$1,138.00
1 Bed	$1,217.00
2 Bed	$1,454.00
3 Bed	$1,676.00

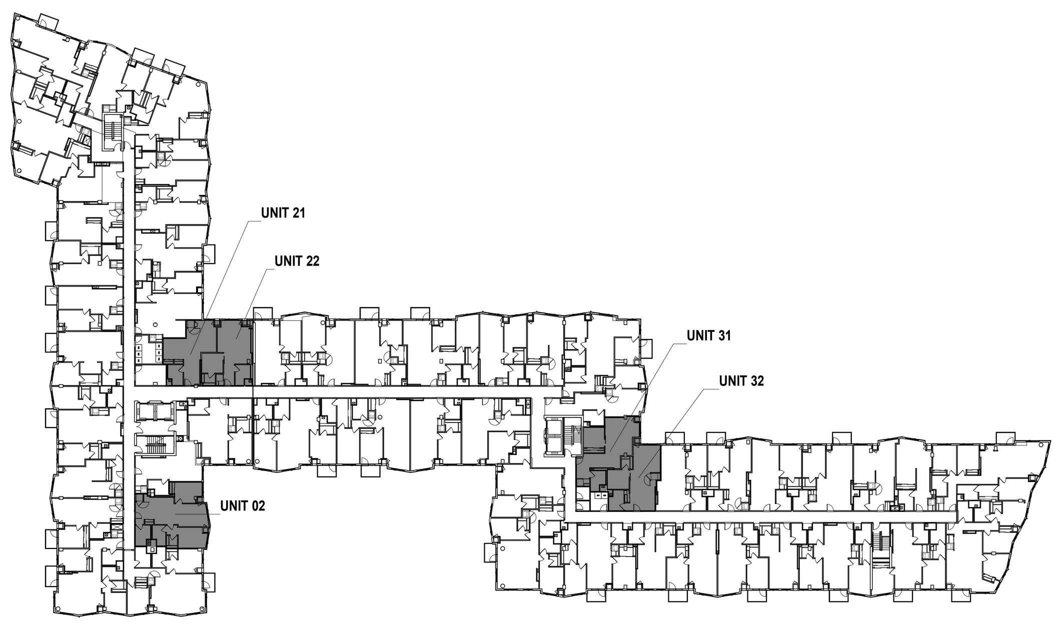
Affordable

EXHIBIT C
AFFORDABLE UNIT MATRIX

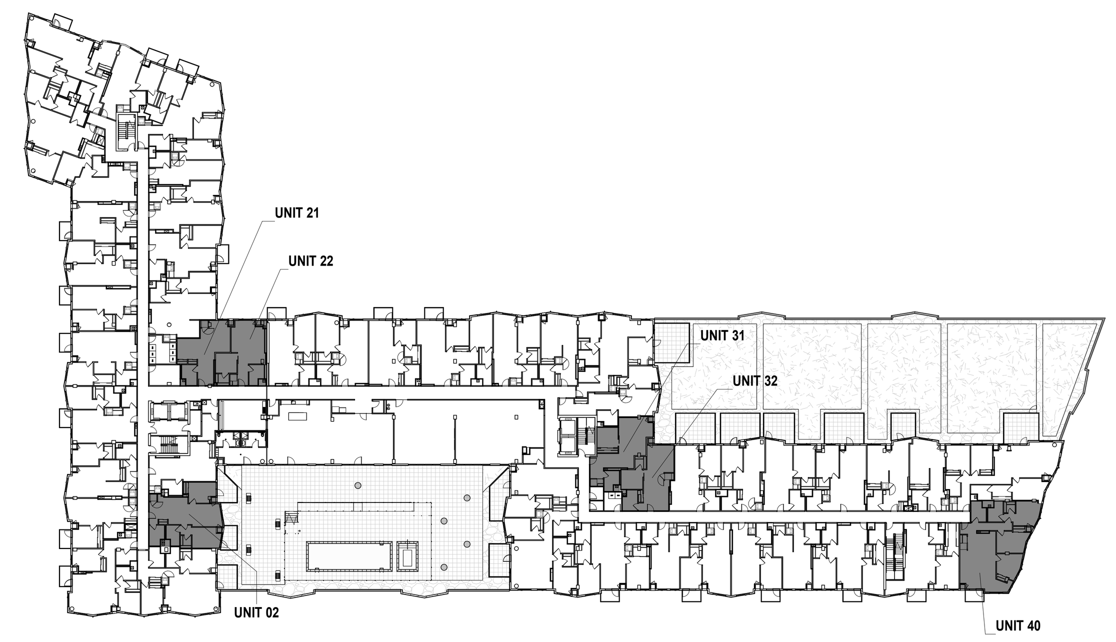
Thomas Roszak Architecture, LLC
145 S. Wells Street, Suite 700, Chicago, IL 60606 + Tel: 312-423-7989
http://www.roszak.com + mmoceri@roszak.com



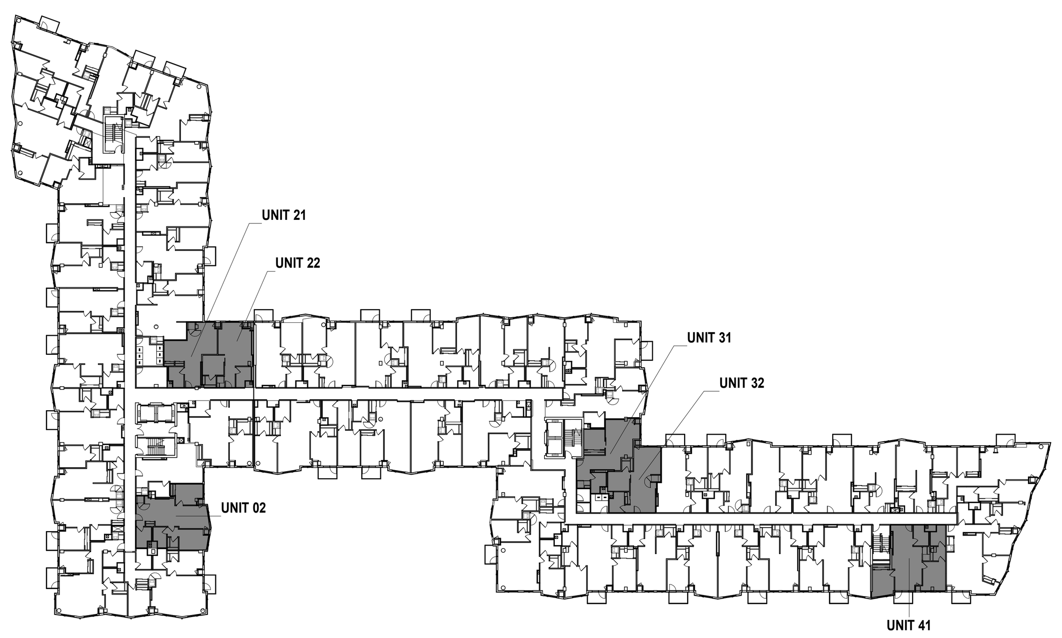
4 ARO UNIT MATRIX - LEVEL 5
1" = 50'-0"



