



Village of Arlington Heights
Housing Commission
Commissions Room, 2nd Floor
Arlington Heights Village Hall, 33 S. Arlington Heights Rd
Arlington Heights, IL 60005
March 16, 2022
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Minutes 2-16-22

IV. REPORTS

V. OLD BUSINESS

- A. Single Family Rehab Program Status Report
- B. Change of Monthly Meeting Day and Time (Vote Needed)
- C. Housing Program Publicity - Fair Housing
- D. Affordable Housing Trust Fund & Federal Home Loan Bank Program

VI. NEW BUSINESS

- A. 2022-2023 Annual Action Plan Including CDBG Budget

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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



**Housing Commission
3/16/2022**

Item: Minutes 2-16-22

Department: Planning & Community Development

ATTACHMENTS:

Description

Minutes 2/16/22

Type

Minutes

DRAFT

MINUTES OF A MEETING OF THE ARLINGTON HEIGHTS HOUSING COMMISSION VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS FEBRUARY 16, 2022

IN ATTENDANCE:

Commissioners

Present:

John Eggum
William Delea

Ken Kiefer
Janet Krinsky

Commissioners

Absent:

David Miller

Staff Present: Nora Boyer, Housing Planner/Staff Liaison

I. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

II. Roll Call

Present: K. Kiefer, J. Eggum, D. Miller, & J. Krinsky

Absent: D. Miller & A. Arrington

III. APPROVAL OF MINUTES

A motion was made by Commissioner Delea, seconded by Commissioner Kiefer to approve the minutes of the February 16, 2022 meeting. The motion was approved

Ayes: K. Kiefer, J. Eggum, & W. Delea

Nays: 0

Abstain: J. Krinsky

IV. REPORTS

None

V. OLD BUSINESS

A. Single-Family Rehab Program

Ms. Boyer reviewed the loan application files.

Case 20-06: Fairly large rehab job. The construction work is being completed with one item of work left and is expected to be closed out by the end of the month.

Case 21-02: Staff is working with the home owner to develop a scope of work. The main issue at this home is water in the basement.

Case 21-03: This case involved replacement of windows and a door. The work would have been completed and the project is being closed out.

The budget for program year 2021-2022 is \$60,465. Not included what may be spent on case 21-02, there is a balance of \$34,846.

B. Calendar of Publicity for Housing Commission Programs

The group was reminded that the Housing Commission has some funds in its budget that could be used for marketing of programs or disseminating housing information. The Village has a communications staff person to assist with this. There was a suggestion that the Housing Commission choose a topic to feature every 2 months. April is national affordable housing month. Topics for other months will be discussed later.

Commissioner Krinsky asked if the Housing Commission is just thinking about the Village website to advertise. Housing Commission funds could be used to specifically target messages to certain segments of the Village population. She asked if press releases are also sent out for the Daily Herald to pick up for an article. She suggested that a variety of outlets of information be used since different residents have access or use different forms of communication. She suggested providing information to the Wheeling and Elk Grove Township offices.

Commissioner Kiefer said that he thinks reaching out to the townships is a great idea. He asked about newsletters people may receive such as the township newsletters. He suggested publicizing programs at the Senior Center too, and Commissioner Eggum said that the Senior Center has a newsletter as well.

Commissioner Krinsky suggested sending information about fair housing to agencies like Northwest Compass that deal with housing issues. She also suggested going out or getting information out through the schools.

Ms. Boyer mentioned that there are some fair housing organizations in the area, and she will send website links out to the Commissioners for those organizations. Their programs and information of those agencies could be publicized by the Village.

C. Affordable Housing Trust Fund

The Housing Commission packets contained the report that went to the Committee of the Whole. The Village Board concurred with the process recommended by the Housing Commission which included sending out a letter of interest and later a request for proposals for using the monies in the Trust Fund.

Mr. Moens brought to the attention of the Housing Commission that at the last Village Board meeting there are Trustees who may be interested in putting senior communities into the Inclusionary Affordable Housing ordinance. He asked that the Housing Commission, or the individual Commissioners, help advocate for the re-inclusion of senior developments in the ordinance.

