



Village of Arlington Heights
Housing Commission
Commissions Room 2nd Floor
Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
July 7, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 6/9/15

IV. REPORTS

V. OLD BUSINESS

- A. Single Family Rehabilitation Loan Program Update
- B. Plan Commission Calendar
- C. Group Home and Transitional Housing Program - Housing Commission Recommendation Concerning Terms of Assistance to be on the Village Board Agenda July 20, 2015
- D. Rental Inspection Discussion
- E. Cook County HOME Consortium

VI. NEW BUSINESS

- A. 2014-2015 Consolidated Annual Performance and Evaluation Report

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.



Item: Minutes 6/9/15

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION HELD AT ARLINGTON HEIGHTS VILLAGE HALL VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS JUNE 9, 2015

IN ATTENDANCE:

Commissioners

Present: Mark Hellner Siobhan White
Alex Hageli Namrita Nelson

Commissioners

Absent: Anisa Jordan Karen Conway

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:10 p.m. and the Pledge of Allegiance was recited.

II. ROLL CALL

Commissioners Hellner, White, Nelson, and Hageli were present.

III. APPROVAL OF MINUTES

A motion was made by Commissioner Hageli, seconded by Commissioner Nelson, to approve the minutes of the May 12, 2015 meeting. The motion was carried unanimously.

IV. REPORTS

None

V. OLD BUSINESS

A. Single Family Rehabilitation Loan Program

Ms. Boyer reported that projects 14-02 and 14-05 have been completed. She was asked to provide "after" photographs of the home for project 14-05.

Ms. Boyer explained that a new application was received (15-01) from a single mother with two 7 year of children. There were a couple of eligibility issues. Ms. Boyer explained that the owner rented the home for several years and has owned the home for about one year. The program guideline is that the owner has owned the home for 2 years. Ms. Boyer said that she appears to be very committed to the house. The reason for the 2 year requirement is to prevent people from using the program to prepare the home for a quick sale. The owner is requesting a waiver from the 2-year ownership requirement. Also, the owner's income exceeds the maximum for 100% financing, and the owner is requesting a waiver from the requirement to pay 30% of the project cost. Due to the requirement to have a minimum of 15% equity after the Village loan is made, the owner is eligible for up to a \$12,500 loan.

The Commissioners discussed the case and since the owner has shown a commitment to the home (renting for several years and then buying the home) and because the maximum loan is limited to \$12,500 they agreed that the waivers were justified.

A motion was made by Commissioner White, seconded by Commissioner Nelson to waive the requirement that the owner have owned the home for a minimum of two years and approving 100% financing, pending approval of the project and bids at a later meeting, up to a loan amount of \$12,500. The motion was approved unanimously.

- B. Group Home and Transitional Housing Program – Ms. Boyer reported that the motion to change the terms of assistance to 100% grants has been forwarded to the Director of Planning & Community Development who will speak to the Village Manager about taking it to the Village Board. Chairman Hellner asked if the 100% financing will be retroactive to the projects already completed. Ms. Boyer reported that was part of the motion.

Ms. Boyer reported that the kitchen at the Glenkirk group home is finished. Ms. Boyer was asked to request photographs from Glenkirk.

- C. Rental Inspection Discussion – Ms. Boyer has requested that the Building Department provide input on the Northwest Municipal Conference Survey. The survey questions will be sent to the Northwest Municipal Conference when they are finalized.

VI. NEW BUSINESS

A. Cook County HOME Consortium

Ms. Boyer explained that the Village has the option to direct the Federal HOME funds that are attributable to the Village's population to Cook County rather than to the State to administer through the Illinois Housing Development Authority. The CDBG eligible communities in Cook County have been invited by Cook County to join the HOME Consortium and HUD has strongly encouraged the communities to join the HOME Consortium. Hoffman Estates, Mount Prospect, Palatine, and Schaumburg have joined the HOME Consortium. Des Plaines voted in May to join the HOME Consortium.

Ms. Boyer explained that a few years ago, Cook County said that it would be evaluating needs and distributing funds on more of a sub-regional basis for a more balanced distribution of resources across the County. Ms. Boyer reported that recently Cook County provided funding

for the new senior building in Mt. Prospect and Mt. Prospect provided local financial contribution. In the 2015/2016 budget, Arlington Heights has set allocated \$73,000 for the Goedke Apartments renovation and Cook County has made a conditional commitment of approximately \$750,000.

Cook County has also issued a Conditional Commitment Letter for the Parkview Apartments with a one of the conditions of the funding that the Village either make a local financial contribution to the project or join the HOME Consortium. Apparently, if a community is a member of the HOME Consortium local contributions are not required, but if communities are not members of the HOME Consortium the communities are being required to provide local contributions in order for the project to receive funding from the county.

A couple of other considerations discussed were that the fiscal year for the CDBG program would need to be changed from May 1 – April 30th to October 1st - September 30th. This is less of an issue since the Village fiscal year was changed. Ms. Boyer explained the 5 month gap period that would occur from May 1, 2016 to September 30, 2016. Cook County offered to cover the Village public services and administrative costs during this time and provide up to \$10,000 for emergency home repairs under the Single Family Rehab Program during the gap period. The coverage of these costs is going to the Cook County Board for approval. There are also carry over funds that could cover expenses under the Single Family Rehabilitation Loan program during the gap period.

Ms. Boyer also explained that the Village's Consolidated Plan would be incorporated into the County Consolidated Plan. The Village will prepare its Annual Action Plan, submit it to the County, and the County will submit all of the HOME member communities' plans together.

Commissioner Nelson asked who would control how the Federal funds are spent. Ms. Boyer said that the County would allocate the HOME dollars. She believes that the County Board makes the final decisions. The County would not have authority over the Village's CDBG funds and this is in the Memorandum of Understanding with respect to joining the HOME Consortium. The Village's Annual Action Plans will need to be consistent with the Cook County overall Consolidated Plan. Cook County has said that it plans to keep its goals general enough to be compatible with local community goals.

Finally, Ms. Boyer explained that members on the HOME Consortium are allowed to opt out of the HOME Consortium every three years. Due to the opt-out cycle, if the Village joins effective October 2016, it will have the opportunity to opt-out of the HOME Consortium in two years. Chairman Hellner asked if Ms. Boyer knows of any organizations that have opted out. Ms. Boyer said that Arlington Heights was a member very early on in the formation of the HOME Consortium (in the 1990s) and did not renew its membership after the first three years. The Village had no negative experiences with the HOME Consortium but had not seen any benefits of participation through the date of withdrawal.

Ms. Boyer said that if the Village is a member of the HOME Consortium that the Village wants to receive copies of applications for projects that involve projects in the Village of Arlington Heights.

Ms. Boyer said that when investigating membership in the HOME Consortium the Village became aware of a Conditional Commitment Letter from Cook County for the Parkview Apartments project. The Conditional Commitment Letter was not initially provided to the Village by Cook County or the developer. Ms. Boyer said that she was making the Housing Commission aware of some information contained in the Conditional Commitment Letter that the Village did not know previously. The Conditional Commitment Letter: 1) allocates \$1 million to the Kenneth Young Center for the purchase of the land and \$1 million to Parkview LLC for the construction of the building, 2) there is a condition that the Village either provide a local contribution or join the HOME Consortium, and 3) there was information regarding subsidized units.

Chairman Hellner stated that he was not aware that Kenneth Young was involved but that they have a good reputation. Commissioner White was concerned as to why Kenneth Young would be involved instead of Alexian Center for Mental Health. It was questioned why the Kenneth Young Center would be involved in the project. Chairman Hellner stated that it could be as an investment. Ms. Boyer that the plan may have changed since IHDA did its preliminary review of the project in the spring of 2014, but in the project's preliminary assessment summary by IHDA there is reference to 5 supportive housing units and 17 rental assistance units which may mean subsidized units. The total low/moderate income units shown is 45 which was consistent with the number of affordable units originally presented by the developer.

Commissioner White said that she is concerned about why the Kenneth Young Center has become such a large partner. She said that it is her understanding that Arlington Heights is under the service jurisdiction of the Alexian Center for Mental Health. Chairman Hellner said that the Kenneth Young Center is providing service with respect to the project in Mt. Prospect, but Ms. White said that Mt. Prospect may be in the Kenneth Young service area. She said that the Federal government establishes the jurisdictions for the community mental health centers. She is concerned that our provider that has been in Arlington Heights for many years is not involved.

Commissioner White suggested that there are two different questions. She said that the condition that Cook County make the Village aware of projects in its jurisdiction will address the issue of the Village being informed and it led to finding out more information on this project retroactively. She said that she thought that it is a problem that the Village was not aware of the partnership with this provider that does not normally work in Arlington Heights. Chairman Hellner stated that perhaps the Conditional Commitment Letter contains errors or there was a miscommunication. Perhaps the Parkview project was confused with another project involving the Kenneth Young Center. He said that the Parkview project was not presented with any supportive services involved, and therefore it is odd that any service provider is involved, so he wonders if it may be a mistake.

Commissioner White suggested that the HOME Consortium be taken as a separate item and that the developer be asked to come back in to clarify and explain the open questions.

Chairman Hellner offered to send a text to the developer asking about the involvement of the Kenneth Young Center. Ms. Boyer advised that it is preferable that communication by developers be coordinated through the Planning Department. Chairman Hellner stated that it is

important that the Housing Commission not throw a wrench into the project since it is a substantial investment in the community.

Commissioner Nelson asked why Cook County wants the communities to join the Consortium so badly. Ms. Boyer said that the County receives more funds to distribute in the County receives some administrative dollars. There has been no communication or pushback from IHDA about the Village joining the HOME Consortium. Ms. Boyer explained that Cook County also administers the Urban County structure. Cook County administers the CDBG funds of communities that join the Urban County. Arlington Heights and the other northwest suburban communities have stated that they are not interested in joining the Urban County organization.

The Commission asked if it could defer entertaining a motion concerning joining the HOME Consortium. Ms. Boyer said that the matter is scheduled to go to the Village Board this Monday, June 15th in order to meet the deadline for joining the Consortium in 2016. Ms. Boyer read a letter received from Parkview LLC regarding staff questions concerning the Conditional Commitment Letter including the condition regarding local contribution of membership in the HOME Consortium.

At the conclusion of the discussion:

A motion was made by Commissioner White, seconded by Commissioner Hellner to recommend to the Village Board that the Village join the Cook County HOME Consortium. Ayes: Hellner and White. Nays: Nelson and Hageli. The vote was tied.

The reason for the no votes on the motion was insufficient time to study the issues concerning the HOME Consortium including the questions regarding the Parkview Apartments project which has applied for HOME funds.

A second motion was made:

A motion was made by Commissioner White, seconded by Commissioner Hellner requesting additional information on how the Parkview project has evolved including financing and rental subsidies. The motion was approved unanimously.

Ms. Boyer discussed a final project that may be considered by Cook County for funding. UP Development and the North West Housing Partnership (NWHP) are proposing an owner occupied home rehab program that would provide grants (\$6,000 - \$10,000) to low/moderate income homeowners. Funds would be used for energy efficiency repairs, accessibility improvements, and flood damage repairs. UP Development and the NWHP have requested letters of support from the Northwest Suburban Housing Collaborative and individual Villages. Ms. Boyer said that the program will be discussed by the Collaborative at a meeting on June 11th. She said that she has drafted a letter that would express support conditioned on the final program design. Eligible Arlington Heights program participants in need of more extensive repairs could utilize the Village's may be able to utilize the Single Family Rehab Program. Village Bank and Trust is looking into establishing a loan program for others.

VII. OTHER

Commissioner White announced that she is resigning from the Housing Commission. She was thanked for her 10 years of service to the Housing Commission. The Commissioners were encouraged to think about possible new members for the Commission.

IV. ADJOURNMENT

A motion was made by Commissioner White, seconded by Commissioner Nelson to adjourn the meeting. The motion carried and the meeting adjourned at 8:30 PM.

NEXT MEETING: TUESDAY, JULY 7, 2015, 7 PM



Item: Rental Inspection Discussion

Department: Planning & Community Development

ATTACHMENTS:

Description

Rental Inspection questions

Type

Exhibits

Municipality	Do you have regulations regarding the rental of residential properties? If yes, please attach.	Do you require a property owner/landlord to obtain a license prior to renting or letting any residential dwelling unit?	Do you collect different fees and/or have different regulations for differing types of dwelling units (e.g., apartment units, townhome units, duplex units, single-family dwellings)?	Do you limit the total number of licenses that can be issued in your municipality for the renting or letting of residential dwelling units?	If you do limit the number of licenses, do you have different limits for different types of dwelling units (e.g., one limit for apartment units, and a different limit for single-family dwellings)?
Arlington Heights	See attached.	No. Only multiple rental unit buildings.	Yes.	No.	No.
Barrington		No.	No.	No.	No.
Des Plaines	See attached.	Yes.	Yes.	No.	No.
Elk Grove		No.	Yes.	No.	No.
Fox Lake	Here are the links to the information asked for regarding rentals: http://www.sterlingcodifiers.com/codebook/index.php?book_id=413&section_id=714847 http://www.sterlingcodifiers.com/codebook/index.php?book_id=413&section_id=1007659 http://www.sterlingcodifiers.com/codebook/images/url.gif	Yes.	No.	No.	
Hoffman Estates	See attached ordinance.	Yes. See attached ordinance.	Yes. See attached ordinance.	No.	N/A.
Lincolnshire		No.	N/A.	N/A.	N/A.
Niles	https://www.municode.com/library/il/niles/codes/code_of_ordinances?nodeId=COOR_C H22BU ARTXVIIREP R	Yes.	Yes. 50 single-family; 60-flat; based on number of units 60-150.	No.	No.
Palatine	See attached.	No.	\$73 SF/TH/Condos // Multifamily- Whichever is greater \$104 per bldg, \$21 per unit.	No.	
Rolling Meadows	See attached.	Yes.	Yes.	No.	
Schaumburg	See attached.	Yes.	Yes.	No.	
Streamwood	Yes on website.	Yes.	No.	No.	No.
Vernon Hills	No.	No.	No.	No.	N/A.
Wheeling	Yes. See attached.	Yes.	Yes. 50 single-family; 60-flat; based on number of units 60-150.	No.	N/A.

ARLINGTON HEIGHTS

Article XVII Multiple Dwellings

Section 14-1701 Definitions. For the purposes of this Article, the following words and phrases shall have the meanings set forth below:

- a. **Condominium.** Any dwelling unit under individual ownership in a multi-unit structure as provided in the Condominium Property Act of the Illinois Compiled Statutes.
- b. **Condominium association.** Any organization or association which governs the operation of common areas or services for two or more condominiums.
- c. **Dwelling unit.** Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

OTHER BUSINESSES

- d. Multiple dwelling. Any dwelling containing more than two dwelling units under common ownership.
- e. Townhouse. Any dwelling joined to another dwelling or dwellings at one or two sides by a party wall or walls and designed exclusively for use or occupancy by one family of the internal space from lowest basement or floor level to roof.
- f. Townhouse association. Any organization or association which governs the operation of common areas of two or more townhouses.
- g. Village Manager. The Village Manager of Arlington Heights or designated representatives. Designated representatives for the administration and enforcement of this Ordinance include the Finance Director, Director of Building, Director of Health Services, the Fire Chief and their representatives.