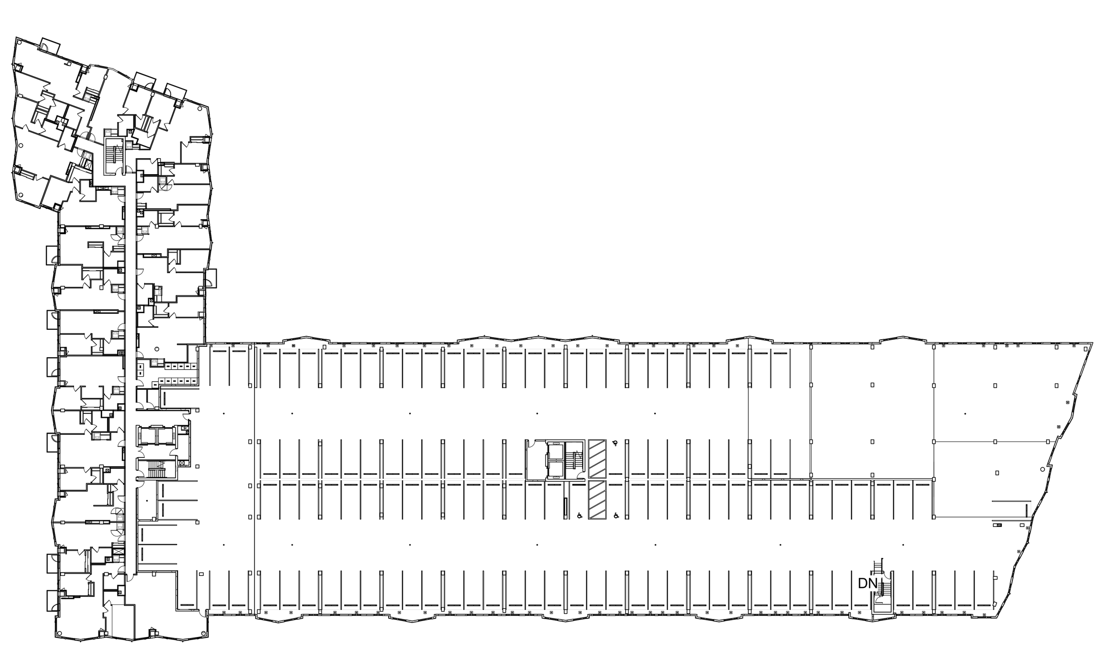
7 ARO UNIT MATRIX - LEVEL 8
1" = 50'-0"



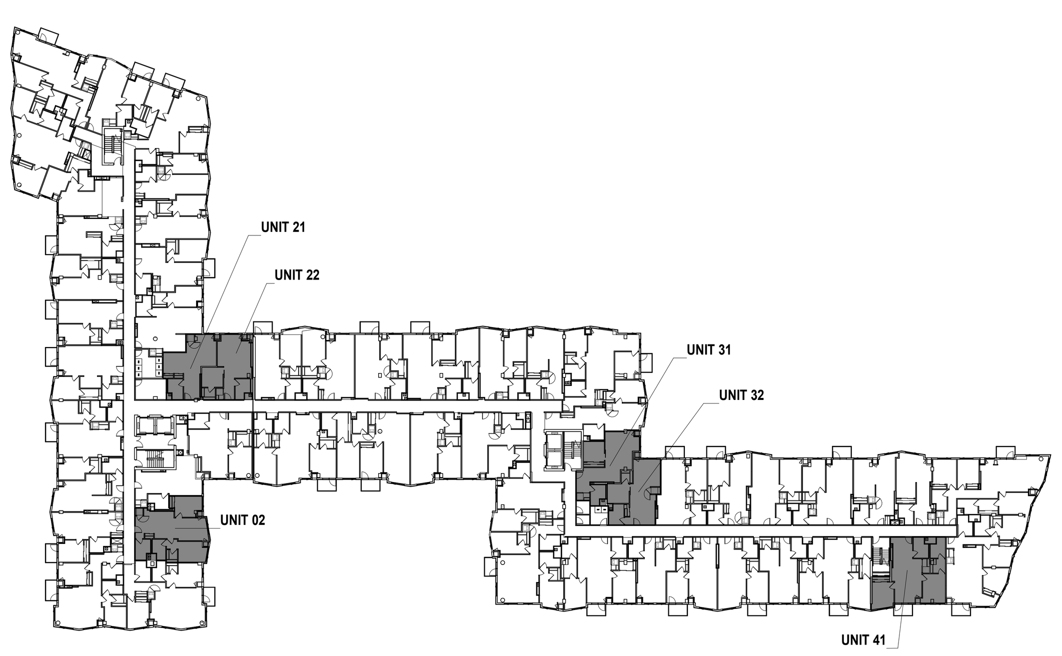
3 ARO UNIT MATRIX - LEVEL 4
1" = 50'-0"



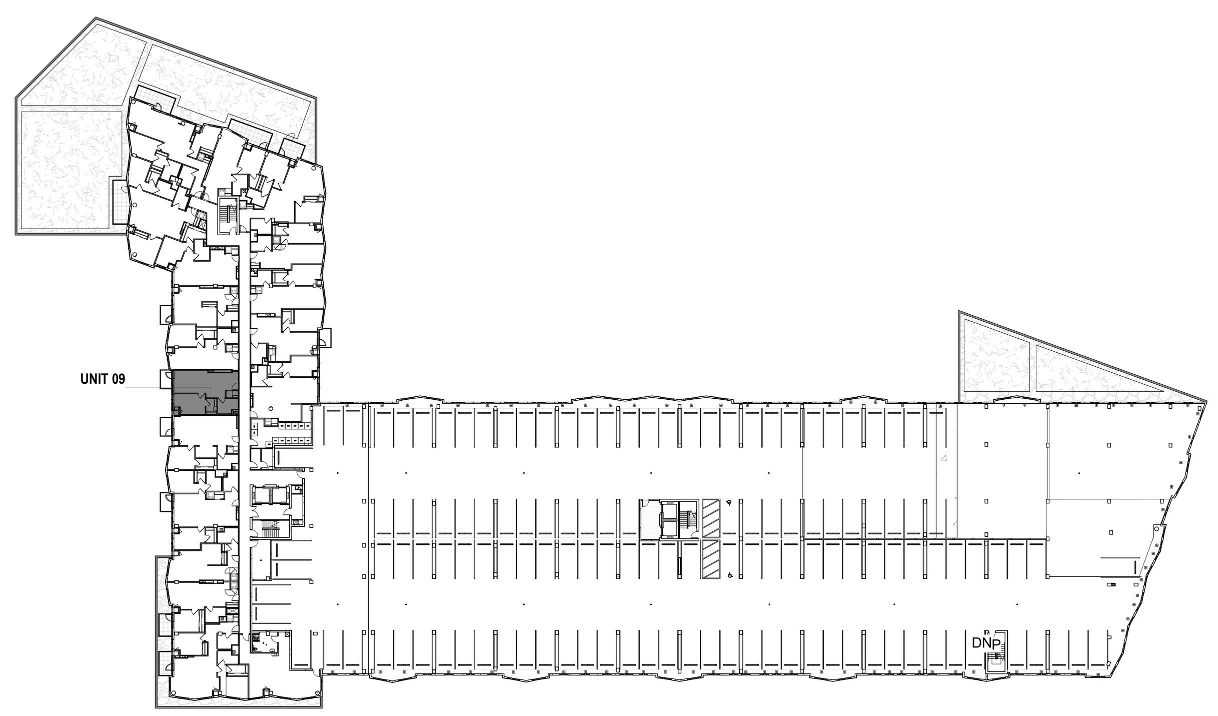
6 ARO UNIT MATRIX - LEVEL 7
1" = 50'-0"



