

## Table of Contents

Exhibit A Executive Summary .....	1
Exhibit B Threshold Requirements and Other Submission Requirements.....	3
Exhibit C Need .....	4
Exhibit D Soundness of Approach.....	18
Exhibit E Capacity.....	29
Exhibit F Leverage .....	37
Exhibit G Long-term Effect.....	38
Attachment A.....	40

Exhibit A: Executive summary  
Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit A Executive Summary

The Chicago Metropolitan Agency for Planning, Cook County, DuPage County, Kane County, Lake County, McHenry County, and Will County submit this application to the U.S. Department of Housing and Urban Development's Pathways to Removing Obstacles to Housing (PRO Housing) on behalf of Northeastern Illinois for the Housing Readiness Program. We are seeking \$10,000,000 in PRO Housing grant funds to make a measurable process tackling the regulatory barriers strangling our housing market and helping make housing unaffordable to many. The PRO Housing funds would be used for the following activities.

- Creating housing readiness plans for Kane County, Lake County, McHenry County, and the south, north, and west parts of suburban Cook County (i.e., all parts of Cook County except the City of Chicago).
- Supporting 12 municipalities in implementing housing readiness strategies via CMAP's NEXT technical assistance.
- Crafting new unified development ordinances for four municipalities.
- Deploying a \$7,081,366.42 county implementation fund so that each county can undertake larger county-wide implementation efforts like launching land trusts or piloting commercial adaptive reuse.

We will provide \$6,108,570 in leverage funds. Leverage funds would be used on the following activities.

- Development of aligned local plans by DuPage County and Will County that fit within the housing readiness framework.
- A mix of local and federal funds to implement housing readiness recommendations by each county.

Our region struggles to build enough good, affordable, and accessible housing near employment and services. The disconnect between the housing that people want and what is available undermines the regional economy. We have [known this](#) for a [long time](#). According to the Metropolitan Planning Council analysis, the Chicago region [has the fifth highest combination of racial and economic segregation](#) among the 100 largest U.S. regions. To compete in the future, we must fully use all our resources, especially our residents. We have tried to tackle this before through [local housing planning](#), [consolidated plan development](#), and [fair housing analysis](#). We try to build more affordable and accessible housing with the CDBG, HOME, Low-Income Housing Tax Credits, and many other sources. Yet, the issue persists.

To overcome this communities need to plan for future housing needs, but planning alone is not enough. Through zoning, entitlement processes, and building codes and inspections, municipalities' and counties' choices shape the types of housing that can be built and preserved, and at what price points. PRO Housing funds will allow us to tackle these systemic problems and implement tested solutions, providing a workable framework for municipalities to act and then helping them do so.

If we have known this for a while and done the proposed activities before, what makes this time different? Regional leadership. Each county has started digging in on how these housing issues

undermine the regional economy. Elected leadership in each county using the convening and leading power of the county to make change. The linkage of county leadership and county-level implementation activities with direct municipal implementation support will provide a larger framework for more communities to take seriously their role in making change. The fact that this will be happening simultaneously across the region means that communities need not feel singled out as all are working toward a common goal and figuring out how they can help the region make progress.

Thank you for considering this application. Help us seize the opportunity presented by county-level leadership. Help us meet our region's urgent housing needs, promote greater economic mobility, and advance equity in northeastern Illinois.

Exhibit B: Threshold requirements and other submission requirements  
Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit B Threshold Requirements and Other Submission Requirements

### Threshold Requirements

1. Resolution of Civil Rights Matters: The City does not have unresolved civil rights matters.
2. Timely Submission of Applications: This application shall be submitted before the deadline on 10/30/2023.
3. Eligible Applicant: The Chicago Metropolitan Agency for Planning (CMAP) is an eligible applicant as a metropolitan planning organization. Our partnership with the counties of Cook, DuPage, Kane, Lake, McHenry, and Will is documented by the Memorandum of Understanding included in this section.
4. Number of Applications: CMAP and its partners are submitting only one grant application.

### Additional Eligibility and Requirements

- CMAP and its partners will comply with all the eligibility requirements for applicants of HUD's Financial Assistance Programs.
- CMAP will submit its latest version of its code of conduct to HUD.
- Limited English Proficiency (LEP): CMAP is currently updating its [Public Participation Plan](#) and will follow those requirements to ensure LEP access.
- Physical Accessibility: All meetings that are held in person will be held in facilities that are physically accessible to persons with disabilities. Meetings will also be available through video conferencing for remote access.
- CMAP will comply with applicable environmental requirements related to this grant.
- Application for Federal Assistance (SF-424). This form is included in this section.
- Applicant and Recipient Assurances and Certifications (HUD 424-B). This form is included in this section.
- Applicant/Recipient Disclosure/ Update Report (HUD 2880). This form is included in this section.
- Disclosure of Lobbying Activities (SF-LLL). This form is included in this section.
- Certification Regarding Lobbying (Lobbying Form). This form is included in this section.

Exhibit C: Need

Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit C Need

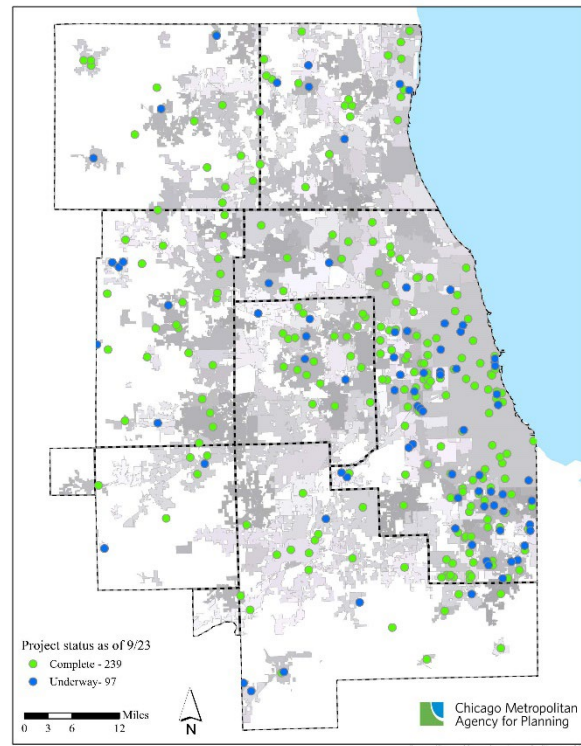
Describe your efforts so far to identify, address, mitigate, or remove barriers to affordable housing production and preservation. (12 points)

[ON TO 2050](#), the region's comprehensive plan, emphasizes the [importance of planning for a range of housing options in regionally and locally appropriate ways](#). Affordable housing options, particularly rentals, are not available in all parts of the region. A shortage of housing choices, a deep mismatch between planned development and the needs of future homeowners, the ongoing legacy of racial segregation and disinvestment, and inadequate planning for the growth of Latino and senior households — these and other challenges have created a systemic imbalance between job centers and where people live. Future growth will only make these problems worse. So far CMAP and the counties have focused on technical assistance, data provision, convening, and housing production. To build greater access to affordable housing, local, regional, and state partners have come together with a more unified and consistent approach.

