Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd
Arlington Heights, IL 60005
April 19, 2023
7:00 PM

## I. CALL TO ORDER

## II. ROLL CALL

## III. APPROVAL OF MINUTES

A. Minutes 3/15/2023

## IV. REPORTS

A. Regular Status Update in Inclusion/Affordable Housing Projects

## V. OLD BUSINESS

A. Single Family Rehab Program Report
B. Rental Registry Recommendation Update

## VI. NEW BUSINESS

A. 116-120 W. Eastman Affordable Housing Plan - Inclusionary Housing Review
B. 2022 - 2023 CDBG Group Home Grant Request Review
C. 2023 - 2024 CDBG Housing Commission Budget Requests
D. 2024 - 2025 Village Board Strategic Priorities Discussion

## VII. OTHER BUSINESS

A. Agenda Items for May Meeting
B. Public Comment

## 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 Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.

**Housing Commission**
**4/19/2023**

**Item:** Minutes 3/15/2023

**Department**: Planning & Community Development

**ATTACHMENTS:**

| **Description** | **Type** |
|---|---|
| Minutes 3/15/2023 | Minutes |

# DRAFT

**MINUTES OF A MEETING OF**
**THE ARLINGTON HEIGHTS HOUSING COMMISSION**
**VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS**
**MARCH 15, 2023**

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**IN ATTENDANCE:**

| | | | |
|---|---|---|---|
| Commissioners Present: | John Eggum | Ken Kiefer | Andre Arrington |
| | William Delea | Janice Krinsky | |
| Commissioners Absent: | David Miller | | |
| Staff Present: | Nora Boyer, Housing Planner/Staff Liaison | | |
| Others Present: | Guido Neri, Neri Architects - 4 N Douglas Project<br>Roger Daniel, Daniel Management Group, Inc. - 4 N Douglas Project<br>Vassil Bayraktarov – Kensington-Douglas Development LLC - 4 N Douglas Project<br>Keith Moens<br>Melissa Cayer<br>Fred Vogt | | |

## I. CALL TO ORDER

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

## II. ROLL CALL

**Present**: J. Eggum, W. Delea, K. Kiefer, & J. Krinsky
**Absent**: D. Miller

## III. 4 N DOUGLAS AFFORDABLE HOUSING PLAN

Chairman Eggum moved the 4 N Douglas affordable housing plan up as the next item on the agenda. He asked Ms. Boyer to review the staff report.

Ms. Boyer stated that the project is a proposed 64-unit, rental apartment building, near downtown with 32 one-bedroom units and 32 two-bedroom units. She said that the building is subject to the Inclusionary Housing Ordinance and that the staff report includes a table that compares the components of the affordable housing plan to the requirements of the Inclusionary Housing Ordinance. The building was compared to the requirements for publicly assisted buildings because it is located in a tax increment financing (TIF) district which requires that 10% of the units be affordable.

The proposal meets the requirement that 10% of the units be affordable. It also meets that requirement at 50% of the units (6 units) be one-bedroom units and 50% (6 units) be two-bedroom units. The plan meets all of the other requirements of the Inclusionary Housing Ordinance. The developer is working on the tenant selection plan to include how items in the Guidelines such as the tenant preferences will be enforced. Ms. Boyer concluded by stating that staff's recommendation was approval of the affordable housing plan as stated in the staff report including the inclusion at a minimum of 6 affordable units each to include a parking space in the monthly rent, meeting the conditions of the density bonus cost off-sets being requested, and compliance with the Inclusionary Zoning Ordinance and Inclusionary Housing Guidelines.

Chairman Eggum asked about the rounding of the number of units since ten percent of the number of units would be 6.4 units. Ms. Boyer stated that the manner for the rounding is contained in the program Guidelines with half of fewer rounded down and more than half rounded up to a full unit.

Commissioner Arrington arrived at the meeting at 7:10 pm.

The development representatives introduced themselves. Mr. Neri pointed out that the six affordable units are distributed on multiple floors throughout the building and also that each affordable unit will be come with one indoor parking space included in the rent.

It was reported that the market rate rents will be in the area of $1,900/month for a one-bedroom and around $2,400-$2,650/month for a two-bedroom. The current maximum rents for a one-bedroom as per the affordable guidelines are $1,173/month for a one-bedroom and $1,407/month for a two-bedroom updated annually for inflation.

Commissioner Krinsky asked about the units that are built to be handicapped accessible and stated that she appreciates that some of those units are affordable units.

Commissioner Kiefer thanked the developers for proposing the development for Arlington Heights and asked about their involvement with the nearby new building. Mr. Neri said that he was involved as a co-developer and is the architect of record with respect to the building but has sold his interest in that building. Mr. Neri stated that the fee-in-lieu of units was paid for that building rather than providing on-site affordable units. Commissioner Kiefer said that he was asking because the Housing Commission has an interest in developers' experience and challenges in complying with the ordinance and how they overcome those challenges. Mr. Neri said that they are asking for more density to regain some income lost on affordable units but other than that there weren't any particular challenges. He said that due to the number of units, they did not have a problem distributing the affordable units throughout the building. He said there is nothing different about the affordable units than the market rate units. He said the density bonus was helpful. Mr. Neri said that the requirement that 10% of the units be affordable was manageable where the prior Village requirement of 15% was much more difficult. He said the difference in rents between the market rate and affordable rent is considerable and has a bid effect on the value of the building. He said their prior experiences with both the affordable housing requirements in City of Chicago and the requirements to distribute handicapped accessible units were helpful in complying with Arlington Heights' requirements.

Chairman Eggum asked Mr. Neri to explain any TIF related aspect of the development. Mr. Neri responded that there is a redevelopment agreement being worked out with the Planning Department. He said that most of the TIF funds will be directed to the environmental costs which are significant and there is a rightof-way area for the extension of Campbell Street to be deeded to the Village. It was explained that there is contaminated soil on the site due to a school bench manufacturer that was located there many years ago resulting in metal and acids in the soil.

To further explore the TIF-related issues, in light of public comment relating to TIFs that had been received in the past, Chairman Eggum asked Mr. Neri if the overall formula for the TIF request was, from the developer's perspective, essentially dependent on the developer's preferred rate of return for the project. Mr. Neri responded that the final request would be driven by the environmental cost component, but during the discussion it was acknowledged that all project costs, as well as projected revenue, were baked-in to the financials that underlie the particulars of the TIF request. In this regard, Mr. Bayraktarov commented that it would be less expensive if the building were a floor taller and have parking on grade, as opposed to incurring the costs of digging below grade to construct parking, to illustrate how all costs affect the overall project internal rate of return.