Section 14-1702 License Required.

- a. No person or association shall operate a multiple dwelling without holding a current, unrevoked operating license issued by the Village in his or her name for the specific named multiple dwelling.
- b. Every operating license shall be issued for a period of one year from its date of issuance unless sooner revoked, and may be renewed for successive periods of not to exceed one year.

(Ord. #99-018)

- c. The Village Manager is hereby authorized to issue new operating licenses and renewals, in the names of applicant owners or operators of multiple dwellings. No licenses shall be issued unless the multiple dwelling is found to meet all requirements of Chapter 23, Building Regulations, of this Code and all applicable rules and regulations.
- d. No operating license shall be issued or renewed unless the applicant, owner or operator has first made application on a form provided by the Village.
- e. Condominium and townhouse associations shall register with the Village annually with the specific information, listed below, including the number of rental units per building/complex and are subject to the licensing provisions of this Article if they meet the minimum required provisions of this Article:
 - 1. Legal Name and location of the condominium/townhouse complex,
 - 2. Names, Titles of Officers of the Association,
 - 3. Name, address and phone number of registered management agent,
 - 4. Name and phone number of emergency contact (24 hour),
 - 5. Number of rental units per building; percentage of rental units per complex.

(Ord. #99-018)

Section 14-1703 Investigations and Inspections. No operating license shall be issued or renewed until an inspection is made pursuant to Chapter 23, Building Regulations, as the Village

ARLINGTON HEIGHTS MUNICIPAL CODE

Manager may require to determine whether the multiple dwelling is in compliance with the provisions of Chapter 23 and with applicable rules and regulations.

Section 14-1704 Designation of Agent.

(Ord. #99-018)

- a. No operating license shall be issued or renewed for a nonresident applicant, unless the applicant designates in writing to the Village Manager the name of an agent for receipt of service of notice of violations and for service of process, pursuant to Chapter 23, Building Regulations, of this Code.
- b. No operating license shall be issued or renewed for a resident applicant, unless such applicant has first designated an agent for the receipt of service of violations of the provisions of this Code and for service of process pursuant to this Code when the applicant is absent from Arlington Heights for 30 or more days. This designation shall be made in writing and shall accompany each application form.

Section 14-1705 Renewal. No operating license shall be renewed unless an application has been made within 60 days prior to the expiration of the present operating license.

Section 14-1706 Notice of Change. Each license shall be displayed in a conspicuous place within the common ways of the multiple dwelling. Every person holding an operating license shall give notice in writing to the Village Manager within 24 hours after having transferred or otherwise disposed of the legal control of any licensed multiple dwelling. This notice shall include the name and address of the person or persons succeeding in the ownership or control of the multiple dwelling.

(Ord. #99-018)

Section 14-1707 Records Required. Every owner or operator of a licensed multiple dwelling shall keep, or cause to be kept, records of all requests for repair and complaints by tenants or members of the association which relate to the applicable provisions of Chapter 23, Building Regulations, of this Code, and of all corrections made in response to such requests and complaints. These records shall be made available by the owner or operator to the Village Manager for inspection and copying upon request.

Section 14-1708 Violations and Suspensions.

(Ord. #99-018)

- a. Whenever, upon inspection of the licensed multiple dwelling or of the records required to be kept by Section 14-1707, Records Required, the Village Manager finds that conditions or practices exist which are in violation of the provisions of this Code or of any applicable rules and regulations, the owner or operator shall be served with notice of such violation as provided in Chapter 23, Building Regulations. The notice shall state that unless the violations cited are corrected within a reasonable time, the operating license may be suspended.
- b. At the end of the time allowed for correction, the Village Manager shall reinspect the multiple dwelling, and if conditions have not been corrected, he or she may issue an order suspending the operating license.

OTHER BUSINESSES

- c. Any person whose license to operate a multiple dwelling has been suspended may make a written request for reconsideration. Upon receipt of a request for reconsideration, the Village Manager shall have the premises reinspected to determine if they are in compliance. If no request for reconsideration or petition for hearing reaches the Village Manager within 21 days following the issuance of the order of suspension, a notice of license revocation shall issue. The licensee shall then have 30 days to either bring the premises into compliance and request a reinspection or request a hearing. If the licensee fails to take either action, the license shall be revoked.

(Ord. #99-018)

- d. If, upon reinspection, the Village Manager finds that the multiple dwelling is in compliance with this Article and with applicable rules and regulations, he or she shall reinstate the license. A request for reinspection shall not extend the suspension period, unless the Village Manager grants such requests.

(Ord. #09-038)

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING
CHAPTER 8 OF THE
HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the following Sections of Article 8-1, GENERAL PROVISIONS, of CHAPTER 8, LICENSES, of the Hoffman Estates Municipal Code be and the same are hereby amended to read as follows:

Article 1

GENERAL PROVISIONS

Section 8-1-2. PERSONS SUBJECT TO LICENSE

Whenever in this Code a license is required for the maintenance, operation or conduct of any business or establishment, or for doing business or engaging in any activity or occupation, any person, firm, corporation, association or limited liability company, shall be subject to the requirement if by himself or through an agent, employee or partner, he holds himself forth as being engaged in the business or occupation or solicits or attempts to perform any part of such business or occupation in the Village.

Section 8-1-9. PRO-RATED FEES

When any business license is issued after the first day of November in any year, the license fee charged shall be one-half of the annual license fee. When any General Business Premises license is issued after the first day of March in any year, that license fee shall be one-half of the annual license amount. Residential Rental Property license fees, however, shall not be pro-rated.

Section 8-1-10. TERMINATION OF LICENSES

All annual business licenses shall begin on May 1 and terminate on April 30 of the following year, except for General Business Premises licenses which shall begin on September 1 and terminate on August 31 of the following year, and Residential Rental Property licenses which shall begin on January 1 and terminate on December 31 of the calendar year in which issued.

Section 8-1-12. CHANGE OF LOCATION

The location of any licensed business or occupation, or of any permitted act, may be changed, provided ten days' notice thereof is given to the Village Clerk, in the absence of any provision to the contrary. The location for which a Residential Rental Property license or temporary certificate has been issued by the Village may not be changed.

Section 8-1-13. INSPECTIONS

Whenever inspections of the premises used for or in connection with the operation of a licensed business or occupation are provided for or required by ordinance, or are reasonably necessary to secure compliance with any ordinance provision or to detect

violations thereof, it shall be the duty of the licensee or the person in charge of the premises to be inspected, to admit any officer or employee of the Village who is authorized or directed to make such inspection at any reasonable time that admission is requested.

Whenever the analysis of any commodity or material is reasonably necessary to secure compliance with any ordinance provision or to detect violations thereof, it shall be the duty of any licensee of the Village whose business is governed by such provision to give to any authorized officer or employee of the Village requesting the same, sufficient samples of such material or commodity for such analysis upon request.

In addition to any other penalty which may be provided, the President may revoke the license of any licensed proprietor of any licensed business in the Village who refuses to permit any such officer or employee who is authorized to make such inspection or take such sample to make the inspection or take an adequate sample of the desired commodity or material, or who interferes with such officer or employee while in the performance of his duty in making such inspection or taking such sample. No license shall be revoked for such cause unless written demand is first made in the name of the Village upon the licensee or person in charge of the premises, stating that such inspection or sample is desired at the time it is sought to make the inspection or to obtain the sample.

Section 2: That Article 13, RESIDENTIAL RENTAL PROPERTY LICENSE, of Chapter 8, LICENSES, of the Hoffman Estates Municipal Code is created to read as follows:

Article 13

RESIDENTIAL RENTAL PROPERTY LICENSE

Section 8-13-1. DEFINITIONS

Unless the context otherwise requires, the following terms as used in this Article shall be construed according to the definitions given below:

A. *Residential Rental Property* shall mean residential structures or dwelling units that are intended to be rented or leased for income or for payment to the Owner in return for the right to occupy or use the property of another and are not owner-occupied, including single-family detached and attached structures and condominium units, but excluding the following:

1. Apartments as defined in Section 12-1-1 of this Code.
2. Single-family owner-occupied residential structures or dwelling units.
3. Single-family residential structures or dwelling units which are vacant but which are not intended to be rented or leased.
4. Hotels and motels that rent rooms to occupants if such occupancy is transient only.

5. Assisted Residential Facilities, Independent Residential Facilities, Skilled Nursing Facilities, Nursing Homes, Intermediate Care Facilities, Sheltered Care Facilities, and Congregate Care Facilities.
- B. *Building Official* shall mean that person designated by the Village Manager as having Code enforcement authority relating to Residential Rental Property.
- C. *Owner* shall mean any person, agent, operator, firm, association or corporation having a legal or equitable interest in the Residential Rental Property, or having an interest that has been recorded in the Office of the Recorder of Deeds of the County of Cook, Illinois or in the Office of the Registrar of Titles if the property affected is under the Torrens System, or otherwise having control of the Residential Rental Property pursuant to an order of possession issued by a court.
- D. *Tenant* shall mean that person or persons occupying the Residential Rental Property pursuant to a rental agreement or lease for income or for payment to the Owner in return for the right to occupy or use the Residential Rental Property.

Section 8-13-2. LICENSE REQUIRED

- A. It shall be unlawful for any Owner to offer for rent or lease, or to cause the rental or lease for income or for payment in return for the right to occupy or use a Residential Rental Property unless the Owner has first made application to the Village for a Residential Rental Property license on the form provided by the Village Clerk together with payment in full of the appropriate license fee, and such application is deemed complete by the Village.
- B. The Village Clerk is hereby authorized, upon application and approval therefor, to issue Residential Rental Property licenses and renewals thereof in the name of the Owner.
- C. Each application for a Residential Rental Property license shall include at least the following:
1. The full legal name, postal address, email address (if applicable), and telephone number of each Owner of the Residential Rental Property.
 2. If the Residential Rental Property is held in a trust, the name, address and phone number of the trustee and each beneficial interest holder.
 3. The postal address of the Residential Rental Property.
 4. The square footage of the Residential Rental Property including individual room sizes.
 5. The name, postal address, email address (if applicable) and telephone number of the Tenant with whom the Owner has a rental agreement or lease for the Residential Rental Property.
 6. The name, postal address, email address (if applicable) and telephone number of any management company retained by the Owner to act as the Owner's authorized representative for the Residential Rental Property.
 7. The name, postal address, email address (if applicable) and 24-hour telephone number(s) of the person designated by the Owner as available and as having authority in emergency situations to make or to authorize others to make repairs as needed.

8. The starting and ending date of the rental agreement or lease permitting the Tenant to live at the Property.

D. Each application for a Residential Rental Property license or for renewal of a Residential Rental Property license shall be accompanied by the payment of a fee of One Hundred Fifty and No/100 Dollars (\$150.00) for each single family attached or detached unit, and Seventy-Five and No/100 Dollars (\$75.00) for each condominium unit. License and renewal application fees and related inspection fees are nonrefundable.

E. Following Village review and verification that the Owner's application is complete and the payment of the application fee has been made, the Village's Building Official shall issue to the Owner a temporary certificate indicating that this license has been applied for, and that the Tenant's occupancy may continue until such time as the license is issued or denied after the Residential Rental Property has been inspected by the Village for compliance with applicable laws of the State of Illinois, Cook County, and the Village's Municipal Code.

F. A separate Residential Rental Property license shall be required and issued for each Residential Rental Property from the date of issuance on or after January 1, 2014 and ending December 31 of the year issued unless sooner revoked, and may be renewed each January 1 for successive periods not exceeding one (1) calendar year and ending December 31 of the year issued.

G. No Residential Rental Property license shall be issued or renewed for any Residential Rental Property which is not in compliance with the applicable provisions of this Article and the Village's Municipal Code, or where monies are owed to the Village for that property or by that Owner for the payment of transfer taxes to the State, to the County and/or to the Village, or for other fees and services owed to the Village.

H. It shall be unlawful for any Tenant to occupy a Residential Rental Property for which no Residential Rental Property license has been applied for and issued by the Village, or where the Residential Rental Property temporary certificate has been suspended or the license revoked.

I. It shall be unlawful for any Owner to offer for rent or lease for income or for payment in return for the right to occupy or use any Residential Rental Property for which a Residential Rental Property temporary certificate has been suspended or the license has been revoked.

Section 8-13-3. LICENSE NOT TRANSFERABLE

A. The Residential Rental Property license and temporary certificate shall be purely a personal privilege, which shall expire on December 31 of the calendar year of issuance unless sooner suspended or revoked. Neither the temporary certificate nor the license shall constitute property nor shall either be subject to attachment, garnishment or execution, nor shall either be alienable or transferable except as otherwise provided herein, voluntarily or involuntarily, or subject to being encumbered or hypothecated. The Residential Rental Property temporary certificate and the license shall cease upon the death of the applicant or licensee, provided that executors or administrators of the estate

of any deceased applicant or licensee, and the trustee of any insolvent or bankrupt applicant or licensee, may exercise the privileges of the deceased or insolvent or bankrupt applicant or licensee after the death of such decedent, or such insolvency or bankruptcy, until the expiration of such license if issued, but not longer than six months after the death, bankruptcy or insolvency of such applicant or licensee.

B. If during the period for which the Residential Rental Property temporary certificate or license has been issued there is a change in the identity of the Owner or the Tenant or there is a change to any other information previously provided to the Village as part of the Residential Rental Property license application, then within ten (10) days of such change the Owner shall file with the Building Official an updated notice indicating all such changes to the information provided on the most recent Residential Rental Property license application.

C. If during the period for which the Residential Rental Property temporary certificate or license has been issued there is a change in the ownership of the Residential Rental Property, the previously issued temporary certificate or license shall automatically terminate without notice unless the new Owner submits a completed application and fee within ten (10) days of such ownership change.

D. If during the period for which a Residential Rental Property temporary certificate or license has been issued an Owner other than the licensee acquires a right to possession pursuant to court order, that subsequent Owner shall not be required during its right of possession to apply for a separate Residential Rental Property license unless the issued license expires, the temporary certificate is suspended or the license revoked, whichever first occurs.

Section 8-13-4. APPLICATION FOR RENEWAL

An Owner may renew his Residential Rental Property license at the expiration thereof, if that Owner intends to continue to rent the Property, provided that the Owner is then qualified to receive the license, has paid all other applicable business license fees and any other fees or monies owed to the Village, and provided further that the Residential Rental Property for which such renewal of the license is sought is suitable for that purpose. The renewal privileges herein provided for shall not be construed as a vested right.

Section 8-13-5. CHANGE OF LOCATION

A Residential Rental Property temporary certificate and the license apply only to the property described in the application and license. No change of location shall be permitted.

Section 8-13-6. INSPECTION

A. It shall be the further duty of the Village's Building Official and/or his designees to enforce the provisions of this Chapter 8-13 in all respects as adopted and as amended from time to time.