Independent living units in senior communities were included as subject to the ordinance in the draft ordinance that was recommended by the Housing Commission, but they were removed by the Village Board when the ordinance was adopted. Chairman Eggum

said that senior communities are more complex because they usually have strong services and medical components. He said that the thought was that residents should not be put in the position of subsidizing other resident's medical care.

Mr. Moens pointed out that the requirement that was removed from the ordinance only applied to independent living units. Commissioner Delea commented that there are various models for senior developments, and Commissioner Krinsky noted that there is sometimes a significant entry fee. She commented that the independent units often benefit from services such as provided meals included with the monthly cost and that there are advantages to being able to move between tiers inside the community.

Ms. Boyer said that she had heard that some of the Trustees were interested in looking again at including senior developments and that the Trustees were sent a copy of the originally proposed ordinance (with senior developments included) to re-fresh their memories. Ms. Boyer was asked to provide a copy of the draft ordinance to the Commissioners for review in case the Village Board raises the matter for reconsideration.

D. Update on Rental Registry Recommendation

Ms. Boyer said that Village management including the Village Manager are aware of the Housing Commission recommendation. She said that she will let the Housing Commission know when and how the recommendation will be forwarded to the Village Board. The purpose of the proposed changes in the rental registry system is to gather more and current data on rental housing in the Village.

Commissioner Krinsky said that she thinks that using the rental registration process to gain data is a great idea. She said that she has reviewed this and other activities of the Housing Commission and is impressed with the caliber and importance of the Housing Commission's work.

VI. NEW BUSINESS

A. 2021-2022 CDBG Group Home Rehab Project

Staff is proceeding with the three applications to the CDBG program for renovations to four group homes. She said that she mentioned to the agencies that the Housing Commission may be interested in having them send representatives to a future Housing Commission meeting to give the Commissioners information in general about their agencies' missions and the group homes specifically.

B. Arlington Heights Affordable Housing Data

Ms. Boyer had the Village's GIS team provide a list of properties within residential zoning districts where there was an owner who appeared for more than one property. Chairman Eggum, who suggested the data search at the February Housing Commission, reviewed the list. It was decided that the list needs some clean-up before it can be useful. There are a handful of properties owned by banks, some owned by Cook County (possible tax sales), and there are some non-residential properties shown.

Commissioner Krinsky mentioned that the school districts may have data that could be helpful.

VII. OTHER BUSINESS

A. Topics for March Housing Commission Meeting

Commissioner Kiefer informed the group that the Federal Home Loan Bank has affordable housing programs including grants (up to \$900,000 or 75% of a project's total cost) or partial financing of affordable housing projects about which the Housing Commission may wish to have information. He suggested that the Federal Home Loan Bank funds could possibly be leveraged using the Village's Affordable Housing Trust Fund. He had spoken to the Federal Home Loan Bank about coming to a Housing Commission meeting to present their programs and that they are interested in sharing their story. They work with lenders and developers. Commissioner Eggum suggested that it may be best to get the Trust Fund letter of interest written first so that the Housing Commission can better benefit from the discussion with the Federal Home Loan Bank. If the request for letters of interest is ready in March, perhaps the Federal Home Loan Bank could send a representative to the Housing Commission meeting in April.

Ms. Boyer said that the Community Development Block Grant annual budgeting process will begin soon, and Housing Commission requests or recommendations for funding could be a topic for the March 2022 Housing Commission meeting.

B. Regular Meeting Day

The official meeting day of the Housing Commission is the first Tuesday of the month. During the past couple of years, several Housing Commissioners had conflicts with that day of the month, and the Housing Commission has been meeting on an ad hoc basis usually on the third Wednesday of the month. Ms. Boyer provided dates which showed that there would be at least two conflicts on the first Tuesdays of the month in 2022 due to religious and national holidays. There was agreement among those present that the official meeting date of the Housing Commission be changed to the third Wednesday of the month at 7:00 pm. Ms. Boyer said that she would check with Commissioners not present, and if they agreed, would move forward with the process for officially changing the day of the monthly meeting.

C. Scheduling of March 2022 Meeting

The March 2022 meeting date was set for:

Wednesday, March 16, 2022 at 7:00 pm in the Commissions Room

VIII. ADJOURNMENT

A motion was made by Commissioner Kiefer, seconded by Commissioner Delea to adjourn the meeting at 8:00 pm. The motion was approved unanimously.