Chairman Eggum asked if it was accurate that, since the requested TIF financing is based on the developer's requested/"required" internal rate of return, then the developer is essentially making up/accounting for the cost of the affordable units in the requested TIF financing. In other words, since the affordable units generate less project revenue compared to market rate units, is the developer necessarily using the TIF process to recapture profit that would otherwise be lost as a result of obtaining lower rents on the affordable units? Chairman Eggum said that he wanted it to be clear how the affordable units and the TIF are related. Mr. Neri agreed stating that the affordable units are part of the costs that are factored into the overall costs and then the above normal costs are identified. The affordable units were baked into the numbers already, and it was also noted they were off-set by the increase in density. In this case, the land being deed over to the Village and the environmental cleanup are the big things that will drive the final calculation of the TIF request, the ultimate cost of the cleanup being an unknown, but all of the project cost and project revenue components are accounted for ultimately. Accordingly, a TIF that is based on the developer's preferred/required/requested internal rate of return subsidizes the costs of providing affordable units, by facilitating recapture of the developer's otherwise lost profits on the affordable units.

There were no questions or comments from the public.

**A motion was made by Commission Krinsky, seconded by Commissioner Kiefer that the affordable housing plan for 4 N Douglas be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:**

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

a. **Providing, at a minimum, 6 actual on-site units in the Planned Development (10% of the total number of units) in compliance with Section 7-1707(b)(3) of the Village Code with a minimum of at least one parking space to be included with the rental of each unit at no additional charge.**

b. **Satisfy all conditions and requirements necessary for Applicant to obtain development cost offsets pursuant to Section 7-1709 of the Village Code, including, without limitation, obtaining density bonuses pursuant to Section 7-1709(a).**

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

**The Motion: Passed**
**Ayes: J. Eggum, J. Krinsky, K. Kiefer, W. Delea, & A. Arrington**
**Nayes: None**
**Absent: D. Miller**

## IV. APPROVAL OF MINUTES

**A motion was made by Commissioner Arrington, seconded by Commissioner Delea to approve the minutes of the January 18, 2023 meeting with one edit.**

**Motion: Passed**
**Ayes: J. Krinsky, K. Kiefer, W. Delea, & A. Arrington**
**Nays: None**
**Absent: D. Miller**

## V. REPORTS

A. Regular Status Update on Inclusionary/Affordable Housing Projects

- Crescent Place Apartments – Is under construction
- 3031 W Salt Creek Lane – No update this month
- 116-120 W Eastman – Has submitted their Plan Commission application. The Affordable Housing Plan is expected to come to the Housing Commission at its April 19, 2023 meeting
- 4 N Douglas – The Affordable Housing Plan was presented tonight.
- International Plaza/TIF 4: No update this month
- 1519-1625 S Arlington Heights Rd. – Full Circle Supportive Housing: No update this month

## VI. OLD BUSINESS

### A. Single-Family Rehab Loan Program Report

Ms. Boyer stated that there is nothing new to report with regard to the two open projects.

### B. Rental Registry Recommendation Update

There is not update this month.

### C. Program Publicity

Ms. Boyer stated that Open Communities, a fair housing non-profit organization in Evanston, is offering the Fair Housing 101 workshop it offered and that the Village advertised at this time last year. The Village will be promoting this workshop on the Village's website again this year in recognition of April as Fair Housing Month. The workshop will be offered on April 4, 2023 and will be offered at the Glenview Library and on

Zoom. Ms. Boyer stated that she will also be working with the Village's Communications and Outreach Coordinator to add information to the Village website about fair housing.

Ms. Boyer suggest that the Single-Family Rehab Program could be registered in May. She suggested that different items of work could be emphasized in the advertised such as stressing the program as a roof replacement program one month and a furnace replacement program another month. The information provided would include those other types of work that are also eligible, but stressing one type of project might catch people's attention who have that need. Commissioner Delea suggested letting contractors know about the program who may have customers how need help with the cost of work. Contractors how have done work through the program in the past may be able to inform their future customers. Commissioners are encouraged to provide any language or publicity ideas to Ms. Boyer.

## VII. NEW BUSINESS

### A. 2024-2025 Village Board Strategic Priorities

Ms. Boyer reported that the Village Board develops a list of strategic priorities every two years. The Village Board, through the Village Manager, has requested input from the Village commissions on topics that the commissions would like the Village Board to consider including in the 2024-2025 Strategic Priorities. Ms. Boyer distributed a copy of the Village Board's 2022-2023 Strategic Priorities with #9 being "Seek and maintain attainable housing while continuing to review affordable housing strategies." Commission input is requested by April 30, 2023, and this topic will be placed on the agenda for the April Housing Commission meeting.

### B. Single-Family Rehab Loan Program Eligibility Review

Last month the Housing Commission was discussing the asset limits for the program. Commissioner Arrington asked about program publicity. He recommended mailing information about the program to churches, through the Health Department to households that receive scholarships for assistance, and to the townships.

Ms. Boyer said that there are federal regulations concerning some of the eligibility criteria and the Village can apply additional criteria. Commissioner Eggum asked if the issue of an applicant owning other property comes up very often. Ms. Boyer said that it is rare. It is not known how many people do not apply because they own other property. Commissioner Kiefer said that it would be helpful to know which eligibility criteria to know which eligibility criteria are federally required and which are Village policy.  Ms. Boyer will be providing the Housing Commissioners what the criteria would be if the program were stripped back to just the federal requirements.

### C. Group Home Rehab Budget

Ms. Boyer said that the applications for the group home renovations under the 2022-2023 CDBG program year have not yet been reviewed. These grant applications are reviewed and approved by the Housing Commission. There are three applications that total approximately $101,000. The amount allocation for the program for the year is $68,240. Ms. Boyer said that after reviewing the group home applications, <u>if</u> the Housing Commission wished to exceed the $68,240 budgeted for the Group Home Rehab Program, it could consider recommend to the Village Board that funds be transferred from the Single-Family Rehab

Program budget to the Group Home Rehab Program budget since there has not been much spent from the Single-Family Rehab Program so far this year. Ms. Boyer will see if the applicants can present their requests to the Housing Commission at the April Housing Commission meeting. The applications are one from Clearbrook that is a kitchen rehab for a home for adults with disabilities. One is an exterior rehab proposal from a home owned by Glenkirk for adults with disabilities. The third is rehab at a home for young adult men aging out of the foster care system. Ms. Boyer will ask the applicants to bring photographs.

## VIII. OTHER BUSINESS

### A. Agenda Items for April Meeting

The Community Development Block Grant applications will be coming out soon and will be due at the end of April. This will be places on the April agenda.

### B. Public Comment

Ms. Cayer commented that Arlington Heights housing is too dense which causes flooding problems. She said that the International Plaza area needs to be cleaned up. She recommends abolishing the Affordable Housing Ordinance, Single-Family Rehab Program and Group Home Rehab Program. She said that the Arlington International Racecourse is in good shape with a train stop, one train stop away from downtown Palatine and Arlington Heights, a bike path going to downtown Rolling Meadows, and access to Route 53. She thinks the developers will not fully disclose their plans, take advantage of local taxpayers to develop the area as an entertainment area, and possibly keep continue to use the stadium in Chicago. She suggested that property tax bills should have the taxing bodies' website addresses printed on them to encourage people to attend local government meetings.

Fred Vogt introduced himself as a member of the Senior Citizens Commission and said that he or another member of the Senior Citizens Commission will attend future meetings to facilitate communication between the commissions and around the goals of the age-friendly community initiative. Mr. Vogt was welcomed particularly by Chairman Eggum who is a past member of the Senior Citizens Commission.

