

**VILLAGE OF SCHAUMBURG  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**DRAFT 2023 CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)**



Prepared by the Community Development Department

**Village of Schaumburg**  
**2023 Consolidated Annual Performance and Evaluation Report (CAPER)**  
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**Village of Schaumburg**  
**2023 Consolidated Annual Performance and Evaluation Report**  
**Community Development Block Grant Program**

**Executive Summary**

The Consolidated Annual Performance and Evaluation Report (CAPER) is a report on the progress in carrying out the Annual Action Plan. The CAPER is designed to provide the jurisdiction an opportunity to assess its annual performance in relationship to meeting its overall five-year Consolidated Plan priorities and objectives. The CAPER also discusses potential actions or changes based on annual performance.

The Housing Community Development Act of 1974 requires each Community Development Block Grant (CDBG) grantee to complete a CAPER within 90 days of the completion of its fiscal year. In addition, the grantee must make copies of the CAPER available to its citizens in sufficient time to allow the citizens to comment on the report prior to submission to HUD.

During Program Year 2023 (October 2023 – September 2024), the Village spent \$577,817.62 on the following activities using CDBG funds:

Program Administration	\$50,000.00
Public Services	\$55,793.80
Residential Rehabilitation Program	\$62,350.00
Residential Rehabilitation Program Administration	\$6,900.00
Handy worker Program	\$2,100.00
Economic Development- Small Business Loan Program	\$15,000.00
Harbour House Renovation	\$35,000.00
Jennings House Renovation	\$16,050.00
Barn Senior Center	\$179,750.00
Area-13 Sidewalk Projects	\$154,873.82

The Village has a total of \$401,879.96 in carryover funds from Program Year 2023. Some of the carryover funds have already been committed to ongoing activities like the Jennings House Renovation (\$174,335.60). Majority of the leftover unused funds are uncommitted (\$227,544.36) and are marked for use in the 2024 Action plan.

Due to the C-19 pandemic, the Village received additional CDBG funds (referred to as CDBG-CV funds) through the Coronavirus Aid, Relief and Economic Security Act (CARES Act) to prevent, prepare for, and respond to the C-19 pandemic. Under the CARES Act, the Village received \$929,915 in CV funding. To date, the Village has expended \$836,835.20 in CDBG-CV funds with \$4,330.93 being spent during Program Year 2023. Funds were spent on administration and public services. The expended funds are broken out below:

<b>CV Funds</b>	<b>PY20</b>	<b>PY21</b>	<b>PY22</b>	<b>PY23</b>
Program Administration	\$14,217.66	\$6,042.96	\$1,526.38	\$415.36
Public Services	\$84,329.86	\$164,364.52	\$67,022.89	\$3,915.57
Economic Development	\$225,000.00	\$270,000.00	\$0.00	\$0.00
<b>Total</b>	<b>\$323,547.52</b>	<b>\$440,407.48</b>	<b>\$68,549.27</b>	<b>\$4,330.93</b>

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Projects funded in the 2023 program year addressed the Village's housing and community development objectives. The Village of Schaumburg expended funds on the following projects/activities:

- Grant Administration - Used funds to provide for CDBG grant administration, including salary, supplies, public notices, audit, and a CDBG consultant.
- Public Service Agencies - Provided funds to 9 public service agencies to provide healthcare, programming for persons with disabilities, homeless prevention and assistance, counseling services, housing and emergency housing, and legal services. These agencies provided services to approximately 505 residents of the Village.
- Residential Rehabilitation Loan Program - Provided 0% interest loans to eligible homeowners for necessary home improvements. Priority is given to elderly and disabled homeowners. A maximum loan of \$25,000 for a single-family household (\$15,000 for a multi-family household) is provided to the homeowner and is due in 30 years, whenever the home is sold or there is a change in title. Loans have a 0% interest rate, and there are no monthly payments due making it a reasonable option for seniors. (2 households served)
- Handy worker Program - Provided grants to elderly and disabled homeowners for minor repairs. A maximum grant of \$500 per household is provided. (6 households served)
- Jennings House - The Jennings House is owned by the Village and leased to Shelter, Inc an organization that provides housing to at risk girls. The original project included a bathroom renovation for the house. As part of the project the village conducted Lead and Asbestos inspections. The village also obtained a consultant to design documents for the bathroom renovation and lead interim measures and asbestos abatement. In PY2023 the village released a BID for the project and work is proposed to be completed in PY2024.
- The Barn - Completed the construction of a new deck and ramp to provide improved emergency access and provide an outdoor seating area. The Village owns the former Village Hall (known as the Barn) at 231 Civic Drive. The Barn is used for the village's senior center and teen center. Work was completed the summer of 2024.
- Harbour Transitional Housing Renovation - Renovated a group home owned and operated by The Harbour. The Harbor completed a roof replacement project that was initiated in PY22. Additionally, they completed a kitchen renovation project that was planned for PY23.
- Area 13 Sidewalk Project - Replaced existing sidewalk. This project area is the census block group bounded by Schaumburg Road to the