2 ARO UNIT MATRIX - LEVEL 3
1" = 50'-0"



5 ARO UNIT MATRIX - LEVEL 6
1" = 50'-0"



1 ARO UNIT MATRIX - LEVEL 2
1" = 50'-0"

AFFORDABLE UNIT MATRIX

	STUDIO	1 BED	2 BED	3 BED
Level 2		209		
Level 3				
Level 4	421	422, 431, 432	402	440
Level 5	521	522, 531, 532	502, 541	
Level 6	621	622, 631, 632	602, 641	
Level 7	721	722, 731, 732	702, 741	
Level 8	821	822, 831, 832	802	
Count	5	16	8	1
Average SF	562 SF	656 SF	8 SF	1,296 SF
ADA Units	421, 621, 721	422, 622, 822	641, 741	NONE

CITY STAMP

SIGNATURE/SEAL

ILLINOIS
THOMAS A. ROSZAK
REGISTERED ARCHITECT
#001 019175
EXPIRATION DATE:
NOVEMBER 30, 2024

I CERTIFY THAT THESE DRAWINGS WERE PREPARED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY PROFESSIONAL KNOWLEDGE THEY CONFORM TO THE VILLAGE OF ARLINGTON HEIGHTS BUILDING CODE

No.	Date	Description
4	9/15/2023	90% CD's
2	7/25/2023	80% CD's

ARLINGTON HEIGHTS PHASE I

2355 S. Arlington Heights Rd.,
Arlington Heights, IL 60005

OWNER
Bradford Allen
300 S. Wacker Dr. 35th Floor
Chicago, IL 60606
Tel: 312-994-5700

DEVELOPER
Moceri + Roszak
145 S. Wells St. Suite 700
Chicago, IL 60606
Tel: 312-423-7989

ARCHITECT
Thomas Roszak Architecture, LLC
145 S. Wells St. Suite 700
Chicago, IL 60606
Tel: 312-423-7989

CONSTRUCTION MANAGER
SteelGrass, LLC
145 S. Wells St. Suite 700
Chicago, IL 60606
Tel: 312-423-7989

DEVELOPMENT CONSULTANT
TR Management + Consulting
145 S. Wells St. Suite 700
Chicago, IL 60606
Tel: 312-423-7989

LANDSCAPE ARCHITECT
Thomas Roszak Architecture, LLC
145 S. Wells St. Suite 700
Chicago, IL 60606
Tel: 312-423-7989

CIVIL ENGINEER
V3 Companies
7325 Janes Avenue
Woodridge, IL 60517
Tel: 630-724-9200

STRUCTURAL ENGINEER
Thornton Tomasetti
330 N. Wabash Avenue, Suite 1500
Chicago, IL 60611
Tel: 312-596-2000

MEPFP DESIGN CONSULTANT
Cosentini Associates
1 S. Wacker Drive, Suite 3700
Chicago, IL 60606
Tel: 312-201-7401

GEOTECHNICAL ENGINEER
GEI
8615 W. Bryn Mawr Avenue, Suite 406
Chicago, IL 60631
Tel: 312-985-0364

GENERAL CONTRACTOR
Clark Construction Group
216 S. Jefferson Street, Suite 502
Chicago, IL 60661
Tel: 312-474-5500

MECHANICAL DESIGN/BUILD CONTRACTOR

PLUMBING DESIGN/BUILD CONTRACTOR

ELECTRICAL DESIGN/BUILD CONTRACTOR

FIRE PROTECTION DESIGN/BUILD CONTRACTOR

SHEET TITLE
AFFORDABLE UNIT MATRIX

SCALE
1" = 50'-0"

SHEET NUMBER
G-003

DATE
09/07/2023

EXHIBIT D
TENANT SELECTION PLAN

Tenant Selection Plan

1. **Project / Eligibility**
    a. All applicants are eligible to apply for available units based on the guidelines outlined by the Village of Arlington Heights regarding Affordable Housing.
    b. The project will consist of 5 studio rentals, 16 one bedroom rentals, 8 two bedroom rentals, and 1 three bedroom rental. These units will be affordable in perpetuity.
    c. All applicants with valid governmental ID and authorized immigration status documentation, will be eligible to apply via the listed units directly on the associated website or in person with an associate of the management staff.
2. **Marketing**
    a. The units will be marketed via a variety of ILS sources including Apts.com, Zillow.com, Google.com, the property website, pay per click ad-based sources, and others.
    b. Social Media will also be utilized to market the building as will eblasts to prospects who sign up for future information via the website.
    c. Marketing efforts will begin no less than 8 weeks prior to the date of initial occupancy.
    d. Management will also coordinate with the Village of Arlington Heights for any potential referrals or applicants who may be interested in the development.
    e. Preference will be given to eligible applicants who meet one or more of the preference criteria as outlined in the Inclusionary Housing Guidelines.
3. **Income Limits / Rent Limits**
    a. Maximum household incomes set by the Village of Arlington Heights annual Inclusionary Housing Guidelines and will be abided by.
    b. Rent amounts set by the Village of Arlington Heights annual Inclusionary Housing Guidelines and will be abided by.
4. **Applications**
    a. Tenants will apply directly online or in the office and subsequently provide all required documentation for income determination.
    b. Once the application and all necessary documentation has been provided, the tenant will be screened for credit and criminal. Credit scores will not be the determining factor in an applicant's approval. Criminal charges may result in denial.
    c. Upon satisfaction of screening requirements, the applicant's income will be verified internally by the management staff before final approval.
    d. If screening requirements are not met and / or income is not verifiable, the applicant will receive written notification (via email) of denial. Reason for the denial will be included.
5. **Waitlist**
    a. The waitlist will be maintained onsite by the management staff and sorted by type of unit needed and original date of contact. Waitlist prospects are asked prescreening questions to determine their eligibility as well as inform them of the process and required documentation.
    b. Waitlist prospects will be contacted in order of original contact date and afforded the opportunity to apply for a unit that is now available. This communication will be documented in the wait list adjacent to the applicant's information.
6. **Occupancy Standards**

a. 2BR and 3BR rentals will be reserved for a minimum of 6 months from the initial date of marketing for multi-family member households.
b. All other homes will be available immediately for qualifying applicants.
c. Up to 10% of total parking spots available will be reserved for affordable units.