The next meeting was set for Wednesday, March 16, 2022 at 7 pm.



Housing Commission
3/16/2022

Item: Single Family Rehab Program Status Report

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Single Family Rehab Program Report	Report

03/09/22
SINGLE-FAMILY REHAB PROGRAM STATUS REPORT - 2021-2022

FILE # SUFFIX	APPLICATION SUBMITTED	OUT TO BID	SCOPE OF WORK SUMMARY	STAFF COST ESTIMATE	PROJ COST	CHANGE ORDERS	TOTAL PROJECT COST	PAID TO DATE	STATUS
20-06 MC536	12/15/20	7/15/21	Requesting: Furnace, Windows, Electrical	25,000	\$21,764	\$8,880 Exterior platform piers and water damage in bathroom and kitchen	\$30,644	\$30,644	Work to be competed. File is being closed out.
21-02 DO1217	7/7/2021		TBD	TBD					Developing scope of work. Emailed a summary of basement water proofing proposals to the owner and am waiting to hear back. Owner has other work requests as well.
21-03 ZA1504	11/23/2021	By Owner	Window and door replacement	\$14,800	\$14,759	\$0	\$14,759		Work completed. File is being closed.

SFR LOAN PROGRAM - FINANCIAL SUMMARY

2021/2022 CDBG ALLOCATION: \$ 60,465.00

20-06	10,860 (\$19,784 paid in prior program/fiscal year)
21-02 Estimate	15,000 for waterproofing only
21-03	14,759
TITLE SEARCHES/APPRAISALS/LEAD PAINT COSTS/PERMITS: -	TBD
LESS PROGRAM INCOME NOT YET RECEIVED:	- TBD
Total:	\$ 19,846

Loans Repaid CDBG Fiscal Year To Date: 10/1/21 – 9/30/22

Case #	Date Paid	Yrs to Repayment	Amount	Reason sold (if known)
06-01	10/25/2021	15 years	\$12,354	Unknown
11-04	10/22/1021	10 years	\$32,236	Unknown
88-89	12/13/2021	32 years	\$14,041	Unknown
	Total		\$58,631	



Housing Commission
3/16/2022

Item: Change of Monthly Meeting Day and Time (Vote Needed)

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
Memo to change monthly meeting day and time	Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

RE: Housing Commission Regular Monthly Meeting Day/Time

Date of Meeting: March 16, 2022

Date Prepared: March 10, 2022

At its February 16, 2022 meeting, the members of the Housing Commission discussed moving the Housing Commission's regular monthly meeting day/time from the first Tuesday of the month at 7:00 pm to the third Wednesday of the month at 7:00 pm.

Since that meeting, the Village Clerk informed the Planning Department that the approval of a formal motion by the Housing Commission is required as the first step in officially changing the regular meeting day of the Housing Commission.

Recommendation:

If it is still the wish of the Housing Commission to change the official meeting monthly day/time of the Housing Commissions meeting, it is recommended that the Housing Commission approve a motion changing its monthly meeting day/time to the third Wednesday of the month at 7:00 pm.



Housing Commission
3/16/2022

Item: Housing Program Publicity - Fair Housing

Department: Planning & Community Development

ATTACHMENTS:

Description

Memo Housing Program Publicity Fair
Housing

Type

Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

RE: Fair Housing Information

Date of Meeting: March 16, 2022

Date Prepared: March 10, 2022

The Housing Commission has been discussing disseminating information to the public regarding:

1. Fair housing laws;
2. How to make complaints to the Village regarding fair housing issues; and
3. The Housing Commission's role as the Fair Housing Review Board.

For the Housing Commission's information, below is the information regarding Fair Housing that is provided on the Village's website. This information may be found by going to this website page: <https://vah.com/cms/One.aspx?portalId=7230773&pageId=8820344> and selecting "Fair Housing."

Fair Housing



The Village of Arlington Heights has enacted a local fair housing ordinance that prohibits housing discrimination on the basis of race, color, religion, national origin, familial status, disability, sexual orientation, and other unlawful discrimination listed in Article 3 of the Illinois Human Rights Act, as now or hereafter amended. The Village has a Fair Housing Review Board that reviews fair housing complaints.