south, Braintree Drive to the east, Amherst Drive to the north, and Springinsguth Road to the west. This block group is in a low- and moderate-income areas as identified by HUD.

- Economic Development - The village assisted 1 small business. Funds were used for the purchase of equipment for a kitchen expansion to help create 2 jobs for low-income persons.

Under the CARES Act, the Village received \$929,915 in CV funding. To date, the Village has expended \$836,835.20 in CDBG-CV funds with \$4,330.93 being spent during Program Year 2023. A summary of CV funds is attached to the CAPER.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source/Amount	Indicator	Unit of Measure	Five Year Plan - Expected	Five Year Plan - Actual	Five Year Plan - Percent Complete	2023 Program Year - Expected	2023 Program Year - Actual	2023 Program - Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$62,350	Homeowner Housing Rehabilitated	Household Housing Unit	55	36	65.4%	10	8	80.0%
Economic Development	Economic Development	CDBG: \$15,000	Jobs created/retained	Jobs	10	3	30.0%	3	1	33.3%
			Businesses assisted	Businesses Assisted	0	2	0	0	0	0
Homeless/Continuum of Care Public Services	Homeless	CDBG: \$24,750	Homelessness Prevention	Persons Assisted	714	947	131.9%	215	261	106.05%

Special Needs Public Services	Non-Homeless Special Needs	CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1077	899	83.5%	155	241	118.35%
Other Public Service (Non-Housing/Non-Special Need)	Non-Housing Community Development	CDBG: \$6,600	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	238	121	50.8%	35	27	88.89%
Public Facilities	Public Facilities	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	100	0%	80	100	0
Public Facilities	Public Facilities	CDBG: \$35,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	1	100%	2	1	50.00%
Public Infrastructure	Public Infrastructure	CDBG: \$181,663.33	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3590	10,175	283.42%	565	565	187.88%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

All funds were used to assist low- and moderate-income residents in some capacity. Funds were used to address high priority areas of affordable housing, public facilities, and infrastructure, planning and administration, and public services. Overall, the Village has done a good job of addressing some of the high priority needs identified for Program Year 2023.

In 2023, the Village had 3 goals that were completed at 80% or more. The goals achieved or exceeded were for public infrastructure, public services, and affordable housing. The village completed 2 Residential Rehab projects this program year. The Village also completed 6 projects through the Handy worker program this year despite not having a contractor during the first quarter of the program year.

The remaining goals for economic development and public facilities were not completely achieved. One business was assisted through the Economic Development Assistance program. The Village is currently working with another business for economic development initiatives. The Village will continue to work with eligible businesses; however, there are several other funding opportunities available, which could impact the use of CDBG funds for economic development in Program Year 2024. The village is currently investigating microenterprise economic development initiatives.

The Village completed 2 of 3 public facility projects. A roof replacement project and kitchen renovation at the Harbour Transitional Home, and the construction of a Deck and Ramp at the Barn Senior Center. The project not completed was the Jennings House renovation. The Jennings House is owned by the Village and leased to Shelter, Inc an organization that provides housing to at risk girls. The original project included a bathroom renovation for the house. As part of the project the village conducted lead and asbestos inspections. Over the years the project scope has increased to include lead interim controls and asbestos abatement. In PY21 and PY22, the village obtained consultants to conduct lead and asbestos inspections, and to draft design documents for the project. In PY23 the village published a bid to solicit proposals to complete the project. The village anticipates finalizing the direction of the project in PY24. If the project moves forward work is planned to be completed by May of 2025. If the project does not move forward funds will be reallocated to other public infrastructure projects.

The Harbour completed the roof replacement project during the beginning of PY23. The roof replacement project was originally planned to be completed in PY22. The Harbor also completed a kitchen and flooring repair and interior repainting project in PY23.