B. Within thirty (30) days of the Village's providing notice to the Owner by first class mail to the address provided by the Owner on his Residential Rental Property license application that an inspection is required, the Owner shall schedule an inspection

with the Village at which the Owner or an authorized representative shall be present to permit entry into the interior and exterior of the property. Failure of the Owner to schedule the required inspection within that thirty (30) day period or to provide entry to the property at the time of the scheduled inspection shall result in the inspection being deemed as a violation of this Section. Subsequent inspections shall be subject to re-inspection fees as applicable under this Chapter.

C. Each Residential Rental Property shall be subject to an annual inspection by the Village. Annual licensing inspections of Residential Rental Property shall include the interior and exterior of the Residential Rental Property. This annual licensing inspection shall be in addition to and not in lieu of any other inspections that may be required to be performed by the Village to determine and enforce compliance with the Village's Code and its rules and regulations.

D. At the time of any Village inspection, the Residential Rental Property must comply in all respects with the applicable laws of the State of Illinois, Cook County, and the Village's Municipal Code.

E. When any inspection of a Residential Rental Property by the Village reveals any violation of applicable state and local laws, the Village's Building Official shall establish a reasonable time period during which the Residential Rental Property must be brought into compliance. Notice of the violations and the time period for compliance shall be sent by the Village's Building Official to the Owner by first class mail to the address provided by the Owner on his Residential Rental Property license application, or may be delivered by the Village in person to the Owner or his authorized representative at the conclusion of the inspection.

F. A re-inspection of the Residential Rental Property shall occur on the earlier of compliance by the Owner or the conclusion of the time period for compliance, for which a re-inspection fee of Fifty and No/100 Dollars (\$50.00) shall be charged by the Village. The Owner shall be responsible for scheduling the re-inspection prior to the compliance deadline.

G. If upon re-inspection the Building Official determines that the Residential Rental Property continues to be not in compliance with applicable laws of the State of Illinois, Cook County and the Village's Municipal Code, the Building Official may authorize additional time for the Owner to comply, or the Building Official may order the Residential Rental Property's temporary certificate suspended and the property vacated. Notice of the continuing violations and suspension shall be sent by the Village's Building Official by first class mail to the Owner at the address provided by the Owner on his Residential Rental Property license application, and to the Tenant whose name appears on the license application provided by the Owner. The Village shall also post notices on all entrances to the Residential Rental Property, stating that the Residential Rental Property must be vacated within sixty (60) days if the Building Official has determined

that the violation(s) do not place the Tenant in imminent danger of harm. If, however, the Building Official determines that the violations do place the Tenant in imminent danger of harm, the Building Official shall order the Residential Rental Property vacated immediately.

H. An Owner whose Residential Rental Property temporary certificate has been suspended may request a re-inspection for which an additional re-inspection fee of Fifty and No/100 Dollars (\$50.00) shall be charged by the Village. If upon that further re-inspection the Village's Building Official determines that the Residential Rental Property is now in compliance, the Building Official shall authorize the license to be issued or renewed subject to payment of a reinstatement fee of Fifty and No/100 Dollars (\$50.00) to the Village.

I. Any inspection request initiated by the holder of a Residential Rental Property license or temporary certificate that is not considered part of the Village's annual required inspection process shall be subject to an inspection fee of Fifty and No/100 Dollars (\$50.00).

Section 8-13-7. RECORDS

Every Owner of a licensed Residential Rental Property shall keep or cause to be kept, an accurate record of all repairs, alterations and changes related to the provisions of this Section or to any rules and regulations pertaining thereto and of all corrections made as the result of inspections by the Village. The Owner, when requested, shall make such record available to the Building Official.

Section 8-13-9. VIOLATIONS

Whenever during the period of a Residential Rental Property license or temporary certificate pending the issuance of a license it is determined that there exist conditions or practices on the Residential Rental Property which are in violation of the provisions of this Section or of any applicable laws of the State of Illinois, Cook County or the Village's Municipal Code, the Building Official shall serve the Owner by first class mail with notice of such violation. Such notice shall further state that unless the violations cited are corrected within a time period specified by the Building Official, the Residential Rental Property license may be suspended or revoked. In addition, the Village has the power to prosecute violations of the Municipal Code through its Administrative Adjudication Process as provided by Section 12-4-6 of this Code.

Section 8-13-10. SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this Article 8-13 is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

Section 8-13-11. PENALTY

Any person, firm, corporation or limited liability company violating any of the provisions of this Article 8-13 shall be fined as set out in the general penalty in Section 8-14-1 of this Chapter for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Section 3: That Article 13, PENALTY, of Chapter 8, LICENSES, be and is hereby renumbered to be Article 14.

Section 4: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 5: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 16th day of December, 2013

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Anna Newell	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Gary J. Pilafas	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Gary G. Stanton	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Michael Gaeta	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Gayle Vandenberg	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Mayor William D. McLeod	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

APPROVED THIS 16th DAY OF December, 2013


Village President

ATTEST:


Village Clerk

Published in pamphlet form this 19th day of December, 2013.

City of Rolling Meadows
Community Development Department
3600 Kirchoff Road, Rolling Meadows, IL 60008
847-506-6030 www.cityrm.org/rmcd

Rental Dwelling Program

The Rolling Meadows City Council passed Ordinance 03-34 and Ordinance 08-57 regarding rental dwellings. The regulations require all single family homes, attached and detached, condominiums and apartments to be licensed and inspected by the Community Development Department. The ordinances were enacted to assure continued maintenance of the rental housing in the community.

Definition of a Rental Dwelling Unit:

A dwelling unit occupied or available for occupancy by one or more persons, other than the owner of record, under a rental agreement, implied or written, with or without compensation, whether the rental dwelling be a multiple dwelling, single family detached, single family attached or single family semi-detached.

Program Year:

The rental license program runs from June 1st to May 31st of each year.

Fees: (see below):

The purpose of this program is to ensure the proper maintenance and upkeep of rental dwellings. Fees are based on the number of violations. Fewer or no violations result in a lower license fee. New rental properties will be charged the 0-3 violation category listed below.

Single Family Attached and Detached:

0-3 Violations - \$50.00

Inspected every 3 years

4 or more violations - \$150.00

Inspected every 12 months

Condominiums:

0-3 Violations - \$30.00

Inspected every 3 years

4 or more violations - \$90.00

Inspected every 12 months

Late Fee: 100% of the license fee (during renewal time):

A late fee will be charged to all rental licenses that are not paid on or before May 31st. All applications must be postmarked on or before May 31st. Any application received after May 31st, will be charged an additional 100% of the license fee. Any application received after May 31st will be returned if the late fee is not included.

Reinspection Fee: \$92.00

Reinspection fee(s) will be charged for the third and each subsequent reinspection performed by our inspector to determine compliance with the related codes in the same rental program year.

Procedure:

Following the submission of a completed application and payment of the appropriate fee, an inspection will be scheduled. Rental dwelling licenses expire on May 31st each year. A license renewal and fee payment is still required on an annual basis even if an inspection is not required for that year.

Inspections:

All rental properties must be inspected at least once every three (3) years, or more often, if the number of violations exceed the requirements. The future fees will be based on the rental housing inspection report(s) from the previous inspection. A letter requesting an inspection be scheduled will be sent to the owner and the tenant. Two (2) requests will be sent. Failure to have an inspection and/or reinspection(s) will cause a court adjudication to be sent to the owner for payment of fines and penalties.

That rental license fee covers the cost of one (1) inspection and one (1) reinspection. Any properties that require more than two (2) inspections will be charged appropriately (see reinspection fees above).

Closing, Cancelling or Transferring of Ownership of a Rental License:

If at anytime you choose to sell or no longer rent your property, a letter and/or MLS listing must be submitted to the Community Development Department. Written notice shall be given to the Community Development Department within five (5) days after having transferred or otherwise disposed of legal control of any licensed rental dwelling.

Rental Dwelling Program Coordinator:

If you need to update contact information, open or close a rental license or have any questions or concerns, please contact Katie Romack by telephone at 847-506-6030 or by email at romackk@cityrm.org.

This list is some of the items the inspectors will be looking at when they are conducting an inspection. It is offered for review so you may conduct a self-inspection. While a list of this type cannot address every situation or circumstance, it does offer general items to be inspected.

Common Exterior Violations

- Paint peeling from surfaces needing protection
- Loose and missing roof shingles, roof leaks
- Missing or deteriorated siding
- Sheds or fences in disrepair
- Gutters rusted or hanging loose
- Vacant, open buildings
- Street number not displayed
- Overgrowth of weeds or grass on vacant or developed lots (including easements)
- Dead or diseased tree hazards
- Inoperative vehicles on private property
- Violations involving storage or disposal of refuse
- Illegal dumping
- Accumulations of trash and junk

Common Interior Violations

- Malfunctioning gas appliances
- Inoperative or leaking plumbing
- Flexible gas and water lines
- Electrical hazards
- Inoperative heating systems
- Smoke and carbon monoxide detectors missing or inoperative
- Damage from leaking roofs
- Pest infestation
- Poor sanitation
- Overcrowding
- Unlabeled electrical panels, GFI outlets in kitchen and bathrooms

** Smoke detectors are required inside of each bedroom and in the immediate vicinity of bedroom areas and on each level.*

*** Carbon monoxide detectors are required in the immediate vicinity of the bedroom areas and on each level.*

CHAPTER 123: - RENTAL LICENSE, ASSOCIATION LICENSE, AND VACANT BUILDING REGISTRATION
Section

§ 123.01 - DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

ABANDONED BUILDING: A property that is vacant and is under a current notice of default and/or notice of trustee's sale, pending tax assessor's lien sale and/or properties that have been the subject of a foreclosure sale where the title was retained by the beneficiary of a deed of trust involved in the foreclosure and any properties transferred under a deed in lien of foreclosure/sale.

ASSOCIATION LICENSE: A license required for homeowners' associations that control and/or maintain common areas and/or common property and any portion of the property, building, or structure to another person, business, corporation, or entity for any fixed period of time shall be deemed to be engaged in the business of renting property.

EVIDENCE OF VACANCY: Any conditions that on its own or combined with other conditions present would lead a reasonable person to believe that the property is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation, accumulation of newspapers, circulars, flyers and/or mail, past due utility notices and/or disconnected utilities, accumulation of junk and/or debris.

PROPERTY: Any unimproved or improved real property or portion thereof, situated in the Village of Schaumburg and includes the buildings or structures located on the property regardless of condition.

RENTAL LICENSE: A license required for any owner of a building, structure, dwelling or dwelling unit who rents, leases, or controls any portion of the property, building, or structure to another person, business, corporation, or entity for any fixed period of time.

UNOCCUPIED BUILDING: A building or portion thereof which lacks the habitual presence of human beings who have legal right to be on the premises.

VACANT BUILDING: A building or structure that is unoccupied or not legally occupied or is abandoned for more than forty five (45) days, but does not include unoccupied buildings or structures which may be undergoing construction or rehabilitation and have a current building permit.

(Ord. 09-071, passed 6-23-2009)

§ 123.02 - RENTAL LICENSE REQUIRED.

(A) License Required: No person shall engage in the business of renting without having obtained a license.

- (1) Residential Property: It shall be unlawful to rent a residential dwelling or dwelling unit without first obtaining a rental license issued by the department of finance for the specific location.
- (2) Nonresidential Property: It shall be unlawful to rent a nonresidential building or structure without first obtaining a rental license issued by the department of finance for the specific

location.

- (3) Rooming House: It shall be unlawful to operate a rooming house or occupy any rooming unit in any rooming house without first obtaining a rental license issued by the department of finance for the specific location. This licensing requirement shall not apply to group homes governed by 405 Illinois Compiled Statutes 35/1 et seq., as amended, specialized living centers act, dealing with the developmentally disabled, or other similar uses governed by state or federal laws, rules or regulations.
- (B) Application: Application for a license hereunder shall be made in writing and shall be processed in accordance with chapter 110 of this title and shall submit the following information in an application provided by the village:
 - (1) Name, address, and home and business telephone numbers of the owner of the property and, if property is held in trust, the name, address, home and business telephone numbers of the beneficiaries and the percentages of ownership of all the beneficiaries of the trust, appropriate corporate or partnership information. The name, address, and phone number of the management company and agent representing an association shall be provided.
 - (2) Name, address (no P.O. boxes), business, and home telephone numbers of the owner or agent to be contacted when potential violations of municipal ordinances occur.
 - (3) Telephone number of the owner or agent to be contacted when an emergency exists.
 - (4) An acknowledgment that the agent or owner shall be reasonably accessible to the village and have a telephone number which shall be available to the village at any time. The owner or agent shall have a local office available for contact in Illinois.
 - (5) In the event any of the information requested should change, it shall be the obligation of the owner to notify the village in writing within ten (10) days of the change.
 - (6) No license shall be issued or renewed unless the owner, condominium, townhouse, or homeowners' association, or operator agrees in their application to inspection pursuant to this chapter as the village manager may require to determine whether the location in connection with which such license is sought is in compliance with the applicable provisions of this chapter and with the applicable rules and regulations pursuant thereto.
- (C) License Fee: The cost of a license shall be as set forth in section 41.01 of this code.
- (D) Crime Free Housing Seminar Required For Residential Property Owners: All persons applying for a rental license for residential property shall have successfully completed a mandatory crime free housing seminar, administered by the Schaumburg police department, prior to issuance of the license. The seminar may be attended after an application has been submitted. The license will be issued after successful completion of the seminar.
- (E) Rooming Houses: A rooming house shall comply with other conditions of this code dealing with rooming houses. The license must be displayed in a conspicuous place within the rooming house at all times.
- (F) Inspections: The village manager may require inspections to determine whether the location in connection with which such license is in compliance with the applicable provisions of this chapter and with the applicable rules and regulations pursuant thereto. After inspection, no such license shall be issued unless the location is found to meet all applicable requirements of this chapter and

applicable rules and regulations pursuant thereto.

Locations that change ownership may be required to be inspected before a new license can be issued. After inspection, no such license shall be issued unless the location is found to meet all applicable requirements of this chapter and applicable rules and regulations pursuant thereto.

- (1) Whenever, upon inspection of the location, the director of community development or designee finds that conditions or practices exist which are in violation of the provisions of this chapter or of any applicable rules and regulations pursuant thereto, the owner shall be served with notice of such violation in the manner hereinafter provided. Such notice shall state that unless the violations cited are corrected within reasonable time, the license may be suspended.
- (2) At the end of the time allowed for correction of any violation cited, the director of community development or designee shall reinspect the location, and if the reinspection reveals that such conditions have not been corrected, a request to the village manager to suspend the license may be made.
- (3) Any person whose license has been recommended for suspension shall be entitled to an appeal to the village manager in the manner provided by this title. Any written request for appeal shall be filed with the village manager within fifteen (15) days following the issuance of the notice.
- (4) If, upon reinspection, the director of community development or designee finds that the location in connection with which the notice was issued is now in compliance with this chapter and with the applicable rules and regulations issued pursuant thereto, a recommendation of the reinstatement of the license may be made to the village manager.
- (5) When the director of community development or designee determines after an initial inspection that additional follow up inspections are necessary for enforcement of this chapter, two (2) additional follow up inspections for noncompliance shall be granted each license holder without charge. In the event more than two (2) follow up inspections are needed, the license holder shall be assessed a noncompliance inspection service charge as established in section 41.01 of this code, per division/inspection type required to make the reinspection. Payments must be made in full prior to the license being renewed. Failure to pay any balance will serve as grounds to deny further permits or licenses from being issued by the village.