## IX. ADJOURNMENT

**A motion was made by Commissioner Delea, seconded by Commissioner Arrington to adjourn the meeting at 8:05 pm.**

**Motion: Passed**
**Ayes: J. Krinsky, K. Kiefer, W. Delea, & A. Arrington**
**Nays: None**
**Absent: D. Miller**

**Next Scheduled Meeting: WEDNESDAY, APRIL 18, 2023 7:00 PM**

**Housing Commission**
**4/19/2023**

**Item:** Single Family Rehab Program Report

**Department**: Planning & Community Development

**ATTACHMENTS:**

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

04/11/23

SINGLE-FAMILY REHAB PROGRAM STATUS REPORT – October 1, 2022 to September 30, 2023

| FILE # SUFFIX | APPLICATION SUBMITTED | OUT TO BID | SCOPE OF WORK SUMMARY | STAFF COST ESIMATE | PROJ COST | CHANGE ORDERS | TOTAL PROJECT COST | PAID TO DATE | STATUS |
|---|---|---|---|---|---|---|---|---|---|
| 21-02 DO1217 | 7/7/2021 | By owner | Basement waterproofing and other | $20,000 | | | | | Mortgage refinanced. Redetermining eligibility. Owns second residential property in Wisconsin. |
| 22-01 PI2403 | 5/20/2022 | | Replace wood decking on balcony; bathroom remodel due to water leaking in wall | $15,000 | | | | | Working on scope of work. Arranged for lead-based paint inspection. Homeowner is to work with lead-based paint inspector to schedule and appointment. |
| 23-01 830MA | 3/17/2022 | | | | | | | | Determining eligibility. |

SFR LOAN PROGRAM - FINANCIAL SUMMARY

| | | |
|---|---|---|
| 2022/2023 CDBG ALLOCATION: | $ 100,000 | |
| 21-02 Estimate | - 16,000 | for waterproofing only |
| 22-01 Estimate | - 15,000 | |
| TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS: | - TBD | |
| LESS PROGRAM INCOME NOT YET RECEIVED: | - TBD | |
| | $69,000 | |

Loans Repaid CDBG Fiscal Year To Date: 10/1/22 – 9/30/23

| Case # | Date Paid | Yrs to Repayment | Amount | Reason sold (if known) |
|---|---|---|---|---|
| 01-02 | 10/6/22 | 21 years | $19,397 | Unknown |
| | **Total** | | **$19,397** | |

**Housing Commission**
**4/19/2023**

| | |
|---|---|
| **Item:** | 116-120 W. Eastman Affordable Housing Plan - Inclusionary Housing Review |
| **Department**: | Planning & Community Development |

## ATTACHMENTS:

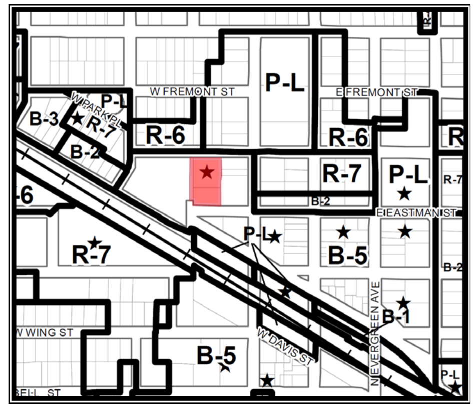
| Description | Type |
|---|---|
| 116-120 W Eastman Affordable Housing Plan Final v.2 | Agreement |
| 116-120 W Eastman Rendering | Exhibits |

Village of Arlington Heights

**Project: 116-120 W Eastman**

# Housing Commission Staff Report

*To*: Housing Commission
*Prepared by*: Nora Boyer, Housing Planner
*Meeting Date*: April 19, 2023
*Date Prepared*: April 12, 2023




***Project***: *116 – 120 W Eastman, Arlington Heights, IL*
*Inclusionary Housing Ordinance Project*
*Affordable Housing Plan Review*
***Zoning***: *B-5 Downtown District*

Background
The Village of Arlington Heights Inclusionary Housing Ordinance calls for the inclusion of affordable units is certain multi-family residential development projects. The number of affordable units to be included in the development are based on a percentage of the total number of units, and these percentages vary depending on the zoning district in which the project is located and whether the project benefits from public financing. While the ordinance provides alternatives to the production of on-site affordable units in certain areas, in the form of a fee-in-lieu option, the preference is that permanent affordable dwelling units be constructed on-site. Any cash payments received pursuant to the Ordinance are deposited into the Village's Affordable Housing Trust Fund.

116-120 W Eastman is a proposed mixed-use building in downtown Arlington Heights. Due to the location in the B-5 zoning district, the Inclusionary Housing Ordinance requires that 7.5% of the total number of units in the development be affordable with the option that a minimum of 5% must be provided as on-site actual affordable housing units and up to 2.5% of the units may be provided using the fee-in-lieu option at the amount per unit prescribed in the Inclusionary Housing Guidelines at the time of the issuance of the building permit. The amount prescribed in the Guideline's is currently $28,370 per unit.

116-120 Eastman Affordable Housing Unit Count Summary

| | |
|---|---|
| Total Dwelling Units: | 150 |
| Market Rate Units: | 140 |
| Inclusionary/Affordable Units (min. 5%): | 10 |
| Fee-in-Lieu Units (max. 2.5%): | 1.25 |

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

- Provide 10 on-site affordable housing units (meets required minimum 5% of the total number of units)
- Pay a fee-in-lieu of providing 1.25 units (complies with maximum 2.5% of the total number of units)
- Annual income for tenants shall be 60% of area median income adjusted for household size
- Maximum rents shall be rents determined as affordable at 60% of area median income adjusted for unit size and for a utility allowance according to and as updated in the Inclusionary Housing Guidelines
- The affordable units shall be integrated throughout the building
- The affordable units shall be constructed simultaneously with the market rate units
- The interior and exterior finishes shall of the market rate the affordable units will be the same
- The bedroom mix of the affordable units shall be equal to the bedroom mix of the market rate units which is according to the approved plan with the breakdown according to the current plan being 1 two-bedroom unit, 8 one-bedroom units, and 1 studio units. If the bedroom mix and density calculations change upon resubmitted plan commission plans the formula may be adjusted accordingly.
- The management shall provide the required annual report concerning the affordable units on a form prescribed by the Village

The applicant has provided a Affordable Leasing Plan (ALP) that is consistent with the Inclusionary Housing Ordinance and Inclusionary Housing Guidelines including the implementation of the tenant preferences. The Village asks only that the ALP be revised to state that the Eastman Project ALP will be applied in accordance with the Inclusionary Housing Ordinance and Inclusionary Housing Guidelines as may be amended by the Ordinance and Guidelines.

The applicant proposes that based on the affordable rents versus the market rent that the tenants pay approximately 36% of the market rate parking rate. A reduced parking rate for the affordable units is consistent with the treatment of past parking requirements for affordable units in the B-5 (downtown) district.