Any person who wishes to file a housing discrimination complaint with the Village of Arlington Heights may make their complaint to:

Fair Housing Review Board
Department of Planning & Community Development
33 S. Arlington Heights Road
Arlington Heights, IL 60005

Housing complaints are to be in writing and may be filed up to 60 days after the occurrence. However, you are strongly encouraged to file as soon after an incident as possible. A Housing Discrimination Information Form is available for your convenience.

The Village's Fair Housing Review Board, with the assistance of Village staff, will investigate complaints. For an explanation of the processes and time-frames for investigation, conciliation, and public hearings concerning complaints, please contact the Department of Planning & Community Development at the address/phone number indicated above.

The Fair Housing Complaint Form is attached to this memorandum.

This information is being provided for the Housing Commission's review and comments.



Housing Commission
3/16/2022

Item: Affordable Housing Trust Fund & Federal Home Loan Bank Program

Department:

ATTACHMENTS:

Description	Type
Memo - Affordable Housing Trust Fund	Memorandum

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

RE: Affordable Housing Trust Fund

Date of Meeting: March 16, 2022

Date Prepared: March 10, 2022

The following is the timeline for next steps in the developing priorities and a process for utilizing the Village's Affordable Housing Trust Fund:

In accordance with the Village of Arlington Heights *Business Plan for 2022-2023*, in the second quarter of 2022 (April – June, 2022) staff will work on finalizing the process for issuing the Request for Letters of Interest, developing a mailing list, etc.

The *Business Plan for 2022-2023* calls for the issuing of the Request for Letters of Interest in the fourth quarter of 2022 (October – December, 2022).



Housing Commission
3/16/2022

Item: 2022-2023 Annual Action Plan Including CDBG Budget

Department: Planning & Community Development

ATTACHMENTS:

Description	Type
2022-2023 Annual Action Plan Including CDBG Budget	Exhibits

Memorandum

To: Chairman and Members of the Housing Commission

From: Nora Boyer, Housing Planner

RE: 2022-2023 Annual Action Plan including CDBG Budget

Date of Meeting: March 16, 2022

Date Prepared: March 10, 2022

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

The Village is in the process of developing its 2022 Annual Action Plan for the program year that begins on October 1, 2022 and ends on September 30, 2023.

2022 Annual Action Plan/CDBG Budget Timeline

April 1, 2022	CDBG Grant Applications will be released
April 25, 2022	CDBG Grant Applications will be due
June 13, 2022	Public Hearing #1 on the <i>2022 Draft Annual Action Plan</i> and presentations by grant applicants for CDBG funds at the Committee of the Whole Meeting
June 15, 2022 – July 15, 2022	30-day Public Comment Period on the <i>2022 Draft Annual Action Plan</i>
July 18, 2022	Public Hearing #2 and consideration of adoption of the <i>2022 Annual Action Plan</i> at the Village Board Meeting
August 15, 2022	<i>2022 Annual Action Plan</i> is due to the Federal Department of Housing and Urban Development
October 1, 2022	2022 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 the Group Home and Transitional Housing Program.

The CDBG budget for the 2021 program year (October 1, 2021 – September 30, 2022) is attached.

The current 5-year *Consolidated Plan* (2020-2024) and the 2021 Annual Action Plan may be found on the Village website:

<https://www.vah.com/cms/One.aspx?portalId=7230773&pageId=8820344>

Recommendation:

It is recommended that at its March 16, 2022 monthly meeting, the Housing Commission discuss programs that it may wish to be recommended be included in the Village's 2022 Annual Action Plan and receive CDBG funding. It is further recommended that the Housing Commission makes its formal recommendations (by approving motions) at either its March 16, 2022 or April 20, 2022 monthly meeting.