### *Technical assistance*

CMAP has completed more than 200 projects in communities across the region since 2010, with priority on supporting high need communities that have seen persistent disinvestment and disadvantage (see Technical Assistance map). Shifting from a primary focus on local comprehensive planning, CMAP has increasingly tailored its offerings to support implementation activities and strategic initiatives in partnership with county officials. This move is placing a renewed emphasis on connecting partners with state-level implementing agencies and other funders — for example, through a new initiative on [ADA self-evaluations and transition plans](#). CMAP and the Illinois Department of Transportation are also leading a first-of-its-kind coalition to develop [a regional traffic safety framework and county-level safety action plans](#), with \$3.9 million in federal funding from the Safe Streets and Roads for All discretionary grant program. CMAP's technical assistance aligns local objectives with regional needs and benefits, including the nexus between housing choice and other capital priorities.

### CMAP Technical Assistance Projects



Between 2011 and 2023, CMAP partnered with the Metropolitan Mayors Caucus, the Illinois Housing Development Authority (IHDA), and others to support municipal housing planning via

[Homes for a Changing Region](#). That partnership helped nearly 45 municipalities craft local housing policy plans to align communities' housing stock with the needs of residents. CMAP and its partners defined a community-led, data-driven approach that opens broader questions about affordable housing with stakeholders who may otherwise be skeptical of such investments. These efforts have led to the construction of more than 1,600 units.

CMAP has also worked with communities to update their [zoning and subdivision regulations](#) for 12 communities. This work has focused on implementing local plans through development regulations, improving the user-friendliness and accessibility of ordinances, as well as implementing regional priorities like permitting accessory dwelling units (ADUs), two-flats, and other forms of missing middle housing. CMAP has been successful making these changes in communities like [Bensenville](#) and [South Elgin](#).

CMAP also supports communities with focused plan implementation assistance via [NEXT](#). We have tackled housing development challenges in Ford Heights, supported the Lake County Land Bank in strategizing about sustainable funding methods, and created a pilot program in Round Lake to identify and track blighted, vacant, and abandoned properties.

### *Housing data and analysis*

CMAP produces and shares data on the region's development and transportation challenges, including its housing needs. The agency provides a wide range of [data products](#) to support local decision making, as well as regular analysis on the interactions among transportation, land use, housing, the economy, natural resources, and fiscal conditions to shape public discourse.

To support more market-feasible housing plans and development, CMAP partnered with the [Metropolitan Mayors Caucus](#), the [Metropolitan Planning Council](#), and [DePaul University's Institute for Housing Studies](#) (IHS) to develop a market segmentation model of northeastern Illinois' eight distinct subregional housing markets. [Regional Housing Solutions](#) provides ready access to the analysis, the submarkets' geography and characteristics, and related issues and strategies for expanding housing choice in the local context. The project included extensive outreach and discussion with a broad audience over the course of 2016 and has since yielded ongoing engagement on the opportunities of tailored housing strategies in every neighborhood.

Since 2012, CMAP has also conducted a series of projects to discuss and analyze [fair housing](#) and its role in the regional economy. This includes regular reviews of both regional and county-level data on housing segregation by race and ethnicity in the Chicago region, alongside strategies to encourage local diversity and invest in disinvested communities. Ongoing projects are deepening the agency's understanding of the structural conditions, market dynamics, socioeconomic markers, and other community characteristics that hold back objectives like fair housing in the region and how they should shape public funding choices.

Through Homes for a Changing Region and feedback from county officials, CMAP has found that local assessments of housing needs, availability, and trends are critical to support related planning activities. In the year ahead, CMAP has already committed up to \$260,000 to pursue another partnership with the DePaul Institute for Housing Studies to improve the public accessibility and usability of available data on local households and housing units by type,

tenure, socio-economic, demographic, structure, cost, and other factors. This project will complement the agency's existing [Community Snapshots](#) and create a series of data profiles on local housing market conditions in each of the region's seven counties, 284 communities, and 77 Chicago neighborhoods.

### *Convening*

The moment is right in northeastern Illinois for this regional approach to housing barriers because of the convening work underway by the participating counties.

Shortly before the pandemic was declared, Cook County was working to complete its AFFH plan with other HOME Consortium/Urban County Municipal members. Barriers and recommendations had been developed and needed to be completed when Cook County pivoted its efforts to address homelessness, deploy Emergency Rental Assistance and Mortgage Assistance to households most vulnerable between 2020 and 2023. Coming out of the pandemic, the county will be reconvening its partners to complete the AFFH, launch new programs for prospective and existing homeowners in underserved areas and look for ways to motivate the private market to increase affordable loans for housing development and purchase.

DuPage County has initiated the Ad Hoc Committee on Housing Solutions to study the challenges and solutions associated with reasonable, attainable, and sustainable housing in DuPage County. As a further commitment to these efforts the County Board front funded the program with \$2.5 million dollars in the 2023 budget and the Chair has committed another \$2.5 million to be added in the 2024 budget bringing the total to \$5 million dollars. The county has entered a contract with Grounded Solutions Network with the county providing a \$150,000 participation match to work with two other jurisdictions in the United States to develop a housing program from the ground floor that is meaningful and sustainable.

In 2022, local organizations in northern Kane County hosted a workforce housing summit at a local church. The event included keynote remarks by Diane Shelley, HUD Regional Administrator for Region 5. At this summit, the Regional Administrator and Kane County Board Chairman Corrine Pierog met and agreed that Kane County would host a second summit. This second summit was county-wide and included a tour and remarks by the Regional Administrator. Kane County is planning a third summit with CMAP, recognizing that engagement of local municipal elected officials is critical.