## Recommendation

It is recommended that the affordable housing plan for 116-120 W Eastman be approved as meeting the requirements of the Inclusionary Housing Ordinance under the following conditions:

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

a. Providing, at a minimum, 10 actual on-site units (a minimum of 5% of the total units) in the Planned Development and fee-in-lieu for 1.25 units (a maximum of 2.5% of the total number of units) or a total of 11.25 units (7.5% of the total number of units) in compliance with Section 7-1707(b)(3) of the Village Code.

b. Satisfying all conditions and requirements necessary for Applicant to obtain development cost offsets pursuant to Section 7-1709 of the Village Code, including, without limitation, obtaining density bonuses pursuant to Section 7-1709(a).

c. Ensuring compliance with all other provision of the Inclusionary Housing Ordinance and the Inclusionary Housing Guidelines as applicable.

Affordable Housing Plan
116-120 Eastman
Mylo Residential
Compasspoint Development, LLC

Project Description

The Developer, Compasspoint Development, with Residential brand Mylo Residential intends to develop a mixed use building located at Eastman, Highland and St. James. The Project will be comprised of a total of 150 dwelling units, a restaurant, and 201 parking spaces located within a 7 story building.

Dwelling Units:

| | |
|---|---|
| Total Dwelling Units: | 150 |
| Total Market Rate Units: | 140 |
| Total Inclusionary Units: | 10 on site |

Note: Developer proposes to pay the Fee In Lieu Fee for the additional 4 required Inclusionary Units.

Bedroom counts:

| | |
|---|---|
| Market Rate Units: | |
| Studio: | 15 |
| One Bedroom | 113 |
| Two Bedroom | 22 |
| Inclusionary Units | |
| Studio: | 1 |
| One Bedroom: | 8 |
| Two Bedroom | 1 |

Unit sizes (average)

| | |
|---|---|
| Studios | 505 |
| One Bedroom | 753 |
| Two bedroom | 1,063 |

NOTE: Inclusionary units will be the same average unit sizes as market rate units.

Location of Inclusionary Units: Inclusionary units will generally be located throughout the building. They will not be clustered in any one area of the building.

Rental Rates:

| | |
|---|---|
| Market Units | |
| Studios | $1,800/mo |
| One Bedroom | $2,200/mo |
| Two Bedroom | $2,700/mo |

Inclusionary Units

| | |
|---|---|
| Studios | $1,095/mo (as permitted under law) |
| One Bedrooms | $1,173/mo (as permitted under law) |
| Two Bedroom | $1,407/mo (as permitted by law) |

Overall Provisions:

The Developer intends to utilize the Fee in Lieu of option for the 1.25 additional inclusionary dwelling units. For 2022 this fee is $26,890 per dwelling unit.

If required to provide all of the inclusionary units within the building instead of the proposed Fee In Lieu of payment for the four additional required units the project will not be feasible to finance. The financing requirements for similar projects have become much stricter than pre-covid. This is coupled with the increase in costs of construction (both material and labor) and the increase in real estate tax assessments (especially in north-west suburbs). If required to add the additional 4 inclusionary units within the building the project will be unlikely to meet the financing requirements of the proposed lenders. The additional equity that would be required would be $1,200,000, which would possibly delay the ability of the project to go forward. The inclusionary units will cost the same to construct as the market rate units and the buildings extensive amenities (pool, co-working spaces, lounges) will be utilized by all of the residents. The inclusionary units will rent for approximately 50% less per square foot, yet they will cost the same to construct as the market rate units. The assessed value of the building will not take into account the less amount of rent for the Inclusionary Units so the taxes on these 8 units will be the same as the market rate units despite the 50% less rent.

The project will be constructed in one single phase so the Inclusionary Units will be available to be leased and occupied at that same time as all other units in the building. All of the dwelling units in the building (market and inclusionary) shall have the same interior finished.

The rental rates for inclusionary units will be based on the following and updated according to the Inclusionary Housing Guidelines:

Household Size

1 (Studios)
Maximum Income: $43800
Maximum Rent: $1095
2 (one Bedroom)
Maximum Income: $50,040
Maximum Rent: $1,173
3 (two Bedroom)
Maximum Income 456,280
Maximum Rent: $1407

The Eastman project will offer affordable units in accordance with the Village of Arlington Heights Inclusionary Housing Guidelines. Affordable units will be marketed similarly to the market rate units. They will be marketed on the property website and the ILS websites with which the community is partnered. If there is marketing space on the Village of Arlington Heights community website, the property would also ideally be listed there.

Lincoln uses lead tracking software to track all inquiries into all apartment homes within a community. Any interested person looking for an affordable unit can be placed on the waiting list for those units if there isn't an affordable unit available at the time of their inquiry. All follow-up is documented within the Customer Relationship Management software.

Once an applicant applies for an affordable unit within the community, Lincoln will collect income statements from the applicant. Current Inclusionary Housing Guidelines from The Village of Arlington Heights align with Lincoln Property Company's policy, which is calculated on gross monthly income verified using paycheck stubs, bank statements, or other means of income statements.

When income is collected from the applicant, LPC will follow the IHG policy of collecting the previous three (3) months' income and projecting it forward 12 months to determine the annual income amount to determine the eligibility of meeting the 60% or below area median income for the household size. Applicants must also pass a criminal screening and credit check.

If an applicant has supporting documentation that supports the eligibility of qualifying for a preference which includes veterans, persons with disabilities, Arlington Heights residents who have resided in Arlington Heights for at least the past two years, or people who are employees of Arlington Heights businesses or organizations, this applicant will receive an affordable unit within the community before another qualified, eligible applicant who does not have a preference listed.

If an applicant states that they have one of the qualifying preferences, LPC will collect the supporting documentation during the application process.

Affordable units will be marketed and leased at the Inclusionary Housing Guidelines maximum monthly rents, including a utility allowance.

During the renewal period, 90 days before the lease expires, residents will be asked to re-certify their income. The resident will have 15 days from receipt of the recertification form to submit to the management office. Similarly to the initial application process, the management team will project the annual gross income to determine eligibility. In accordance with the Inclusionary Housing Guidelines, LPC will apply the following guidelines:

1. When household income remains at or below 60% of the area median income, adjusted for household size, the household maintains income eligibility for the affordable unit.

2. When household income increases above 60% of the area median income but stays below 80% of the area median income for the household size, the household maintains its income- eligibility for the affordable unit.

3. When the household income increases to above 80% of the area median income, then the tenant will be notified by the management office that the lease may be renewed for up to 12 additional months at the affordable rent, after which the tenant may remain in the unit but may be required to pay market rent. If the tenant remains and pays market rent, the unit no longer qualifies as an affordable unit, and the owner must identify another unit as affordable. If household income decreases during the one-time 12-month renewal period, the tenant will notify the management office no later than 60 days before the end of the lease term that it wishes to have its income re-evaluated for the purpose of possible lease renewal. If the examination of the household size and income is found to have decreased enough that the household's income is 80% of the area median income or below for the household size, the lease may be renewed beyond the 12-month renewal that was issued the previous year.

4. The landlord will provide for lease of parking spaces for affordable unit tenants at a rate proportional to the difference in the rent rates for the affordable units versus the market rate units.