(Ord. 09-071, passed 6-23-2009)

§ 123.03 - ASSOCIATION LICENSE REQUIRED.

- (A) Residential Association Required To Obtain An Association License: It shall be unlawful for a condominium, townhouse, or homeowners' association to operate within the village without first obtaining an association license issued by the department of finance for the specific location.
- (B) Submit A List Of Rental Dwelling Units Annually: A current list of individual rental dwelling unit owners within the property shall be provided annually to the department of finance by the association. The list shall include the address of each rental dwelling unit and the name and address of the owner or person in control of each rental dwelling unit.

- (C) Requirements: Residential associations shall comply with all requirements of subsections 123.02 (B), (C), and (F) of this chapter.

(Ord. 09-071, passed 6-23-2009)

§ 123.04 - VACANT BUILDING REGISTRATION REQUIRED.

- (A) Registration: All vacant buildings and abandoned buildings shall be registered with the Village of Schaumburg finance department water billing division. The registration shall contain the owner's name and in the case of a corporation or out of area beneficiary/trustee, the local agent responsible for the security, maintenance, and marketing for the property.

Properties subject to this chapter shall remain under registration, security, and maintenance standards of this section as long as they remain vacant. Any person, firm, or corporation that has registered a property under this chapter must report any changes of registration within ten (10) days of the change.

- (1) The owner of a building who knows, or from all the facts and circumstance should know, that his or her building is or has become a vacant building after the effective date hereof shall take action to have the building registered with the village within fifteen (15) days.
 - (2) Owners of vacant buildings and mortgage lenders who acquire title to unoccupied buildings shall be required to register same with the village within fifteen (15) days after either the date of notice from the village or occurrence of the facts which would cause a reasonable person to believe the building was a vacant building. The obligation to register buildings shall extend to mortgage lenders that have obtained title to unoccupied buildings through a mortgage foreclosure action.
- (B) Maintenance: The property owner or their designee shall perform inspections of the property and maintain the property and all structures in conformance with all applicable requirements of this chapter and applicable rules and restrictions pursuant thereto including, but not limited to, the following items:
- (1) Interior: All interior structures shall be maintained in a clean, safe, secure, and sanitary condition. Special attention shall be made to the utilities and if applicable, sump pumps and other related devices shall be kept operational. Winterizing the structures shall be completed as necessary.
 - (2) Exterior: All exterior structures and property shall be maintained and be kept free of items that give the appearance that the property is abandoned, including items that are considered evidence of vacancy.
 - (3) Address: Numeric address numbers shall be posted on the structure and shall be in compliance with title 9, chapter 93 of this code.
 - (4) Pools And Spas: Swimming pools and spas shall be maintained in a clean and sanitary condition and in good repair at all times. No pool or spa shall become a mosquito breeding area. Pools and spas shall be maintained completely void of water or shall be completely covered with a well maintained tightfitting cover to avoid water retention. The disposal or discharge of pool wastewater must be accomplished in such a way that nuisance or damage to other property is avoided. Properties with pools or spas must comply with the minimum

security fencing requirements and title 9, chapters 100 and 102 of this code.

- (C) Security And Monitoring Of The Property: The owner shall properly secure and monitor the property. When access to or within a structure is restricted because of secured openings, a key box may be required as determined by the village fire code official. When required, the key box shall be in compliance with title 15, chapter 153 of this code.
- (D) Obligations Of Owners: Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.

(Ord. 09-071, passed 6-23-2009)

Wheeling

4.84.010

Chapter 4.84

RENTAL RESIDENTIAL PROPERTY

Sections:

4.84.010	Purpose.
4.84.020	Provisions of inspection rights and penalties.
4.84.030	Definitions.
4.84.040	License required.
4.84.050	License application and requirements.
4.84.060	Inspection requirements—Temporary certificate—License issuance or denial.
4.84.070	Enforcement.
4.84.080	Violations.
4.84.090	License—Suspension and revocation.
4.84.100	Owner responsibility.
4.84.110	Leases and rental agreements.
4.84.120	Inspection access.
4.84.130	Penalty for violation.
4.84.140	Effective date.

4.84.010 Purpose.

The purpose of this Chapter is to provide for the licensing and inspection of rental residential property so as to protect the public health, safety, and welfare of the people of the village including:

(a) To protect the public health and safety by ensuring rental units comply with minimum housing standards of village ordinances.

(b) To protect the character and stability of residential areas.

(c) To correct and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health, including the physical, mental and social well being of persons occupying dwellings.

(d) To prevent the overcrowding of dwellings by requiring compliance with minimum space standards per occupant for each dwelling unit.

(e) To facilitate the enforcement of minimum standards for the maintenance of existing residential buildings and thus to prevent slums and blight.

(f) To preserve the value of land and buildings throughout the village. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

(Wheeling Supp. No. 1.1)

4.84.020 Provisions of inspection rights and penalties.

This Chapter shall not be construed as to restrict the right of this village to inspect any property nor to seek penalties for violations of other provisions of this Code. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.030 Definitions.

(a) "Code official" means the director of community development or his designee.

(b) "Conditional license" means a limited approval of the premises for a period of up to six months when a property cannot fully comply with all the applicable requirements of the village of Wheeling due to special circumstances (e.g., weather conditions, unavailability of require materials or services, or other circumstances approved by the code official).

(c) "Multiple-family rental residential property" means rental residential property with two or more dwelling units.

(d) "Owner's family" means the owner's parents, siblings or children whether natural or by adoption.

(e) "Premises" means a lot, plot or parcel of land including the interior and exterior of any structures thereon.

(f) "Property agent" means a person, operator, firm, partnership, corporation, or other legal entity designated in writing by the property owner to the code official to manage a rental residential property including the authority to receive notices of citations.

(g) "Rental residential property" means residential structures or dwelling units let or intended to be let for rent or lease including single-family detached structures.

(h) "Routine maintenance" means the scope of daily, weekly, monthly or annual maintenance required to keep a dwelling unit and/or building in a sanitary condition, free from damage or defects. Any remodeling, alteration or repair work involving structural, mechanical, electrical, plumbing, fire protection equipment requiring permits from the building division shall be considered to exceed the scope of routine maintenance.

(i) "Tenant" means an occupant of rental residential property.

(j) Words or phrases as used in this chapter and not herein defined shall be defined as provided by the village of Wheeling's current property maintenance code, and current building code. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.050

made to the units in a licensed property unless all zoning and building code requirements have been met.

(f) A copy of the record of tenant names required under Section 4.84.100(a) shall be kept on file by the property owner and/or property agent and made available upon request to the code official or his designee.

(g) For each application for a new license or a renewal of an existing license for a rental residential property that is a unit or dwelling place within a multi-unit condominium, townhome development or other similar collective ownership arrangement, the applicant must verify on the application or license renewal form that the rental or lease of the unit or dwelling does not violate or is otherwise in conformance with any rental or lease restriction and/or limitation established by the condominium and/or homeowners' association or any other applicable covenant, restriction, rule or regulation to which the unit or dwelling is subject. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008; Ord. No. 4407, § 2, 3-23-2009)

4.84.060 Inspection requirements—Temporary certificate—License issuance or denial.

(a) Upon submission of a completed application for a license or license renewal for any rental residential property and the payment of all required fees, an inspection of the rental residential property shall be scheduled by the applicant with the code official within two weeks.

(b) Upon receipt of a completed application for a license or license renewal for any rental residential property including the payment of all required fees and the scheduling of a required licensing inspection, the code official shall issue a temporary certificate indicating that a license has been duly applied for, and that such license shall be issued or denied after the property has been inspected for compliance with applicable village codes. A temporary certificate, as issued, shall authorize continued occupancy of the rental residential property pending the issuance or denial of the applied for license. The temporary certificate shall be valid until the scheduled date of the licensing inspection, and following the licensing inspection until the date of reinspection issued by the code official.

(c) A licensing inspection of rental residential property shall include the premises and, in the case of multifamily rental residential property, a percentage of the

individual dwelling units with a minimum of at least one dwelling unit. The code official or his designee shall determine which dwelling units are to be inspected.

(d) When a licensing inspection of a rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the code official. In establishing a compliance time frame, the code official shall determine the reasonable minimal time necessary to correct the violations based upon the number and severity of the violations. The code official shall provide notice by personal service or send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent license application. Said notice shall include the following:

(1) Description of the property sufficient for identification;

(2) A statement listing the violations of applicable codes;

(3) A statement of the date upon which the licensing reinspection will occur; and

(4) An explanation that if upon completion of the licensing reinspection the requirements of applicable village codes have not been met, then a written denial of the license and a revocation of the temporary certificate may be issued.

(e) A licensing reinspection shall be conducted at the end of the compliance time frame. Upon completion of the licensing reinspection of the rental residential property, the code official shall:

(1) Approve the license if the rental residential property meets the requirements of applicable village codes; or

(2) Approve a conditional license if the property cannot be fully licensed due to special circumstances; or

(3) Issue a written denial of the license and revoke the temporary certificate if the requirements of village codes have not been met. The written denial shall specify the defect(s) that remain and shall be transmitted by regular U.S. mail to the applicant.

(f) A conditional license may be issued for a term not exceeding six months to those rental properties which cannot be fully licensed due to special circumstances, (e.g., weather conditions, unavailability of required materials or services, or other circumstances approved by the code official). Any property which has

4.84.060

not meet the requirements of the applicable village codes by the end of the conditional licensing term shall be considered unlicensed.

(g) The term of any original license or subsequent renewal of that license for a rental residential property shall be granted for a three-, two- or one-year period under the following circumstances:

(1) A rental residential property which is in total compliance at the time of the licensing inspection shall receive a three-year license at no additional charge and with no additional inspections being required.

(2) A rental residential property which has only routine maintenance deficiencies noted on the licensing inspection report and which is brought into full compliance by the reinspection date (thirty days) shall receive a two-year license at no additional charge and with no additional inspections being required.

(3) A rental residential property for which more than routine maintenance work is required or for which multiple reinspections are performed shall receive a one-year license upon achieving compliance.

4.84.090

(h) If during a licensing inspection any dwelling unit is determined to be unfit for occupancy as specified in the village's property maintenance code, an additional twenty percent of the dwelling units in the subject rental residential property will be inspected. If similar violations are observed in the additional dwelling units, the entire rental residential property will be subject to inspection. Each additional dwelling unit inspected shall be subject to the dwelling unit fee as set forth in Section 4.84.050(e) of this Chapter. Any unit found unfit for occupancy shall be subject to the enforcement procedures contained in the village's property maintenance code.

(i) The number of dwelling units to be inspected per licensed building shall be calculated using the following table:

Number of Dwelling Units on Property	Number of Dwelling Units to be Inspected
1—5	1
6—10	2
11—20	3
21—30	4
31—40	5
41—50	6
51—60	7

Properties having in excess of sixty units shall have the number of dwelling units to be inspected calculated at ten percent of the total number of dwelling units plus two additional dwelling units. The dwelling units to be inspected shall be selected by the code official.

(j) All additional inspections made necessary because of cited violations not being corrected at the time of the initial license reinspection shall be subject to a fee of fifty dollars per inspection/per inspector, except that a single additional reinspection will be conducted at the end of the conditional license term without added fees for the purpose of determining compliance. The conditional license and the full rental residential license shall not be issued and the property shall not be considered properly licensed until all reinspection fees are paid.

(k) Applications for license renewals shall be made in the same manner as for new applications except that such applications shall state thereon such fact. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.070 Enforcement.

It shall be the duty of the department of community development to enforce the provisions of this chapter

as authorized by the Wheeling Municipal Code and the current property maintenance code as adopted and amended from time to time by the village of Wheeling. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.080 Violations.

The following shall constitute violations of this Chapter:

(a) Failure of the owner or owners of the rental residential property to license such property with the village of Wheeling.

(b) Failure of the occupants of the rental residential property to vacate such property within sixty days after receiving notice from the code official that such property is not properly licensed or that the license or temporary certificate has been revoked.

(c) Failure of the owner or owners of the rental property to vacate all tenants from said property within sixty days after the license or temporary certificate has been revoked.

(d) Failure of the owner or owners of the rental property to maintain the structure and premises in compliance with applicable building, property maintenance and zoning ordinances.

(e) Any person other than one authorized by the code official who removes or defaces any notices which have been posted pursuant to this Chapter shall be liable for the penalties provided for by this Chapter. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998) (Ord. No. 4351, § A, 8-25-2008)

4.84.090 License—Suspension and revocation.

(a) A license may be suspended when any violation of applicable village codes has been identified by the department of community development and the property owner has been properly notified of the violation and given a reasonable period of time in which to correct the violation, but has failed to do so. A license may also be suspended when any information provided in the license application is determined by the code official to be false.

(b) When an inspection of a licensed rental residential property reveals any violations of applicable codes, a compliance time frame will be set by the code official using the standard as set forth in Section 4.84.060(d). The code official shall provide notice by personal service or send notice to the property owner or the listed property agent by regular U.S. mail at the last address provided on the most recent license application. Said notice shall include the following:

(1) Description of the property sufficient for identification;

4.84.090

(2) A statement listing the violation(s) of applicable codes;

(3) A statement indicating the date upon which a reinspection will occur; and

(4) An explanation that if upon completion of the reinspection the requirements of applicable village codes have not been met, then the license for the rental residential property will be suspended.

(c) A reinspection will be conducted at the end of the compliance time frame. If the code official finds that the requirements of applicable village codes have not been met upon the completion of such reinspection, then the license for the rental residential property shall be suspended.

(d) When a license is suspended, the code official shall send notice to the property owner or the listed property agent at the last address provided on the most recent license application. Said notice shall be sent by certified mail, return receipt requested. The notice shall include the following:

(1) Description of the property sufficient for identification;

(2) A statement of the reasons for the suspension;

(3) An explanation of the property owners' right to appeal the suspension;

(4) If the property owner changes his address or changes property agents and fails to notify the department of community development, such notice shall be sufficient if sent by certified mail to the owner or his property agent's last address provided on the last license application.

(e) A property owner whose license has been suspended may request a reinspection prior to revocation. If, upon reinspection, the department of community development finds that the licensed property in connection with which the notice was issued is now in compliance with this chapter, then the code official may reinstate the license. The request for a reinspection shall not stay the revocation of the license unless the code official grants such request pursuant to a showing of good cause by the property owner.

(f) Any person whose license has been suspended shall be entitled to appeal the suspension to the village board by filing a petition within twenty days after the date of suspension. The code official shall transmit to the village board copies of all records and notices upon which the suspension is based. A hearing shall be scheduled as soon as practical upon receipt of a timely petition. The village board in considering any such petition may immediately revoke the license, continue

the suspension to a definite compliance date with revocation being the penalty for noncompliance, or dismiss the charges and reinstate the license.

(g) A license may be revoked when a petition for appeal has not been filed within twenty days following the date of issuance of an order of suspension, or, if the suspension is sustained after appeal. A license may also be revoked when in the opinion of the code official emergency conditions exist in a rental residential property that require the immediate vacating of a structure as specified in the village's property maintenance code.

