Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
Arlington Heights, IL 60005
September 3, 2019
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Minutes - 8/13/19

IV. REPORTS

V. OLD BUSINESS

A. Single Family Rehab Program

B. Group Home Acquisition and Rehab Program

VI. NEW BUSINESS

A. CDBG Application - Group Home Renovations

B. Refining Arlington Heights Affordable Housing Guidelines - Continued Discussion

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793 (Voice), (847)368-5980 (Fax) or drobb@vah.com.

Housing Commission
9/3/2019

Item: Minutes - 8/13/19

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Minutes	Minutes

DRAFT

MINUTES OF A MEETING OF
THE ARLINGTON HEIGHTS HOUSING COMMISSION
HELD AT THE ARLINGTON HEIGHTS POLICE STATION
VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS
AUGUST 13, 2019

IN ATTENDANCE:

Commissioners Present:	Alex Hageli	John Eggum	William Delea
	Zach Creer	Andrew Tripp	
Commissioners Absent:	None		
Staff Present:	Nora Boyer, Housing Planner/Staff Liaison		
Public Present:	Keith A Moens	Randy Dautel	Toni Dautel
	Sheri Latash	Ann Yoshida	Lorri Grainawi
	Tom Mussar	Ernest Calvin Flentall	

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

II. Roll Call

Commissioner Eggum introduced himself and was welcomed to his first Housing Commission meeting.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Creer, seconded by Commissioner Tripp to approved the minutes of the June 11, 2019 with one minor edit. The motion was approved unanimously.

IV. REPORTS

Ms. Boyer stated that a report concerning the refining of the Village's inclusionary affordable housing guidelines was included in the meeting packet (posted on the Village's website) and a discussion of this report appears later on the agenda.

V. OLD BUSINESS

A. Single Family Rehab Program
Ms. Boyer reported that there has not been any activity under the program since the last meeting other than that she received a phone call from a resident inquiring about replacing his air conditioning system.

B. Group Home and Transitional Housing Acquisition and Rehab Program.
Ms. Boyer reported that Clearbrook's group home rehab project for this year has been completed. The Little City Foundation group home rehab project is about half finished. Several applications for groups home rehab projects were submitted for funding in the upcoming program year (October 1, 2019 to September 30, 2020). In the past, the applications have been distributed to the members of the Housing Commission in order to generate any questions there may be which are passed on to the applicants. Then representatives of the agencies are invited to attend a Housing Commission meeting to discuss their projects. After the discussion, the Housing Commission makes its decisions and motions regarding funding approval. The agencies are asked to provide photographs of the current conditions they wish to improve, which are used in the discussion. The Housing Commissioners concurred with following this process for the 2019-2020 applications.

VI. NEW BUSINESS – Discussion regarding Refining Arlington Heights Affordable Housing Guidelines

Ms. Boyer provided a brief summary of the components of the Report. She stated that the Village Board is scheduled to take up this topic at their Committee of the Whole meeting on September 9, 2019. She said that the Village Board is asking for input from the Housing Commission to inform their discussion on September 9th. She stated further that the Housing Commission has a regularly scheduled meeting on September 3, 2019 at which discussion of the topic can continue if more discussion is needed after tonight and before the Committee of the Whole meeting.

Commissioner Creer asked for some clarification on the process of review. He said that many of the staff recommendations called for exploring or looking into options rather than expressing specific changes to the guidelines. He said it is difficult to respond if this is still in the research phase.

Commissioner Eggman suggested the following course of action for the Housing Commission: 1) look at the information provided thus far; 2) make initial recommendations, 3) make the information and initial recommendations available for public comment, 4) receive comments and any additional information from research, and 5) update initial recommendations and/or make other recommendations to the Village Board. Commission Eggum commended that staff's Report relies heavily on one study, which seems to be a good study, but more information may be brought to the attention of the Housing Commission from the public which the Housing Commission may wish to use to formulate their recommendations.

Commissioner Eggum commented that the current development proposals described in the Report are two large developments. He asked if there are any smaller development being proposed now.

Ms. Boyer said that, to her knowledge, there are no small developments in the works.

Mr. Flentall, a resident of Arlington Heights, asked about purpose of meeting. He asked if the proposed housing would be subsidized housing. It was explained that the purpose of the meeting was to discuss the requirements developers are asked to meet, but specific developments were not part of this discussion. Ms. Boyer said that affordable units developed under the guidelines could be subsidized units but that has not been a requirement. It has been up to the developer/owner to determine how to manage their units. Staff provides information to developers about the Housing Choice Voucher program, but it is up to the developers to decide whether or not they wish to pursue that option.

Mr. Flentall asked if affordable units are to be rented with residents coming from the Village. The response was that this is one of the issues to be discussed. Local preference in tenancy was negotiated into the approval for the last development approved by the Village. Ms. Boyer said that local preference may not be possible if the rules that come with financing sources conflict with a local preference guideline.

The Housing Commission decided to go through the staff recommendation in order as they appear in the report.

Covered Projects
Chairman Hageli read the first staff recommendation which is to "address the current guidelines first with a tiered approach and as a future phase explore renovations, adaptive re-use, and condominium conversions."

Commissioner Eggum commented that there is a lot to address under the current guidelines. He suggested first discussing whether there should be a tiered approach based on location, such as downtown versus other areas.

Commissioner Creer stated that downtown is an important area for including affordable units and the Village should try to get as many affordable units as possible so that the residents can benefit from the walkability, transportation options, etc.

Ms. Boyer said that one topic for discussion is what project are to be covered by the guidelines. To date they have been applied to multi-family, new construction. The policy includes substantial rehab to existing PUDs but there has not been an occasion to apply the guidelines to a rehab yet. She said that Evanston has different requirements for transit and non-transit areas. Some communities apply their policies to rehab and condo conversions.

Commissioner Delea said that he would like to see the guidelines applied in situations where property is changes from non-residential to residential and condominium conversions.

Commissioner Creer said that standards would need to be set to define when rehab is substantial enough to trigger affordable requirements.

Commissioner Eggum stated that on the condo conversions there should be a discussion on the sizes of development to which affordability requirements would apply. From an economic standpoint, large development can more readily incorporate affordable units than small development.

Commissioner Eggum said that he would like information on the number of condo conversions taking place. Ms. Boyer stated that there were quite a few condominium conversions prior to 2008 but few since. Chairman Hageli pointed out that the practice of converting apartment to condos could return, so even if it is not happening now, it should still be addressed.

Ms. Boyer summarized that her understanding is that the Housing Commission is open to applying the guidelines to new construction, substantial rehab, property re-use of conversions, but a definition for substantial rehab is needed and that the size of the development is a factor with regard to condo conversions.

Chairman Hageli said that it makes sense that different areas should be treated differently.

A member of the audience from Glenview asked a few questions. Glenview is researching Chicago area guidelines to help them decide what they should do in their community. She asked if Arlington Height has found that requiring that 15% of larger developments be affordable has been too high a percentage. She was informed that staff has stated that the 15% seems to be too high since it has not been achieved. She was directed to where in the Report she can find information on the production of affordable units in Arlington Heights.

<u>Percentage Affordable Housing Requirement</u>
Chairman Hageli turned to the staff recommendation stating "that the 15% requirement be lowered and that a tiered approach be developed for downtown, community wide, and developments and also require that a minimum percentage of the required units be provided on-site. Apply to development of 6 or more units."

Chairman Hageli said that he is open to lowering the percentage from 15% percent since there have been so many instances when developers have just paid the fee, and there is a desire to obtain actual units. He said that he thinks there would be an increase in the chances of obtaining actual units with a lower percentage. He also said that he likes the tiered approach for different areas of town.

There was a discussion of ranges of development sized that should be used. There was concurrence that having several levels of development sizes with requirements is needed because the size of a development has a big impact on the ability of the developer to provide affordable units. It was pointed out that the most recently enacted ordinance (i.e. Oak Park) applies to developments of 25 units or more.

Mr. Moens said that he sees that 15% may be too high, but is the percentage is lowered, say to 10% that the Village should be strict about the requirement.

The Housing Commission decided to continue to generally talk through the Report and recommendations, and continue the discussion on September 3, 2019 to nail down recommendations.

The members arrived at the following as preliminary ranges and approaches:

Rental Units:
9 or fewer units: 0% of units affordable. There was some discussion about charging a small fee at this level

10 – 25 units: Ask for units but be more open to accepting a fee

Over 25 units: Focus on mandating a minimum number of on-site units

For-Sale units: Fee-only may make for sense.

The decision was to put this discussion into a formal recommendation at the September 3rd meeting.

There was a discussion about whether the guidelines should be adopted by ordinance.