The Barn Deck and Ramp project was completed in September 2024. The Barn is used for the Villages senior center and teen center. The Villages senior center provides the senior meal program and social programs for seniors in and around the Village. The Village renovated and improved an emergency access that is located on the second floor of the building by providing an accessible ramp. The project also included the construction of a deck for seniors to enjoy the outside area for meals and



programming especially in the aftermath of COVID.

**CDBG-CV Funds**

In addition to traditional CDBG funds, the Village also continued to spend CDBG-CV funds. The projects funded address the Village’s community and housing needs in responding to the C-19 pandemic. Funding was provided to the rental assistance program that is run by the Village’s Social Service Division. (1 person assisted)

**CR-10 - Racial and Ethnic composition of families assisted.**

**Describe the families assisted (including the racial and ethnic status of families assisted).**

**91.520(a)**

	<b>CDBG</b>
White	326
Black or African American	94
Asian	29
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	5
American Indian or American Native & White	1
Asian & White	1
Black or African American & White	0
American Indian or American Native & Black or African American	1
Other Multi-Racial/ Unknow	57
<b>Total</b>	<b>516</b>
Hispanic	110
Not Hispanic	406

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

**Narrative**

The race and ethnicity of people assisted using CDBG funds are identified above. The other category includes a combination of races and ethnicities not stated. This data is compiled from the public services, the Residential Rehab Loan Program, and the Handy worker Program. When compiling this information, the resident/client has the option to self-report racial/ethnic data.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available.**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Public - federal	\$909,527.58	\$577,817.62
	Program income	\$70,170	\$70,170

**Table 3 - Resources Made Available**

**Narrative**

The Village received an entitlement allocation of \$378,404. Additional funds were made available from unspent uncommitted and committed prior year funds totaling \$531,123.58. The Village received \$70,170 in program income. The total amount available in PY 2023 was \$979,697.58.

The Village also received CDBG-CV funds through the Coronavirus Aid, Relief and Economic Security (CARES) Act, to prevent, prepare for, and respond to the coronavirus pandemic. Under the CARES Act, the Village was awarded \$929,915 in CDBG-CV funding. To date, the Village has expended \$836,835.20 in CDBG-CV funds with \$4,330.93 being spent during Program Year 2023.

**Identify the geographic distribution and location of investments.**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
N/A	N/A	N/A	N/A

**Table 4 – Identify the geographic distribution and location of investments.**

**Narrative**

For the most part, funds were made available Village-wide to residents in need. The Village spent some funds on geographic-specific projects, including sidewalk replacement/installation projects in low- and moderate-income areas. The Village also funded a kitchen renovation of a group home, design work for the renovation and abatement of another group home, and an exterior improvement project for a public facility that serves the seniors and youth. The Village does not have any target areas (as defined by HUD) identified for improvement

## Leveraging

**Explain how federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

CDBG does not have a match requirement; however, additional resources were leveraged on behalf of CDBG-funded subrecipients and applicants.

For public service agencies, the Village's CDBG contribution is usually less than 10% of the agency's program budget. The public service agencies provide additional funding through state and local grants as well as private donations and in some instances, program fees. Additionally, support from the municipalities increases their credibility when seeking other donations and applications for other funding opportunities.

The Village joined the Cook County HOME Consortium during Program Year 2013. HOME funds are awarded annually as formula grants to participating jurisdictions and can be used for housing-related activities, including housing counseling, homebuyer assistance, owner occupied residential rehabilitation, rental rehabilitation, and largescale housing developments (i.e., senior housing, housing for persons with disabilities, etc.). Joining the consortium allowed Cook County to access additional HOME funds on behalf of the Village. The Village was required to change its CDBG fiscal year to coincide with Cook County's fiscal year. Although HOME funds were not utilized within Schaumburg, other communities in the northwest suburbs have received the benefit of HOME funds. Staff will continue to coordinate with Cook County about utilizing HOME funds within the Village.

Since 2013, the Village has participated in the CDBG North Suburban Network, which consists of other, local, CDBG entitlement municipalities. The CDBG North Suburban Network has come together in an effort to streamline documentation, monitoring and resources for subrecipient agencies that may receive CDBG funds from multiple CDBG entitlement communities. Examples include streamlining the application and reporting paperwork and conducting joint monitoring visits when appropriate.

The Village's administrative offices are used for administration of the CDBG program, Handy worker Program, Small Business Loan Program, and coordination of public facility and infrastructure projects.