(h) A license which has been properly revoked as herein provided shall not be reinstated. The property owner may, however, obtain a new license after all violations have been corrected and by following the procedures for obtaining a new license and payment of appropriate fee as set forth in this Chapter.

(i) If a license is revoked without having the opportunity of a suspension hearing, the property owner has the right to appeal that revocation. Said appeal shall conform to subsection (f) of this section. Such an appeal shall operate as a stay of the revocation until such time as the village board renders its decision on the appeal.

(j) Whenever a temporary certificate or a license is revoked, the code official shall send notice to the property owner or the listed property agent at the last address provided on the most recent license application. Said notice shall be sent by certified mail, return receipt requested. The code official shall also notify all tenants of the rental residential property by posting a notice on all entrances to the rental residential structure. The notice to the tenants shall include the following:

(1) You are hereby notified that the temporary certificate or license for this structure has been revoked pursuant to this Chapter of the Wheeling Municipal Code.

(2) You must vacate this structure within sixty days of the date of this notice.

(3) If you fail to vacate this structure, you will be in violation of Chapter 4.84 of the Wheeling Municipal Code and subject to a minimum fine of fifty dollars and a maximum fine of five hundred dollars for each day you are in violation.

(k) Whenever an owner or property agent of a rental property fails to license said property with the department of community development, the code official shall notify all tenants of the rental property by posting a notice on all entrances to the rental property indicating the following:

(1) You are hereby notified that the owner or agent of this rental structure has failed to license this rental property with the village of Wheeling in violation of Chapter 4.84 of the Wheeling Municipal Code.

4.84.140

(2) You must vacate this structure within sixty days of this notice.

(3) If you fail to vacate this structure, you will be subject to a minimum fine of fifty dollars and a maximum fine of five hundred dollars for each day you are in violation. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.100 Owner responsibility.

(a) The owner of a rental residential property shall maintain a record for each property with the full legal names of every tenant in each dwelling unit.

(b) The owner or property agent of a rental residential property shall provide each tenant with the name and telephone number of a responsible person who, in emergency situations, will be available on a twenty-four-hour basis and who has the authority to make repairs as needed.

(c) The owner of a rental residential property shall inform each tenant in writing, prior to occupancy, of the maximum number of persons allowable by the occupancy standards of the village property maintenance code as amended. This number shall be determined by the code official. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.110 Leases and rental agreements.

(a) All rental agreements, leases, and renewal agreements shall be in writing, signed by the tenant.

(b) Except as provided herein, this chapter is not intended to affect the rights and obligations of the parties to a lease or rental agreement for a rental residential property. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.120 Inspection access.

(a) Prior to an inspection, the lessee/occupant must sign a consent form authorizing the village of Wheeling to conduct an inspection and if required, reinspections to ensure compliance with Chapter 4.84 of the Wheeling Municipal Code.

(b) If any owner, property agent, occupant or other person in control of a rental residential property or a dwelling unit contained therein fails or refuses to consent to free access and entry to the property or dwelling unit under his control for any inspection pursuant to this chapter, the code official or his designee may apply to the circuit court for a search warrant or other appropriate

private court order authorizing such inspections. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.130 Penalty for violation.

Any person, firm or corporation violating any of the provisions of this Chapter, in addition to other legal and equitable remedies available to the village, shall upon conviction thereof be subject to a fine of not less than fifty dollars nor more than five hundred dollars. Each day during which a violation of this Chapter continues or is permitted to exist shall be considered a separate and distinct offense. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)

4.84.140 Effective date.

The provisions of this Chapter shall be in full force and effect from and after the date of adoption. (Ord. 3530 § A (part), 2001; Ord. 3324 § A (part), 1998)
(Ord. No. 4351, § A, 8-25-2008)



Item: 2014-2015 Consolidated Annual Performance and Evaluation Report

Department: Planning & Community Development

ATTACHMENTS:

Description

Report

Type

Report

DRAFT

Consolidated Annual Performance and Evaluation Report

**Program Year 2014
(May 1, 2014 - April 30, 2015)**



**Prepared by:
Village of Arlington Heights
Department of Planning & Community Development
Phone: 847.368.5200
Fax: 847.368.5988**

Consolidated Annual Performance and Evaluation Report (CAPER)

	Pages
I. Introduction	3
II. Executive Summary	4-11
III. Federal Resources made Available	12
IV. Narrative Statements	12 – 20
V. Program Narrative Statements for Program	
A. Community Development Block Grant (CDBG)	
• Township H.S. Dist 214 Community Ed.	22
• The Children’s Advocacy Center	23
• Resources for Community Living	24
• WINGS Program	25
• Escorted Transportation for Seniors	26
• Suburban Primary Health Care Council	27
• Journeys from PADS to HOPE	28
• CEDA Northwest Day Care Broker Program	29
• Arlington Heights Park District CAP Program	30
• Faith Community Homes	31
• Northwest Center Against Sexual Assault	32
• Single Family Rehabilitation Loan Program	33
• Group Home/Transitional Housing Rehab	34
• Senior Center	35
• CDBG Administration	36
B. Other CDBG Narrative Statements	37 - 39
C. HOME Funds	40
D. HOPWA Funds	40
E. ESG Funds	40
F. MBE/WBE Contracting	40
G. Distribution of Resources	40
VI. Citizen Participation	40

Consolidated Annual Performance and Evaluation Report
Program Year 2014
(May 1, 2014 - April 30, 2015)

I. INTRODUCTION

The Consolidated Annual Performance and Evaluation Report (CAPER) is a report made available to the public and submitted to the U.S. Department of Housing and Urban Development (HUD) that identifies the accomplishments and level of progress in meeting the priorities, objectives, and proposed activities of the Five-Year Consolidated Plan (2010 – 2014) for the Village of Arlington Heights.

The CAPER details the use of federal funds that the Village of Arlington Heights receives from HUD on an annual basis. The following report summarizes the activities of the Community Development Block Grant (CDBG) Program and progress on the Five-Year Consolidated Plan for the Village of Arlington Heights during the period from May 1, 2014 – April 30, 2015. This report further details the Village's accomplishments under the 2010 – 2014 Consolidated Plan over the 5-year period.

II. EXECUTIVE SUMMARY

A. Federal Fiscal Year 2014 - Program Year May 1, 2014 – April 30, 2015

During the 2014 program year, the Village provided a variety of services and programs funded with local, state, and federal funds. Through the funding and operation of its programs, the Village addressed its community needs for affordable housing, homeless continuum of care, other special housing and non-homeless needs, community development, economic development, and planning.

The amount of Federal funds available to the Village of Arlington Heights was:

Unexpended Funds from prior year:		\$235,431.29
FFY 2014 CDBG Entitlement Grant:	+	\$249,710.00
Program Income:	+	<u>\$112,725.47</u>
Total:		\$597,866.76

During the 2014 program year, the Village provided a variety of CDBG-funded programs. Programs were provided that met the needs of many segments of the Village's population including the needs of youth, senior citizens, homeless persons, persons without adequate or accessible medical care, abused spouses and children, and persons with inadequate housing. CDBG funding was provided for 16 programs as follows. All of these programs addressed needs that were determined by the Village to be high priority need areas:

	Program	High Priority Need Area	2014 Budgeted Amount	2014 Expended Amount
1	Township High School Dist. 214 Community Education – English as a Second Language Classes	Public Services Employment	\$1,500	\$1,500
2	Children's Advocacy Center – Child Abuse Services	Public Services Youth Services	\$1,995	\$1,995
3	Resources for Community Living – Share Housing for Special Populations	Public Services Disability Services	\$2,195	\$2,195
4	WINGS Program – Housing and Supportive Services for victims of domestic violence	Homeless & Continuum of Care	\$2,690	\$2,700
5	Escorted Senior Transportation/NW – Transportation of Seniors to medical appointments	Public Services Transportation	\$2,195	\$2,195
6	Suburban Primary Health Care Council – Access to Care subsidized medical care	Public Services Health Services	\$9,115	\$9,115
7	Journeys – The Road Home	Homeless & Continuum of Care	\$3,190	\$3,190

8	CEDA Northwest – Day Care Broker subsidized day care program	Public Services Child Care	\$17,695	\$17,618.70
9	Arlington Heights Park District – Children at Play before and after school program	Public Services Child Care	\$4,980 in CDBG funds and \$33,000 in General Funds	\$4,980 in CDBG funds and \$33,000 in General Funds
10	Faith Community Homes	Homeless & Continuum of Care	\$1,500	\$1,500
11	Northwest Center Against Sexual Assault	Public Services Health Care	\$1,500	\$1,500
12	Single Family Rehabilitation Loan Program	Affordable Housing	\$124,550	\$33,208.80
13	Group Home and Transitional Housing Program	Public Facilities	\$63,500	\$23,910
14	Senior Center	Public Facilities	\$150,000	\$150,000
15	Administrative Costs	Planning	\$2,490	\$2,128.81
16	Staff Costs	Planning	\$57,450	\$61,360.78

The Village's accomplishment in meeting its annual goals are set forth in its 2014/2015 Annual Action Plan are shown below:

	Program	Specific Consolidated Plan Objective	Annual Action Plan Annual Goal 2014	2014 Accomplishment
1	Township H. S. Dist. 214 – ESL	Employment Services (4.5)	35 persons	20 persons
2	Children's Advocacy Center	Youth Services (4.2)	28 persons	30
3	Resources for Community Living	Handicapped Services (4.1)	9 persons	25
4	WINGS Program, Inc.	Homeless and At-Risk Facilities and Services (2.1)	5 persons	14 persons
5	Escorted Transportation for Seniors	Transportation Services (4.4)	231 persons	394 persons
6	Suburban Primary Health Care – Access to Care	Health Services (4.6)	14 persons	14 persons
7	Journeys from PADS to Hope	Homeless and At-Risk Facilities and Services (2.1)	55 persons	89 persons
8	Northwest Compass Day Care Broker Program	Child Care Services (4.3)	17 persons	21 persons
9	Arlington Hts. Park District Children at Play	Child Care Services (4.3)	25 persons	28 persons
10	Faith Community Homes	Homeless and At-Risk Facilities and Services (2.1)	14 households or 35 persons	10 households 38 persons
11	Northwest Center Against Sexual Assault	Health Services (4.6)	21 persons	29
12	Single-Family Rehabilitation Loan Program	Owner Housing Program (1.2)	5 households	2 households
13	Group Home and Transitional Housing Program	Public Facilities (3.1 and 5.1)	4 public facilities	2 public facilities
14	Senior Center	Public Facility	1 public facility	1 public facility

		(5.1)		10,714 persons
15	Administrative Costs	Planning (6.1)	Na	Na
16	Staff Costs	Planning (6.1)	Na	Na

B. 5-Year Consolidated Plan

The Village of Arlington Heights' 5-year Consolidated Plan includes goals in the following priority need areas:

Priority 1 Affordable Housing

- Objective 1: Rental Housing
- Objective 2: Home Ownership

Priority 2 Homeless/Continuum of Care

- Objective 1: Homeless Prevention and Services

Priority 3 Other Special Housing and Non-Homeless Needs

- Objective 1: Special Needs Housing

Priority 4 Public Service Needs

- Objective 1: Handicapped Services
- Objective 2: Youth Services
- Objective 3: Child Care Services
- Objective 4: Transportation Services
- Objective 5: Employment Services
- Objective 6: Health Services

Priority 5 Public Facilities

- Objective 1: Senior Center

Priority 6 Administration

- Objective 1: Planning

Priority 1 Affordable Housing

• Objective 1: Rental Housing

For the fourth year and since its founding, the Village was the lead municipality in the Northwest Suburban Housing Collaborative, which is a coalition of Arlington Heights and five adjacent suburbs that is pursuing planning and strategies to maintain and enhance the diversity of housing options in the subregion.

In early 2013, the *Homes for a Changing Region* report was released which assessed the housing conditions and estimated housing needs for the next 30 years for the five communities individually and collectively. Subsequently, Collaborative hired a consultant to conduct a housing study of the housing needs of senior citizens. The report, "Senior Housing Needs Assessment for the Northwest Suburban Housing Collaborative" was released in November 2013.

During the 2014-2015 program year, the Collaborative followed up on recommendations included in the reports cited above, especially with regard to senior housing. The Collaborative published a Senior Resource Guide (2015) to provide seniors with consolidated and enhanced information about senior housing opportunities in the subregion. In May 2014, the Collaborative also initiated a Handyman Program to assist seniors and persons with disabilities with minor home repair needs. As of March 2015, 199 persons had received handyman services through the program.

During the program year, the Village was approached by the Housing Authority of Cook County regarding its plans to completely renovate the Albert Goedke Apartments public housing building in Arlington Heights. The Village provided a conditional commitment letter to provide \$50,000 - \$75,000 in CDBG funds for this project, which then qualified the project to receive funding from Cook County, IL.

In May 2014, the Village revised its affordable housing inclusionary housing program to reflect current market conditions. Through its policies, the Village negotiates the inclusion of permanently affordable units in newly constructed multi-family buildings or receives funding into the Village's new Affordable Housing Trust Fund for affordable housing programs and projects. In 2014, the Village negotiated the inclusion of a minimum of 7 permanently affordable apartments at a 45-unit apartment building to be constructed in downtown Arlington Heights. Approximately \$75,000 was also deposited in the Affordable Housing Trust Fund received as a fee for the transfer of the Village's 2015 tax exempt bond volume cap.

• Objective 2: Home Ownership

The Village continued to operate its Single Family Rehabilitation Loan Program. Through this program 2 homes were rehabilitated.

Priority 2 Homeless/Continuum of Care

- **Objective 1: Homeless Prevention and Services**

Homeless prevention is an important part of the homeless continuum of care. During the program year, the Village provided a grant to Journey – The Road Home which is provide homeless services and services to prevent at-risk individuals and families from becoming homeless. These services included case management, mental health counseling, vocational training, and the PADS emergency shelter program.

The Village also provided support to the WINGS Program, Inc. which provides emergency shelter and homeless services to women and children made homeless due to domestic violence.

The Village provided funding to Faith Community Homes which assists and mentors families having housing and other financial issues. The families work with volunteer mentors to development and implement plans toward achieving housing and financial stability. This program assists families in securing stable housing thereby preventing homelessness.

Priority 3 Other Special Housing and Non-Homeless Needs

- **Objective 1: Special Needs Housing**

During the program year, the Village contributed CDBG funds for the renovations of three group homes in Arlington Heights. Two of the homes are owned by the Little City Foundation and provide housing to adults with developmental disabilities. One of the homes received a new HVAC system and the other received a new roof. These two projects were completed during the program year. The third home, owned by Glenkirk which provides housing to adults with developmental and physical disabilities, is renovating the kitchen of a group home to make the kitchen more efficient and useable by the disabled residents. This third project was in-process at the end of the program year and will be reported as completed in the 2015-2016 program year.

Priority 4 Public Service Needs

- **Objective 1: Handicapped Services**

During the program year, the Village provided funds to Resources for Community Living which provides individualized support services to persons with disabilities. The primary goal of the program is to enable the clients to live independently in the community.