7. **Income Recertification**
   a. Income recertification will be completed per the guidelines listed in the annual Village of Arlington Heights Inclusionary Housing Guidelines.
8. **Reporting**
   a. The property will provide annual reporting to the Village of Arlington Heights on each affordable units per the reporting requirements of the Inclusionary Housing Ordinance and Guidelines.

Housing Commission
11/15/2023

Item: CDBG 2023-2024 Group Home Rehabilitation Grant Program Applications

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
CDBG 2023-2024 Group Home Rehabilitation Grant Program Applications	Correspondence

Memorandum

To: Arlington Heights Housing Commission
From: Nora Boyer, Housing Planner
Re: 2023-2024 CDBG Group Home Rehabilitation Grant Applications
Prepared: November 9, 2023
Meeting Date: November 15, 2023

Background

On July 17, 2023, the Village Board approved the Village's *2023 Annual Action Plan* that contains the Village's program allocations for the 2023 program year (October 1, 2023-September 30, 2024). In the budget, the Village Board approved a 2023-2024 CDBG Group Home Rehabilitation Grant Program funded at $115,000. As in previous year, the Housing Commission is asked to review and approve the specific agencies and group home projects to receive grants under this program.

For the 2023 program year, the Village received grant applications from three agencies for renovations at 5 group homes. Those applications each included one contractor proposal. The agencies have each been asked to obtain 1 – 2 additional competitive contractor proposals for presentation to the Housing Commission. As of the posting of this report, the Little City Foundation has provided the additional contractor proposals for the proposed work and Glenkirk provided additional bids for portions of the scopes of work.

CDBG Group Home Rehab Grant Proposals

The following grant requests were received during the *2023 Annual Action Plan* grant application period:

Little City Foundation – Raleigh Street Home

Original grant request: $35,975

Scope of Work:

- Rehab kitchen to ensure ADA compliance and suitable use for high-spectrum autistic individuals
- Replace older flooring in dining room and install new flooring to match the rest of the house. Variations in materials and colors throughout a home, especially in contiguous spaces, can be jarring for people with autism, potentially triggering problematic behaviors.
- Paint dining room and kitchen with colors that promote a consistent and calming sensory experience
- Patch the fireplace opening in the dining room and have it match the existing wall

Bids:

Bid 1: $35,975
Bid 2: $27,200
Bid 3: $24,221

Agency request: Based on competitive bids received, the agency selected Bid #3. The difference between the original bid and Bid 3 is $11,754.

Clearbrook – Eastman and Kennicott Homes

Original grant request:

Eastman Home:	$18,660
Kennicott Home:	$12,900
Total:	$31,560

Scope of Work Eastman Home:

- Rehabilitate and replace the unsafe outdoor deck by removing and disposing of the existing deck boards and handrails, repair and replace the substructure boards, and install composite deck boards and handrails. Install a threshold near the home's patio door that will improve accessibility.
- Replace flooring in 4 bedrooms with compromised subflooring to be replaced. Install new LVP (Luxury Vinyl Plank) flooring and vinyl baseboards. LVP flooring will have wood or stone look, is water resistant, low-maintenance, non-skid, easy to clean, and prevents mold growth.

Scope of Work Kennicott Home:

- Replace flooring in bedroom, bathrooms, hallways, and stairs with new LVP (Luxury Vinyl Plank) flooring and vinyl baseboards. LVP flooring will have wood or stone look, is water resistant, low-maintenance, non-skid, easy to clean, and prevents mold growth.

Bids:

Bid 1: $31,560
Bid 2: $37,950
Bid 3: $43,450

Glenkirk – Chestnut and Kingsbury Homes

Original grant request:

Chestnut Home:	$25,530
Kingsbury Home:	$21,505
Total:	$47,035

Scope of Work Chestnut Home:

- Replace asphalt shingle roof
- Replace soffits and fascia
- Replace gutter and downspouts

Scope of Work Kingsbury Home:

- Replace soffits and fascia
- Replace gutter and downspouts
- Install and raise 3 window well extensions up 1 foot
- Remove and replace gate

Bids:

Bid 1 Total for Both Homes: $47,035

Chestnut:	Soffits & Fascia	$5,997
	Roof	No second bid
Kingsbury:	Soffits, Fascia & Gutters	$9,102
	Window well extensions & gate	No second bid

Summary of Budget and Bids

Total Program Budget:	$115,000
Requests:	
Little City Foundation:	$ 24,221 (Selected low bidder of 3 bids)
Clearbrook (total):	$ 31,560
Glenkirk (total):	$ 47,035 (original bid)
Total:	$102,816

Staff Recommendation

It is recommended that the Housing Commission approve:

- Little City Foundation's requested scope of work at $24,221 with Little City Foundation being responsible for any costs above the grant amount.
- Clearbrook's requested scope of work at not to exceed $31,560 with Clearbrook being responsible for any costs above the grant amount.
- Glenkirk's requested scope of work excluding the window well extensions and gate replacement at the Kingsbury home at not to exceed $47,035 under the condition that the grant amount will be reduced to the proposal amount of the lowest responsive, competitive bidder as determined by Village Staff if there is a responsive, competitive bidder for the approved scope of work under under $47,035. If Glenkirk chooses a contractor other than the contractor determined by the Village to be the lowest responsive, competitive bidder, Glenkirk would be responsible for the difference between the lowest responsive, competitive bidder and the agency-chosen bidder. Glenkirk would also be responsible for any costs above the approved grant amount.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: Little City Raleigh CILA Rehabilitation

Project Location: Raleigh, Arlington Heights

CDBG Funding Request: $ 35,975.00

Applicant Contact Information

Organization Name: Little City Foundation

Unique Entity Identifier (UEI) Number: SBSDGBABTGA7

Head of the Organization (ex. Executive Director)

Name: Marie Newman

Title: Chief Executive Officer

Signature agency staff authorized to submit this application: Marie Ne

Signature Date: 4/27/23

Printed Name: Marie Newman

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1760 W. Algonquin Road

Mailing Address 2:

City: Palatine

State: IL

Zipcode: 60067

Telephone Number: (847) 358-5510

Email Address:

Organization website: www.littlecity.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. **Project Description**
   Describe the particular program or project for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should <u>not</u> be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

   Little City respectfully requests $35,975.00 rehabilitation improvements of the Community Integrated Living Arrangement (CILA) home at Raleigh Street for people with intellectual and developmental disabilities. Currently, seven men occupy the residence and range from 27 to 46 years old. All residents are considered very low income. Raleigh residents have some of the most severe disabilities among Little City's residents. Most of the residents have dual diagnoses of moderate to profound intellectual disabilities and autism spectrum disorder. They require some of the highest levels of support and specialized living environments.