The Village has allocated CDBG funds to renovate the Jennings House, which is owned by the Village but leased to Shelter, Inc for use as an emergency home for girls. The Village conducted a lead-based paint risk assessment on the property during PY20 in anticipation of the renovation and an appraisal in PY22. In PY 23 design drawings were completed and the village solicited bids for the project. The village continues to work to determine the best scope for this project and anticipates completion in PY 24.

**CR-20 - Affordable Housing 91.520(b) –**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**Table 5 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	4	2
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>4</b>	<b>2</b>

**Table 6 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The Village's 2023 Action Plan goals included the renovation of 4 housing units through the Residential Rehabilitation Loan Program. During PY 2023, the Village completed 2 renovation projects, and 1 correction to work done on a rehab project from PY19.

In PY 2021 the Village contracted out administration of the Residential Rehabilitation loan Program to North West Housing Partnership. North West Housing Partnership currently has one active application with work to be completed in PY 2024. This year there were challenges receiving income eligible applications for the program. The Village will continue to work on more ways to advertise the program to the community. Through this program the Village was able to accomplish 50% of the goal.

The Village also implemented the Handy worker Program to assist seniors and persons with disabilities with minor home repairs. The 2023 Action Plan goal included assistance to 6 housing units through the Handy worker Program. A total of 6 households were assisted through the Handy worker Program. During majority of PY22 and the first quarter of PY23, the village did not have a contractor to conduct handy work. Once a contractor was obtained the village was able to work through the waitlist from PY22. Staff continues to receive inquiries for the program and anticipates continued need for the program in PY24.

**Discuss how these outcomes will impact future annual action plans.**

Village staff will continue to track inquiries to determine if program requirements or funding for the programs needs adjustments. Village staff will also continue to work on various ways to advertise the programs to Village residents. Staff will also work on obtaining more contractors to perform the handywork in the village.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1	0
Low-income	0	0
Moderate-income	1	0
<b>Total</b>	<b>2</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The Village provides two affordable housing programs to correct code violations, improve energy efficiency and repair items in disrepair. Providing these programs helps to foster and maintain affordable housing. A total of 8 households were assisted.

The Village has social workers on staff to assess and refer “worst-case” housing needs situations as the Village’s initial point of contact. Referrals are then made to partner nonprofit agencies, including Journeys, Northwest Compass, WINGS, and Fellowship Housing, depending on the specific situation. The Village funds these public service agencies to assist Schaumburg residents.

CDBG-CV funds were used to provide rental assistance through the Village run Rental Assistant program.

The Village also funded renovation of a transitional group home for youth experiencing homelessness.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Village of Schaumburg provides CDBG funds to Journeys the Road Home/Journeys from PADS to HOPE, which provides outreach and supportive services to homeless persons.

The Village is also part of Cook County's Alliance to End Homelessness, and Police Social Workers attend meetings.

During the C-19 pandemic, the Village also conducted outreach to various organizations that assist homeless persons. CDBG-CV funds were used to provide emergency housing through hotel stays and rent assistance.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Village of Schaumburg allocated CDBG funds to Journeys the Road Home/Journeys from PADS to HOPE to provide homeless and homeless prevention services. Journeys typically provides emergency shelter during the winter months at local churches; however, they have been using hotels because of the pandemic. CDBG funds are specifically used to provide quality of life services, including a food pantry, clothing closet, and bathing facilities. Direct services also include mental health counseling, job training, housing counseling, and healthcare.

The Village also funded a renovation for The Harbour transitional group home for youth experiencing homelessness. The Harbour completed a kitchen repair/ renovation project for the home in PY24.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections**

**programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Alliance to End Homelessness in Suburban Cook County is the Continuum of Care that serves Schaumburg. Agencies meet monthly to share information, discuss resources for clients in need, and discuss ways to streamline the point of entry for potential clients, which includes development of a coordinated entry system. Coordinated entry is a community-wide system that standardizes and expedites access for people experiencing homelessness or who are at imminent risk of homelessness. Coordinated entry will help suburban Cook County better target the limited resources provided by the homeless assistance system to people who are experiencing homelessness.

Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources. In addition, one of the main purposes of coordinated entry is to ensure that people with the most severe service needs and levels of vulnerability are prioritized for housing and homeless assistance. HUD's policy is that people experiencing chronic homelessness should be prioritized for permanent supportive housing.