	Approved Budget		2020-2021	2021-2022	2021-2022
	2021-2022 CDBG BUDGET		Budget	Estimated revenue	Estimated revenue
	CDBG Grant		\$ 278,890	\$ 284,265	\$ 284,265
	Carry Over of Unexpended CDBG funds		\$ 31,870	\$ 111,000	\$ 111,000
	Program income to date since Oct. 1, 2020		\$ 50,000	\$ 50,000	\$ 50,000
	Total Revenue		\$ 360,760	\$ 445,265	\$ 445,265
			2020-2021	2021-2022	2021-2022
	EXPENDITURES	Program	Final	CDBG	Approved by
	Public Services (2021-2022 optional 15% cap \$55,000)		Allocations	Applications	Village Board
1	District 214 Education Foundation	Beginning English as a Second Language Instruction	\$ 1,500	\$ 1,500	\$ 1,500
2	Faith Community Homes	Housing and Mentoring Support for Low Income Families	\$ 2,500	\$ 3,000	\$ 3,000
3	NW CASA - Sexual Assault Program	Sexual Assault Intervention Program	\$ 2,500	\$ 3,500	\$ 3,500
4	Children's Advocacy Center	Services for Victims of Child Abuse	\$ 2,500	\$ 4,000	\$ 3,500
5	Connections to Care (formerly known as Escorted Transporation Service NW)	Escorted Transportation Service for Elderly/Disabled to Medical Appointments	\$ 3,500	\$ 4,000	\$ 4,000
6	Resources for Community Living	Affordable Housing Options and Support Services for Persons with Disabilities	\$ 5,000	\$ 5,000	\$ 5,000
7	Life Span	Legal and Counseling Services to Victims of Domestic and Sexual Violence	\$ 3,000	\$ 5,000	\$ 3,500
8	Suburban Primary Health Care Council	Access to Care - Subsidized Medical Services	\$ 4,337	\$ 7,000	\$ 6,000
9	WINGS	Emergency and Transitional Housing and Community Based Service	\$ 6,000	\$ 9,000	\$ 6,500
10	Journeys The Road Home	Homeless Services	\$ 4,500	\$ 10,000	\$ 5,000
11	Arlington Hts. Park District	Children At Play Program	\$ 9,113	\$ 30,000	\$ 9,000
12	Northwest Compass	Housing Counseling and Assistance	\$ 4,000	\$ 15,000	\$ 4,500
na	Catholic Charities	No application received for 2021-2022	\$ 4,000	\$ -	\$ -
na	Little City Foundation	No application received for services for 2021-2022	\$ 4,000	\$ -	\$ -
na	Covid Services	No application for 2021-2022	\$ 25,000	\$ -	\$ -
			\$ 81,450	\$ 97,000	\$ 55,000
	Construction/Economic Development (2021-2022 available assuming 15% Public Services Cap \$323,465)				
13	Shelter Inc.	Renovations to Transitional Living Program Residence	\$ -	\$ 33,050	For consideration under #19
14	Little City Foundation	Renovations to Group Home: 2 Bathrooms, Drywall, Kitchen/Living Room Flooring	\$ -	\$ 34,525	For consideration under #19
15	Clearbrook - rehabs at 2 group homes	Renovations to 2 Group Homes: Wheelchair Ramp, Sidewalk/Steps, Kitchen, Lighting	\$ 25,000	\$ 36,600	For consideration under #19
16	Journeys The Road Home - capital project (\$28,000 unspent 2019 allocation)*	New Building - Floors for Services, Shelter, and 7 Permanent Affordable Units	\$ -	\$ 100,000	\$ 28,000
17	Full Circle Development - permanent supportive housing	Permanent Supporting Housing - Acquisition and Infrastructure Costs	\$ -	\$ 100,000	\$ -
18	VAH Single Family Rehab Loan Program	Single Family Rehabilitation Loan Program	\$ 39,310	\$ 67,000	\$ 60,465
19	VAH Group Home and Transitional Housing Program	Group Home and Transitional Housing Program	\$ -	\$ 105,000	\$ 85,000
20	VAH Public Infrastructure	Street Resurfacing on HUD Designated Low/Moderate-Income Areas	\$ 150,000	\$ 150,000	\$ 150,000
			\$ 214,310	\$ 626,175	\$ 323,465
	Administration (2021-2022 Cap \$66,800)				
21	CDBG Administration	Costs for Administering the CDBG Program - Salaries, Audit Costs, etc.	\$ 65,000	\$ 66,800	\$ 66,800
			\$ 65,000	\$ 66,800	\$ 66,800
	Carry over			\$ 789,975	\$ 445,265

* \$28,000 grant approval to Journeys|The Road Home was declined. \$20,000 of this amount was reallocated to the Group Home and Transiaional Housing Program for a total of \$105,000.