   In order of priority, the proposed rehabilitation project will:

   • Rehabilitate the kitchen to ensure ADA compliance and suitable use for high-spectrum autistic individuals.
   • Replace older flooring in the dining room and install new flooring to match the rest of the house. Variations in materials and colors throughout a home, especially in contiguous spaces, can be jarring for people with autism, potentially triggering problematic behaviors.
   • Paint dining room and kitchen with colors that promote a consistent and calming sensory experience.
   • Patch the fireplace opening in the dining room area and have it match the existing wall.

2. **Previous CDBG Funding**
   Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

   Little City has received CDBG funding from the Villages of Arlington Heights and Schaumburg in the past. CDBG funding has also be awarded from the City of Waukegan. Finally, CDBG funding has been awarded from Cook, DuPage, and Lake Counties in the past.

3. **Will any funds be used for research and development?**

☐ Yes
☒ No

If yes, please specify how funds will be used.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

Little City serves children and adults with intellectual and developmental disabilities primarily throughout Cook, DuPage, and Lake Counties in the State of Illinois. The following, as of 4/21/23 is a listing of municipalities with 10 or more Little City participants.

- Arlington Heights - 33
- Chicago - 26
- Elk Grove Village - 14
- Grayslake - 10
- Gurnee - 12
- Hanover Park - 39
- Hoffman Estates - 26
- Mount Prospect - 14
- Palatine - 156
- Rolling Meadows - 12
- Roselle - 11
- Schaumburg - 45
- Waukegan - 73

In addition, Little City also serves individuals in 94 other municipalities with less than 10 participants in each city or village.

2. Does this program serve residents of the Village of Arlington Heights? Check one.

☒ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

Community Integrated Living Arrangement (CILA) residents and all participants in Little City's programs must meet state-defined criteria to qualify for disability services. Prior to participation in Little City's programs, each person is assessed by a state-assigned Independent Service Coordination (ISC) agency to determine his or her eligibility. ISC agencies are contracted and authorized by the Illinois Department of Human Services' Department of Developmental Disabilities Services. Qualification for services is determined using a complex matrix that includes factors such as IQ, limitations in activities of daily living, communication difficulties, and mobility limitations.

Once individuals are screened, they are entered into the state's Prioritization of Urgency of Need for Services (PUNS) database, which the State uses to select individuals for services as funding becomes available. Individuals who want to receive services from Little City contact the agency and request to be placed on the agency's waiting list. Once the State selects an individual from the PUNS list to receive services, the individual notifies Little City. Little City then provides services based upon the type of services for which the individual has received funding and the agency's capacity in the approved program at the time. If Little City does not have openings in the requested program at the time funding is awarded, the individual has the choice to remain on Little City's waiting list until an opening is available, or he or she can elect to receive services elsewhere.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

Clearbrook offers similar services to individuals with intellectual and developmental disabilities in the Village of Arlington Heights. Because of the system in place by the State of Illinois (described in question 3) when determining eligibility and service delivery, no individuals receive duplicate services from multiple agencies.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total Households Served	Total Arlington Heights Households Served	Total Arlington Heights Households Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	7	7	7
October 1, 2022 – present (6 months)	7	7	7
October 1, 2021 – September 30, 2022	7	7	7

2022 Income Limits (Annual)*	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

The proposed improvements will make the Raleigh CILA home more suitable to the unique needs of people with autism and improve safety. Funding will make the home more accessible by incorporating ADA features to kitchen, painting, and replacing older flooring to match the rest of the house. Maintaining similar materials and colors throughout the home can be less jarring for people with autism, thereby reducing the potential of triggering problematic behaviors.

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

If awarded CDBG funding from the Village of Arlington Heights, funds would maintain the current service level in terms of number of residents served. Improvement would be in the form of the quality of those services.

4. Would this program exist without CDBG funding?
(Select one)

☐ Yes
☒ No

D. Staff for Funded Program

1. **Total number of staff employed by agency for this program, project, or service:**

Full-time: 6
Part-time: 2
Volunteers: 0

2. **Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):**

Name: Eugene Martinez

Title: Director of Grants

Phone Number.

Email Address:

3. **How long has the staff member identified above been with the agency?**

Mr. Martinez joined Little City in September 2022.

E. Fees and Funding Sources

1. **Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.** *Any client fees collected must be used for program costs.*

Not applicable

2. Describe how client fees are used. State "not applicable" if there are no client fees.

Not applicable

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2023 – September 30, 2024 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	$	$
HOME Funds	$	$
ESG Funds	$	$
HOPWA Funds	$	$
Appalachian Regional Commission	$	$
Other Federal Funds CDBG	$	$
State/Local Funds	$ 1,000	$ 1,000
Private Funds	$	$
Program Income (client fees)	$	$
Other Funding	$	$
Total	$ 1,000	$ 1,000
Please specify:		

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year?
(Select one)

☒ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(Select one)

☒ Yes
☐ No

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$ 576,353	$ 37,225	$ 35,975
Program Year 2022	$	$	$
Program Year 2021	$	$	$

* Program participation was affected by COVID 19 with homeowners choosing not to have staff or contractors in their homes.

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	$
Payroll for general administration of the CDBG grant**	$
Rent**	$
Utilities**	$
Construction/Rehabilitation	$ 35,975
Other administrative costs	$
Other costs	$
Please specify other costs:	
Total CDBG Request	**$** 35,975

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are not always eligible. The Village must approve these costs and a cost allocation plan before reimbursement will be made.*

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: CILA Rehabilitation Projects

Project Location: , Eastman Street and Kennicott Avenue

CDBG Funding Request: $ 31,560

Applicant Contact Information

Organization Name: Clearbrook

Unique Entity Identifier (UEI) Number: Y6FBTKA2DMM3

Head of the Organization (ex. Executive Director)

Name: Anthony Di Vittorio

Title: President and CEO

Signature agency staff authorized to submit this application:

Signature Date: April 26, 2023

Printed Name: Anthony Di Vittorio

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 1835 W. Central Road

Mailing Address 2:

City: Arlington Heights

State: IL

Zipcode: 60005

Telephone Number: 847-870-7711

Email Address: Eastman Street and Kennicott Avenue

Organization website: https://www.clearbrook.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. Project Description
   Describe the particular program or project for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

2. Previous CDBG Funding
   Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

3. Will any funds be used for research and development?

☐ Yes
☐ No

If yes, please specify how funds will be used.

B. Service Area

1. Describe your agency's service area, listing any municipalities served.

2. Does this program serve residents of the Village of Arlington Heights? Check one.

☐ Yes
☐ No

3. Describe any additional criteria for the program for which funding is requested.

4. Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.

C. Program Client Statistics

1. Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.