However, if the household does not qualify for renewal based on lease violations, income eligibility does not apply.

## VIEW FROM NORTHWEST HWY

Rendering is provided in the Housing Commission Packet for information only. Currently under review by the Design Commission. Project is subject to change.


**OKW Architects**

**OKW ARCHITECTS**
600 W. Jackson, Suite 250
Chicago, IL 60661

COMPASSPOINT
DEVELOPMENT, LLC

ARLINGTON HEIGHTS MULTI-FAMILY

116 EASTMAN STREET
ARLINGTON HEIGHTS, ILLINOIS 60004
MARCH 31, 2023 Project #: 22008

**Housing Commission**
**4/19/2023**

**Item:** 2022-2023 CDBG Group Home Grant Request Review

**Department**: Planning & Community Development

**ATTACHMENTS:**

| Description | Type |
|---|---|
| 2022-2023 CDBG Group Home Grant Request Review | Exhibits |

# Memorandum

| | |
|---|---|
| To: | Chairman and Members of the Housing Commission |
| From: | Nora A. Boyer, Housing Planner |
| Re: | 2022-2023 CDBG Group Home Rehab Applications |
| Meeting Date: | April 19, 2023 |
| Date Prepared: | April 11, 2023 |

Background

On July 18, 2022, the Village Board approved an allocation of $68,240 in Community Development Block Grant (CDBG) funds for a Group Home Rehabilitation Grant Program. At that time, there were three applications from non-profit agencies for group home renovation projects. However, one of the requests was recently withdrawn.

The current applications for group home renovation projects are:

Clearbrook Center:

Group home (Community Integrated Living Arrangement – CILA) for adults with disabilities. The proposed project is a kitchen renovation to improve the functionality and safety of the kitchen for the residents.

| | |
|---|---|
| Estimated project cost: | $30,970 |
| Appliances to be provided by Clearbrook | - $ 5,200 |
| CDBG grant request: | $25,770 |

Shelter, Inc.:

Group home for young men (age 18-21) who have aged out of the child care system and are participating in a 2-year residential and services program to support them in transitioning to independent living.

| | |
|---|---|
| Estimated project cost: | |
| Update and fire sprinkler system: | $19,990 |
| Electrical work including smoke detectors and safety cameras: | $10,500 |
| Tuckpointing: | $ 7,850 |
| Total: | $38,340 |

Total of the Two Requests: $64,110

The above grant requests are made based on single estimates, and additional competitive proposals for each scope of work shall be required. The Department of Building and Life Safety will also be consulted to ensure that all work meets Village Code. Scopes of work may be adjusted based on input by the Department of Building and Life Safety.

**Recommendation**

It is recommended that the Housing Commission approve 2022-2023 CDBG funding for the Clearbrook Center kitchen project estimated at $25,770. It is further recommended that the Shelter, Inc. fire safety, electrical, and tuckpointing project be approved at an estimated $38,340 with priority in funding within the scope of work going to first safety improvements especially as required or recommended by the Village's Department of Building and Life Safety. Any balance uncommitted funds remaining after the work on both projects is under contract shall be available for project contingencies which may occur under either project.

**Clearbrook**

# Application Summary Sheet

*Arlington Heights Community Development Block Grant (CDBG) Program*

Name for Proposed Project or Service: CILA Accessibility Rehabilitation Project

Project Location:

**CDBG Funding Request:** ~~$22,685.00~~

April 2023 adjusted CDBG funding request is **$25,770**. This adjustment is made as a result of a Village request that Clearbrook obtain an updated contractor estimate in April 2023. Clearbrook would also be providing **$5,200** in appliances as a matching contribution.

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**Applicant Contact Information**

Organization Name: Clearbrook

DUNS (Dun and Bradstreet) Number:

Unique Entity Identifier (UEI) Number:

*(A DUNS Number or UEI Number is required to receive federal funding)*

Head of the Organization (ex. Executive Director):

Name: Anthony Di Vittorio
Title: President/CEO

Signature agency staff authorized to submit this application: ____________

Printed name: Anthony Di Vittorio, President and CEO

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

Mailing Address 1: 1835 W. Central Road
Mailing Address 2: ____________
City: Arlington Heights State: IL Zip: 60005
Telephone Number: (847) 870-7711
Email Address: (847) 870-7741
Organization website: www.clearbrook.org

# Application

*Arlington Heights Community Development Block Grant (CDBG) Program*

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

## A. Program

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

   There are 6 males living at the CILA home. They are all considered seniors, Medicaid eligible, and are of low to moderate income. The staff at this CILA is comprised of 3 Full Time staff that provide 24 hour care to its residents. The CILA is licensed as a 24-hour care CILA home and has 6 beds. The three full time staff provide support to the residents by providing transportation so they can travel to grocery stores and parks, conduct bank transactions, go to the movies, restaurants, and sporting events. The staff also provides support and guidance with making decisions, and acquisition of daily life skills like cooking and cleaning. None of the residents use assistive mobility devices at this time, but one individual is deaf and mute and sometimes needs assistance in communicating needs to others. **Project:** To renovate the kitchen to update it with smart features and increase accessibility for residents.

   The kitchen renovation at the CILA will provide a much needed update to functionality and safety of the area for its residents. Renovations include, but are not limited to: bringing all electrical outlets, circuits, and wiring up to code; updating all water lines, shutoff valves, and drains to accommodate a sink and dishwasher that better suit the needs of residents; installing new and updated countertops and cabinets that are easier to clean and safer for residents to use. This project also includes the purchase of all new appliances (as stated on the project estimate attached). Clearbrook is aware that CDBG funds cannot be used appliance purchase and Clearbrook will be purchasing these items with their own funds.

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

   Clearbrook has received CDBG funding from Lake, McHenry and Cook Counties, the Villages of Arlington Heights, Hoffman Estates, and Schaumburg. Clearbrook has also received HOME funding from McHenry County.

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

☐ Yes
☒ No

If yes, please specify how funds will be used.
None of the requested funds will be used for research and development.

## B. Service Area

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

Clearbrook owns and operates over 60 facilities located in more than 160 communities (16 counties). Through the Metropolitan Chicagoland area. Included are: Addison, Arlington Heights, Bensenville, Berkeley, Buffalo Grove, Carpentersville, Chicago, Crystal Lake, Deerfield, Downers Grove, Elk Grove Village, Evanston, Gages Lake, Glenview, Gurnee, Hanover Park, Hoffman Estates, Lake Bluff, Mt. Prospect, Mettawa, Northbrook, Northfield, Palatine, Park Ridge, Prospect Heights, Rolling Meadows, Schaumburg (Home-Based individuals only), Skokie, Waukegan, Wheeling, and Wilmette.

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

☒ Yes
☐ No

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

The program is specifically designed to provide services to individuals with Intellectual and Developmental Disabilities (I/DD).

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

Little City Foundation, an agency in the same area that provides the same service, operates two CILA homes in Arlington Heights and nearby communities. Additionally, Glenkirk, American Residential Care, Orchard Village, Shore Community Services, and Lambs Farm operate CILA and day programs in the same service area as Clearbrook. Of these, Clearbrook is the largest provider of CILA and day program services with the greatest presence in the area. It is evidenced by amount of active providers in the area that services are in high demand regardless of any duplication that may be present.