Commissioner Tripp suggested that the Village should have an ordinance so that developers have notice of requirements and those requirements are more clear. Commissioner Delea suggested that an ordinance would be more forceful in sending the message that the affordable housing policy is a priority for the Village. He stated that he is in favor of an ordinance.

Commissioner Eggum recommended that if the Village goes that direction that the draft ordinance be made available for public comment. He said that he was curious about what other communities ordinance look like, and he is also curious about other communities' outcomes and ability to get units by means of their ordinances.

Commissioner Creer asked about the process since most developments would be PUDs which are examined on a case by case basis. He said the most projects will be in PUDs and will be negotiated and evaluated on a case by case basis. Therefore, he did not see adopting the guidelines as an ordinance making that much of a difference, but he had no objection.

Commissioner Tripp said that an ordinance would also give more clear direction to the Housing Commission. Commissioner Eggum said that it would also be a better tool for staff.

There was also a question about the means by which appeals or variations can be provided and this should be incorporated into the ordinance since some negotiation will likely still take place.

Chairman Hageli said that the Housing Commission could raise as an issue that the Village Board should consider adopting an ordinance.

Ms. Boyer offered to send the ordinances of the other Illinois communities that have them to the members of the Housing Commission. The Commissioners said that would be helpful. The Commissioners also asked for any information that may be available on the number of affordable units achieved under other programs.

Alternative Contributions

Commissioner Delea said that allowing alternatives should be considered. However, he said that there should be some geographical limitations for off-site units (ex. maximum distance from a proposed downtown development) to ensure that the units have the same qualities as the market rate development. Commissioner Eggum said that in the study used by staff to write the Report, the polices of communities were reported and some specified maximum distances (ex. ¼ mile) within which off-site units had to be located.

The Housing Commission strongly emphasized that it would be necessary to find ways to insure that if off-site units are permitted that they are equivalent to the market rate units in the project and that they continue to be maintained as the same level as the market rate units in the long-term including after future changes in ownership.

Commissioner Eggum suggested that staff could look into whether other communities have had issues with off-site units. Chairman Hageli said that he would also like to have information about other communities' experiences with off-site units.

Ms. Boyer mentioned that the other alternatives to be considered are donations of land (which could be used by a non-profit affordable housing developer to create affordable housing); preservation/rehab of existing housing (which could prevent loss of existing affordable units); and/or linkage fess. The Commissioners stated that partnerships with a non-profit organization would address some of the Commissioners' concerns.

Homeownership Units

It was stated that the scale and requirements for for-sale developments should be related to the value of the development, construction cost, or average unit sale price rather than the number of units in the development. This is because the values of units in for-sale developments can vary so widely. Some condos in multi-story buildings will have a lower construction costs and unit values than townhomes. The example of Sigwalt 16 was used as an example of a small development (in terms of number of units) with high sale prices. There was also a comment about whether deed restrictions limit owners' wealth growth potential and whether this runs counter to the goal of providing affordable housing. The Commissioners were divided in their opinions about using inclusionary zoning to provide ownership units was workable. It was commented that the guidelines were applied to the Timber Court Condominiums and there have been issues there.

Mr. Moens asked that the Housing Commission not throw in the towel on affordable ownership units. He said that owner units could be made affordable using Tax Increment Financing (TIF) funds, and he suggested that this be a topic for public input.

Senior and Institutional Housing

Commissioners agreed that that it makes sense to look at this type of housing separately since it has such a strong service component in addition to the housing. Commissioner Tripp commented that it could be very difficult to require affordable units in an assisted living development because the economics are so different from a regular multi-family development. However, it was stated that developers of this type of housing should not be given a "free pass" and should be required to do something with regard to affordable housing. At the least, they could pay a fee into the Trust Fund. The affordability requirements should be applied to independent senior living.

Developer Cost Offsets/Incentives
The Housing Commission was open to the idea of providing density bonuses, but this would need to be coordinated with the evaluations of proposals by staff and other Plan Commission considerations early in the review process. It would not work to determine an appropriate maximum density for the project and then for the Housing Commission recommend more density to support affordability after others who work with the developer of establishing the maximum workable density have made their determinations. Density is a zoning matter, which is outside the purview of the Housing Commission. Therefore, offering density bonuses would need to be a coordinated effort.

It was pointed out that waiving developer fees is a public subsidy to the developer. Some Commissioners said that it is appropriate that the Village participate in the financial costs of supporting the affordable units. The Commissioners requested additional information on the average amount of fees (ex. building permit and plan review fees) collected for developments so that they have knowledge about how much in fees might be waived on a development.

Mr. Flentall repeated that developers would benefit from accepting housing choice vouchers since they provide a known and steady source of subsidy.

Fee in Lieu
Commissioner Delea said that he likes the idea of linking the fee to the unit value. It was suggested that staff look at financial information that is provided to staff and use the information to develop a feasible sliding scale based on the dollar value of the units or the dollar value at which the building is depreciated.

For for-sale units it was suggested that the fee for affordable units be set at 15% of the average unit value in the development times the number of affordable units required. This would result in fees that are in the range that seems appropriate (ex. $500,000 unit value x .15 = $75,000). The Housing Commission would like staff's recommendation about how this would work.

For rentals, it would be helpful to have better data about rents in the community. This could potentially be done under a more extensive renal licensing program. Commissioner Eggum asked about discussing at a future meeting how the Village can get better data on rents in the Village and to map where affordable units are located, apartments where complaints are filed, etc. Chairman Hageli said that the Housing Commission discussed this previously. Ms. Boyer said that the Housing Commission can revisit this topic if it wishes.

Income Eligibility
There was a discussion of the income eligibility levels at a maximum of 60% of area median income for rental units and 80% of area median income for owner units. At this point, the Commissioners did not see a need to change the income eligibility levels at this time, in part to be consistent with the State requirement, but this may need to be looked at again in the future.

Commissioner Eggum mentioned some proposed affordable housing legislation that has an income eligibility level of 120% of area median income. Ms. Boyer said that some communities allow fewer units at lower income levels or require more units at higher income levels. It depends on the goals of the community. The Commissioners requested information on housing need at various income levels in Arlington Heights.

Term of Affordability
The Commissioners were generally in favor of keeping the affordability restrictions in perpetuity. However, if brought up the developer, the Village could be open to having a defined period of affordability (ex. 50 years) if it would result in more affordable units over that time period than would be provided if the units are required to be affordable in perpetuity.

Local Preferences
There was general agreement that requiring local preferences is desirable. Mr. Mussar expressed a concern that local preferences do not promote diversity. This concern was understood but there is also a desire to support current and long-term residents (seniors) was seen as desirable. It would be necessary to establish how the system of providing preference would work.

Ms. Boyer said that different communities have different preferences. Most communities give preference first for local residents go farther and prioritize local residents who are senior citizens. Others have preferences for adult children of current residents or parents of current residents. Sometimes financing sources may not permit the developer to comply with local preference policies.

VII. OTHER

The members of the Housing Commission discussed their budget request for 2020.

A motion was made by Commissioner Hageli, seconded by Commissioner Eggum to make the following Housing Commission budget request for the year 2020: Postage $100; Photocopying $100; and Other Supplies $1,100 for a total of $1,300. The motion carried unanimously.

VIII. ADJOURNMENT

A motion was made by Commissioner Hageli, seconded by Commissioner Tripp, to adjourn the meeting. The motion passed unanimously.

NEXT MEETING: September 3, 2019 7:00 pm.

Housing Commission
9/3/2019

Item: CDBG Application - Group Home Renovations

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
CDBG Application Group Home Renovations	Exhibits

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Re: Community Development Block Grant Applications – Program Year 2019-2020
Group Home Renovations

Date: August 29, 2019

The Village of Arlington Heights received three (3) grant applications from non-profit organizations requesting grants from the Village's 2019-2020 Community Development Block Grant (CDBG) program for renovations to group homes.

Rather than review the applications individually, the Village Board opted to allocate a total of $76,900 to the Group Home Acquisition and Rehab Grant Program and have the Housing Commission review the specific applications.

The three (3) applications are:

#1

Applicant:	Clearbrook
Amount of Grant Request:	$28,350
Description of Work:	Removal and replacement of existing siding, fascia, soffits and deteriorating wood around all doors and windows of the home.

#2

Applicant:	Little City Foundation
Amount of Grant Request:	$32,050
Description of Work:	Install or replace ceiling-mounted LED light and associated switches in 4 bedrooms, renovate large restroom into ADA restroom, renovate small restroom, interior and exterior painting & kitchen renovation.

#3

Applicant:	Shelter Inc.
Amount of Grant Request:	$16,500
Description of Work:	Replace flooring throughout home.

Staff is requesting that the members of the Housing Commission provide any questions you may have regarding these applications. The applicants will be provided with those questions and will be invited to a future Housing Commission meeting to present their proposals.