- **Objective 2: Youth Services**

Youth services were provided by the Village through support to the Children's Advocacy Center. The Children's Advocacy Center provides services in response to cases of child sexual abuse and serious physical abuse.

- **Objective 3: Child Care Services**

Arlington Heights used CDBG and General Funds to support the Children at Play before and after school program. This program provides a safe environment for children in their own schools for a few hours before and after school,

and thereby provides child care for working parents. CDBG funds were used to subsidize the cost of the program for working low- and moderate-income families in order to enable parents to maintain employment while knowing that their children are receiving quality care.

CDBG funds were also used to provide day care assistance through CEDA Northwest's Day Care Broker program. Funds were used to subsidize day care costs for low- and moderate-income families. Families involved in this program also participate in financial counseling and a parenting class.

- **Objective 4: Transportation Services**

CDBG funds were provided to support the Escorted Transportation Services – Northwest program. This agency provides transportation for senior citizens to and from medical appointments. The volunteer driver takes the senior citizen to the appointment, assists the senior citizen in reaching the office, and waits at the medical office during the appointment.

- **Objective 5: Employment Services**

The Village supported with CDBG funds an English as a Second Language program provided by the Township District 214 Community Education Foundation in cooperation with the Arlington Heights Memorial Library. CDBG funds provided approximately one-half of the program cost.

- **Objective 6: Health Services**

During the program year, the Village used CDBG funds to pay the enrollment fees of Arlington Heights residents in the Access to Care subsidized medical care program. This program provides health care to uninsured and underinsured persons. The Village also provided support to the Northwest Center Against Sexual Assault which provided services to Arlington Heights residents who were victims of sexual abuse.

Priority 6 Administration

- **Objective 1: Planning**

The Village used CDBG funds for salary and soft costs of implementing the CDBG program.

The Consolidated Plan establishes goals and objectives that the Village of Arlington Heights seeks to achieve. The Village's progress in accomplishing the five-year goals of the Consolidate Plan and shown is shown below:

Project	5-Year Goal (Estimated number of beneficiaries to be assisted or housing units public facilities to be improved)	5-year Accomplishments	Percentage of 5-Year Goal
Priority 1 Affordable Housing			
Objective 1 Rental Housing	na	na	na
Objective 2 Home Ownership (Single Family Rehab Loan Program)	35 housing units	16 housing units	45.7%
Priority 2 Homeless/Continuum of Care			
Homeless Services	125 persons	637 persons	509.6%
Priority 3 Other Special Housing, Non-Homeless			
Special Needs Supportive Housing	30 persons	51 persons	170%
Priority 4 Public Services			
Handicapped Services	35 persons	126 persons	306%
Youth Services	135 persons	166 persons	123%
Child Care Services	130 persons	244 persons	187.6%
Transportation Services	380 persons	1,403 persons	369%
Employment Services	125 persons	122 persons	97.6%
Health Services	70 persons	178 persons	254%
Priority 5 Public Facilities (Senior Center)	45,000 persons (9,000 per year)	56,520 (average of 11,304 per year)	125.6%
Priority 6 Planning	na	na	na

The Village of Arlington Heights exceeded it 5 year goals with respect to all outcomes/objectives except the following:

- Single Family Rehabilitation Loan Program: During the 5-year program period of the applicable Consolidated Plan (2010 – 2014), the Village's housing market felt the impact of the housing crisis that began several years earlier. It appeared that homeowners were more reluctant to invest money in home improvements due to the decline in home

values that occurred in Arlington Heights and throughout the nation. During this period, for the first time since the Single Family Rehabilitation Loan Program was instituted in 1978, several applicant to the program were found to be ineligible due to their properties being “underwater” where the amount of loans/mortgages against the properties were greater than the deflated property values. Toward the end of the Consolidated Plan period, property values were recovering. It is expected that as the housing market increases, and values rise and stabilize, there will be renewed interest in making home improvements and in financing improvements through the Single Family Rehabilitation Loan Program.

- Employment Service in the form of English as a Second Language instruction: The Village estimated that 125 persons would benefit from services under this outcome/objective. The number of beneficiaries was 122. Therefore, 97.6% of the goal was achieved. Although the actual number of beneficiaries was 3 less than the estimated goal, the Village considers the goal to have been more than substantially met.

III. FEDERAL RESOURCES MADE AVAILABLE IN 2014

During the 2014 program year, the amount of Federal funds available to the Village of Arlington Heights for implementation of the Consolidated Plan:

Unexpended Funds from prior year:	\$235,431.29
FFY 2014 CDBG Entitlement Grant:	+ \$249,710.00
Program Income:	+ <u>\$112,725.47</u>
Total:	\$597,866.76

The total amount of expenditures budgeted was \$446,545. The total amount of funds expended was \$319,097.10. Funds expended by the Village in implementing the Consolidated Plan were available to residents Village-wide with the exception of the funds used for payment on the debt service for the bonds issued for the purchase and rehabilitation of the Village's Senior Center. The public services funded by the Village are needed by residents throughout the Village and homes in need of rehabilitation are also located throughout the Village.

IV. ANNUAL NARRATIVE STATEMENTS

In 2014, the Village of Arlington Heights made significant strides in accomplishing the goals and objectives of the 2010 - 2014 Consolidated Plan and 2014 Annual Action Plan. The 2014 Consolidated Annual Performance and Evaluation Report will provide an overview of the activities and accomplishments that have taken place during the 2014 Federal fiscal year. In addition, it will address the following areas:

- A) Assessment of the Three- to Five-Year Goals and Objectives;
- B) Affirmatively Furthering Fair Housing;
- C) Affordable Housing;
- D) Continuum of Care Narrative;
- E) Other Actions;
- F) Leveraging Resources;
- G) Self Evaluation.

A) Summary Assessment of Progress toward Five-Year Goals and Objectives

The Consolidated Plan establishes goals and objectives that the Village of Arlington Heights seeks to achieve. The Village's progress in accomplishing the five-year goals of the Consolidate Plan and shown is shown below:

Project	5-Year Goal (Estimated number of beneficiaries to be assisted or housing units public facilities to be improved)	5-year Accomplishments	Percentage of 5-Year Goal
Special Needs Supportive Housing	30 persons	51 persons	170%
Homeless Services	125 persons	637 persons	509.6%
Owner Occupied Home Rehabilitation	35 housing units	16 housing units	45.7%
Handicapped Services	35 persons	126 persons	306%
Youth Services	135 persons	166 persons	123%
Child Care Services	130 persons	244 persons	187.6%
Transportation Services	380 persons	1,403 persons	369%
Employment Services	125 persons	122 persons	97.6%
Health Services	70 persons	178 persons	254%
Public Facilities (Senior Center)	45,000 persons (9,000 per year)	56,520 (average of 11,304 per year)	125.6%

The Village of Arlington Heights exceeded it 5 year goals with respect to all outcomes/objectives except the following:

- Single Family Rehabilitation Loan Program: During the 5-year program period of the applicable Consolidated Plan (2010 – 2014), the Village's housing market felt the impact of the housing crisis that began several years earlier. It appeared that homeowners were more reluctant to invest money in home improvements due to the decline in home values that occurred in Arlington Heights and throughout the nation. During this period, for the first time since the Single Family Rehabilitation Loan Program was instituted in 1978, several applicant to the program were found to be ineligible due to their properties being "underwater" where the amount of loans/mortgages against the properties were greater than the deflated property values. Toward the end of the Consolidated Plan period, property values were recovering. It is expected that as the housing market increases, and values rise and stabilize, there will be renewed interest in making home improvements and in financing improvements through the Single Family Rehabilitation Loan Program.
- Employment Service in the form of English as a Second Language instruction: The Village estimated that 125 persons would benefit from services under this outcome/objective. The number of beneficiaries was 122. Therefore, 97.6% of the goal was achieved. Although the actual number of beneficiaries was 3 less than the estimated goal, the Village considers the goal to have been more than substantially met.

Additionally, the U.S. Department of Housing and Urban Development developed a Performance Outcome Measurement System whereby programs are categorized under one of three objectives and one of three outcome measures. The three objectives are: 1) Suitable Living Environment, 2) Decent Housing, and 3) Creating Economic Opportunities. The three objectives are: 1) Availability and Accessibility, 2) Affordability, and 3) Sustainability.



B) Affirmatively Furthering Fair Housing

Fair housing efforts are designed to eliminate discriminatory practices in housing. The Village of Arlington Heights is committed to further fair housing through its fair housing ordinance and Village programs and services. The Village's Analysis of Impediments to Fair Housing identifies a lack of sufficient affordable housing in the community as a primary barrier to fair housing. While fair housing and affordable housing are not equivalent, the provision of affordable housing is important to the classes of persons covered by fair housing law because these groups sometimes have disproportionately greater need for affordable housing.

During the Federal FY 2014 program year, the Village took the following action to affirmatively further fair housing.

- The Village implemented its 2014-2015 Annual Action Plan through which the Village funded programs to address the housing and other community development needs of its low and moderate-income residents
- The Village adopted its 2015 – 2019 Consolidated Plan including its 2015-2016 Annual Action Plan.
- The Village's Building Department continued to address unsafe and unsanitary conditions. The Single-Family Rehabilitation Loan Program was used as a means of enabling homeowners the choice to remain in their homes without increasing their monthly housing costs. Code enforcement efforts also resulted in the improvement of the conditions of the community's multi-family housing stock that provided residents with more decent rental housing choices.
- The Village's Department of Planning and Community Development, Department of Health Services, and Legal Department responded to questions from the public concerning fair housing.
- The Village made information available concerning fair housing. This included providing a fair housing complaint form through the Department of Planning and Community Development and on the Village's website. Fair housing information was also distributed through the Village Health Services Department's Disabilities Services Coordinator.
- The Village's Department of Planning and Community Development and Health Department provided information concerning subsidized housing in the Village. This subsidized housing includes 3 federally assisted buildings (Goedke House, Cedar Village of Arlington Heights, and Linden Place). Goedke

House and Cedar Village of Arlington Heights primarily serve senior citizens but also contain units that have been constructed to suit and are available to persons with disabilities of any age. Linden Place has subsidized units for families and senior citizens and also contains some units suited to person with physical disabilities. The Village also provided a conditional commitment letter to provide \$50,000 - \$75,000 for renovations to the Cook County Housing Authority's Goedke House apartment building in Arlington Heights.

- The Village continued to promote and enforce the goals and policies from its Comprehensive Plan relating to preserving the existing housing stock, encouraging a wide variety of housing types within the Village, utilizing good housing redevelopment concepts, maintaining good housing balance, preventing housing deterioration, and providing housing for young, single, and elderly persons.

C) Affordable Housing

The Village provided federal funding for affordable housing programs as follows:

- Single-Family Rehabilitation Loan Program. For the 2014 program year, the goal was to rehabilitation 5 homes. During the 2014 program year, 2 housing units were rehabilitated and one project was approved but work had not begun by the end of the 2014 program year due to weather delays. One households was extremely low income and the other was low income.
- Resources for Community Living. For the 2014 program year, the goal was to assist 9 Arlington Heights residents. During the 2014 program year, 25 persons with disabilities received supportive services to assist them in living independently in the community. Of these persons, all 25 were low income.
- WINGS Program. For the 2014 program year, the goal was to assist 5 Arlington Heights residents. During the 2014 program year, 14 Arlington Heights residents who were victims of domestic violence were assisted with housing. Of these persons, 12 were extremely low income and 2 were moderate income.
- Journeys – The Road Home. For the 2014 program year, the goal was to assist 55 Arlington Heights residents. During the 2014 program year, 89 Arlington Heights residents received homeless assistance services. Of these persons, 85 were extremely low income and 4 were low income.
- Faith Community Homes. For the 2014 program year, the goal was to assist 14 Arlington Heights families consisting of approximately 35 persons. During the 2014 program year, 10 Arlington Heights families received affordable housing and supportive services in order to avoid homelessness. Of these families, 3 were extremely low income, 2 were low income, and 5 were moderate income. These 10 families consisted of 38 individuals of whom 13 were extremely low income, 9 were low income, and 16 were moderate income.

Other Affordable Housing Programs:

- Rent and Housing Assistance Program (RHAP). The Village provided \$14,500 from its General Fund for rent and mortgage payment subsidies to residents during temporary financial emergencies. This program, the Rent and Housing Assistance Program (RHAP) is administered jointly by the Village's Health Department and CEDA

Northwest.

- Federally Assisted Housing. There are three subsidized housing facilities in the Village: Goedke House with 118 units, Cedar Village of Arlington Heights with 80 units, and Linden Place with 190 units. The Village also provided a conditional commitment letter to provide \$50,000 - \$75,000 for renovations to the Cook County Housing Authority's Goedke House apartment building in Arlington Heights. Current information on the income levels, race/ethnicity, etc. of these tenants was not available at the time of the writing of this report. Therefore the units are not counted in the table.
- Timber Court Condominium. A total of 14 condominium units were included in the Timber Court Condominium development to provide affordable housing opportunities for low and moderate income households.

Number of Section 215 owner and renter households

The Village of Arlington Heights does not have programs that meet all of the criteria for Section 215 affordable housing.

"Worst-Case Needs" and Progress in Meeting the Needs of Persons with Disabilities

Worst-case needs are defined as low-income renter households who pay more than half of their income for rent, live in seriously substandard housing (including homeless persons) or who have been involuntarily displaced but does not include beds in nursing homes or other service-centered facilities. During the program year, Journeys – The Road Home, the Wings Program, Inc., and CEDA Northwest provided emergency housing, transitional housing, and assistance in obtaining and maintaining permanent housing to low income persons. Presumably some of these people meet the definition of "worst-case need."

Accessibility Needs of Persons with Disabilities

The Village of Arlington Heights has a full-time Disabilities Services Coordinator who helps and advises persons with disabilities. This assistance includes counseling and referral with regard to housing needs including home modifications. The Disability Services Coordinator also reviews building plans for compliance with disability-related laws and requirements.

D) Continuum of Care Narrative - Homeless Services/Emergency Shelter Services

The primary provider of homeless outreach and services in the Village of Arlington Heights is Journeys – The Road Home. This agency provides administrative services for the PADS program which provides emergency shelter and meals from October – April through 21 different sites. Thousands of committed and trained volunteers staff the PADS sites. Seven PADS sites are operated in Arlington Heights. Journey's HOPE Center program provides services designed to enable homeless and at-risk persons and households to secure and maintain housing. Services are provided to address individual situations through clinical teams. The teams are composed of a case manager, mental health counselor, and vocational counselor, each possessing the skills to address specific client issues.

The WINGS Program, Inc. operates the area's only domestic violence shelter and also provides transitional housing for homeless or at-risk homeless persons.

Other agencies that provide emergency or transitional housing with services for homeless individuals and families include Northwest Compass (temporary housing for families and individuals who are homeless or potentially homeless),

Catholic Charities – Northwest Suburban Services (transitional housing for homeless families with children), and Faith Community Homes (provides housing and counseling for a 2-year period to families at risk of homelessness).