## C. Program Client Statistics

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

| For the specific program, project or service for which CDBG funds are being requested | Total Persons Served | Total Arlington Heights Residents Served | Total Arlington Heights Residents Served by Arlington Heights CDBG Funds |
|---|---|---|---|
| October 1, 2022 – September 30, 2023 (estimated/proposed) | 6 | 6 | 6 |
| October 1, 2021 – present (6 months) | 6 | 6 | 6 |
| October 1, 2020 – September 30, 2021 | 6 | 6 | 6 |

| 2021 Income Limits (Annual)* | Household Size | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
| Max. Low/Mod-Income | $52,200 | $59,650 | $67,100 | $74,550 | $80,550 | $86,500 | $92,450 | $98,450 |

**2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022*

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

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

Almost 100% of Clearbrook's residents are of Low-Moderate Income, over 40% are seniors and are experiencing physical changes and significant memory loss. Clearbrook is committed to ensuring that they can age in place and remain in their home as long as possible. People with Intellectual and Developmental Disabilities (I/DD) are among the nation's poorest citizens. For many, Social Security and Supplemental Security Income benefits doesn't cover a person's rent or other essential living expenses. In addition, Medicaid, the principal source of funding for services and supports for people with I/DD, typically does not allow funds to be used for rent or other community-based housing related costs. These factors pose major barriers to community living which makes it difficult for people to move from segregated facilities into the community and putting many people with I/DD at the risk of unnecessary institutionalization or homelessness.

Clearbrook is seeking funding to support rehabilitation and accessibility projects at one CILA home in Arlington Heights. The project will improve the quality of life for the residents of this home and provide and environment that is both supportive and accessible. Details of the project at the home is outlined in the attached cost estimate provided by Photos of the existing features are also attached to this application.

3. **If you receive CDBG funds, will they be used to serve additional Arlington Heights residents (more than are already being served) or to maintain the current service level?**
The CDBG funds will be used to maintain the number of residents in the CILA home. Other programs serving the community are expected to grow in FY'23.

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

☒ Yes
☐ No

## D. Staff for Funded Program

1. **Total number of staff employed by agency for this program, project, or service:**
Full-time: 3
Part-time: 0
Volunteers: As needed

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

3. **How long has the staff member identified above been with the agency?**
has been employed by Clearbrook as the Grants Manager since

## E. Fees and Funding Sources

1. **Describe any fees*collected from clients for the program or service for which funding is requested. State "not applicable" if there are no client fees.**
   Not applicable to this project. Clearbrook receives reimbursement for services from the Illinois Department of Human Services. Although several residents of CILA are employed, their annual income remains in the low to moderate income range and all of the residents are Medicaid eligible.

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

2. **Describe how client fees are used. State "not applicable" if there are no client fees.**
   Not applible to this project. Clearbrook receives funding from the Illinois Deparment of Human Services to provide room, board, amenities, transportation, and trained staff to work in the homes.

3. **List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:**

| Source | Total Funds | Amount Utilized for Arlington Heights Residents |
|---|---|---|
| Section 108 Loan Guarantee | $ 0 | $ 0 |
| HOME Funds | $ 0 | $ 0 |
| ESG Funds | $ 0 | $ 0 |
| HOPWA Funds | $ 0 | $ 0 |
| Appalachian Regional Commission | $ 0 | $ 0 |
| Other Federal Funds | $ 0 | $ 0 |
| State/Local Funds | $ 347,280 | $ 347,280 |
| Private Funds | $ 0 | $ 0 |
| Program Income (client fees) | $78,446 | $ 78,446 |
| Other Funding | $ 0 | $ 0 |
| Please specify: | | |

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

- [x] Yes
- [ ] No

## F. Budgeted Expenses

1. **Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:**

| Program Year | Program Expenses | Program Expenses for Arlington Heights Residents | Program Expenses for CDBG-Eligible Arlington Heights Residents |
|---|---|---|---|
| Program Year 2022 (proposed) | $ 424,515 | $ 424,515 | $ 424,515 |
| Program Year 2021 | $ 379,258 | $ 379,258 | $ 379,258 |
| Program Year 2020 | $ 324,997 | $ 324,997 | $ 324,997 |

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

| Use of CDBG Funds | CDBG Amount |
|---|---|
| Payroll of employees providing direct client service* | $ 0 |
| Payroll for general administration of the CDBG grant** | $ 0 |
| Rent** | $ 0 |
| Utilities** | $ 0 |
| Construction/Rehabilitation | $ ~~22,685.00~~ $25,770 |
| Other administrative costs | $ 0 |
| Other costs | $ 0 |
| Please specify other costs: | |
| **Total CDBG Request** | **$ ~~22,685.00~~** $25,770 |

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

## G. Performance Measurement Systems

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

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

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

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

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

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

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

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

## H. Other Information

1. **Mission Statement for your agency (may be attached):**
   Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual and developmental disabilities. We support them, and their families, by providing support across the lifespan, helping them to live the fullest lives possible. Clearbrook provides personalized children, community day, employment, residential and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. We are the largest provider of home-based services in the state. We're proud of our deep expertise that spans six decades—allowing us to care for an array of unique needs. We're more than just a nonprofit, we are family, friends, a job, a way to give back, home. Together, we are Clearbrook.

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

   **All Applications:**

☒ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)*
☒ Proposed agency budget for the next fiscal year, if available (Please note, this agency document is not available yet, but will be send upon its completion)
☒ Current agency budget
☒ Most recent audit (one hard copy)*
☒ Proof of non-profit determination
☒ Organizational chart

Other information at the option of the applicant (please describe):
-"Before" photos of construction/rehabilitation project

*** With approval by the Village, this may be provided in an electronic format.**

**Construction/Rehabilitation Applications Only:**

☒ Proposed construction/rehabilitation schedule by month*.

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

☒ Cost and Design Assistance Estimates

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

*Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs.*

*At least one cost estimate from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or nboyer@vah.com. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.*

**Applicant may attach any additional information at their option.**


COOKING-UTENSILS
KNIVES/PIZZA-CUTTER

Shelter Inc.

# Application Summary Sheet

*Arlington Heights Community Development Block Grant (CDBG) Program*

Name for proposal: Transitional Living Program

Project Location: ----- East Valley Lane Arlington Heights, IL 60004

## CDBG Funding Request: REVISED: $38,340

**Applicant Contact Information**

Organization Name: Shelter, Inc.

DUNS (Dun and Bradstreet) Number: -----
Unique Entity Identifier (UEI) Number: -----
*(A DUNS Number or UEI Number is required to receive federal funding)*

Head of the Organization (ex. Executive Director):

Name: Carina H. Santa Maria

Title: Executive Director

Signature agency staff authorized to submit this application: ______________________________

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

Mailing Address 1: 1616 N. Arlington Heights Rd.