Lake County is launching an Attainable Housing Task Force to create policies, procedures, and best practices to serve as framework for addressing the shortfall of attainable housing in high opportunity areas within Lake County. The Task Force is listed in the [Lake County Strategic Plan](#), adopted September 2023, and in the Planning Department's work plan. The Task Force will include staff from local municipal government and will leverage the expertise from housing and policy experts. Lake County partnered with Lake County Partners, Lake County's Economic Development arm, to commission a housing study. The data and conclusions of this study will serve as the basis for the tasks force's work to develop model ordinances and recommendations for adoption at the county and municipal level.

The McHenry County Board updated its [Strategic Plan](#) to incorporate more housing initiatives and a spin off from that is the development of a [Workforce Housing Task Force](#) that is focusing on identifying needs of the workforce population with the job force needs to identify areas in which we can collaborate with our local municipalities and pull resources to create a McHenry County where people work, play, and stay. The McHenry County Workforce Housing Task Force heard presentations from the McHenry County Housing Authority and Housing Opportunity Development Corporation about developer finance layering, barriers to development of affordable housing, local affordable housing needs, and land banking. A representative from IHDA will present in the future to the county regarding IHDA funding and resources.

In 2019, Will County staff participated in a housing development thought leadership group (HDTLG). The HDTLG included cross sector partners that were interested in addressing barriers to housing development. The HDTLG has since grown into the Community Builders Network of Will County (CBN) which is working on a 3-yr strategic plan. The mission of CBN is to reduce barriers to housing, specifically educate, connect, and build. One of the recent efforts is a Housing Provider Conference tailored to landlords. It will include training on Fair Housing, multifamily rehabilitation, and affordable housing development. Other efforts include hosting meet and greet sessions for affordable housing developers and housing service providers, affordable housing development webinars and participating in State level housing discussions and listening sessions. Related, Will County staff, working with a [Modern Housing Solutions ad-hoc committee](#), developed proposed text amendments to address zoning-related housing barriers in support of an upcoming update to its decade-old Land Resource Management Plan, which will include a housing element for the first time. The housing element will build from that work.

Each partner on this project has done work to help produce or rehabilitate housing for households with low- and moderate-incomes, particularly the counties.

Between 2015 and 2023, CMAP staffed the [Regional Housing Initiative](#) (RHI), a partnership among eight housing authorities to pool project-based rental assistance vouchers. Pooling vouchers allow the members to better support rehabilitation and construction of multifamily affordable and mixed-income housing in opportunity areas. This initiative leveraged around 500 vouchers to spur the development of more than 2,000 affordable housing units across the region. The member housing authorities also partner to operate a regional referral list to place households in the resulting housing units, including nearly 600 apartments in 38 affordable housing developments across the region.

Cook County has dedicated its entitlement grant funding of HOME, CDBG, and ESG towards increasing affordable housing throughout suburban Cook County in terms of unit count, households served, and housing counseling agencies supported. Addressing the need for more units of affordable housing and targeting them to growth and underserved areas has proved challenging given existing resources. So, Cook County created a number of housing initiatives funded with the ARPA funding the county received directly from the U.S. Treasury. Combined with the special allocations HOME/ARP and CDBG-CV, the county now has initiatives targeting permanent supportive housing production, affordable single family home production, fixed site shelters, temporary hotel/shelter arrangements and court-based eviction prevention.

DuPage County has been a CDBG Entitlement Community since 1974 and a HOME Participation Jurisdiction since 1983. DuPage has consistently maintained full compliance with all HUD CPD program regulations and guidance. In addition to regular allocations of CDBG, HOME, and ESG funds, DuPage has managed numerous other special HUD funds including CDBG-DR, CDBG-CV, ESG-CV, ADDI, NSP, and HOME-ARP. The county has committed funds and secured a grant funding from IHDA, (approximately \$600,000) toward the county Neighborhood Revitalization Program which assists in the cleanup of abandoned and vacant properties with the potential to acquire these properties in furtherance and complimentary to the larger Housing Solutions Program. This program allows the county to assist developers with no or low-cost land for development of workforce housing.

As an Urban County since 1998, and leading a HOME Consortium with the City of Elgin, Kane County has allocated the majority of its CDBG and HOME funding to identify, address, mitigate, or remove barriers to affordable housing production and preservation.

Beyond its use of CDBG and HOME, Lake County established the Lake County Affordable Housing Program (LCAHP) in 2000 in response to the lack of affordable housing within the county. LCAHP funds are provided by the Lake County Board (LCB) and supplement the federal entitlement funds awarded to the county from HUD. LCAHP funds are used to: (1) fund innovative housing activities that can provide future policy direction, (2) locate projects in areas where little to no affordable housing exists, (3) fill a financial gap that is not being provided elsewhere, and (4) aid affordable housing developers and homeowners. The LCB has annually approved \$300,000 of general funds to the LCAHP. Lake County commissioned a land bank feasibility study in 2017 and it launched in 2018. With this launch, the land bank has been able to attract funding for demolition. Lake County annually funds operations by a local community land trust, expanding the benefits of that model to more areas. Community Partners for Affordable Housing uses the land trust model to make home ownership affordable for low- and moderate-income households.

McHenry County has received Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) grant funding from U.S. Department of Housing and Urban Development (HUD) since 1995. The primary use of HOME grant funds is to generate affordable housing and CDBG provides a complementary blend of eligible uses such as installation of infrastructure, acquisition of land for development of affordable housing, down payment assistance, supportive services such as consumer credit counseling and first-time homebuyer counseling.

McHenry County Community Development Division and Planning Division reviewed the McHenry County's Zoning Ordinance and the zoning ordinances of local municipalities for language that either did not allow group homes or defined family in a limiting way such that it would prohibit them by the fact that occupants had to be family. City of Harvard, Village of Lake in the Hills, and McHenry County made changes to Zoning Ordinances to allow group homes by omitting limiting language. Developers in McHenry County have received waived impact fees, waived permit fees and zoning modification fees from McHenry County and local government in

support of affordable housing developments to show support for the creation of affordable housing.

Will County identifies a need for affordable housing in its [Consolidated Plan](#). Annually staff review and approve affordable housing projects that apply for HOME gap funding and/or CDBG rehabilitation funds. In recent years HOME funds were used to support a 25-unit Permanent Supportive Housing development in New Lenox which is targeted for people with disabilities earning under 30 percent of the area median income (AMI). That project was near public transportation, near stores, and employment opportunities. Another significant project that was funded with HOME gap funds is a 10-unit (5 duplexes) development in Elwood which was an infill development of a subdivision that was never built out post the 2008 housing crisis. Elwood was an IHDA opportunity area in 2017, near employment and a growing community. Another program funded with CDBG funds includes an owner-occupied rehab program to help seniors age in place by providing funds for essential rehabilitation needs. Future planned investments include \$77,000 for rehab of affordable rental units. In addition to CDBG and HOME investments, the county has also supported affordable housing development with ARPA funds which will bring an additional 24 units online in the next 2 years.