Coordinated entry offers a more organized, efficient approach to provide households experiencing homelessness with services and housing by creating quicker linkages to programs. When implemented effectively, it simplifies the roles of providers, and shortens the path to permanent housing for households experiencing homelessness. Phases of the coordinated entry system have begun being implemented.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In addition to providing assistance to Journeys the Road Home/Journeys from PADS to HOPE and WINGS, the Village also provided housing assistance to Northwest Compass and Fellowship Housing Corporation. Northwest Compass provides housing assistance, including mortgage and rental assistance, housing counseling and budgeting assistance to Schaumburg residents. Fellowship Housing Corporation provides a transitional housing program for single mothers and their children. This transitional housing program is a 2-year program, with a successful graduation rate to transition single mothers from transitional housing to self-sufficiency.

The Harbour and Shelter Inc are other organizations within the Village that provide housing to youth in need. The Schaumburg Township office has a veteran's services division to assist veterans and make referrals as needed.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing.**

The Housing Authority of Cook County provides Housing Choice Vouchers used within the Village.

Emerald Village (150 W. Wise Road) and Cedar Village (1325 Mercury Drive) are project-based Section 8 properties. Subsidized rents are provided for low-income households at these locations.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership.**

Public housing is under the jurisdiction of the Housing Authority of Cook County. The Housing Authority of Cook County has a homeownership program.

### **Actions taken to provide assistance to troubled PHAs.**

Public housing is under the jurisdiction of the Housing Authority of Cook County. The Housing Authority of Cook County is not designated as a troubled Public Housing Authority.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

### **Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The Village actively reviews various policies that serve as barriers to affordable housing. The Community Development Department regularly reviews land use controls and zoning codes. During PY23, the Village has had fair housing discussions within the CDBG Network.

The Village of Schaumburg implemented its first property tax in 2009. Property taxes are used to pay a portion of day-to-day Public Safety operations such as Police, Fire, and Emergency Medical Services. Previously, it was also used to pay principal and interest on bonds sold to fund infrastructure improvements and Police and Fire Pension obligations. The village held the property tax at the same level from 2014 through 2017, reduced it by 1% in 2018 and then 5% in 2018. The 2023 levy is equal to the levies in 2019 – 2022.

Overall, residential permit fees are provided at a reduced rate when compared to commercial projects. Additionally, any construction permit fees for CDBG-funded projects are waived up to \$5,000.



### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The Village continues to seek out individuals and agencies who demonstrate a need. The underserved may be less vocal and therefore overlooked. Public hearings are held to discuss what community members and public service agencies think are the needs of Schaumburg residents. The Village relies on the public service agencies to bring forth the concerns of the underserved populations who are unable to attend public hearings or express their needs to the Village.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The Village acts to reduce lead-based paint by addressing hazards through the Residential Rehabilitation Loan Program. Homes approved for the program are required to undergo a lead-based paint inspection if the home was constructed prior to 1978.

Public facilities that were constructed prior to 1978 are also tested for lead-based paint. The Village is working on a plan to address lead-based paint found at the Jennings House. Lead-based paint safe practices and abatement will be conducted during the Jennings House renovation. The discovery of lead-based paint has delayed the project.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Families below the poverty level may have encountered great setbacks through divorce, domestic abuse, illness, or other obstacles. These families may be transient in nature and move from relatives and friends' homes, emergency shelter sites, parks, automobiles, and other short-term accommodations as they search for somewhere to stay. Those families who need financial help and a home are referred to subsidized housing programs and social service agencies that can provide counseling, shelter, and programs to help them become self-sufficient. The Village funded various public service agencies to assist poverty-level families.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The Village has continued to improve its communication with other agencies and nonprofit organizations by talking individually with numerous service providers and by contributing to regional organizations. This increased presence has improved the Village's awareness of housing and community development needs. The Village has additional staff that is assisting with CDBG and is learning about what programs are undertaken by various agencies. This improved communication should enhance future cooperative efforts with other regional entities. The Village also participates in Cook County's Continuum of Care to address homelessness.

The Village has also worked on improving relationships with for-profit organizations. Financial institutions work with the Village to improve programs and marketing efforts that are available to low-income residents.

The Village has been actively participating in the CDBG North Suburban Network, which is comprised of northwest suburban entitlement communities. The Network has coordinated with public service agencies that may receive funding from multiple CDBG entitlement communities.

The Village also has a partnership with North West Housing Partnership (NWHP), who routinely receives grant funds from Cook County for housing assistance. NWHP also administers the Village's Residential Rehabilitation Loan Program.