Mailing Address 2:

City: Arlington Heights State: IL Zip: 60004

Telephone Number: 847-255-8060

Email address: shelter@shelter-inc.org

Organization website: www.shelter-inc.org

# Application

*Arlington Heights Community Development Block Grant (CDBG) Program*

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

## A. Program

### 1. Project Description

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

Shelter's Transitional Living Program (TLP) is for youth ages 18-21 who were assigned male at birth. It is a two-year program for homeless youth who are aging out of the child welfare system. Because they have not previously had a stable and nurturing environment, they have lacked the life-skills education to successfully transition to independent living as adults. The goal of the residential TLP is to equip the youth with the necessary skills and support for their emancipation at the age of 21.

Residents are required to either be in school full-time and working part-time or working full-time. Support services include but are not limited to life-skills education such as job readiness and budgeting, mental health support, and socialization.

The residence is a home-like setting to foster a family environment. Residents participate in the daily running of the home and share leisure-time activities. Three bedrooms accommodate two beds in each room.

In 1996, Shelter originally had a program entitled Older Adolescent Group Home for males that was transformed into the TLP in 2012. Shelter had been renting the residence located at 397 Golf Rd. in Arlington Heights. It had become necessary for the TLP to move as the owner placed the property for sale.

Shelter purchased the property for the TLP located at ---- Valley Lane in Arlington Heights, and thanks to the Arlington Heights Board and community, the residents moved in on April 15, 2022.

We respectfully request funds for the following updates and enhancements to the property that will make the property safer for the residents and an overall benefit to the neighborhood.

- We were notified by the Arlington Heights Fire Department that we need to update to a sprinkler system in each room. A proposal for a new fire system is attached with an estimated cost of $19,990. Contractor estimate provided.
- Electric repairs to bring the wiring up to code, install proper smoke detectors and install safety cameras are expected to cost $10,500. Contractor estimate provided.

- Tuckpointing is required to update and repair the exterior of the home and replace a damaged beam above the garage door. Estimated cost is $7,850. Contractor estimate provided.

All work would be completed within six months of grant approval. Members of the VAH staff are welcome and encouraged to make an appointment to tour the property, if needed.

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

Yes. Shelter is grateful for the previous Arlington Heights CDBG funds. We have also received CDBG funds from Hanover Park and Schaumburg.

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

No

## B. Service Area

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

We serve Cook, Lake, McHenry, Kane, and DuPage counties, including the following municipalities:

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

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

Yes

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

All residents have been in the care of the Illinois Department of Children and Family Services Foster Care.

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

No other agencies in the same service area provide the same service.

## C. Program Client Statistics

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

| For the specific program, project or service for which CDBG funds are being requested | Total Persons Served | Total Arlington Heights Residents Served | Total Arlington Heights Residents Served by Arlington Heights CDBG Funds |
|---|---|---|---|
| October 1, 2022 – September 30, 2023 (estimated/proposed) | 12* | 12* | 12* |
| October 1, 2021 – present (6 months) | 8 | 8 | 8 |
| October 1, 2020 – September 30, 2021 | 8 | 8 | 8 |

*Pending approval of revised Special Use Permit by VAH Board of Trustees.

| 2021 Income Limits (Annual)* | Household Size | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
| Max. Low/Mod-Income | $52,200 | $59,650 | $67,100 | $74,550 | $80,550 | $86,500 | $92,450 | $98,450 |

**2021 Income Limits are the limits still in effect on the date of the release of this application form. 2022 Income Limits are expected to be released in mid-2022*

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

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

Funds will be used to make repairs to meet safety standards and Arlington Heights code requirements, enabling us to reach our goal of providing a safe environment for youth in need.

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

   Funds will be used to maintain the current level of residents being served.

4. **Would this program exist without CDBG funding?**

   YES

## D. Staff for Funded Program

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

   Full-time 4
   Part-time: 6
   Volunteers: 1

2. **Provide the name of the staff member who will be coordinating the CDBG grant with the Village (i.e. completing reports, submitting invoices, attending or arranging for a representative to attend the public hearing, monitoring visits, etc.):**
   Name: Information provided to Village Staff
   Title: Clinical Director
   Phone number: 847-255-8060
   Email address: Information provided to Village Staff

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

   27 years

## E. Fees and Funding Sources

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

   Not applicable

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

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

   Not applicable

3. **List all other funding sources expected to be received for this specific program, project or service during the October 1, 2022 – September 30, 2023 program year and portions allocated for Arlington Heights residents:**

| Source | Total Funds | Amount Utilized for Arlington Heights Residents |
|---|---|---|
| Section 108 Loan Guarantee | $ | $ |
| HOME Funds | $ | $ |
| ESG Funds | $ | $ |
| HOPWA Funds | $ | $ |
| Appalachian Regional Commission | $ | $ |
| Other Federal Funds | $ | $ |
| State/Local Funds | $ 604,482** | $ 604,482** |
| Private Funds | $ | $ |
| Program Income (client fees) | $ | $ |
| Other Funding | $ | $ |
| ** Funds are from DCFS for program costs only | | |

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

No

## 4. Budgeted Expenses

1. **Please complete the following table for the specific program, project or service for which funds are requested. If this is a one-time project, complete only the line for Program Year 2022:**

| Program Year | Program Expenses | Program Expenses for Arlington Heights Residents | Program Expenses for CDBG-Eligible Arlington Heights Residents |
|---|---|---|---|
| Program Year 2022 (proposed) | $ 38,340 | $ 38,340 | $ 38,340 |
| Program Year 2021 | $ | $ | $ |
| Program Year 2020 | $ | $ | $ |

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

| Use of CDBG Funds | CDBG Amount |
|---|---|
| Payroll of employees providing direct client service* | $ |
| Payroll for general administration of the CDBG grant** | $ |
| Rent** | $ |
| Utilities** | $ |
| Construction/Rehabilitation | $ 38,340 |
| Other administrative costs | $ |
| Other costs | $ |
| Please specify other costs: | |
| **Total CDBG Request** | **$ 38,340** |

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

## G. Performance Measurement Systems

1. **Project Objectives**
   Please check one of the following to identify your agency's proposed objectives.

   *(The selection should reflect the purpose of your agency's proposed program.)*

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

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

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

**2. Project Outcomes**

Please check one of the following to identify your agency's proposed outcomes.

*(The selection should reflect the result your agency would like to accomplish.)*

☒ *Availability/Accessibility*

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

☐ *Affordability*

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

☐ *Sustainability*

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

## H. Other Information

**1. Mission Statement for your agency (may be attached):**

Shelter's mission is to end the cycle of child abuse by providing a comprehensive network of support to children, their families, and our community to create safe, healthy, and nurturing homes.

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

**All Applications:**

☒ Copy of your organization's submitted 2022 or most recent Illinois Charitable Organization Annual Report Form AG990-IL *(This is a two-page document. Please do not submit the federal form.)*

☐ Proposed agency budget for the next fiscal year, if available

☒ Current agency budget

☒ Most recent audit (one hard copy)*

☒ Proof of non-profit determination

☒ Organizational chart

Other information at the option of the applicant (please describe):

**<u>Construction/Rehabilitation</u> Applications Only:**

☒ Proposed construction/rehabilitation schedule by month*****.