Do you have acute demand for affordable housing? What are your remaining affordable housing needs and how do you know? (13 points)

The proposal covers work in suburban Cook County, as well as the counties of DuPage, Kane, Lake, McHenry, and Will. Those priority geographies within the proposal area are approximately 57 percent of the region's population (nearly 4.9 million residents and 1.1 million households). Yet, these priority geographies do not speak to the full depth of need in the region. Recent data trends speak to the depth, breadth, and diversity of affordable housing needs found across metropolitan Chicago. Slowed home production, multiple distinct housing submarkets, local government fragmentation, persistent segregation, extensive single-family zoning, and insufficient local housing plans — these and other issues contribute to recurring issues in matching housing supply to changing demand at a regional level.

#### *Depth of housing needs*

All residents should have the ability to find a good, affordable, and accessible home that fits their preferences, including its proximity to jobs, transportation, and other amenities. Yet in 2019, low and moderate-income households in the region (those earning less than 80 percent AMI) spent on average 47 percent of income on housing and 63 percent on combined housing and transportation costs. By 2020, more than 784,000 households in the project area (36 percent) were cost burdened, including a quarter of owner-occupants and nearly half of renters. One in four renters was severely cost burdened, accounting for nearly a quarter million households.

**Share of Chicago regional households burdened by housing costs, 2020**

	Owner-occupied	Rental	Total
Cost burdened (30-50%)	14%	21%	23%
Severely cost burdened (>50%)	10%	24%	13%
Total	24%	45%	36%

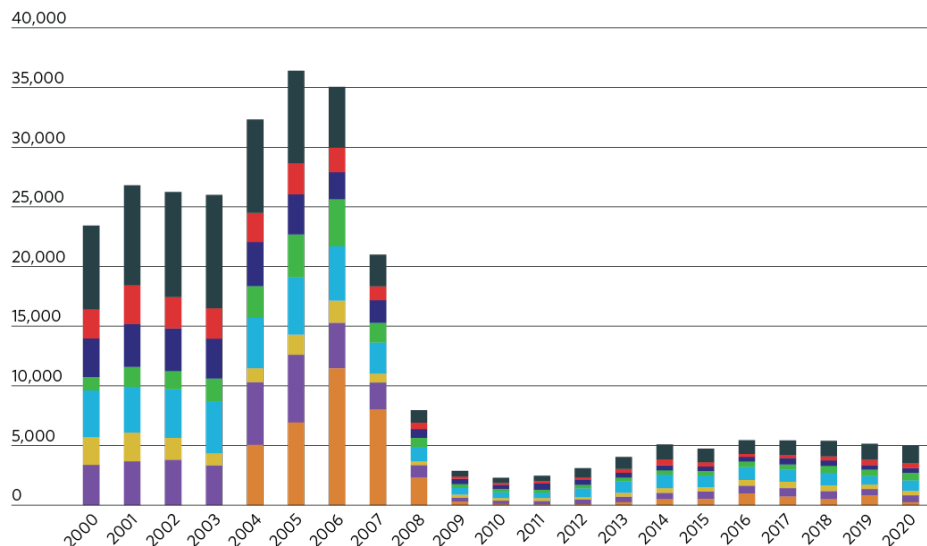
Note: ‘Cost burdened’ refers to households spending 30-50 percent of annual income on housing costs. ‘Severely cost burdened’ refers to those spending more than 50 percent of annual income. Data reflect the project area including suburban Cook County (excluding Chicago) as well as DuPage, Kane, Lake, McHenry, and Will counties. Source: Chicago Metropolitan Agency for Planning analysis of U.S. HUD’s Comprehensive Housing Affordability Strategy data.

Current and projected housing needs are driven in part by the region's legacy of historical and current discrimination, disinvestment, and disadvantage. Metropolitan Chicago is regularly cited as one of the most racially and economically segregated large U.S. regions, with persistent [Black-White and Hispanic-White segregation](#) as well as significant [neighborhood sorting by income levels](#). These trends have been [estimated](#) to cost the region as much as \$4.4 billion in lost income and hundreds of lost lives each year, with inclusive housing and neighborhoods cited as a critical factor in creating a more equitable and just future. Annual data from the American Community Survey show that 48 percent of Black heads of household in the project area are burdened by housing costs, compared to 30 percent of White heads of household. Similar rates appear for other marginalized groups like people with disabilities and non-English speakers. Counteracting long-term patterns of exclusion will be critical to bringing greater housing choice to every neighborhood. Persistent housing needs are put into sharp relief when considering how the region is changing. CMAP’s [latest socioeconomic forecast](#) estimates northeastern Illinois will continue to age and diversify. Ongoing demographic shifts risk exaggerating disparities in housing insecurity.

In aggregate, [housing production](#) over the past two decades has kept pace with the growing number of households, due largely to the excess stock built prior to 2010. But these figures belie a generational shift in the composition of the region’s housing demand and a slowdown in its supply. Between 2000 and 2020, the region saw a 14 percent increase in housing units, 12 percent rise in households, and just 5 percent population growth. CMAP expects average household sizes to continue falling through 2050, with the total number of households growing at more than twice the rate for total population. Current projections would require the region to add more than 840,000 units over the next 25 years.

## Housing starts in northeastern Illinois (2000-2020)

Chicago Suburban Cook DuPage Kane  
Kendall Lake McHenry Will



Note: Data for Chicago not available before 2004.

Source: Zonda

To balance such demand with other climate and fiscal goals, a greater portion of future growth will need to result from diversifying new development and retrofitting existing stock than has been the region's pattern to date. Market demand and changes in household composition (with more people living in smaller settings) already call for greater diversity of housing types and sizes. But single-family detached houses remain most new units added in northeastern Illinois each year. Moreover, the volume of both building permits and housing starts has declined significantly since 2010, with annual rates hovering around one third and one fifth of their pre-Great Recession levels respectively. High commodity prices and rising financing costs since the COVID-19 pandemic have further limited the production of new units and the availability of affordable housing, particularly in older, built-out communities of choice with access to high-quality services and opportunity.