For the specific program, project or service for which CDBG funds are being requested	Total **PERSONS** Served	Total Arlington Heights **PERSONS** Served	Total Arlington Heights **PERSONS** Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)			
October 1, 2022 – present (6 months)			
October 1, 2021 – September 30, 2022			

2022 Income Limits (Annual)*	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

NOTE: Household income is the <u>total income</u> of all household members 18 years old or older who contribute to the household.

2. How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?

3. If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?

E. Fees and Funding Sources

1. Describe any fees collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees. Any client fees collected must be used for program costs.

2. Describe how client fees are used. State "not applicable" if there are no client fees.

3. List all other funding sources expected to be received for this specific program, project or service during the October 1, 2023 – September 30, 2024 program year and portions allocated for Arlington Heights residents:

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	$	$
HOME Funds	$	$
ESG Funds	$	$
HOPWA Funds	$	$
Appalachian Regional Commission	$	$
Other Federal Funds CDBG	$	$
State/Local Funds	$	$
Private Funds	$	$
Program Income (client fees)	$	$
Other Funding	$	$
Total	$	$
Please specify:		

See Attachment A

4. Will your agency expend $750,000 or more in Federal funding in its current fiscal year? *(Select one)*

☐ Yes
☐ No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year? *(Select one)*

☐ Yes
☐ No

4. Would this program exist without CDBG funding?

(Select one)

- [x] Yes
- [ ] No

D. Staff for Funded Program

1. Total number of staff employed by agency for this program, project, or service:

Full-time: 14 (when fully staffed)
Part-time: 0
Volunteers: As/when needed

2. Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):

Name: Bev Saiz

Title: Director of Grants

Phone Number:

Email Address:

3. How long has the staff member identified above been with the agency?

Bev Saiz, Director of Grants, has been with Clearbrook since June 24, 2019.

F. Budgeted Expenses

1. Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2023:

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	See attached	See attached	See attached
Program Year 2022	See attached	See attached	See attached
Program Year 2021	See attached	See attached	See attached

See Attachment A

2. Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	$
Payroll for general administration of the CDBG grant**	$
Rent**	$
Utilities**	$
Construction/Rehabilitation	$
Other administrative costs	$
Other costs	$
Please specify other costs:	
Total CDBG Request	**$**

See Attachment A for Details

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are <u>not</u> always eligible. The Village must approve these costs and a cost allocation plan before reimbursement will be made.*

Attachment A

TABLE E. 3. Detail

- List of Funding Sources (Eastman)

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	$0	$0
HOME Funds	$0	$0
ESG Funds	$0	$0
HOPWA Funds	$0	$0
Appalachian Regional Commission	$0	$0
Other Federal Funds	$	$
State/Local Funds	$605,954	$605,954
Private Funds	$0	$0
Program Income (client fees)	$87,214	$87,214
Other Funding	$0	$0
Please specify:		

- List of Funding Sources (Kennicott)

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	$0	$0
HOME Funds	$0	$0
ESG Funds	$0	$0
HOPWA Funds	$0	$0
Appalachian Regional Commission	$0	$0
Other Federal Funds	$	$
State/Local Funds	$676,722	$676,722
Private Funds	$0	$0
Program Income (client fees)	$114,036	$114,036
Other Funding	$0	$0
Please specify:		

TABLE F.1. Detail

- Budgeted Expense (Eastman)

Program Year	Program Expenses	Program Expenses for Arlington Heights	Program Expenses for CDBG Arlington Heights
Program Year 2023(Proposed)	$604,001	$604,001	$604,001
Program Year 2022	$526,758	$526,758	$526,758
Program Year 2021	$507,367	$507,367	$507,367

- Budgeted Expense (Kennicott)

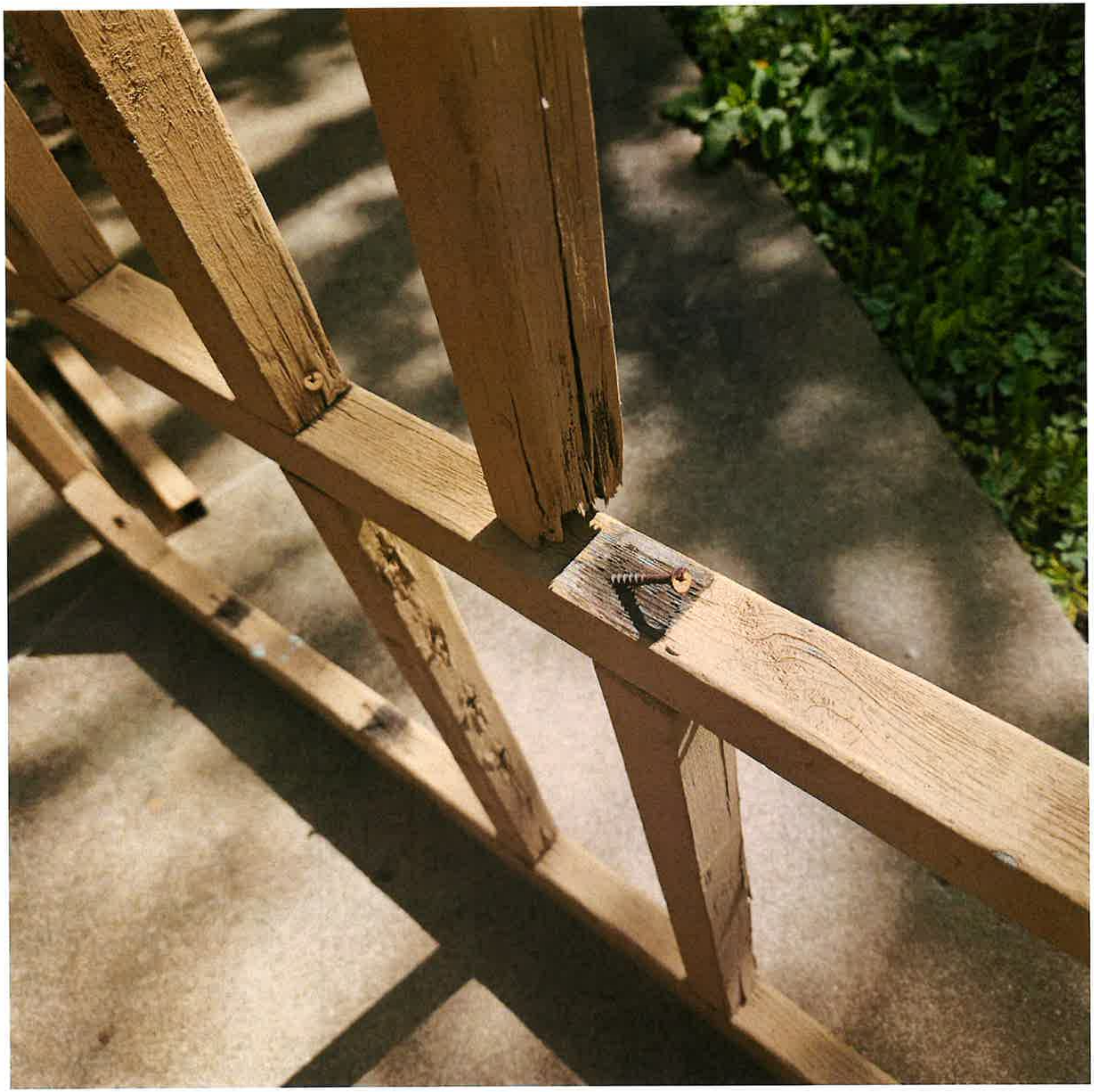
Source	Program Expenses	Program Expenses for Arlington Heights	Program Expenses for CDBG Arlington Heights
Program Year 2023(Proposed)	$702,707	$702,707	$702,707
Program Year 2022	$532,462	$532,462	$532,462
Program Year 2021	$497,127	$497,127	$497,127