Staff has blacked out the locations of the group homes in this packet in the interest of the security and privacy of the residents of the homes. Staff has also blacked out names and contact information of the agency staff and contractors as a courtesy.

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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Name for Proposed Project or Service:

Project Location: [redacted]

CDBG Funding Request: $28,350

Applicant Contact Information

Organization Name: Clearbrook

DUNS (Dun and Bradstreet) Number: 10 218 0775
(A DUNS Number is required to receive federal funding)

Contact Name, Title: [redacted] Director of Operations

Signature: [redacted]
(electronic signature is acceptable)

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 West Central Road

Mailing Address 2:

City, State, Zip: Arlington Heights, IL, 60005

Telephone Number: [redacted]

Fax Number: [redacted]

Email Address: [redacted]

Organization website: [redacted]

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 program 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.

   Clearbrook's [redacted] residence is one of Clearbrook's Community Integrated Living Arrangements (CILAs). By definition, a CILA is a living arrangement for adults (ages 18 and older) in a group home, family home or apartment where 8 or fewer unrelated adults with intellectual/developmental disabilities (I/DD) live under the supervision of a community developmental services agency. Specifically, the Kennicott CILA has a licensed capacity of (8) residents, all of whom are male. [redacted] is referred to as a 24-hour CILA as supervision is provided at all times when residents are present. A Qualified Intellectual Disabilities Professional (QIDP) is assigned to the CILA and is responsible for the coordination of the residents' services. The QIDP is present in the home during various week and weekend days. A community support team (CST) comprised of the resident, their family, nurses, other professionals and the CILA staff to identify and develop the desired/necessary services and supports.

   The purpose of the CILA setting is to provide each resident with the supports needed to maximize their independence and engagement in their community. Examples of supports may include: money management, community mobility skills, housekeeping skills, food preparation and cooking skills, wardrobe maintenance and laundry skills, social, leisure and recreational skills, personal health skills to include medication management, and achieving a state of optimal wellness. Each resident chooses from an array of day services that result in their engagement in meaningful, full-time experiences that include opportunities for ongoing skill acquisition, volunteering, recreating, working, physical wellness, and participating in the life of the community. The process of discovery and a person-centered approach results in the development of individualized goals and objectives and the supports needed to achieve them. Participation in CILA services in not time-limited as "the money follows the person" in their choice of where they live.

   New levels of service include developing specialized day services (i.e., aging adults with I/DD, adults with autism) and the development of new models of day service that are partnerships with communities and offer flexible scheduling.

   Clearbrook 's 2019 CDBG proposed project includes the removal and replacement of the existing siding, fascia, soffits and deteriorating wood around all doors and windows. The cost of this project will be $28,350.00. This property was built in 1961. This residence was purchased in June 2002 for $502,000, this is a very unique building. Originally a 2 story raised ranch with an addition built on of equal size to the original house. Approximately 5,000 square feet not counting basements, 7 bedrooms, 3.1 baths, dining room, kitchen, 2 family rooms, 2 rec. rooms, 2 car garage, 2 furnaces. Over the years the exterior of the house has taken a beating from the weather and general wear and tear. Clearbrook is requesting CDBG funding to not only enhance the esthetic look of the home in the community but also to help to reduce energy cost at this property and make the home more energy efficient.

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

Arlington Heights

Year	Amount	Purpose and (if applicable) Address
2015	$13,000	Replace roof at [redacted] CILA #1 (same as this request)
2016	$8,000	Replace driveway at [redacted] CILA #2
2017	$13,000	Remodel bathroom ADA at [redacted] CILA #3
2018	$12,836	Replaced HAC at [redacted] Ave. CILA #1 (same as this request)

Schaumburg

2017	$10,000	Replace driveway [redacted]
2018	$11,573	Remodel bathroom [redacted]

In addition we have worked with Cook County on multiple CDBG grants from 2009 to 2018.

3. **Will any funds be used for research and development?**
(Yes or No)
If yes, please specify how funds will be used.
No

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**
   Clearbrook's footprint extends to fifteen counties, the majority of which are served through supports provided in family homes to infants, toddlers, children and adults. The organization owns/operates facilities in Cook, Lake, McHenry and DuPage counties in the following communities*: Addison, Arlington Heights, Bensenville, Berkeley, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Lake Bluff, Mt. Prospect, Mettawa, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg, Skokie, Waukegan, Wheeling, Wilmette.
   *locations of the Community Integrated Living Arrangements/CILAs are in italics

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

3. **Describe any additional criteria for your program.**
   All persons served by the program are at least eighteen (18) years of age, have been determined to have a developmental or intellectual disability, and are in need of an array of services and a supervised living arrangement. The client or guardian provides informed consent for participation in a CILA and agrees to participate in the development and implementation of the Individual Service Plan (ISP).

4. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**

   At this time, the following are located in Arlington Heights:

   • Clearbrook's Administrative Office
   • Clearbrook Program Building - housing CHILD Therapy Services, the Family and Community Autism Resource Room (FCARR) the offices for Community Living Services (CILA) and the offices for Community Employment Services (CES).
   • Six (6) CILAs that are home to 32 adults with I/DD (27 men and 5 women).

5. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
   Within the northern suburbs, the following agencies provide CILA services for adults with I/DD: Glenkirk (based in Northbrook); American Residential Care (based in Schaumburg); Orchard Village (based in Skokie); Shore Community Services (Based in Skokie); and Lambs Farm (based in Libertyville operates campus-based residences). Of these, Clearbrook is the largest provider of CILA services, has the greatest presence in the service area, and provides the most expansive array of CILAs with regard to the needs of persons served.

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**
   Housing for persons with disabilities

2. **Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):**

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	8070	316	8
October 1, 2018 – present	8077	317	8
October 1, 2017 – September 30, 2018	8093	338	6

2018 Income Limits	**Household Size**							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	$47,400	54,200	60,950	67,700	73,150	78,550	83,950	89,400

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. **How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?**
   Enhancement and energy efficiency of current residential housing property.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**
   Maintain current service level for 8 individual with developmental disabilities.

5. **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:**

   a. Full-time 5

   b. Part-time 1

   c. 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, monitoring visits, etc.):**

   Name, Title: [redacted], Director of operations

   Phone Number: [redacted]

   Email Address: [redacted]

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

E. Fees and Funding Sources

1. **Describe any client fees collected*:**
   $0 collected, reimbursement via DHS 60 D CILA Funding and SS
   * *Any client fees collected must be used for program costs.*

2. **Describe how client fees are used:**
   $0 collected, reimbursement used for room and board and support staff.

3. **List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 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	$ 89,489	$ 89,489
State/Local Funds	$ 356,865	$ 356,865
Private Funds	$	$
Program Income (client fees)	$	$
Other Funding	$	$
Please specify:		

4. **Does your agency receive more than $750,000 in federal funds?**
   (Select one)
   ☒ Yes
   ☐ No

F. Budgeted Expenses

1. **Please complete the following table:**

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	$ 28,350.00	$ 2,835.00	$ 25,515.00
Program Year 2018	$ 13,750.00	$ 1,375.00	$ 12,836.00
Program Year 2017	$ 13,000.00	$ 1,300.00	$ 12,000.00

2. **Indicate how CDBG funds are proposed to be used:**

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	$ 28,350.00
Other administrative costs	$
Please specify: Clearbrook will contribute 10% of cost $2,835	
Total CDBG Request	**$ 28,350.00**

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

G. Performance Measurement Systems

1. **Project Objectives**
   Please check one of the following to identify your agency's proposed objectives.
   (The selection should reflect the purpose of your agency's proposed program.)

   ☐ *Creating a Suitable Living Environment*
   This objective relates to activities that are intended to address a wide range of issues faced by low//moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

   ☐ *Providing Decent Housing*
   This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

   ☐ *Creating Economic Opportunities*
   This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. **Project Outcomes**
   Please check one of the following to identify your agency's proposed outcomes.
   (The selection should reflect the result your agency would like to accomplish.)

   ☒ *Availability/Accessibility*
   This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

   ☐ *Affordability*
   This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

   ☐ *Sustainability*
   This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency:**
   Clearbrook is committed to being a leader in creating innovative opportunities, services and supports to people with disabilities.

2. **The following documents must be included with your application:**

   All Applications:

   ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL. *(This is a two-page document. Please do not submit the federal form.)*
   ☐ Proposed agency budget for the next fiscal year, including proposed funding sources*
   ☒ Current agency budget, including proposed funding sources*
   ☒ Most recent audit (one hard copy only)*
   ☒ Proof of non-profit determination
   ☒ Organizational chart
   ☒ Other (please describe) Quotes and Pictures

   *** May be provided in the form of a website address to the location of this information online.**

   Construction/Rehabilitation Applications Only:

   ☐ Proposed construction/rehabilitation schedule*.

   Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

   ☐ Cost and Design Assistance Estimates

   All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

   Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

ESTIMATE

ADDRESS
[redacted]
Clearbrook
1835 W. Central Road
Arlington Heights, IL 60005

ESTIMATE # 1172
DATE 04/12/2019

ACTIVITY	QTY	RATE	AMOUNT
Siding Remove existing aluminum siding and install 1/4" insulation and Tyvek. Install new vinyl siding (Color TBD). Remove existing aluminum soffit and fascia and install new (Color TBD). (Labor and Material)	1	24,390.00	24,390.00
Siding Remove existing gutters and install new 5" k-style aluminum gutters (Color TBD). Remove existing downspouts and install new 3"x4" aluminum downspouts (Color TBD). (Labor and Material)	1	2,460.00	2,460.00
Siding Wrap 2 bay windows, 1 window, 1 door, garage door, porch ceiling, and porch posts with new aluminum (Color TBD) (Labor and Material	1	1,500.00	1,500.00

Kennicott Siding

TOTAL **$28,350.00**

Accepted By

Accepted Date

[redacted]

[redacted]

Proposal #41119

[redacted]

Apr[illegible]2019
Clearbrook
Attn: [redacted]
1835 W. Central Rd.
Arlington Heights IL 60004
Work to be done at:
[redacted]
Arlington Heights IL 60005
[redacted]

The following work will be done at the above address: Removal and or cover and replacement of siding, soffit, fascia and freeboard. Existing gutters and downspouts to remain. No work to be done on back porch, balcony, trim around windows, doors, garage door, jambs, above bow windows, front porch or ceiling or posts.

- We will remove existing exterior siding, shutters on siding only, soffit, fascia and freeze board.
- We will re-install existing shutters.
- We will wrap house in a wind barrier.
- We will install light block, for exterior lights.
- We will replace any defective wood fascia for an additional price above this proposal price.
- We will install aluminum soffit cut 12x12 inch ventilation holes approximately eight feet (8') foot apart around the complete overhangs installing nylon screening over same.
- We will remove and or cover the soffit, fascia and freeze board with aluminum.
- We will install vinyl double 4 woodgrain Mastic Ovation siding in standard light color featuring: wind resistance up to 195MPH, 9/16 inch panel projection, 0.042 thickness, snap-lock-hold locking system insures the panel to grip tight and lock securely, limited lifetime warranty.

All work related debris be will hauled away and work will be done in a timely work man type manner.
THANK YOU! PREFERRED CUSTOMER APRIL 19TH 2019 SALE PRICE
$25773.00

All materials are guaranteed by the manufacturer All Promotions and Discounts are applied.

We propose hereby to furnish material and labor -- complete in accordance with above specifications, in the sum of: Per above contract ______________ dollars $________

Payment to be made as follows: To Be Determine

[redacted] Authorized Signature ______________________

All building permits and fees will be the responsibility of the owner of home or business, prior to the start of construction. Proof of Insurance upon request Prices of materials are subject to change All material is guaranteed to be as specified Workmanship is warrantied for 1 year unless otherwise specified. Keys provided by the owner will be secured in a lock box placed at their property ACR CO Inc and their sub-contractors have the authorization to use key to enter property at any time without notice to provide services ACR. CO. Inc. will determine how many people works at the property at any given time. If project is stopped by the owner for any reason, ACR CO Inc will schedule a return date. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge order above and beyond the original contract amount Changes to original contract will not be recognized by voice mail or email, without written acknowledgment by ACR. CO. Inc. Allowances are an estimated value of product, taxes, and delivery and will include a minimum of 7% service fee. All agreements are contingent upon work actions, accidents or delays beyond our control Partial or final waivers upon request A Complete Remodeling Co. Inc takes no responsibility for damage done to attach rooms, other units or blinds during removal. The owner may retain 5% of the final balance due until final punch list items are completed. Payments not made within the terms of this contract shall bear interest at two percent per month for a true A P R. of twenty four percent Owner agrees to pay all legal fees accumulated if lien or litigation is necessary to collect any sum due G. OBROCHTA, A Complete Remodeling Co. Inc. All work is to be completed in a workmanlike manner according to standard practices This proposal will be withdrawn by ACR Co Inc If not accepted within 3 business days

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: ______________________ Date of Acceptance: ______________________

Blank

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

Name for Proposed Project or Service: [redacted]CILA Home Rehab Project

Project Location: [redacted]Avenue, Arlington Heights

CDBG Funding Request: $32,050 (Lowest Bid)

Applicant Contact Information

Organization Name:	Little City Foundation
DUNS (Dun and Bradstreet) Number:	069962314 *(A DUNS Number is required to receive federal funding)*
Contact Name, Title:	[redacted]
Signature:	[redacted]

(electronic signature is acceptable)

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:	Little City Foundation
Mailing Address 2:	1760 W. Algonquin Road
City, State, Zip:	Palatine, IL 60067
Telephone Number:	[redacted]
Fax Number:	[redacted]
Email Address:	[redacted]
Organization website:	[redacted]

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 program 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.

   The home, located at [redacted]Avenue, is a Community Integrated Living Arrangement (CILA) home that is owned and operated by Little City. CILA homes provide individuals with disabilities the opportunity to live in residential communities and be supported by Little City staff 24 hours a day, seven days a week. The individuals learn to live as independently as possible in a home environment. Staff assist residents with cooking, household cleaning, daily living activities, and transport them to community outings, medical appointments and employment. Little City also provides clinical and behavioral (therapeutic) services and recreational programing. Currently, [redacted] Avenue is home to six women who have been diagnosed with intellectual and developmental disabilities. They are between the ages of 49 and 67 and 100% are of low-moderate income.

   The proposed project will:

- Install a ceiling-mounted LED light and associated light switch in three of the bedrooms
- Replace the existing ceiling-mounted light in the fourth bedroom with a LED light fixture
- Renovate the large restroom into an ADA approved restroom with a walk-in shower, new fixtures, painting, new LED lights, new flooring (ceramic or slate) – ELIMINATE THE HALLWAY STORAGE CABINETS AS PART OF INCORPORATING THAT FOOTAGE INTO BATHROOM
- Renovate the small restroom – replace floors with ceramic or slate, new toilet seat, paint
- Paint the living room north and west walls
- Paint the exterior 1) front trellis and fencing, front façade
- Kitchen renovation – new kitchen cabinets, undermount sinks, faucets, countertops with granite, stainless steel appliances

2. **Previous CDBG Funding**

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

   Little City Foundation has received CDBG funding from the Village of Arlington Heights, the Village of Schaumburg, the City of Waukegan, Lake County, Cook County and DuPage County.

3. **Will any funds be used for research and development?**
   (Yes or No)

   If yes, please specify how funds will be used.

   No

B. Service Area

1. **Describe your agency's service area, listing any municipalities served.**
   Little City serves individuals who reside in Cook, DuPage, and Lake Counties. We operate facilities and CILA homes in the following municipalities: Schaumburg, Arlington Heights, Hanover Park, Hoffman Estates, Palatine, Streamwood, Roselle, Mundelein and Waukegan.

2. **Does this program serve residents of the Village of Arlington Heights?**
   Yes. The project will specifically improve aspects of the CILA home located at [redacted]Avenue where six women reside.

3. **Describe any additional criteria for your program.**
   Not applicable.

4. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
   [redacted] CILA home: [redacted] Arlington Heights
   [redacted] CILA home: [redacted] Arlington Heights

5. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**
   Clearbrook (a sister agency to Little City), provides a similar service in Arlington Heights. However, due to the number of individuals with intellectual and developmental disabilities waiting for the opportunity to reside in a CILA home, this would not be considered a duplication of services. Glenkirk (another sister agency of Little City's), operates an Educational Center in Arlington Heights as well.

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**
   This project is a capital improvement/rehab project for the home at [redacted] Avenue.

2. **Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):**

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	6	6	6
October 1, 2018 – present	6	6	6
October 1, 2017 – September 30, 2018	6	6	6

2018 Income Limits	**Household Size**							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	$47,400	54,200	60,950	67,700	73,150	78,550	83,950	89,400

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. **How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?**
   The funding will allow for ADA compliant and accessible features and appliances for the home that are currently not present. Additionally, the funding will allow for rehab of existing features that require upgrading.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**
   Maintain the current service level.

5. **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:**

   a. Full-time 3

   b. Part-time 1

   c. Volunteers As 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, monitoring visits, etc.):**

   Name, Title: [redacted] Director of Foundation and Government Relations

   Phone Number: [redacted]

   Email Address: [redacted]

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

E. Fees and Funding Sources

1. **Describe any client fees collected*:**
   Not applicable. Little City does not charge client fees for this program.
   ** Any client fees collected must be used for program costs.*

2. **Describe how client fees are used:**
   Not applicable.