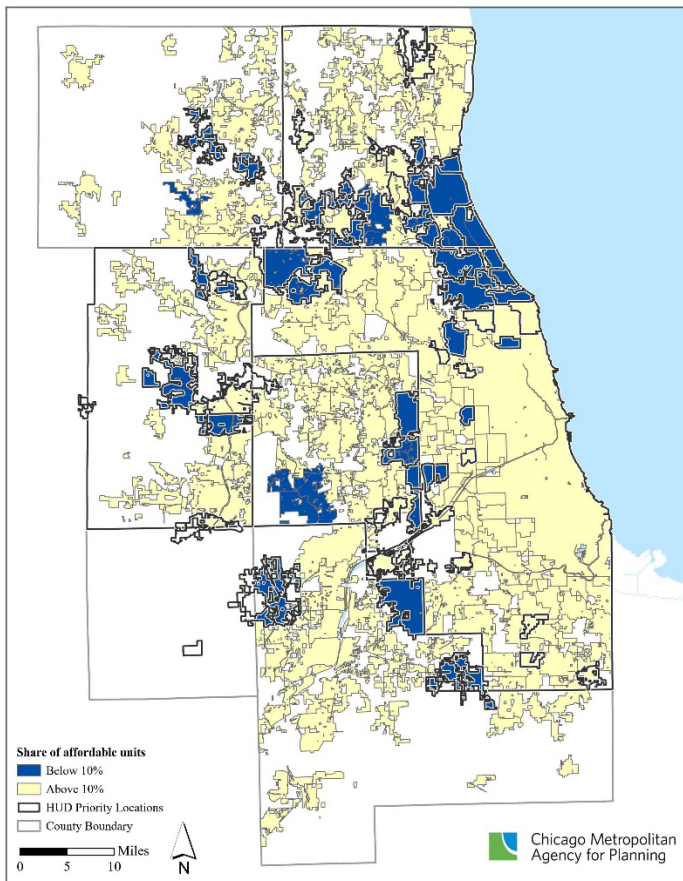
### *Breadth of housing needs*

Approximately 57 percent of the region's population (nearly 4.9 million residents and 1.1 million households) live in project areas identified as 'priority geographies' by the PRO Housing NOFO. To expand their housing choice, metropolitan Chicago's housing supply needs to adapt to global shifts and local needs, with partners working together to tackle different issues in diverse contexts. This will require a significant expansion of housing planning and implementation across the project area.

The timing is right. Recent state action to require local housing plans could significantly expand housing choice in the region if connected with the resources needed for implementation. The Affordable Housing Planning and Appeal Act (AHPAA) ([310 ILCS 67](#)) requires Illinois municipalities with insufficient affordable housing to develop and implement plans for increasing local housing choice. The law also allows affordable housing developers to appeal local government decisions to a state board if they render an eligible development proposal

infeasible. These requirements apply to any municipality without at least 10 percent of units estimated to be affordable to homeowners below 80 percent AMI and renters below 60 percent AMI. Given widespread noncompliance with this law, legislation adopted in 2021 and 2023 amended AHPAA to strengthen planning requirements on qualifying municipalities and provide for greater enforcement by IDHA. In 2018, when IDHA last updated its estimates, 49 municipalities in the project area failed to meet the 10-percent target. Based on the 2018 figures, municipalities in the project area would need to plan for and deliver at least 9,700 additional affordable units to meet state targets.

### AHPAA Affordability



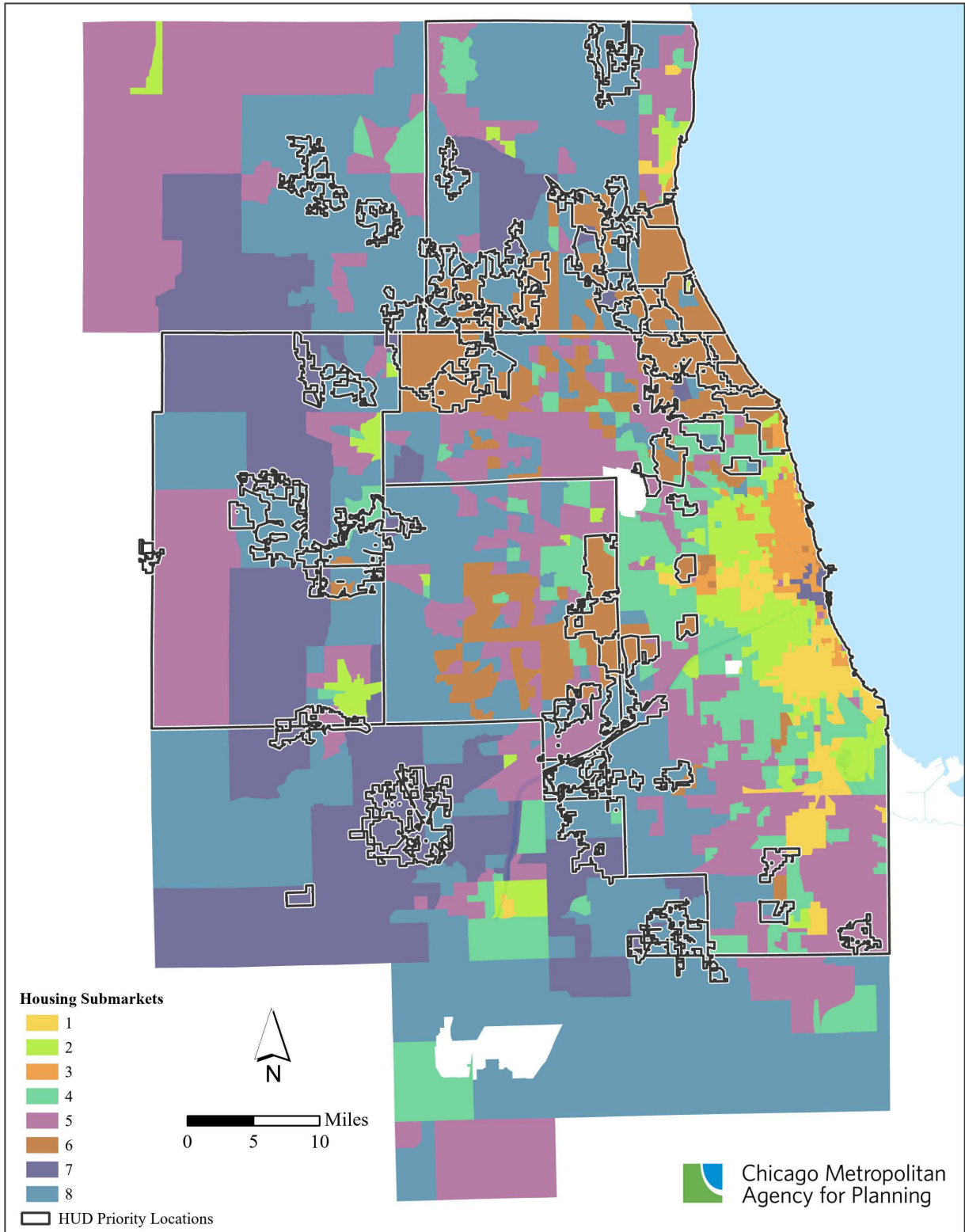
[Recent analysis](#) shows the region is seeing positive shifts in the supply of new multifamily developments. The share of new housing permits for single-family detached homes has fallen from a high of 75 percent in the mid-2000s to 53 percent in 2020, with Chicago, suburban Cook County, and DuPage County each authorizing more large multifamily developments (five or more units). But similar work is needed to rebalance housing stock in the collar counties as well as increase infill regionwide by increasing the production of small multifamily units (three to four units) and duplexes, which have made up less than five percent of permits since 2000.