The Village funds an Emergency Assistance Fund from its general funds. The fund is administered by the Village's Human Services Coordinator. Through this fund, housing and other emergency assistance is provided in order to prevent homelessness.

The Village allocated \$14,500 in general funds to CEDA Northwest to provide short-term assistance with rent and mortgage payments in order to prevent homelessness. CEDA Northwest also provides transitional housing at the 11-unit Wright House building.

There are several agencies in the Village that provide supportive housing with services for persons with special needs. Resources for Community Living provides services to disabled persons in order to enable them to secure and maintain private housing.

Other agencies providing supportive housing with services to persons with special needs include the Little City Foundation, Clearbrook, Glenkirk, Alexian Center for Mental Health, and others. At various times, the Village has provided grant funds to all of these agencies to assist them in maintaining their housing.

All of these programs and agencies are working toward the goal of assisting homeless, and at-risk, persons and households to make the transition to permanent housing and independent living.

E) Other actions

In addition to the housing and public service strategies previously listed in this report, the Village has been engaged in the following strategies and activities as discussed in its Consolidated Plan.

1. Obstacles to Serving Underserved Needs – The main obstacles identified in the Consolidated Plan were insufficient funding for programs. The downturn in the economy and decline in the housing market have increase home foreclosures and decreased the availability of home mortgage funds even for well qualified buyers. In 2013, the Village Board approved the establishment of an Affordable Housing Trust Fund to collect revenue that will be dedicated to addressing underserved housing needs. At the end of the 2014 program year, the Village received the first revenue (approximately \$75,000) into the Affordable Housing Trust Fund.
2. Foster and Maintain Affordable Housing – The Village continued to promote and enforce the goals of the Comprehensive Plan including those relating to providing a diversity of housing. The Housing Commission, Senior Citizens Commission and Commission for Citizens with Disabilities and staff provided information to seniors and disabled persons concerning affordable and accessible housing in the Village. The Building Department and Health Department worked throughout the community to improving housing and living environments.
3. Eliminate Barriers to Affordable Housing – The Village continued to offer its Single-Family Rehab Program which eliminates the cost of home maintenance as a reason homeowners would have to give

up their homes. The Village also partnered with adjacent communities through the Northwest Suburban Housing Collaborative to address senior housing needs by producing a *Senior Resource Guide* that focuses on housing and transportation programs.

4. Overcome Gaps in Institutional Structures – The Village maintained communication with its public service subrecipients. The Village’s Human Services coordinator worked some of these agencies and others to coordinate services for Village residents.

Village continued work, under an Inter-governmental Agreement, with the neighboring communities of Mt. Prospect, Buffalo Grove, Rolling Meadows, and Palatine to form the Northwest Suburban Housing Collaborative through which the communities are working together to address housing needs. The Collaborative approach increases efficiency and is a means of sharing professional and community experience.

5. Improve Public Housing and Resident Initiatives – There are 3 federally-assisted apartment buildings in Arlington Heights. The Village provided a conditional commitment letter to provide \$50,000 - \$75,000 toward the \$5 million dollar renovation project planned for the Cook County Housing Authority’s Goedke House apartment building in Arlington Heights.

6. Evaluate and Reduce Lead-Based Paint Hazards - The Village provided lead-based paint notices and otherwise complied with the HUD lead-based paint regulations when rehabilitating homes through its Single-Family Rehab Program. The Village received information from the Cook County Health Department concerning the hazards of lead based paint at a meeting held in Arlington Heights in connection with the development of the 2015 – 2019 Consolidated Plan.

Additionally, the Village’s Health Department implements a program to conduct blood testing of children between the ages of six months and six years at a cost of \$15.00/test. Children are not denied testing due to parents’ inability to pay for the test.

7. Ensure Compliance with Program and Comprehensive Planning Requirements – The Village receives monthly or quarterly reports from its CDBG grant recipients and the Village conducts periodic monitoring visits. The Village discussed plans with the other northwest suburban Chicago CDBG entitlement communities to hold a joint subrecipient training event in the near future.

8. Reduce the Number of Persons in Poverty – The Village provides assistance through its programs and through its subrecipients to assist with housing costs, child care costs, medical costs, etc. Through several of these programs, families receive budget counseling to assist them in becoming more economically self-sufficient.

The Village seeks to offer increased employment and economic opportunities in the Village. The Village has coordinated business retention and development in its Central Business District, industrial parks, commercial areas and TIF districts.

F) Leveraging Resources

CDBG funds leverage many sources of other funds. Sub-recipient agencies receiving CDBG-funding frequently site receiving Village support of their programs, though CDBG funding, at beneficial to them when seeking other public and private funds.

Sources of funds for sub-recipient programs include:

- private individuals (donations and participation in fund raisers),
- foundations,
- faith and civic groups,
- townships,
- United Way,
- Cook County, and
- Illinois State agencies

Additionally, the Village's Health Department supports the Consolidated Plan goals and objectives by operating the Senior Center and through the staff positions of Village nurses, the Human Services Coordinator, and Disabilities Services Coordinator. The Disabilities Services Coordinator position was formerly funded through the Village's CDBG allocation, but as the entitlement grant amount was reduced, the Village funded the position with its General Funds. The Health Department also provides direct client service through the Village's Emergency Fund which is funded through the Village's General Fund and fund raising of the Arlington Cares, Inc. non-profit organization.

With the growing challenges, and decreased CDBG funds, the Village of Arlington Heights adopted or became involved in the following in order to meet the Consolidated Plan goals:

- Created an Affordable Housing Trust Fund to support affordable housing programs.
- Participated in the Northwest Suburban Housing Collaborative which received a technical assistance grant that produced the Homes for a Changing Region Report (to analyze the Village and Collaborative area's housing stock and needs), and grants from the Chicago Community Trust, Wintrust Financial and BMO Harris to study the housing needs of senior citizens in the area and develop several senior aging-in-place initiatives including a Handyman Program.

G) Self-Evaluation

- Are the activities and strategies making an impact on identified need?

The Village finds that the activities and strategies are making an impact on identified needs. Federal funds, Village general funds, and staff resources have been effective in addressing the high priority need areas of: 1) affordable housing; 2) public service needs; 3) public facilities; and 4) community planning and administration. During the federal FY 2014 program year, impacts were made in all of these areas.

- What indicators would best describe the results?

Accomplishments compared to goals best describes the results. See pages 6 & 12.

- What barriers may have a negative impact on fulfilling the strategies and your vision?

The decline in the housing market including foreclosures are creating new difficulties in fulfilling strategies. Primarily, changes in the availability of mortgage funds, and new and increased requirements related to the approval of condominiums purchases, has made home buying more difficult. There is also an increase in demand for rental housing that appears to be resulting in increased rental rates.

Limited funds for public service programs are barriers to meeting the community's non-housing goals. Many of the Village's subrecipients report decreases in funding, particularly from the State. This is occurring while demand for services is increasing due to job losses.

- Overall, what is the status of grant programs?

Overall, the programs are successful, within budget and are being implemented on schedule.

- Are any activities or types of activities falling behind schedule?

No.

- Are grant disbursements timely?

Yes.

- Do actual expenditures differ substantially from letter of credit disbursements?

No.

- Are major goals on target?

Yes.

- What adjustments or improvements to strategies and activities might meet your needs more effectively?

The Village continues to adjust its strategies in response to shifting needs in the community and the types of funding that are available.

H) Monitoring

The Village of Arlington Heights received quarterly or monthly reports from subrecipients. Subrecipient Interview Forms

for each active subrecipient are completed each year. Subrecipients are periodically monitored on-site as well.

V. PROGRAM NARRATIVE STATEMENTS

A) Community Development Block Grant (CDBG) Entitlement Grant

In the 2014 program year, the Village of Arlington Heights implemented 16 CDBG-funded housing and community development programs for the benefit of its low and moderate-income residents.

All programs addressed high priority areas of need as identified in the 5-Year Consolidated Plan. The high priority areas of need, overall objectives, subcategories of need and specific objectives, and accomplishments for the year are provided below under each program. Information concerning the incomes and race/ethnicity of beneficiaries is also provided.

1. Township High School District 214 Community Education Foundation's Beginning ESL Program

Project Description: This project serves non-native speakers of English who can benefit from beginning lessons in English as a Second Language (ESL), providing them with classroom instruction at the Arlington Heights Memorial Library (AHML). AHML's Literacy Specialist provides the process of student identification and referral. District 214 Community Education provides the assessment, instruction and evaluation of learning gain. The project fills the gap that exists for beginning ESL learners who are not advanced enough in their English skills for the existing ESL programs offered at AHML (i.e. an interactive computer lab in the AHML Literacy Office available for use 6 days per week, and Read to Learn Adult Literacy/Volunteer tutoring offered Tuesday mornings and Wednesday evenings. The program will expand upon the interest of the AHML and its available facility space by collaborating with District 214 Community Education to eliminate a barrier to participation in ESL services, as well as general library services, faced by the target population.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Employment Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$1,500

Funds Expended: \$1,500

Beneficiary Goal: 35 persons

Actual Beneficiaries: 20 persons*

*The annual number of students was lower in 2014-2015 than anticipated, \$75 in CDBG funds per student for the program is considered by the Village to be a good value.

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian	8	
Black or African American		
White	12	1
Native Hawaiian or Pacific Islander		
Multi-Racial		
Total	20	

Income Category	Number
Extremely low-income	
Low-Income	20
Moderate-income	
Total	

2. The Children's Advocacy Center's Family Support Services Program

Project Description: The Children's Advocacy Center provides direct services to child victims of sexual abuse, severe physical abuse, and witnesses to domestic violence, and their families. Services are provided through the Center's CASI, Family Support Services and Safe From the Start Programs. The CASI Program coordinates the abuse investigation and provides expert child interviews and medical exams, court preparation and advocacy, crisis intervention and on-going case management. Family Support Services offers counseling and support groups for children and parents. Safe From the Start provides specialized counseling and intervention for young children (0 – 5) exposed to domestic violence, and their families. All services are provided free of charge.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Youth Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$1,995

Funds Expended: \$1,995

Beneficiary Goal: 28 persons

Actual Beneficiaries: 30 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American	2	
White	25	14
Native Hawaiian or Pacific Islander		
American Indian or Alaska Native and White	2	2
American Indian or Alaska Native and Black or African American	1	1
Black or African American & White		
Multi-Racial		
Total	30	17

Income Category	Number
Extremely low-income	18
Low-Income	5
Moderate-income	7
Total	30

3. Resources of Community Living Shared Housing for Special Populations

Project Description: Resources for Community Living offers housing and individualized support services for adults with developmental disabilities and/or physical disabilities living in North/Northwest suburban Cook County. The primary goal is to enable clients to live independently rather than in group homes or institutional settings. Participants with developmental disabilities also receive individualized support services according to goals identified by the participant. These services are provided by trained staff members and may include money management, cooking, using public transportation, safety, vocational, community involvement, and other skills necessary for living on one's own. Monthly social activities, Social Group Training, and rent subsidies are also available.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: - This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Handicapped Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$2,195

Funds Expended: \$2,195

Beneficiary Goal: 9 persons

Actual Beneficiaries: 25 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American		
White	25	
Native Hawaiian or Pacific Islander		
Multi-Racial		
Total		

Income Category	Number
Extremely low-income	
Low-Income	25
Moderate-income	
Total	

4. WINGS Program, Inc.'s Safe House Services Program

Project Description: It is the mission of WINGS to provide housing and supportive services in an effort to end domestic violence and homelessness one family at a time. WINGS provides safe, decent housing to women who find themselves homeless due to domestic violence or other reasons. Through an array of housing, including 4 houses, 20 apartments, an individualized transitional housing program that helps keep women and their children in permanent housing, and an emergency safe shelter, WINGS can assist women based on their needs.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Homeless/Continuum of Care. The project addresses the Consolidated Plan Objective concerning Homeless Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$2,690

Funds Expended: \$2,690

Beneficiary Goal: 5 persons

Actual Beneficiaries: 14 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American		
White	14	14
Native Hawaiian or Pacific Islander		
Asian and White		
Black/African American and White		
Other Multi-Racial		
Total		

Income Category	Number
Extremely low-income	12
Low-Income	
Moderate-income	2
Total	

5. Escorted Transportation Services

Project Description: Escorted Transportation Services provides a reliable volunteer based transportation service for older adults to medical and dental appointments. Seniors are picked up at their homes and driven to their health related appointment. The volunteer driver has been screened and has had a thorough background check completed. This volunteer stays with the older adult during the appointment and drives the recipient home with a stop for needed prescriptions if required. Those requesting services are asked to make a prior arrangement for their scheduled medical appointment. Services are available Monday through Saturday with advance notice. A voluntary donation of twelve dollars is welcomed for the round trip service to support the program, but service is not denied if a donation is not given.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Youth Services.

Geographic Distribution: Need for this program may exist irrespective of the home address of the family. Therefore, this program is available to residents Village-wide. The agency also offers this program in surrounding communities.

Funds Budgeted: \$2,195

Funds Expended: \$2,195

Beneficiary Goal: 231 persons

Actual Beneficiaries: 394 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian	5	
Black or African American	15	
White	356	15
Native Hawaiian or Pacific Islander	3	
Multi-Racial		
Total	394	

Income Category	Number
Extremely low-income	
Low-Income	
Moderate-income	394
Total	394

6. Suburban Primary Health Care Council's Access to Care Program

Project Description: This activity enables low income, uninsured residents to receive basic health care services including physician office visits, prescription drugs, and lab and radiology services through the Suburban Primary Health Care Council. The Council contracts with physicians throughout the northwest suburbs and pays them a discounted rate to provide services to persons enrolled in the program. Patients pay an annual \$20 per person fee to enroll (\$50 maximum per family) and pay minimal co-payments to providers for services (\$5 - \$30).