3. **List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 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	$ 0	$ 0
State/Local Funds	$ 346,809	$ 346,809
Private Funds	$ 0	$ 0
Program Income (client fees)	$ 0	$ 0
Other Funding	$ 1,753	$ 1,753
Please specify: Facilities Team Staff Time/Salary to oversee project (1%).		

4. **Does your agency receive more than $750,000 in federal funds?**
   (Select one)
   ☐ Yes
   ☒ No

F. Budgeted Expenses

1. **Please complete the following table:**

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)	$ 34,244,068	$ 32,050	$ 32,050
Program Year 2018	$ 30,731,048	$ 63,398	$ 63,398
Program Year 2017	$ 33,818,991	$ 0	$ 0

2. **Indicate how CDBG funds are proposed to be used:**

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	$ 32,050
Other administrative costs	$ 0
Please specify: Not applicable	
Total CDBG Request	**$ 32,050**

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

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

☒ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low//moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

☒ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency:**
   Little City is dedicated to serving children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime. By inspiring, advocating and pursuing success with passion and purpose, lives are changed through hope, happiness and optimism.

2. **The following documents must be included with your application:**

   All Applications:

   ☒ Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)*
   ☐ Proposed agency budget for the next fiscal year, including proposed funding sources* - **Not yet available – will be submitted once available**
   ☒ Current agency budget, including proposed funding sources*
   ☒ Most recent audit (one hard copy only)*
   ☒ Proof of non-profit determination
   ☒ Organizational chart
   ☒ Other (please describe)

   *** May be provided in the form of a website address to the location of this information online.**

   Construction/Rehabilitation Applications Only:

   ☒ Proposed construction/rehabilitation schedule*.

   Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

   ☐ Cost and Design Assistance Estimates

   All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

   Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

Quote for Remodel CILA home in [redacted], Arlington Heights IL

- Install a ceiling-mounted LED light and associated light switch in three of the bedrooms $1,200
- Replace the existing ceiling-mounted light in the fourth bedroom with a LED light fixture $250
- Renovate the large restroom into an ADA approved restroom with a walk-in shower, new fixtures, painting, new LED lights, new flooring (ceramic or slate) – ELIMINATE THE HALLWAY STORAGE CABINETS AS PART OF INCORPORATING THAT FOOTAGE INTO BATHROOM sink,toilet with power flush, fan. $7,800
- Renovate the small restroom – replace floors with ceramic or slate, new toilet seat, paint $1,900
- Paint the living room north and entire west walls light sand $300
- Paint the exterior 1) front trellis and fencing, front façade $400
- Kitchen renovation – new kitchen cabinets+pantry, undermount sinks, faucets, countertops with granite, stainless steel appliances (same quality and pricing parameters as Parker kitchen) 36in fridge, include toaster, oven, microwave.

Cabinets	: $9000
Granite Plus Sink	: $7000
Appliance	: $4200

TOTAL COST FOR THE PROJECT $32,050

April 11th, 2019

TO:
[redacted]Facilities Project Coordinator
Little City Foundation
1760 W. Algonquin Rd
Palatine, IL 60007

JOB LOCATION:
Group Home at:
[redacted]
Arlington Heights, IL

Title: [redacted]AVE CILA GROUP HOME REMODEL PROJECT

Scope of Work
An extensive survey of the project area was conducted. This proposal is based off of bid specs submitted to contractor, job-walk conducted at above said property on April 9th, 2019 and additional discussions with client defining parameters of work area.

1. NEW LIGHTING IN 3 BEDROOMS	$ 4,138
2. NEW LIGHT FIXTURE IN 4TH BEDROOM	$ 225
3. RENOVATE LARGE RESTROOM	$ 8,050
4. RENOVATE SMALL RESTROOM	$ 2,494
5. PAINT LIVING ROOM NORTH & WEST WALL	$ 1,616
6. PAINT THE EXTERIOR TRELLIS, FENCE, FAÇADE	$ 3,953
7. KITCHEN RENOVATION	$18,812
8. ADMINISTRATION FEES & GENERAL CONDITIONS	$ 600

TOTAL CONTRACT PRICE: $39,888

[redacted]

Blank

17

Application Summary Sheet

Arlington Heights Community Development Block Grant (CDBG) Program

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Name for Proposed Project or Service: Floor Replacement for TLP Home

Project Location: [redacted] Rd. Arlington Heights

CDBG Funding Request: $16,500

Applicant Contact Information

Organization Name: Shelter, Inc.

DUNS (Dun and Bradstreet) Number: 114535941
(A DUNS Number is required to receive federal funding)

Contact Name, Title: [redacted]

Signature: [redacted]
(electronic signature is acceptable)

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: 1616 N. Arlington Heights Rd.

Mailing Address 2:

City, State, Zip: Arlington Heights, IL 60004

Telephone Number: [redacted]

Fax Number: [redacted]

Email Address: [redacted]

Organization website: [redacted]

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 program 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.

   Our Transitional Living Program (TLP) supports male youths ages 17 – 21 who are homeless and aging out of the child welfare system. The goal of our two-year program is to support them in a safe, appropriate, and stable home-like environment as they learn to transition to sustainable, healthy and independent living. Support services target continuing education, stable employment, permanent connections, and social and emotional well-being. Life skills training includes essential skills from cooking and nutiriton to budgeting, work ethics, and building self-esteem. In most cases, this is the last opportunity for these young adults to learn healthy choices, resist gangs, crime, drugs while living off the streets, and to build productive lives with promising futures.

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

   No

3. **Will any funds be used for research and development?**
   (Yes or No)
   If yes, please specify how funds will be used.

   No

B. Service Area

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

Arlington Heights	Barrington	Barrington Hills	Bartlett
Buffalo Grove	Carpentersville	Des Plaines	Elgin
Elk Grove Village	Glenview	Half Day	Hanover Park
Indian Creek	Inverness	Lake Barrinton	Lake Forest
Lincolnshire	Long Grove	Mettawa	Morton Grove
Mount Prospect	Mundelein	Niles	North Barrington
Northbrook	Palatine	Park Ridge	Prairie View
Prospect Heights	Riverwoods	Rolling Meadows	Roselle
Rosemont	Schaumburg	South Barrington	Streamwood
Tower Lakes	Vernon Hills	Wheeling	

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

3. **Describe any additional criteria for your program.**
   Youths must be working toward a high school diploma, GED, or trade school to help them secure employment. If not a full-time student, youths must have stable employment.

4. **What facilities, services, or programs does your agency operate in Arlington Heights or for Arlington Heights residents?**
   The TLP home is located in Arlington Heights as well as our administration offices. Other programs that serve Arlington Heights residents are the Boys' Group Home in Palatine, Jennings Home for Girls in Schaumburg, our Traditional and Home-of-Relative Foster Care programs, and our abuse prevention home visitation program Healthy Families.

5. **Are there other agencies in the same service area that provide the same service? If so, what agency or agencies provide(s) similar services?**

   There are no other TLP programs for males in the area.

C. Program Client Statistics

1. **State the specific program or service for which funding is requested (transportation, medical care, shelter for persons with disabilities, etc.):**

   Shelter for adolescent males transitioning out of the children welfare system who would otherwise be homeless

2. **Complete the following table for low- and moderate-income persons assisted for the primary purpose of the program for which funding is requested, excluding complimentary services such as referrals (ex. the number of persons who have or are expected to receive counseling services during the time periods shown or the number of persons with disabilities who resided or are expected to reside in the home for which rehab funds are being requested):**

	Total Persons Served	Total Arlington Heights Residents Served	Total Arlington Heights Residents Served by CDBG Funds
October 1, 2019 – September 30, 2020 (proposed)	9	9	
October 1, 2018 – present	6	6	
October 1, 2017 – September 30, 2018	6	6	

2018 Income Limits	Household Size							
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low/Moderate-Income	$47,400	54,200	60,950	67,700	73,150	78,550	83,950	89,400

NOTE: Household income is the total income of all household members 18 years old or older who contribute to the household. The extremely low, very low, and low income limits are based on Median Family Income, in which a householder has one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

3. **How would CDBG funds be used to meet your goals for the Arlington Heights residents identified above?**

   Damaged kitchen tiles and chipped wood throughout are a safety hazard, and safety is our priority. The condition of wood flooring in the rest of the house is so damaged it can't be repaired. This contradicts the goals we set for our clients of taking pride in their environment, home maintenance, cleanliness, and having a home-like environment. There are also health hazards as the cracks, crevices, and warping of the floor prohibit the floor from being adequately cleaned.

4. **If you receive CDBG funds, will they be used to serve more Arlington Heights residents or maintain the current service level?**

   Present and future Arlington Heights residents would be served by the funds.