This year, the Community Development Department has also improved coordination of services within the Village, specifically with the Village Economic Development Department, Police Social Services Division, and Fire Senior Services Division to assist businesses and residents in need. New staff received CDBG training through a CDBG consultant and a HUD funded CDBG-CV consultant to help in setting up and administering economic development programs.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The Village of Schaumburg is involved in all aspects of providing community development services to the residents of Schaumburg. The Village also provides the administrative services that are necessary to ensure the effectiveness of the program through other Village Divisions and Departments. Both the Code Enforcement Division and the Building Division are involved in conducting inspections of the homes that are being rehabilitated under the Residential Rehabilitation Loan Program. Any construction permit fees up to \$5,000 are waived for any CDBG-funded projects. The Finance Department assists with the handling of CDBG funds. Economic Development department assists with administering CDBG Economic Development Programs. Additionally, the Village's Health & Human Services Committee and Village Board were also part of the CAPER review.

The Village also provides direct services to persons in need without the use of CDBG funds:

- The Police Department's Multi-Family Crime Free Housing Program is designed to assist tenants, owners, and managers of rental property in keeping drugs and other illegal activity away from their properties. Topics such as Housing Choice Vouchers and Fair Housing are included in the program. The benefits of the program allow for a stable, more satisfied tenant base, increased demand for rental units, lower maintenance and repair costs, increased property values, improved personal safety for tenants, landlords and managers.
- The Village social workers assist the homeless, abused, elderly and other persons that need immediate help. Services provided by the social workers to these populations include transportation to a shelter, legal assistance, or money for emergency assistance. The social workers manage the following programs:
- Community Assistance Fund: Assists families in crisis and victims of domestic violence and other crimes referred from the police department. This fund provides critical services such as transportation, housing, legal fees, and expenses that other agencies cannot provide.

- Neighbors Helping Neighbors: Assists with residents who are at risk of having their water shut off.
- The Village’s Nursing Division provides a variety of services to promote the physical and emotional well-being of Village residents. Services include limited in-home care, blood pressure/heart rate, blood sugar tests, body composition analysis, medication review, nurse consultation, children’s immunizations, and memory screening. The Division also provides blood drives, lending of medical equipment and disposal of medication and syringes.
- The Village of Schaumburg Barn houses the Teen Center and several senior programs including the Senior Meal Program, free health clinics, intergenerational programs with local youth, medical seminars, financial seminars, and social activities.
- The Transportation Department administers the Senior and Disabled Taxi Program, which provides subsidies in cooperation with licensed taxi companies for eligible seniors aged 65 or older or persons with a medically certified disability who reside in Schaumburg.
- The Economic Development Department manages various business incentives and economic development initiatives.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

This year, the Village completed specific actions identified within the Analysis of Impediments (AI) to Fair Housing. During Program Year 2023, the following actions were taken:

1. The Village made a Proclamation to promoted fair housing month in April 2024.
2. Forwarded complaints to agencies that manage fair housing complaints.
3. Conducted outreach to agencies that manage fair housing complaints.
4. Attended meetings to continue discussions about a regional Assessment of Fair Housing (AFH)
5. Staff participated in Fair Housing training series provided by the Chicago Area Fair Alliance.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.**

### **Fiscal Monitoring**

The Village's Finance Department is the fiscal agency for the Village. The Finance Department has preventative internal control systems which ensure timely and accurate expenditure of CDBG resources. Additionally, the Village is audited on an annual basis, and CDBG funds are included in that audit.

### **Performance Reporting**

The Village utilizes HUD's Integrated Disbursement and Information Systems (IDIS) to manage all financial and programmatic information that is generated through its CDBG program for each fiscal year. The CAPER is used to analyze the Village's annual activities and programs of the Five- Year Consolidated Plan. The CAPER includes the summary of programmatic accomplishments, resources available, and the status of activities that were undertaken to implement the priority needs established in the Five-Year Plan.

### **Timeliness**

Village Staff checks its timeliness ratio on a regular basis to ensure that funds are spent in a timely manner. HUD requires a maximum timeliness ratio of 1.5, which equates to having less than 1.5 times the annual entitlement amount of funds available to spend. This year, the Village was not in compliance with the timely expenditure of CDBG funds for the timeliness test conducted on August 2, 2024. The village had an adjusted line of credit balance of 1.77 times the most recent entitlement grant.

The Village's untimeliness was due to extenuating circumstances with timing of public infrastructure/facility projects, as well as unanticipated receipt of program income.