### *Diversity of housing needs*

One of metropolitan Chicago's distinct challenge is contending with different and diverse

obstacles to affordable housing in different and diverse communities — from code issues in Long Lake and an aging population in Sauk Village to a rapid exurban growth in Plainfield and teardowns in Norridge. [Regional Housing Solutions](#) identified where common housing challenges exist across the region and determined the best strategies to address those challenges. This project defined the geography and characteristics of eight distinct subregional housing markets across northeastern Illinois. Many of the most pressing affordability needs fall in Submarket 6 (high cost, low density suburban stock; high income, aging population) and Submarket 8 (suburban 1980-99 stock; high/middle income, aging population), with new issues arising in Submarket 5 (lower cost, suburban 1960-79 stock; moderate but declining incomes).

# Housing Submarkets



Source: Chicago Metropolitan Agency for Planning, 2023

These submarkets correspond closely to 'priority geographies' identified in the PRO Housing NOFO. Low and moderate-income households are effectively excluded from communities across Chicago's north shore and northwest suburbs, as well as affluent portions of Cook, DuPage, Kane, and Lake counties and nearby municipalities. These areas of high opportunity are marked by high incomes, expensive stock, significant mortgage investment, uniform housing options, growing senior populations, outmoded zoning, and excessive parking requirements. Greater community education and partnerships with housing nonprofits will be important to overcome local resistance and show the value of housing planning and alternatives like land trusts or accessory dwelling units. Working across these communities will also help to demonstrate vocal, local support. They are segregated, but they are not isolated. Many lie adjacent to communities with related yet distinct issues.

Other places identified as 'priority geographies' like Hazel Crest or Oakbrook Terrace are seeing increases in cost burden despite lower cost stock, as declining incomes and distressed sales discourage market investment. Still others like Homer Glen or Wayne have aging post-war housing stock with little subsidized rental housing and substantial rehabilitation needs, alongside new subdivisions of rapid, low-density growth. Housing planning has a strong potential in these areas to improve placemaking and strengthen efforts to repurpose and redevelop property, with a focus on creating more age-friendly neighborhoods.

To meet the region's needs, local governments need to enable more housing choice in every neighborhood. Doing so will require tailored strategies that support subregional cooperation and respond to local concerns while actively removing the recurring barriers to home development and rehabilitation evident across metropolitan Chicago.

What key barriers still exist and need to be addressed to produce and preserve more affordable housing? (10 points)

Even with upticks in infill and multifamily development over the past decade, future growth is expected to occur at the region's edge — as households expand the region's urbanized footprint in search of affordable housing in areas of the collar counties farther from existing jobs centers, transportation facilities, public services, and amenities. Constraining and coordinating this growth is critical to many of the goals and strategies identified in [ON TO 2050](#), metropolitan Chicago's comprehensive plan. [Analysis](#) conducted during the plan's development — together with experience working in local communities and feedback from partners — identified five primary barriers to expanding housing choice regionwide.

### *Market Feasibility*

The region has seen a significant shift toward market-oriented planning, particularly with a subregional perspective, due to support from multiple technical assistance programs described above. But more work is needed. Many communities continue to pursue local development plans that are out of line with current demand and feasibility.

Key trends that inform private sector development — construction costs, vacancy, absorption rates, selling and leasing price rates, job access, land control, demographic profiles, travel times,

and more — traverse the region's highly fragmented local governments. Yet many communities lack sufficient technical and staff capacity to develop strong market analyses and pitch subareas or redevelopment parcel(s) where housing potential exists.

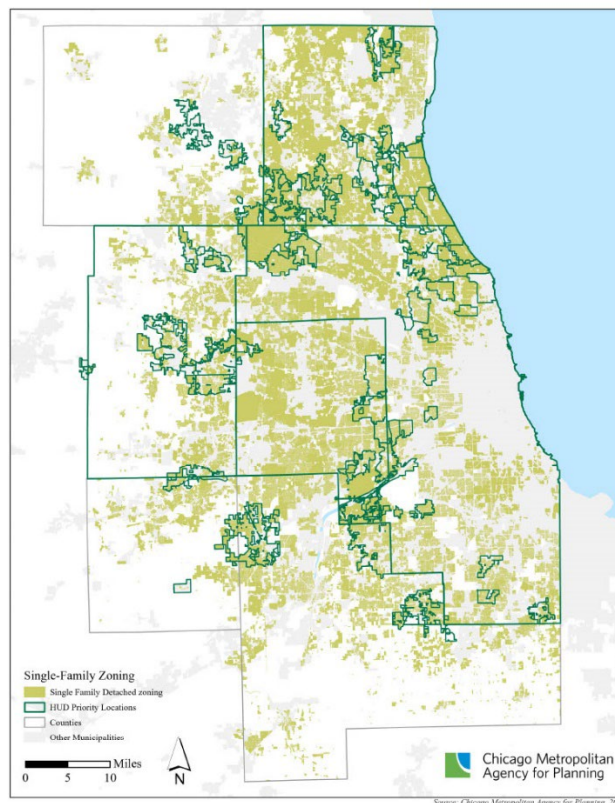
CMAP and its partners have led housing plans amid a wide variety of geographic- and community-specific market conditions. Opportunity areas with higher prices and strong, stable demand lack either developable land or the willingness to ready their community for new, denser development. [Artificial supply constraints push prices above what the market \(or potential residents\) would support in communities.](#)

The region has also seen market and public disinvestment. [In these areas, the cost of building or rehabilitating homes exceed what sales prices or rents can support, and dilapidation from negligent investors, poor asset management, and insufficient rental revenue have fed a cycle of decline.](#)

### *Regulatory Environment*

Zoning, permitting, building codes, and inspection processes ensure community quality of life, health, and safety. But they can also slow development timelines, increase uncertainty for developers, deter rehabilitation, and raise prices for homeowners and renters. Much of the region's zoning permits only single-family homes, though communities are exploring potential zoning changes. As cited earlier in this section, CMAP has helped communities explore such changes through its zoning work.