5. **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:**

   a. Full-time 6

   b. Part-time 2 and 3 subs

   c. Volunteers 0
   Please Note: Volunteers can't be used in homes due to confidentiality issues, though they are used extensively throughout others areas of the agency.

2. **Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, monitoring visits, etc.):**

   Name, Title: [redacted]

   Phone Number: [redacted]

   Email Address: [redacted]

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

E. Fees and Funding Sources

1. Describe any client fees collected*:

No client fees are collected.

** Any client fees collected must be used for program costs.*

2. Describe how client fees are used:

Not applicable

3. List all other funding sources expected to be received for this specific program during the October 1, 2019 – September 30, 2020 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	$	$
State/Local Funds	$ 434,132	$ 434,132
Private Funds	$	$
Program Income (client fees)	$	$
Other Funding	$	$
Please specify: DCFS Funding		

4. Does your agency receive more than $750,000 in federal funds?
(Select one)

☐ Yes
☒ No

F. Budgeted Expenses

1. **Please complete the following table:**

Program Year	Agency Budget (Expenses)	Program Budget (Expenses)	Arlington Heights CDBG Portion (Expenses)
Program Year 2019 (proposed)		$	$
Program Year 2018	$ 2,705,096	$ 369,620	$
Program Year 2017	$ 2,290,500	$ 425,725	$

2. **Indicate how CDBG funds are proposed to be used:**

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	$ 16,500
Other administrative costs	$
Please specify:	
Total CDBG Request	**$ 16,500**

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

G. Performance Measurement Systems

1. Project Objectives

Please check one of the following to identify your agency's proposed objectives.
(The selection should reflect the purpose of your agency's proposed program.)

x☒ *Creating a Suitable Living Environment*
This objective relates to activities that are intended to address a wide range of issues faced by low//moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services. Includes activities that are designed to benefit communities, families, or individuals, by addressing issues in their living environment.

☐ *Providing Decent Housing*
This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

☐ *Creating Economic Opportunities*
This objective applies to activities related to economic development, commercial revitalization, or job creation.

2. Project Outcomes

Please check one of the following to identify your agency's proposed outcomes.
(The selection should reflect the result your agency would like to accomplish.)

x☒ *Availability/Accessibility*
This outcome applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low/moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low/moderate-income people where they live.

☐ *Affordability*
This outcome applies to activities that provide affordability in a variety of ways to low/moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. Example #1: A low interest loan program might make loans available to low/moderate-income microenterprise businesses at 1% interest, which is far below the market rate. This program lowers the cost of the loan, enabling entrepreneurs to start businesses. As a result, the program makes financing more affordable. Example #2: A subsidized day care program that provides services to low/moderate-income persons/families at lower cost than unsubsidized day care.

☐ *Sustainability*
This outcome applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

H. Other Information

1. **Mission Statement for your agency:**

   Shelter's mission is to help and protect children who are abused, neglected, dependent or in need of supervision. We do this by providing 24-hour emergency and longer-term care 24 hours a day, 365 days a year creating community awareness, education and engagement to reduce child maltreatment, and promoting healthy families to prevent child abuse and neglect.

2. **The following documents must be included with your application:**

   All Applications:

   X Copy of your organization's submitted 2017 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)*
   - ☐ Proposed agency budget for the next fiscal year, including proposed funding sources*
   - ☒ Current agency budget, including proposed funding sources*
   - ☒ Most recent audit (one hard copy only)*
   - ☒ Proof of non-profit determination
   - ☒ Organizational chart
   - ☐ Other (please describe)

   *** May be provided in the form of a website address to the location of this information online.**

   Construction/Rehabilitation Applications Only:

   ☒ Proposed construction/rehabilitation schedule*.

   Please note that Village staff will contact the applicant to make an appointment for a tour of the proposed construction/rehabilitation project.

   ☒ Cost and Design Assistance Estimates

   All projects must conform to Village of Arlington Heights codes and ordinances. Buildings must conform to zoning and property standards to be considered for funding.

   Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs. At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.

ESTIMATE FOR FLOORING

Areas to be done equal 2000 square feet.

1. [redacted] will move the furniture out and back in. We put stick on felt to all bottoms of the furniture legs.

2. [redacted] will take up the existing water damaged laminate flooring.
We will walk the floors before installation and try to quiet any squeaks as best we can.

3. We will haul away all debris from the home.

4. We will supply and install Mohawk Mills 100% Waterproof Luxury Vinyl Plank Flooring with attached moisture guard underlayment, in the commercial quality with the WPC high density waterproof core backing with the 20mm commercial wear layer that gives you a commercial 10 year warrantee, and life-time residential warrantee. There is a great color assortment for you to select from.

5. We will supply and install new primed white 1/4 round in all new LVT areas.

6. [redacted] will supply and install new thresholds where needed.

The total cost for all of the above will be $16,500.00.

We require 1/2 down as a deposit when the order is placed and the balance upon completion.

There is not any sales tax on this proposal. Please let me know of any questions or concerns that you may have.

I will make a thorough inspection and measurement before ordering.

Thanks again for the opportunity to-do the new flooring.

[redacted]

A+ Rated with the Better Business Bureau (BBB)
A+ Rated with Angie's List
Super Service Award Winners

View over 150 reviews with HomeAdvisor

Housing Commission
9/3/2019

Item:	Refining Arlington Heights Affordable Housing Guidelines - Continued Discussion
Department:	Planning & Community Development

ATTACHMENTS:

Description	Type
Memo - Refining of Affordable Housing Guidelines 9-3-19	Correspondence

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

Re: Refining of Affordable Housing Guidelines - Additional Information and Summary Discussion

Prepared: August 28, 2019

Meeting Date: September 3, 2019

At its meeting of August 13, 2019, the Housing Commission discussed possible changes to the Village's inclusionary housing affordable housing guidelines and staff's report titled *Refining Arlington Heights Affordable Housing Guidelines* (August 9, 2019).

In addition to reviewing the information provided in staff's report, the Housing Commissioner's requested that they be provided with Evanston, Highland Park, Lake Forest, Oak Park and St. Charles's inclusionary housing ordinances (see (1) below) and as much as is known about the production of affordable units in those communities under those ordinances. (see (2) below).

The Housing Commissioners' discussions are summarized in the draft minutes from the August 13, 2019. As a jumping off point for discussions at the September 3, 2019 meeting, staff is presenting the following summaries, by topic, from the August 13, 2019 meeting.

Topic	Staff Recommendation for Housing Commission Meeting on 8/13/2019	Summary of Housing Commission Meeting of 8/13/2019
Covered Projects	Staff recommended a tiered approach to applying the affordable housing requirements. Staff recommended applying the requirements according to the following development size categories: • Under 6 units – no requirements for units or fee in lieu but consider requiring a small linkage fee Exploring applying requirements to renovations, adaptive re-use, and condominium/apartment conversions.	The Housing Commissioner concurred that a tiered approach within the guidelines is appropriate with different tiers for downtown and non-downtown areas. The Housing Commissioners discussed applying different requirements according to the sizes of new construction developments using the following categories: • Under 9 total units • 10 to 25 total units • Over 25 total units Additional information requested to explore applying requirements to renovations, adaptive re-use, and condominium/apartment conversions.

Percentage of Units in Developments to be Required to be Affordable and Fee in Lieu Option	Staff suggested that the 15% affordable housing requirement is too high in light of the numbers of units that the Village has been able to negotiate. .	The Commissioners agreed that the 15% requirement is too high in light of the numbers of units that the Village has been able to negotiate.
Rental Developments	Staff recommended a tiered approach based on location: downtown, Village-wide (excluding downtown) and assisted projects (Village-wide). Staff presented the options below as a possible tiered approach. Tier 1 - Downtown Require a minimum of 5% actual affordable units and 2.5% as a fee in lieu at $25,000/affordable units not provided. If no units are provided, require 10% affordability at fee in lieu of $75,000/affordable unit. Tier 2 - Community Wide (excluding downtown) with No Public Assistance Require 5% actual affordable units or if no actual units are provided 10% affordability at fee in lieu of $75,000/affordable units not provided. Tier 3 – Public Assistance Provided Require 10% actual affordable units with no fee in lieu option.	The Housing Commission discussed having different requirements for different areas, such as downtown and non-downtown The Commissioners discussed the following tiered approach based on size: <u>Under 9 Units</u>: No requirements. <u>10 – 25 Units</u>: Require a percentage lower than 15% (other % ?) with the Village being open to fees-in-lieu as an alternative to actual units since developments this size would have more difficulty absorbing the affordable units. <u>Over 25 Units</u>: Require a percentage lower than 15% (other % ?) with stricter requirements for on-site units and less openness to fees-in-lieu.
Owner Occupied Developments	Staff recommended not requiring actual units at this time; rather requiring 10% affordability in the form of $75,000 per required affordable units.	The Housing Commissioners were divided on whether to require actual units in for-sale developments with a fee in lieu option. The Housing Commissioners discussed calculating the fee in lieu for for-sale developments based on the average sale price of the units or the value of the development. A suggestion was made that an appropriate fee may be 15% of the average value of the units in the development. (ex. $500,000 average sale price x .15 = $500,000). See (3) for results of this standard if applied to other approved developments.