As required by HUD Office of Community Planning and Development the Village of Schaumburg has developed and submitted the following Workout Plan detailing the steps that will be taken to ensure the CDBG line of credit is no greater than 1.5 times the allocation for PY24 by the August 2, 2025, timeliness test.

**Work out Plan**

In PY23 the village received \$70,170 in unanticipated program income from the repayments of three Residential Rehabilitation loans. The village plans to use unanticipated program income to increase funding for public facility or infrastructure projects that may require more funding than currently allocated. The Village also experienced delays in the timeline for completion of large facility and infrastructure projects such as the following:

The Barn Deck and Ramp Project (IDIS Activity ID 497).

- This project was funded at \$175,000 in PY23. The project was initially set to start construction in May of 2024 with a completion date in early July 2024. However, due to delays in permitting and other extenuating circumstances the project did not start until June 2024. The project was completed in September 2024 and funds for the project have been drawn.

At the end of PY23 the Village’s CDBG line of credit was significantly less than 1.5 times the grant entitlement allocation for PY23. Table 1 below, outlines Village of Schaumburg’s Workout Plan for all projects and activities through the end of PY23.

<b>Table 1: Schaumburg Program Year 2023 (Oct 2023 – Sep 2024) Actual &amp; Estimated Expenditures</b>		
<b>Projects and Activities</b>	<b>Oct thru July Actual Expenditures</b>	<b>Aug &amp; Sep Estimated Expenditures</b>
<b>Totals</b>	<b>\$328,047.41</b>	<b>\$251,530</b>
<b>Timeliness Ratio</b>	<b>1.72</b>	<b>1.06</b>
<b>Estimated Total Expenditure by end of PY23</b>	<b>\$579,577.41</b>	
<b>PY 2023 Entitlement + PI</b>	<b>\$979,697.58</b>	
<b>1.5 of Annual Allocation (\$378,404.00)</b>	<b>\$567,606.00</b>	
<b>Minimum required expenditure</b>	<b>\$412,091.58</b>	

The Village will continue to work on the timely implementation of all activities especially large infrastructure projects to ensure completion before the next timeliness test on August 2, 2025. PY24 large public infrastructure and facility projects include:

Jennings House abatement and Renovation Project (IDIS Activity ID 389)

- This project is funded at \$200,000 and has a remaining balance of \$174,335. Construction documents for the project were completed in May of 2024. The project was opened for bid on September 13, 2024, with a bid submission deadline of October 4, 2024. Zoning Entitlement and Permitting is proposed to be obtained between November 2024 and end of January 2025. The estimated construction start date for this project will be in February of 2025, with a completion date in May of 2025.

CDBG Sidewalk Project PY24.

- This project is funded at \$180,000. The project is proposed to be completed in the Village’s 25/26 Fiscal Year that starts in May of 2025. A project area for the PY24 Sidewalk project will be identified by November of 2024. An Environmental assessment will be conducted in December of 2024 before the project is put out for bids in January of 2025. Bids are estimated to be awarded before March of 2025 for a construction start date in May, and completion date before July of 2025.

Table 2 below outlines the Village of Schaumburg’s Workout Plan for PY24 starting from October 2024 through the end of July 2025.

<b>Table 2: Schaumburg Program Year 2024 (Oct 2024 – July 2025) Estimated Expenditures</b>				
<b>Projects and Activities</b>	<b>Q1 (Oct - Dec)</b>	<b>Q2 (Jan - Mar)</b>	<b>Q3 (Apr - Jun)</b>	<b>July, 2025</b>
Public Services	\$14,587.00	\$14,587.00	\$14,587.00	
Administration	\$8,000.00	\$8,000.00	\$8,000.00	\$2,000.00
Economic Development	\$15,000.00		\$15,000.00	
Harbour (Public Facility)				\$35,000.00
Little City (Public Facility)			\$29,000.00	
Handy Worker Program	\$500	\$500	\$500	\$250.00
Residential Rehab Program	\$2,000.00	\$2,000.00	\$17,000.00	
Jennings House (Public Facility)			\$174,335.00	
CDBG Sidewalk Project PY24	\$0.00	\$0.00		\$180,000.00
<b>Projected Totals</b>	<b>\$40,087.00</b>	<b>\$25,087.00</b>	<b>\$258,422.00</b>	<b>\$217,250.00</b>
<b>Timeliness Balance</b>	<b>1.92</b>	<b>1.86</b>	<b>1.20</b>	<b>0.64</b>
<b>Anticipated Total Expenditures Oct to July</b>	<b>\$540,846.00</b>			
<b>Total PY24 Entitlement</b>	<b>\$789,318.00</b>			
<b>1.5 of Annual Allocation (\$389,198.00)</b>	<b>\$583,797.00</b>			
<b>Minimum required expenditure</b>	<b>\$205,521.00</b>			

As demonstrated from the estimates above, the Village anticipates significant draws for large facility and infrastructure projects in spring and summer of 2025. Per these calculations, there would be latitude if a project were delayed, and the Village would still meet its timeliness in August of 2025.