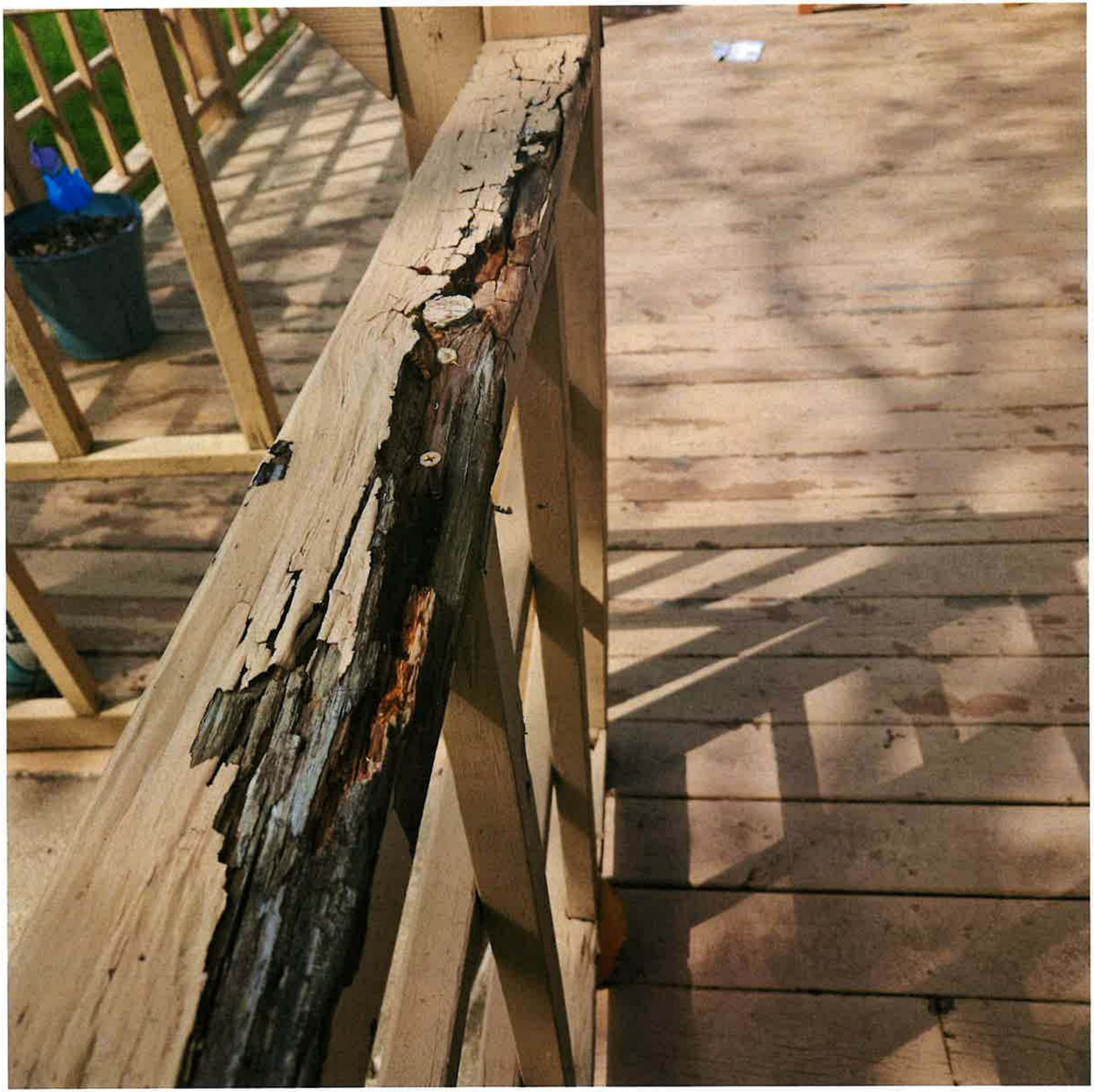
TABLE F.2. Detail

- Use of CDBG Funds

Use of CDBG Funds	Amount
Payroll of employees providing direct client services	
payroll for general admin of the CBDG grant	
Rent	
Utilities	
Construction/Rehabilitation	$ 18,660
Other Admin	
Other Costs	
Total CDBG Request	**$ 18,660**

Program Year	Amount
Payroll of employees providing direct client services	
payroll for general admin of the CBDG grant	
Rent	
Utilities	
Construction/Rehabilitation	$ 12,900
Other Admin	
Other Costs	
Total CDBG Request	**$ 12,900**





CILA Rehabilitation Projects Timeline

April 2024 – Final Scope of Work is developed. Clearbrook will obtain three sealed bids for the project. No permits will be required.

May 2024 - Removal of exiting deck. Installation of new Trek material on deck flooring and railing systems.

June 2024 – Removal of existing flooring at Eastman CILA. Installation of new flooring.

July 2024 - Removal of existing flooring at Kennicott CILA. Installation of new flooring and carpeting.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: CILA Site Renovation

Project Location: cmayfield@glenkirk.org

CDBG Funding Request: $ 47,035

Applicant Contact Information

Organization Name: Glenkirk

Unique Entity Identifier (UEI) Number: 36-2345191

Head of the Organization (ex. Executive Director)

Name: Kim Berenberg

Title: Chief Executive Officer

Signature agency staff authorized to submit this application: Christeon Mayfield Digitally signed by Christeon Mayfield Date: 2023.04.27 16:28:14 -05'00'

Signature Date: 04/27/2023

Printed Name: Christeon Mayfield

The information on this application is accurate to the best of my knowledge. Inaccurate, missing, or misleading information may cause this application to be rejected.

Mailing Address 1: 3504 Commercial Ave

Mailing Address 2:

City: Northbrook

State: IL

Zipcode: 60062

Telephone Number: 847-272-5111 ext

Email Address: -

Organization website: https://glenkirk.org

Application

Arlington Heights Community Development Block Grant (CDBG) Program

All items must be addressed to receive any consideration for funding.