	Staff recommended maintaining the base fee in lieu amount at $75,000 to be adjusted annually to the CPI; and exploring a modest linkage fee for smaller developments of 0 to 5 units.	There was no discussion of changing the base fee-in-lieu for rental developments. There was a discussion of linking the fee for for-sale developments to a cost index such as the CPI.
Income Eligibility	Staff recommended maintaining the household income eligibility for rental units at 60% of area median income and further evaluate the eligibility income for for-sale projects.	The Housing Commissioners discussed the income and affordability standards at 60% of area median income for rental developments. The Housing Commissioners discussed further evaluating 80% of area median income eligibility standard for for-sale developments. The Commissioners requested additional information on Arlington Heights that shows income ranges and affordable housing needs. See (4) below.
Term of Affordability	Staff recommended making no change; maintaining the "in perpetuity" affordability period.	The Commissioners stated that affordable units being kept affordable in perpetuity is the ideal and should continue to be the Village's policy. If brought up by a developer, a limited term of affordability (ex. 50 years) could be considered by the Village if it meant that more affordable units would be provided in a development.
Local Preferences	Staff recommended Including local preferences in the Village's guidelines for current Arlington Heights residents, employees of Arlington Heights businesses or organizations, and/or veterans.	The Housing Commission agreed that Including local preferences is desirable. The classifications of persons to receive preference and details would need to be developed on the tenant selection process.
Developer Cost Offsets/Incentives	Staff recommended exploring offering a density bonus for affordable housing developments in certain districts if deemed appropriate. Staff recommended evaluating a percentage permit fee reeducation.	The Housing Commission open to density bonuses. Density bonuses in connection with affordable units would need to be part of the discussion with a developer from the beginning since arriving at a maximum density and then discussing additional density separately as part of the affordable housing discussion would not be workable. The Housing Commission was open to considering fee waivers for affordable units. Additional information was requested the amount in Village fees paid on a typical development in order to better understand what the waiver of fees would mean in terms

	Further research and discuss with Cook County the possibility of creating a new Affordable Housing Class 9B Tax Abatement for developments with 5 to 10% affordable units at 60% AMI.	of lost revenue (and therefore public subsidy) to the development. See (5) below. The Housing Commission did not touch on this recommendation.
Alternative Contributions	Staff recommended allowing the ability for alternative contributions, such as comparable off-site affordable units, to be reviewed on a case by case basis.	The Housing Commission was concerned about ensuring that alternative contributions are equivalent to the original requirement and that they remain equivalent in the long-term. In order to be equivalent, it was stated that off-site units for a downtown developments would need to be within some maximum distance from the market rate (ex. ¼ to ½ mile) in order to be equivalent due to the unique advantage and attributes of downtown. The Commissioners stated that concerns about alternative contributions may be lessened if the developer partners with a non-profit affordable housing developer to create or preserve off-site affordable units. The Commissioners requested information on other communities' experiences with permitting off-site affordable housing units. See (6) below.
Ordinance or Guidelines	Staff requested direction regarding whether to create an ordinance or guidelines and suggested that an ordinance be considered. Some type of relief mechanism should be included to allow the Board if they so desire to vary or adjust the requirements based upon unique circumstances of a particular development.	The majority of Commissioners favored adopting the guidelines as an ordinance. They thought that an ordinance would provide clearer direction to developers and also convey the importance the Village puts on affordable housing. They also thought that an ordinance would be a better tool for staff, the Housing Commission, and Plan Commission. The Commissioners recognized that each development will be different and some negotiation would still need to take place. They asked how this would work if there is an ordinance – whether there would be a mechanism for variations from the Code.

	It is further suggested that once the refined affordable housing requirements are approved, there be periodic reviews to ensure they are not stifling developments and that they are meeting their intended purpose of creating additional affordable units.	

(1) Inclusionary Affordable Housing Ordinances

The following links to the inclusionary housing ordinance of Evanston, Highland Park, Lake Forest, Oak Park and St. Charles were sent to the Housing Commissioners on August 19, 2019

Evanston
https://library.municode.com/il/evanston/codes/code_of_ordinances?nodeId=TIT5HORE_CH7INHO

Highland Park
https://library.municode.com/il/highland_park/codes/code_of_ordinances?nodeId=COOR_TITXVLAUS_CH150ZOCO_ARTXXIINHO

Lake Forest
http://library.amlegal.com/nxt/gateway.dll/Illinois/lakeforest_il/cityoflakeforestillinoiscodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:lakeforest_il. Scroll down in the Table of Contents in the left hand margin and select Chapter 158.

Oak Park
https://www.sterlingcodifiers.com/codebook/index.php?book_id=459. In the Table of Contents on the left, select Chapter 12 – HOUSING. Then select Ordinance 19-29 INCLUSIONARY HOUSING in the center of the screen.

St. Charles
https://codebook.stcharlesil.gov/title-19-inclusionary-housing/c1902

(2) Illinois Inclusionary Affordable Housing Production

The Commissioners asked for any information that may be available on the number of affordable units achieved under other programs.

Staff has made numerous requests for this information from the 5 Illinois suburban communities that have inclusionary affordable housing programs.

The Cities of Evanston and St Charles responded (see attachments). Updated information has been received from Lake Forest which as produced affordable units as explained below. Highland Park has not responded to the request for information. Oak Park, having just recently adopted its ordinance, has nothing to report.

Lake Forest

Sources of Revenue for Trust Fund

- Inclusionary Housing fee-in-lieu of $130,000 per affordable unit not provided. (Payment in-lieu of on-site units accepted only at the City's discretion.)
- Tear down fees of $12,000 for single family homes and $5,000 on multi-family units. (1/2 of demolition tax goes to the Housing Trust Fund, other half to support infrastructure upgrades.)

Lake Forest Trust Fund:

- Estimated $1.3 million in the Trust Fund by the end of 2018, partially due to fees to the City from the Kelmscott Park Development (approximately $620,000 from Focus Development for Kelmscott development and from earlier payment in lieu of affordable on site units from Presbyterian Homes when Lake Forest Place was expanded)

- 8 single family homes purchased/rehabbed for sale to low/mod buyer. Accomplished in partnership with Community Partners for Affordable Housing (a non-profit agency). City's contribution $150,000 per home plus waiver of building permit/other fees. Homes remain affordable on an ongoing basis, land trust model, Community Partners for Affordable Housing holds land.

Senior Cottages

- Five (5) affordable senior cottages built in Lake Forest in 2005
- Planning underway for 5 to 12 additional senior cottages on City owned land near the Senior Center. Funding anticipated from various partners.

On-Site Units in New Development:

- Kelmscott Park Development Project includes total of 164 units:
    - 12 Single Family Homes
    - 42 Condos
    - 110 rental apartments, 1 leasing unit
        - 12 affordable rental units on site rents of $900 to $1,200/mo
        - Payment in lieu of additional on site units paid to City, $620,000

- 2 affordable condominium units included in new condominium development on McKinley Road, across from the train station.
- Affordable faculty housing available on the Lake Forest College and Lake Forest Academy campuses.

Highland Park

Sources of Revenue for Trust Fund

- Inclusionary Housing fee-in-lieu of $125,000 per affordable unit not provided
- Demolition fee of $10,000/unit on single family home; $3,000 per unit or $10,000, whichever is greater on a multi-family property

On-Site Units Produced by Inclusionary Zoning Ordinance

- 53 permanently affordable unit have been created through grant making process
- 19 affordable units have been included market-rate developments
- 12 affordable units committed (under construction) in approved developments
- 17 affordable apartments approved in Albion development (6/2019). Total number of units 161. Density bonus approved.

Highland Park Trust Fund

- Has income from demolition fees and most recently fee in lieu approved of $1.25 million in Albion Development for 10 units at $125,000 each

St Charles

See attached

Evanston

See attached

Arlington Heights

See attached

Oak Park

Recently adopted ordinance. No activity to report

Others without Ordinances

Northbrook

- 315 residential units in this redevelopment at and adjacent to Northbrook Court mall. Developer to pay $750,000 into Affordable Housing Trust Fund. Development to receive $21.5 million in TIF assistance ($8 million to residential).