**MBE/WBE**

Annually, the Village is required to report on Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). Of the four contracts awarded, one of the contractors was owned by an MBE or WBE. The Village encourages minority and women-owned businesses to bid on projects.

**Monitoring of Sub-Recipients**

The Community Development Department is responsible for creating a contract with its CDBG sub-recipients that outlines the procedures necessary for the sub-recipients to meet all compliance provisions required under the applicable program. The sub-recipients are monitored based on specific objectives and performance measures that are outlined in the agreement. The Village may utilize two methods to monitor its CDBG Sub-Recipients including quarterly status reports and an annual site visit (if determined necessary by Staff). Additionally, the Village will provide technical assistance to sub-recipients to ensure that the federal and local requirements are being met.

This year the village monitored subrecipients using quarterly status reports. No on-site monitoring visits were conducted.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The Village will conduct a public hearing on November 7, 2024. A public notice will be published in the Daily Herald. A copy of the plan will be made available on the village website, social media and at Village Hall. Copies are available to be provided to interested parties. Those needing special assistance to attend the hearing are encouraged to contact the Village. The CAPER will be made available for public comment period between October 28, 2024, and November 15, 2024. A minimum 15-day comment period is required per HUD regulations.

Any comments received on the 2023 CAPER will be forwarded to the Village Board and HUD.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The Village had additional carryover funds not originally identified in the 2023 Action Plan. The Action Plan was amended to include the following:

1. Identification of carryover projects and budget redistribution for other activities due to unexpected carryover funds and projects not completed in previously approved Action Plans.
2. Increased funding for existing activities, such as the Residential Rehab Loan Program, public facilities, public infrastructure and CDBG administration.
3. Specifying a location for low-mod area infrastructure projects.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided.

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	n/a	n/a	n/a	n/a
Total Labor Hours	0	n/a	n/a	n/a	n/a
Total Section 3 Worker Hours	0	n/a	n/a	n/a	n/a
Total Targeted Section 3 Worker Hours	0	n/a	n/a	n/a	n/a

**Table 8 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	n/a	n/a	n/a	n/a
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	n/a	n/a	n/a	n/a
Direct, on-the job training (including apprenticeships).	0	n/a	n/a	n/a	n/a
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	n/a	n/a	n/a	n/a
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	n/a	n/a	n/a	n/a
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	n/a	n/a	n/a	n/a
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	n/a	n/a	n/a	n/a
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	n/a	n/a	n/a	n/a
Provided or connected residents with assistance in seeking employment including drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	n/a	n/a	n/a	n/a
Held one or more job fairs.	0	n/a	n/a	n/a	n/a
Provided or connected residents with supportive services that can provide direct services or referrals.	0	n/a	n/a	n/a	n/a
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	n/a	n/a	n/a	n/a
Assisted residents with finding childcare.	0	n/a	n/a	n/a	n/a
Assisted residents to apply for or attend community college or a four-year educational institution.	0	n/a	n/a	n/a	n/a
Assisted residents to apply for or attend vocational/technical training.	0	n/a	n/a	n/a	n/a
Assisted residents to obtain financial literacy training and/or coaching.	0	n/a	n/a	n/a	n/a
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	n/a	n/a	n/a	n/a
Provided or connected residents with training on computer use or online technologies.	0	n/a	n/a	n/a	n/a
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	n/a	n/a	n/a	n/a
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	n/a	n/a	n/a	n/a
Other.	0	n/a	n/a	n/a	n/a

**Table 9 – Qualitative Efforts - Number of Activities by Program**

### Narrative

The Village did not have any projects where Section 3 applied. All projects were below \$200,000 in construction costs.



**Attachments (to be added prior to submission to HUD)**

- CAPER Public Notice
- Public Hearing Minutes
- PR26 Report
- CDBG-CV PR26 Report