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Health Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$9,115

Funds Expended: \$9,115

Beneficiary Goal: 14 persons

Actual Beneficiaries: 14 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian	2	
Black or African American	1	
White	11	
Native Hawaiian or Pacific Islander		
Multi-Racial		
Total	14	

Income Category	Number
Extremely low-income	4
Low-Income	9
Moderate-income	0
Total	1

7. Journeys The Road Home – Homeless Services

Project Description: Journeys from PADS to HOPE (Journeys) offers counseling, case management, temporary shelter, transitional housing, vocational support, meals, referrals, and a continuum of supportive services to the homeless and those at risk of becoming homeless in northwest suburban Cook County.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority area of Homeless/Continuum of Care and the Consolidated Plan Objective concerning homeless services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$3,190

Funds Expended: \$3,190

Beneficiary Goal: 55 persons

Actual Beneficiaries: 89 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
American Indian or Alaska Native and Black or African American	2	
Asian	3	
Black or African American	11	
White	73	1
Native Hawaiian or Pacific Islander		
Black or African American & White		
Multi-Racial		
Total	89	1

Income Category	Number
Extremely low-income	85
Low-Income	4
Moderate-income	
Total	89

8. Northwest Compass (formerly CEDA Northwest) Day Care Broker Program

Project Description: The CEDA Day Care Broker Program provides subsidized child care for the children of working, low-income parents. The assistance is provided on a limited basis in order to enable parents to secure and begin employment. Parents also participate in a parenting class.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Child Care Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$17,695

Funds Expended: \$17,695

Beneficiary Goal: 17 persons

Actual Beneficiaries: 21 persons

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American	4	
White	17	6
Native Hawaiian or Pacific Islander		
Multi-Racial (Black/African American & White)		
Total	21	6

Income Category	Number
Extremely low-income	5
Low-Income	12
Moderate-income	4
Total	21

9. Arlington Heights Park District's Children at Play Program

Project Description: This activity provides a safe, recreational program before and after school at ten sites within Arlington Heights. It is a cooperative venture between the Park District, School Districts 21, 25 and 59, and the Village of Arlington Heights. Kindergarten through fifth graders can participate in arts and crafts, sports and games, breakfast and afternoon snack and drink, outdoor play, homework and socialization – all with loving care and supervision in their own schools.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Child Care Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$4,980 (plus \$33,000 in General Funds)

Funds Expended: \$4,980 (plus \$33,000 in General Funds)

Beneficiary Goal: 25 persons to be funded with CDBG funds and General Funds

Actual Beneficiaries: 28 persons funded with CDBG funds and General Funds

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian	2	
Black or African American		
White	24	6
Native Hawaiian or Pacific Islander		
Black or African American & White		
Asian and White	2	
Multi-Racial		
Total	28	

Income Category	Number
Extremely low-income	14
Low-Income	8
Moderate-income	6
Total	28

10. Faith Community Homes

Faith Community Homes provides supportive housing services to low income working families with children living or working in Arlington Heights. The major part of the program is 2 years of weekly mentoring designed to help families develop realistic budgets, goals, and actions. Non-CDBG funds are used to temporarily assist the families with housing costs. Funds were used for the general administrative costs of the agency. Therefore, all households served during the year are reported.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority area of Homeless/Continuum of Care and the Consolidated Plan Objective concerning homeless services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$1,500

Funds Expended: \$1,500

Beneficiary Goal: 14 households consisting of approximately 35 persons funded with CDBG funds

Actual Beneficiaries: 10 households consisting of 39 persons were assisted with CDBG funds. The goal for the number of households was not met. However, the goal for the number of individuals was exceeded. There were fewer but larger families assisted than estimated in advance of the program year. The Village considers the program goal to have been met based on the number of individuals assisted.

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American	5	
White	28	11
Native Hawaiian or Pacific Islander		
Black or African American & White		
Asian and White	5	
Multi-Racial		
Total	38	

Income Category	Number
Extremely low-income	13
Low-Income	9
Moderate-income	16
Total	38

11. Northwest Center Against Sexual Assault (NW-CASA)

Project Description: NW CASA requests funds to support its specialized counseling, crisis intervention, and advocacy services programs for Arlington Heights residents who are victims of sexual assault.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Community Development Needs under the subcategory of Public Services. The project addresses the Consolidated Plan Objective concerning Child Care Services.

Geographic Distribution: Available to Arlington Heights residents Village-wide.

Funds Budgeted: \$1,500

Funds Expended: \$1,500

Beneficiary Goal: 21 persons to be funded with CDBG funds

Actual Beneficiaries: 29 persons with CDBG funds.

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American	4	
White	25	6
Native Hawaiian or Pacific Islander		
Black or African American & White		
Asian and White		
Multi-Racial		
Total	29	6

Income Category	Number
Extremely low-income	6
Low-Income	16
Moderate-income	7
Total	29

12. Single Family Rehabilitation Loan Program

Project Description: The purpose of the program is to maintain single-family housing stock by providing extremely-low, low- and moderate-income homeowners with funds to make physical repairs to their home. The loans are 0%-interest, deferred loans that must be repaid when the homes are sold.

Project 1 involved: The replacement of the roof of a home of 2 elderly homeowners.

Project 2 involved: Primarily the replacement of the roof, replacement of the deteriorated front stoop, and abatement of lead based paint on exterior painted house trim.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Housing and the Consolidated Plan Objective concerning Maintaining/Improving Existing Housing Stock.

Geographic Distribution: Income-eligible Arlington Heights homeowners Village-wide.

Funds Budgeted: \$124,550

Funds Expended: \$33,208.80

Beneficiary Goal: 5 housing units

Actual Beneficiaries: 2 housing units

Number of Female Headed Households: 0

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		
Black or African American		
White	2	
Native Hawaiian or Pacific Islander		
Multi-Racial		
Total	2	

Income Category	Number
Extremely low-income	1
Low-Income	1
Moderate-income	
Total	2

13. Group Home and Transitional Housing Grant/Loan Program

Project Description: The purpose of the program is to maintain single-family housing stock by providing extremely-low, low- and moderate-income homeowners with funds to make physical repairs to their home. The loans are 0%-interest, deferred loans that must be repaid when the homes are sold.

Project 1 involved: Replacement of the roof.

Project 2 involved: Replacement of the roof and HVAC system

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Housing and the Consolidated Plan Objective concerning Maintaining/Improving Existing Housing Stock.

Geographic Distribution: Income-eligible Arlington Heights homeowners Village-wide.

Funds Budgeted: \$63,500

Funds Expended: \$23,730

Beneficiary Goal: 5 group homes

Actual Beneficiaries: 2 group home projects were completed. The total number of beneficiaries was 14

Number of Female Headed Households: 0

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian	1	
Black or African American	1	
White	12	1
Native Hawaiian or Pacific Islander		
Multi-Racial		
Total	14	

Income Category	Number
Extremely low-income	14
Low-Income	
Moderate-income	
Total	

14. Senior Center

Project Description: The Village used \$150,000 from its 2014/2015 CDBG grant for payment of debt service on bonds issued for the acquisition and construction of the Village's Senior Center. This is a multi-year project for which \$200,000 in CDBG funds was used in the first year and \$150,000 in CDBG funds used during each of the next 19 years (for a total of 20-years) for the bond financing. This was the 18th year of the 20-year financing plan. The last year that the Village will use CDBG funds for this purpose will be from Federal 2016 funds (program year May 1, 2016 – April 30 2017). Although CDBG funds cannot normally be used for debt service, the Village receive HUD permission and waivers from CDBG regulations for this CDBG financing plan.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Public Facilities. The project addresses the Consolidated Plan Objective concerning the provision a Senior Center.

Geographic Distribution: Village wide and surrounding area

Funds Budgeted for General Facility: \$150,000
Funds Expended: \$150,000

Beneficiary Goal: 1 public facility

Actual Beneficiaries: 1 public facility; 10,714 persons

Number of Female Headed Households: na

Racial Categories	Number	Hispanic/Latino
American Indian/Alaska Native		
Asian		761
Black or African American		140
White		9,459
Native Hawaiian or Pacific Islander		
Multi-Racial or Other		354
Total		10,714

Income Category	Number
Extremely low-income	
Low-Income	
Moderate-income	10,714 (presumed to be moderate income)
Total	10,714

15. & 16. CDBG Administration

Project Description: The specific activities funded was a portion of the Village's Housing Planner position. The person in this position administers the Village's CDBG and other community development programs. Also included was payment for costs, such as audits and legal notices, required in order to administer the CDBG Program.

Relationship to Consolidated Plan Priorities, Needs, and Objectives: This project addresses the high priority need area of Planning. The project addresses the Consolidated Plan Objective concerning Maintaining Planning and Administrative Services..

Geographic Distribution: Village-wide

13. Funds Budgeted for General Administration:

Salaries:	\$57,450.00
Other Administrative Costs:	<u>\$ 2,490.00</u>
Total:	\$58,500.00

14. Funds Expended for General Administration:

Salaries:	\$61,360.78
Other Administrative Costs:	<u>\$ 2,128.81</u>
Total:	\$63,489.59

B) Other CDBG Narrative Statements

Changes in Program Objectives:

The Village would not change its program objectives as a result of this year's experiences.

Neighborhood Revitalization Strategies:

The Village has no neighborhood revitalization strategies in place.

Section 108 Loan Guarantee:

The Village has not Section 108 Loan Guarantee programs or projects.

Distribution of Funds Among Housing Programs:

The Consolidated Plan identified both rental and owner housing as high priority needs. In the area of homeowners, CDBG funds supported the Single-Family Rehabilitation Loan program, which is a rehab loan program that benefits home owners. In the area of rental housing, the Village provided General Funds to CEDA Northwest for persons in need of emergency rental or mortgage payment assistance. Residents also received assistance through the Village's Emergency Assistance Fund that is administered by the Village's Health Department. The Village also continued to implement its inclusionary housing policies, resulting in the approval of additional permanently affordable rental units in the Village, and the Village deposited its first funds in its Affordable Housing Trust Fund that was established in 2013. Finally, CDBG funds were used to support public service activities that help low- and moderate-income persons, including persons with disabilities, to find and maintain housing.

Nature and Reasons for Any Changes in Program Objectives:

The Village did not change the nature of its program objectives as a result of experiences.

Planned Actions as Part of the Certifications:

1. Did the Village pursue all resources that the grantee indicated it would pursue?

CDBG funds leverage many sources of other funds. Sub-recipient agencies receiving CDBG-funding frequently site receiving Village support of their programs, though CDBG funding, at beneficial to them when seeking other public and private funds.

Sources of funds for sub-recipient programs include:

- private individuals (donations and participation in fund raisers),
- foundations,
- faith and civic groups,
- townships,
- United Way,
- Cook County, and
- Illinois State agencies

Additionally, the Village's Health Department supports the Consolidated Plan goals and objectives by operating the Senior Center and through the staff positions of Village nurses, the Human Services Coordinator, and

Disabilities Services Coordinator. The Disabilities Services Coordinator position was formerly funded through the Village's CDBG allocation, but as the entitlement grant amount was reduced, the Village funded the position with its General Funds. The Health Department also provides direct client service through the Village's Emergency Fund which is funded through the Village's General Fund and fund raising of the Arlington Cares, Inc. non-profit organization.

With the growing challenges, and decreased CDBG funds, the Village of Arlington Heights adopted or became involved in the following in order to meet the Consolidated Plan goals:

- Created and began funding the Affordable Housing Trust Fund to support affordable housing programs.
- Participated in the Northwest Suburban Housing Collaborative which received a technical assistance grant that produced the Homes for a Changing Region Report (to analyze the Village and Collaborative area's housing stock and needs). The Collaborative has been funded by grants from the Chicago Community Trust, Wintrust Financial and BMO Harris to study the housing needs of senior citizens in the area and develop several senior aging-in-place initiatives including a Handyman Program.

2. Did the Village provide requested certifications of consistency for HUD programs?

The Village complies with the HUD certification regarding providing certifications of consistency for HUD programs. During the program year, one certification of consistency was requested. This request was made by the Housing Authority of Cook County with respect to its plan to renovate the Goedke Apartments in Arlington Heights. The certificate of consistency was provided to the Housing Authority of Cook County for this project.

3. Did the Village hinder Consolidated Plan implementation by action or willful inaction?

The Village did not hinder Consolidated Plan implementation by action or willful inaction.

Exclusive Use of CDBG Funds for the Three National Objectives:

The Village's funds were used exclusively for the three national objectives.

Displacement:

The Village did not use CDBG funds to acquire property. Some CDBG funds were used for rehabilitation. In order to minimize the amount of displacement resulting from CDBG activities, the Village maintains its "Residential Anti-Displacement and Relocation Assistance Plan," and designed its CDBG programs to minimize displacement. No businesses, farms, non-profit organizations, or persons occupying rehabbed homes and facilities were displaced. Rehabilitation work was carefully coordinated with the persons affected in order to respond to their needs and preferences. Therefore, no notices were issued concerning displacement, and timeliness of notices was not an issue.

Program Income:

The only Village program that generated program income was the Single-Family Rehabilitation Loan Program. The Village has no float-funded activities and did not have income from the sale of real property. There were no other loan repayments, no parcels of CDBG-acquired property were/are for sale, and no lump sum drawdown payments were made.

Since the Single Family Rehab Loan program was initiated in 1978, the Village made 468 deferred, 0% interest loans as of the end of the 2014 program year. These loans totaled \$4,929,980.75. Of these loans, 166 were outstanding as of the end of the 2014 program year and the outstanding balance was \$2,202,726.80. The total number of defaulted loans since the Village initiated this program in 1978 is 5 (.008%). No loans were written off in the 2014 program year.

There are questions in reference to an open activity and accomplishment narratives. Please review the IDIS Reporting section of this Appendix for further information. Please comply with the corrections needed to complete this report.

Rehabilitation Programs:

Single-Family Rehabilitation Loan Program – Two units were completed during the program year. Only CDBG funds were used for this program.

Senior Center – The new Senior Center (1 public facility) opened in January 1998. \$200,000 in CDBG funds were expended toward the debt service in the first year and \$150,000 will be applied to the debt service for the succeeding 19 years. The remainder of the debt service is be paid by Village from its general funds.

Group Homes – Two group home renovation projects were completed. One renovation project is underway.

Project 1 owned by Little City Foundation: new HVAC system (completed)

Project 2 owned by Little City Foundation: new roof (completed)

Project 3 owned by Glenkirk: kitchen accessibility renovation (project begun, to be completed in the FFY 2015 program year)

Economic Development Activities

Not applicable.

Guarantee of Payment

Not applicable.

Historic Preservation

Not applicable.

Slum/Blight Area Activities

Not applicable.

Low/Moderate Income Area Activities

Not applicable.

Code Enforcement Activities

Not applicable.

- C. HOME FUNDS** – The Village is not a grantee of HOME funds.
- D. HOPWA FUNDS** - The Village is not a grantee of HOPWA funds.
- E. ESG/SGP PROGRAM FUNDS** - The Village is not a grantee of ESG funds.
- F. MBE/WBE CONTRACTING**

The Village of Arlington Heights submitted reports as required concerning its construction contracts under its Single-Family Rehabilitation Loan program. There were no MBE/WBE contractors involved in the Single Family Rehab Program in the 2014-2015 program year. However, there were only two project substantially completed during the year.

G. DISTRIBUTION OF RESOURCES BY POPULATION DEMOGRAPHICS

The Village of Arlington Heights distributed its funds among beneficiaries of various race/ethnicities and income levels. As explained in the 2010-2014 Consolidated Plan and 2014 Action Plan, programs funded with CDBG funds are available to residents Village-wide. Programs are funded that provide benefits to multiple demographic groups from children to senior citizens.

VI. CITIZEN PARTICIPATION

CAPER Public Comment Period: July 10, 2015 through July 24, 2015

The following documents will be made available to the public during the public comment period:

- CAPER Narratives
- 2014-2015 Consolidated Plan - Detailed Program Accomplishment According to HUD Performance Outcome Measurement System
- IDIS Reports:
 - PR01-HUD Grants and Program Income
 - PR02-List of Activities by Program Year and Project
 - PR03-CDBG Activity Summary Report
 - PR05-Drawdown Request by Project and Activity
 - PR06-Summary of Consolidated Plan Projects
 - PR10-CDBG Housing Activities
 - PR23-Program Year 2014 Summary of Accomplishments
 - PR26-CDBG Financial Summary for Program Year 2014
 - PR83-Performance Measurement Report
- Public Notice

Public Comments Received: To be attached.