### **Single-family zoning in Northeastern Illinois**



Given Illinois' lack of a statewide building code, the region's fragmentation also contributes to significant variation in local requirements and enforcement practices across neighboring districts — not just municipalities but also the region's many special districts like those for stormwater and fire. [Prior CMAP research](#) on regulatory barriers has cited the variation among municipalities as potentially the "most significant obstacle posed by building codes" for more than a decade. Even where municipalities have adopted international or national model codes, local adaptations or interpretations differ considerably. These nuances discourage developers from entering some markets, particularly those with limited financial margins. Communities like [Oak Forest](#) have been exploring how local code changes and break through these barriers.

### *Community and Political Constraints*

Addressing barriers to housing choice requires the hard-earned support of municipal leaders, community- and faith-based organizations, residents, and more. Equitable engagement must be at the heart of efforts to secure that support in the local context. Prior subregional housing plans have shown that opposition to housing development can stem from concerns about the impacts of density, tenure, and other aspects on property values, service levels, fiscal conditions, community character, the environment, public health, safety, and more. Partners in both DuPage and Lake County cite the role of organizations like DuPage Housing Alliance and Lake County United for building a coalition of activated residents to speak in favor of both new affordable housing developments and ordinance changes to spur more affordable housing.

### *Finance and Resources*

Perhaps the most critical factor in the development and rehabilitation of affordable housing is the condition of local funding markets, which reflect the combine effects of federal funding, regulatory decisions, credit access, risk perceptions of public and private funders, and more. Despite significant effort to encourage different types of housing solutions, these conditions still do not align well to changing market demand for walkable and mixed-use neighborhoods, diversified rental stock, and integrated communities. Local housing initiatives must navigate the unintended effects of financial preference for single-family, owner-occupied housing. This is true for both new construction and the renovation of the region's comparatively strong stock of low-rise, mixed-use, middle-density buildings in historical neighborhoods and downtowns.

Mirroring national trends, households in the CMAP region are increasingly renters. Private developers have added new rental stock through the construction of larger multifamily buildings, and investors have converted some single-family homes into rental units. Despite these additions, rental demand and prices continue to rise as existing stock is absorbed, with vacancy rates falling by roughly a third from 2010 to 2022. Adding to these challenges is the increasing popularity of “de-converting” 2–4-unit rental properties into single-family homes in communities with strong markets. These small buildings (which tend to have the lowest rents) play a key role in providing low-cost, family-sized rental units, particularly locations with jobs, transit, and education assets. Preserving these units requires smaller-sized loans than in larger rental buildings, and these small loans have become increasingly difficult to access, as lenders either left the market or shifted to larger loans.

Significant work is already underway to close these gaps. For example, the [Community Investment Corporation](#), the region's leading lender for the acquisition, rehabilitation, and preservation of affordable rental housing, offers a variety of loan products that help preserve affordable rental housing that otherwise might be lost. State, and local subsidy programs like the Illinois Housing Trust Fund also play a critical role in housing financing. But these programs face several challenges, including overly burdensome regulations, inefficient or ineffective local decision-making about their use, and funding cuts. Many communities also lack the staff capacity to identify local housing needs and enact policies to meet them, or face competition to work with the limited number of developers in the region who have the expertise to develop complicated projects in difficult markets.

### *Interjurisdictional Collaboration*

Northeastern Illinois has some 1,200 units of local government, making metropolitan Chicago a patchwork of jurisdictions. While not all districts have a role in providing housing choice, this fragmentation inhibits the kind of collaboration across jurisdictions required to remove barriers to the creation and preservation of affordable units. For example, stakeholders regularly cite a lack of coordination between fire districts and municipal governments on code content and interpretation in raising cost for developers.

Greater teamwork is needed both horizontally (i.e. between organizations of the same type like municipalities) and vertically (i.e. between organizations of different types and sizes like new federal-state-local partnerships). CMAP is seeing even greater calls for coordination among developers, local agencies (i.e. planning department, building department), special districts that enforce codes and regulations (i.e. fire districts), and funders (i.e. banks, Illinois Housing Development Authority). They reflect a growing awareness of concepts like the jobs and housing mismatch or transit-accessible housing that is bringing new partners to the cause of housing choice for all residents. This teamwork underpins much of the convening happening now at the county-level in our region.

CMAP and its partners have [extensively analyzed](#) the drivers of municipal capacity and have implemented [innovative strategies](#) to enhance capacity, particularly in [high need and very high need communities](#). These efforts show the potential when regional and county agencies connect municipal staff with the resources and expertise to pursue coordinated planning goals.

Exhibit D: Soundness of approach  
Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit D Soundness of Approach

### What is your vision? (15 points)

A multi-pronged approach will be employed to address the five identified barriers to affordable housing: market feasibility, regulatory environment, community and political constraints, finance and resources, and interjurisdictional collaboration. CMAP and its partners will engage in regional coordination, housing analysis, housing planning, and plan implementation to alleviate the acute demand for affordable housing and enable increased production and preservation of affordable housing across the Chicago metropolitan region. Throughout the next 5 years, these actions will begin to dismantle barriers to affordable housing and spark long-term shifts in the housing stock to meet the region's future needs. CMAP and its partners will work to promote equitable outcomes in the short-term and repair harms caused by systemic injustice in the long-term.

To address the barriers posed by market feasibility and restrictive regulatory environments, it is essential to first conduct thorough housing analysis which will provide insight to how housing challenges manifest within and across localities. Many places in the region face similar challenges when attempting to increase their housing supply such as long permit approval timing, high fees for affordable housing, high construction costs, low absorption rates, and restrictive land control policies. The housing analyses will offer insight to the challenges that exist both within and across municipal lines, allowing for regional solutions that are tailored to each place's unique needs.