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

☒ Cost and Design Assistance Estimates

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

*Construction projects may be subject to Federal Labor Standards and Davis-Bacon Act prevailing wages, which should be taken into account when estimating the project costs.*

*At least <u>one cost estimate</u> from a knowledgeable contractor must be submitted with this application. If there is a problem complying with this requirement, contact Nora Boyer at (847) 368-5214 or <u>nboyer@vah.com</u>. After CDBG funding is awarded, at least three (3) competitive bids will be required and a bid will be selected from these bids. One of these three bids may be the bid submitted with the application.*

**Applicant may attach any additional information at their option.**

Shelter, Inc.


sentry


209
PLEASE
DO NOT OBSTRUCT
as access is necessary to
maintain telephone service
ILLINOIS BELL TELEPHONE CO
1ST FLOOR
207
FEDERAL PACIFIC

**Housing Commission**
**4/19/2023**

**Item:** 2023-2024 CDBG Housing Commission Budget Requests

**Department**: Planning & Community Development

**ATTACHMENTS:**

| **Description** | **Type** |
|---|---|
| 2023-2024 CDBG Housing Commission Budget Requests | Report |

# Memorandum

| | |
|---|---|
| To: | Chairman and Members of the Housing Commission |
| From: | Nora Boyer, Housing Planner |
| RE: | 2023-2024 Annual Action Plan including CDBG Budget |
| Date of Meeting: | April 19, 2023 |
| Date Prepared: | April 13, 2023 |

Every five years, the Village Board adopts a *5-year Consolidated Plan* which describes the Village's housing and community development needs, particularly the needs of the Village's low and moderate income residents. Annually, the Village adopts an *Annual Action Plan* to describe how it will address its housing and community development needs during the 1-year period of the Plan. This includes how the Village will use its Federal Community Development Block Grant (CDBG) funds during the program year.

The Consolidated Plan, Annual Action Plans, and program implementation years follow the Federal fiscal year; and therefore, the program years begin on October 1st and end on September 30th.

The Village is in the process of developing its 2023 Annual Action Plan for the program year that begins on October 1, 2023 and ends on September 30, 2024.

**2023 Annual Action Plan/CDBG Budget Timeline**

| | |
|---|---|
| March 20, 2023 | CDBG Grant Applications released |
| April 28, 2023 | CDBG Grant Applications will be due |
| June 12, 2023 | Public Hearing #1 on the *2023 Draft Annual Action Plan* and presentations by grant applicants for CDBG funds at the Committee of the Whole Meeting |
| June 14, 2023 – July 14, 2023 | 30-day Public Comment Period on the *2023 Draft Annual Action Plan* including the CDBG budget |
| July 17, 2023 | Public Hearing #2 and consideration of adoption of the *2023 Annual Action Plan* including the CDBG budget at the Village Board Meeting |
| August 15, 2023 | *2023 Annual Action Plan* is due to the Federal Department of Housing and Urban Development |
| October 1, 2023 | 2023 Program Year Begins |

Each year, the Housing Commission makes recommendations concerning programs and activities to be included in the Annual Action Plan and funded from the Village's CDBG allocation. These recommendations have included inclusion and funding of the Single Family Rehab Loan Program (since 1978) and have in recent years included the Group Home and Transitional Housing Program.

The CDBG budget for the 2022 program year (October 1, 2022 – Septembe 30, 2023) is attached.

The current 5-year *Consolidated Plan* (2020-2024) and the 2022 Annual Action Plan may be found on the Village website.

Staff's estimate is that approximately $270,000 may be available for brick and mortar projects and that there will be a Village infrastruture request for $150,000.

**Recommendation:**
It is recommended that at its April 19, 2023 monthly meeting, the Housing Commission discuss programs that it may wish to be recommend be included in the Village's 2023 Annual Action Plan and receive CDBG funding. It is further recommended that the Housing Commission makes its formal budget requests.

**Village of Arlington Heights**
**2022-2023 CDBG Budget**

| | |
|---|---|
| **Revenue** | |
| 2022 CDBG Grant | $274,410 |
| Carry Over Funds from Prior Years | $110,905 |
| Program Income (Est) | $ 50,000 |
| Total Revenue | $435,315 |
| | |
| **Expenditures** | |
| Public Services | |
| District 214 ESL Program | $ 1,500 |
| Family Forward | $ 3,000 |
| Connections to Care | $ 4,000 |
| Children's Advocacy Center | $ 3,500 |
| Life Span | $ 3,500 |
| NW Center Against Sexual Assault | $ 3,500 |
| Resources for Community Living | $ 5,000 |
| Suburan Primary Health Care Council | $ 6,000 |
| WINGS | $ 6,500 |
| Journeys\|The Road Home | $ 5,000 |
| Arlington Heights Park District Children at Play | $ 6,275 |
| Northwest Compass | $ 4,500 |
| Total | $ 52,275 |
| | |
| Construction | |
| VAH Single Family Rehab Program | $100,000 |
| VAH Group Home Rehab Program | $ 68,240 |
| VAH Public Infrastructure Program | $150,000 |
| Total | $318,240 |
| | |
| Administration | |
| CDBG Program Administration | $64,800 |
| | |
| Total Expenditures | $435,315 |

**Housing Commission**
**4/19/2023**

**Item:** 2024-2025 Village Board Strategic Priorities Discussion

**Department**: Planning & Community Development

## ATTACHMENTS:

| Description | Type |
|---|---|
| 2024-2025 Village Board Strategic Priorities Discussion | Report |

# Memorandum

| | |
|---|---|
| To: | Chairman and Members of the Housing Commission |
| From: | Nora Boyer, Housing Planner |
| Re: | 2024-2025 Village Board Priorities |
| Meeting Date: | April 19, 2023 |

As mentioned at the March 15, 2023 Housing Commission meeting, the Village Board is seeking input from Village commissions as the Village Board begins its process of developing its 2024-2025 Strategic Priorities. A list of the 2022-2023 Strategic Priorities is provided below.

Input from the Housing Commission will be discussed at the Housing Commission meeting on April 19, 2023.

**Strategic Priorities 2022 - 2023**

1. Facilitate a balanced and continuous community and organization, post-COVID-19 recovery
2. Expand efforts to embrace diversity, equity, and inclusion within the community and the Village Government
3. Work to ensure the redevelopment of Arlington Park meets community standards and provides a one-of-a-kind regional destination, worthy of the property's legacy
4. Identify, explore, and implement sustainable and green initiatives
5. Ensure revenue sources are applied rationally across sectors while monitoring the overall community tax burden
6. Ensure that organization has the resources and training to maintain focus on consistent high-quality core services and infrastructure
7. Seek opportunities to make the community more livable by increasing pedestrian and bicycle options for residents
8. Improve communications with residents and businesses
9. Seek and maintain attainable housing while continuing to review affordable housing strategies

**Housing Commission**
**4/19/2023**

**Item:** Agenda Items for May Meeting

**Department**: Planning & Community Development

**ATTACHMENTS:**

| **Description** | **Type** |
|---|---|
| No Attachments Available | |