Deerfield

- 246 unit residential development at the Deerbrook Shopping Center. Approved in June 2019 to include 18 affordable apartments 12 one-bedroom and 6 two-bedroom. 186 one and two bedroom apartment and 60 townhomes. Developer to provide 18 affordable apartments. To be affordable to households with annual incomes of no more than 120% of Joliet-Chicago-Naperville area median income

(3) For Sale Units – Fee in Lieu

At the August 13, 2019 Housing Commission meeting, the Commissioner discussed not requiring affordable units in for-sale developments. However, it was suggested that a fee-in-lieu of affordable units be required that is tied is some manner to the value of the units or development. A suggested figure was 15% of the average unit sale price times the number of affordable units that would otherwise be required based on the size of the development. Staff was asked to provide thoughts on concept. Below are results of outcomes had been the fee in lieu when these projects were approved.

Arbor Lane Townhomes

Total number of units in project: 16 townhomes
Approved fee was 5% of the average sale price of a unit for each of the 2 required affordable units.
$303,788 average sale price x .05 (5%) x 2 (required affordable units): $30,378
Fee collected per unit in the development: $1,898

If Alternative Proposed Fee had been applied:

$303,788 x .15 (15%) x 2 (required affordable units) = $91,136 or $5,696 per unit in the project

Sigwalt 16

Total number of units in project: 16 townhomes
Approved fee is the fee in lieu amount of $75,000 times the 1.6 required affordable units (10% of the total of 16 units): $120,000

If Alternative Proposed Fee had been applied:

Est. $600,000 average value x .15 (15%) x 1.6 (required affordable units) = $144,000
Amount per unit in the project: $7,500

Timber Court

Total number of approved units in complex: 108 (72 were constructed)
Approved fee: Not Applicable. This project provided actual affordable units

If Alternative Proposed Fee had been applied:

Average unit value at the time the project was approved was approximately $250,000.
$250,000 average units sale price x .15 (15%) x 14 required affordable units = $525,000
Amount per unit in the project: $7,292 over 72 units

(4) Housing Needs – Income Eligibility Standards

The Housing Commission requested information of income ranges and data on the income levels in the Village that have been shown to have unmet affordable housing needs.

The current income eligibility standard for affordable housing programs are:

- 60% of area median income for rental developments
- 80% of area median income for rental developments

The vast majority of inclusionary housing programs, and most other types of affordable housing programs, around the country use HUD's maximum income eligibility guidelines for their cities or areas for defining income eligibility. Arlington Heights falls within Joliet-Chicago-Naperville metro area. Below are the 2019 income maximum by percentage of median income and adjusted for household size for the Joliet-Chicago-Naperville metro area at determined by HUD.

HUD maximum household incomes, adjusted for households size
Joliet-Chicago-Naperville Metro Area - 2019

	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
30% AMI	18,750	21,400	24,100	26,750	28,900	31,050	33,200	35,5350
50% AMI	31,200	35,650	40,100	44,550	48,150	51,700	55,250	58,850
60% AMI	37,440	42,780	48,120	53,460	57,780	62,040	66,300	70,620
80% AMI	49,950	57,050	64,200	71,300	77,050	82,150	88,450	94,150
100% AMI	62,400	71,300	80,200	89,100	96,300	103,400	110,500	117,700
120% AMI	74,880	85,560	96,240	106,920	115,560	124,080	132,600	141,240

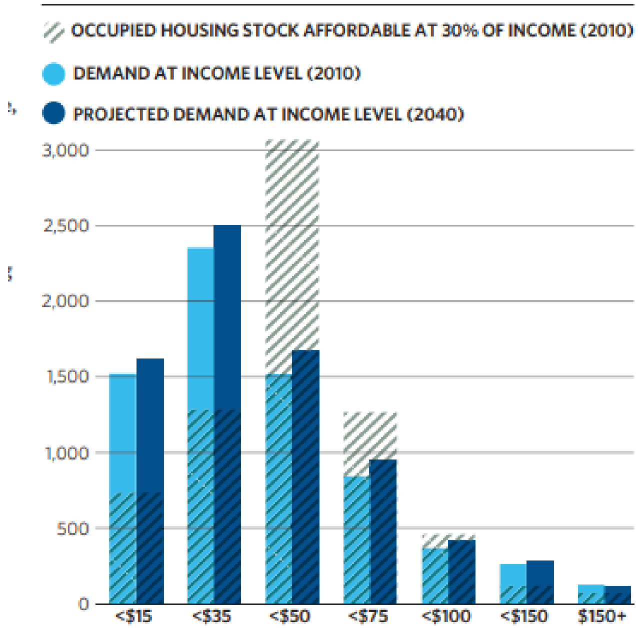
In order to further review the maximum household income standards the Commissioners requested information on Arlington Heights affordable housing needs by income levels.

The following is provided from the *Homes for a Changing Region* report (2013) addressing affordable housing needs in Arlington Heights:

Renter Affordable Housing Demand
The chart below shows that there is currently an excess of rental housing stock affordable to household that have annual income above $50,000/year and below $150,000/year. There is a need (and projected growing need) for rental housing in Arlington Heights for households with annual incomes under $50,000/year.

This under $50,000 income range most closely corresponds with the HUD 60% of area median income maximums, adjusted for household size.

Arlington Heights 2010 households and housing stock compared with 2040 rental demand



Source: CMAP analysis of Fregonese Envision Tomorrow Balanced Housing Model using ACS 2006-10 and CMAP GO TO 2040 household forecast inputs.

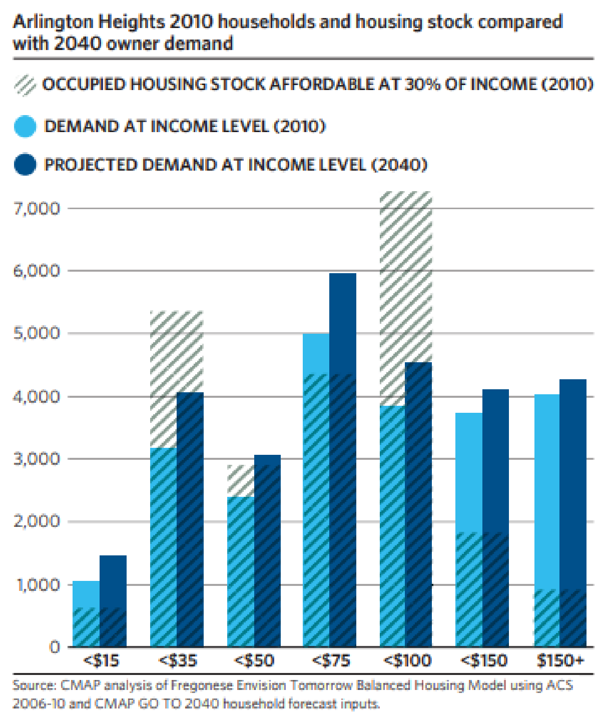
Owner Affordable Housing Demand

The chart below shows that there is a current and projected shortage of owner housing stock affordable to household that have annual incomes in the following categories:

$ 0 - $15,000: It is presumed that most owner residents in this income category senior homeowners who may or may not have mortgages and purchased their homes when their incomes were higher.

$75,000 - $100,000: This income range corresponds most closely to 80% & 100% of area median income.

$150,000 and above: Not reasonably targets of affordable housing programs.



(5) Alternative Contributions – Fee Waivers

Housing Commissioners requested information on the typical amount of fees assessed by the Village for multi-family developments. Staff is able to provide the attached Village Building Permit Fees report for the Parkview Apartments project. This building is composed of 45 rental units.

Total Village Fees:	$ 46,989.36
Total Impact Fees of Other Taxing Bodies (ex. Park District, School Districts):	$160,846.45*
Bonds:	$ 15,000.00**
Total All:	$222,835.81

*Can only be waived by the taxing body
**Cannot be waived

Village Fees per Unit in the Development:	$ 1,044.21
Impact Fees per Unit in the Development:	$ 3,574.36

(6) Off-Site Affordable Housing Units

The Commissioners asked for information regarding other communities permitting off-site affordable units to meet their inclusionary housing requirements. Information on alternatives of on-site units, including the advantages and disadvantages of permitting off-site units may be found at:
http://inclusionaryhousing.org/designing-a-policy/off-site-development/

This article reflects several of the concerns desired restrictions voiced by the Housing Commissioners. Several communities' policies regarding allowing off-site units are provided. Some communities require that off-site units be provided within a specified distance to the market rate development or within specified target areas. Communities also sometimes require that more units be provided off-site than would have been required on-site in since the developer is likely receiving a cost benefit.

There is additional discussion in this article by the Center for Housing Policy:
https://www.nhc.org/wp-content/uploads/2017/10/Making-Inclusionary-Housing-More-Flexible.pdf