A. Program

1. **Project Description**
   Describe the particular program or project for which funds are requested, including the purpose, clientele, duration, and goals. Explain any new or increased levels of service of the program. If the project has several components, please prioritize the key elements of the proposal. This should not be a description of the applicant organization as a whole. Rather, provide a description of the specific program or project for which funding is being sought and how that funding would be used.

Glenkirk operates three Community Integrated Living Arrangements (CILAs) in Arlington Heights that serve 19 individuals with intellectual disabilities. These homes are family-oriented, group homes designed to enable all residents to reach their full potential while living and working in a fully integrated community environment. CILAs provide a family setting where residents choose their roommates and room decor, shop for groceries, and actively participate in leisure and community activities with the rest of their family.

This project request is for exterior capital improvements to 2 CILA group homes housing 12 adults with intellectual disabilities. The home on Chestnut Avenue is in need of replacements of the roof, soffit and fascia, and downspouts and gutters. The home on Kingsbury Drive requires replacement of the soffits, fascia and gutters, as well as window well extensions and a new front gate. These replacements will ensure the homes remain in good repair. Glenkirk is seeking CDBG funding because our current IDHS funding reimburses for services provided, but does not provide any funding or reimbursement for capital needs or property maintenance.

2. **Previous CDBG Funding**
   Has your organization received CDBG funds before? If so, what municipalities have you worked with (including Arlington Heights)?

Glenkirk has previously received CDBG money from Arlington Heights. The first project involved installing energy efficient windows in our Kingsbury CILA and Chestnut Activity Center in 2012. In 2015 and 201, Glenkirk completed 2 CILA kitchen renovations with funds from Arlington Heights. We also have received CDBG money from Cook County in 2012 to rehab the HVAC system in our Northbrook office.

3. **Will any funds be used for research and development?**

☐ Yes
☑ No

If yes, please specify how funds will be used.

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**

Glenkirk provides services in Northern Cook and Lake Counties.

2. **Does this program serve residents of the Village of Arlington Heights? Check one.**

☑ Yes
☐ No

3. **Describe any additional criteria for the program for which funding is requested.**

Glenkirk's residential services are available to people aged 18 and above with intellectual and developmental disabilities who face significant functional constraints in at least one of the key areas of daily life, such as self-care, self-direction, independent living, or financial independence. To qualify for these services, individuals must complete the State of Illinois's intake process, which involves being registered on the Prioritization of Urgency of Need for Services ("PUNS") database.

4. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services? Explain how service duplication is avoided.**

In the Arlington Heights region, Clearbrook and Shelter, Inc. are two other service providers. Moreover, Avenues to Independence, American Residential Care, Inc., Circle of Support, Little City, Lutheran Social Services, Saze Community Services, and Search, Inc. all offer CILA services in our service area. Even though these organizations offer comparable services, there is no overlap as people are only eligible for one residential service at a time. It is worth noting that nearly 15,000 people are currently on the waiting list for residential services in Illinois.

C. Program Client Statistics

1. **Complete the following table for low- and moderate-income persons to be assisted under program, project of service for which funding is requested, excluding person whose assistance is limited to indirect services such as information and referrals.**

For the specific program, project or service for which CDBG funds are being requested	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by Arlington Heights CDBG Funds
October 1, 2023 – September 30, 2024 (estimated/proposed)	200	19	18
October 1, 2022 – present (6 months)	230	19	18
October 1, 2021 – September 30, 2022	200	19	18

2022 Income Limits (Annual)*	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Max. Low/Mod-Income	$58,350	$66,700	$75,050	$83,350	$90,050	$96,700	$103,400	$110,050

**2022 Income Limits are the limits still in effect on the date of the release of this application form. 2023 Income Limits are expected to be released in mid-2023.*

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household.

2. **How would CDBG funds be used to address the needs of low/moderate-income Arlington Heights residents?**

Our project aims to address the needs of low-income residents by improving the safety and accessibility of their homes. By addressing these needs, we hope to improve the quality of life for our individuals and help them feel more secure and comfortable in their homes.

3. **If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?**

The purpose of the funds is to sustain the existing level of service. The house renovation project will not result in any additional living space, but it will enhance the living conditions for the current occupancy.

4. **Would this program exist without CDBG funding?**
(Select one)
- [x] Yes
- [ ] No

D. Staff for Funded Program

1. **Total number of staff employed by agency for this program, project, or service:**

   Full-time: 9
   Part-time: 4
   Volunteers: 0

2. **Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):**

   Name: Christeon Mayfield

   Title: Director of Development

   Phone Number:

   Email Address:

3. **How long has the staff member identified above been with the agency?**

18 months

E. Fees and Funding Sources

1. **Describe any fees collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees. Any client fees collected must be used for program costs.**

Glenkirk's services are provided without charge, as they are funded by the state, as well as federal entitlements such as SSDI, SSI, and RR.

2. **Describe how client fees are used. State "not applicable" if there are no client fees.**

Not Applicable

3. **List all other funding sources expected to be received for this specific program, project or service during the October 1, 2023 – September 30, 2024 program year and portions allocated for Arlington Heights residents:**

Source	Total Funds	Amount Utilized for Arlington Heights Residents
Section 108 Loan Guarantee	$0	$0
HOME Funds	$0	$0
ESG Funds	$0	$0
HOPWA Funds	$0	$0
Appalachian Regional Commission	$0	$0
Other Federal Funds CDBG	$0	$0
State/Local Funds	$0	$0
Private Funds	$0	$0
Program Income (client fees)	$0	$0
Other Funding	$0	$0
Total	$0	$0
Please specify: We are requesting for Arlington Heights CDBG to cover the entire cost of the project		

4. **Will your agency expend $750,000 or more in Federal funding in its current fiscal year?**
(Select one)
- [x] Yes
- [ ] No

Did your agency expend $750,000 or more in Federal funding in its prior fiscal year?
(Select one)
- [x] Yes
- [ ] No

F. Budgeted Expenses

1. **Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2023:**

Program Year	Program Expenses	Program Expenses for Arlington Heights Residents	Program Expenses for CDBG-Eligible Arlington Heights Residents
Program Year 2023 (proposed)	$47,035	$47,035	$47,035
Program Year 2022	$	$	$
Program Year 2021	$	$	$

* Program participation was affected by COVID 19 with homeowners choosing not to have staff or contractors in their homes.

2. **Indicate how the agency proposed that it would use the CDBG funds that are being requested in this application:**

Use of CDBG Funds	CDBG Amount
Payroll of employees providing direct client service*	$0
Payroll for general administration of the CDBG grant**	$0
Rent**	$0
Utilities**	$0
Construction/Rehabilitation	$47,035
Other administrative costs	$0
Other costs	$0
Please specify other costs:	
Total CDBG Request	$47,035

** Payroll time sheets documenting staff hours and pay rates will be required with invoices.*
*** These costs are not always eligible. The Village must approve these costs and a cost allocation plan before reimbursement will be made.*