Market conditions influence housing choice through development and redevelopment decisions. Strong markets can struggle to provide or maintain housing affordable to low- and moderate-income households due to higher prices and strong demand. Stable housing markets also require unique strategies to preserve the existing housing stock. [In markets lacking demand, the cost of building or rehabilitating homes may exceed what sales prices or rents can support.](#) Strong housing markets may lack land for new development, or the residents of the area may lack willingness to add density, especially in locations with access to transit, jobs, and other desirable amenities. In these areas, local regulations and policies can strongly shape market outcomes, including limiting the overall supply of housing, such as by zoning areas at densities lower than what the market (or potential residents) would support. [This also often increases the cost of remaining housing.](#)

A housing analysis requires both quantitative and qualitative data collection to create a detailed picture of housing and community conditions. The types of analyses which may be completed include analysis of each community's existing housing supply that compares the type and price of housing stock to the age, income, and tenure (rental or owner-occupied) of the population; a subregional housing analysis that identifies opportunities and gaps in the housing profile and looks for opportunities for collaboration between neighboring communities; a workforce housing analysis that focuses on the match between the sub-region's key employment sectors and the existing housing stock; a market segmentation analysis that uses industry standard data to separate each community's housing markets into key household types; and a housing barriers

analysis which synthesizes information from multiple types of analyses to identify and prioritize barriers for removal.

Housing analyses will be used in the development of county-level housing readiness plans in Cook, Kane, McHenry, and Lake counties. DuPage County is doing its housing planning separately with the Grounded Solutions Network but in alignment with the housing readiness framework used by CMAP for the other housing readiness plans. Similarly, Will County is doing their new Land Resource Management Plan separately but in alignment with the housing readiness framework used by CMAP. These aligned planning efforts will also include housing analyses.

Based upon the housing analyses, the housing readiness plans will identify specific steps that counties and municipalities can take to be housing ready. These activities will align with eligible activities including zoning and land use policies such as overlays to encourage multifamily and mixed use development or access to affordable housing, floating zones (such as redevelopment, workforce housing, or live/work zones in high opportunity areas), incentive zoning, transit-oriented development zones, or ordinances to encourage housing development or preservation; and develop or update house plans, community development strategies, and zoning and land use policies to simplify, streamline, or change overlays that create a barrier to affordable housing development or preservation, such as architectural review or historic preservation overlays.

Once each housing readiness plan is complete, CMAP will provide implementation support. This includes the creation of four new unified development ordinances. This also included NEXT plan implementation assistance to 12 towns. In both cases, this work would align with the eligible activities above, taking them to implementation by writing amendments, training staff, and developing new local processes.

Each county with a completed housing readiness plan will also have access to the county implementation fund. CMAP will subgrant these funds for each county to administer. Implementation may include the following eligible activities.

- Establishing incentive programs or flexibilities to enable and promote the adaptive reuse of vacant or underutilized properties for housing or mixed-use development.
- Developing proposals to streamline and modernize local permit processing, such as by enabling one-stop or parallel-process permitting.
- Financing the construction or rehabilitation of affordable housing.
- Acquisition or disposition of land or real property for the development of affordable housing.
- Facilitating the conversion of commercial or other properties to new housing.
- Establishing or assisting a community development financial institution (CDFI) to carry out financing strategies.
- Providing large-scale technical assistance to affordable or non-profit developers, community land trusts, or other entities which leads to the development of affordable housing.
- Acquisition or subsidization of at-risk housing for the purpose of preserving affordability.
- Establishing loan or grant programs with affordability requirements or other mechanisms for rehabilitation of existing affordable housing units.

- Incentivizing replacement of affordable units for new construction
- Capacity building for non-profit entities seeking to pool resources, engage landlords regionally, work more cooperatively, undertake joint housing rehabilitation programs, or merge operations.
- Establishing an affordable housing preservation seed fund.
- Adaptive reuse of commercial properties with minimum affordable housing requirements/set-asides.
- Providing technical assistance to community land trusts or other entities which leads to the preservation of affordable housing.
- Preserving affordable housing in segregated, high poverty neighborhoods as part of a larger revitalization plan which improves conditions and eliminates disparities in access to opportunity between residents.

At least 51 percent of produced or preserved units will directly benefit LMI individuals, except for certain new construction of housing activities wherein no less than 20 percent of the units will directly benefit LMI individuals. The outlined activities are in alignment with national objectives including benefiting low- and moderate-income persons and preventing or eliminating slums or blight.

Throughout all stages of this work, CMAP will coordinate regionally to address the barriers posed by a lack of interjurisdictional collaboration as well as limited finance and resources. Through consistent, clear, and intentional communication, alignment can be found across municipalities and counties towards shared goals and a shared vision for an inclusive, thriving region. By facilitating communication with and between regional stakeholders, ideas and resources can be coordinated strategically and efficiently to maximize benefits to the greatest number of people and particularly to LMI individuals and communities who have been historically harmed by housing planning and policy. Effective coordination results in more effective uses of finance and crucial resources such as staff capacity, allowing governments to maximize the benefits of their efforts.

Furthermore, regional coordination is essential to addressing housing challenges that span multiple jurisdictions, such as lack of public transit infrastructure or municipal services, and to reducing regional inequities in income, housing, and quality of life. CMAP has numerous staff members who are experienced in regional coordination between government entities to address urgent and pressing issues. Throughout 2023, CMAP has led the drafting of the [Plan of Action for Regional Transit \(PART\)](#), bringing together transit agencies in northeastern Illinois with county and municipal leaders as well as community stakeholders to develop bold, innovative solutions that address an expected transit budget shortfall of \$730 million in 2026. Through PART and numerous other regional efforts, CMAP has demonstrated its ability to bring together the vast patchwork of government leaders and stakeholders in the region to effectively address urgent, complex challenges.

Meaningful community engagement is essential to overcoming community and political constraints including opposition to new and or affordable housing. A range of strategies will be used to prevent displacement and ensure benefits for long-term residents including community

driven development, community-based agreements, community education about resources, increased resources for low-income people, expanded access to jobs in TOD areas, increase in availability of market rate housing to reduce competition for NOAH and other forms of affordable housing, replacement of affordable units for new construction, and right of first refusal for tenants.

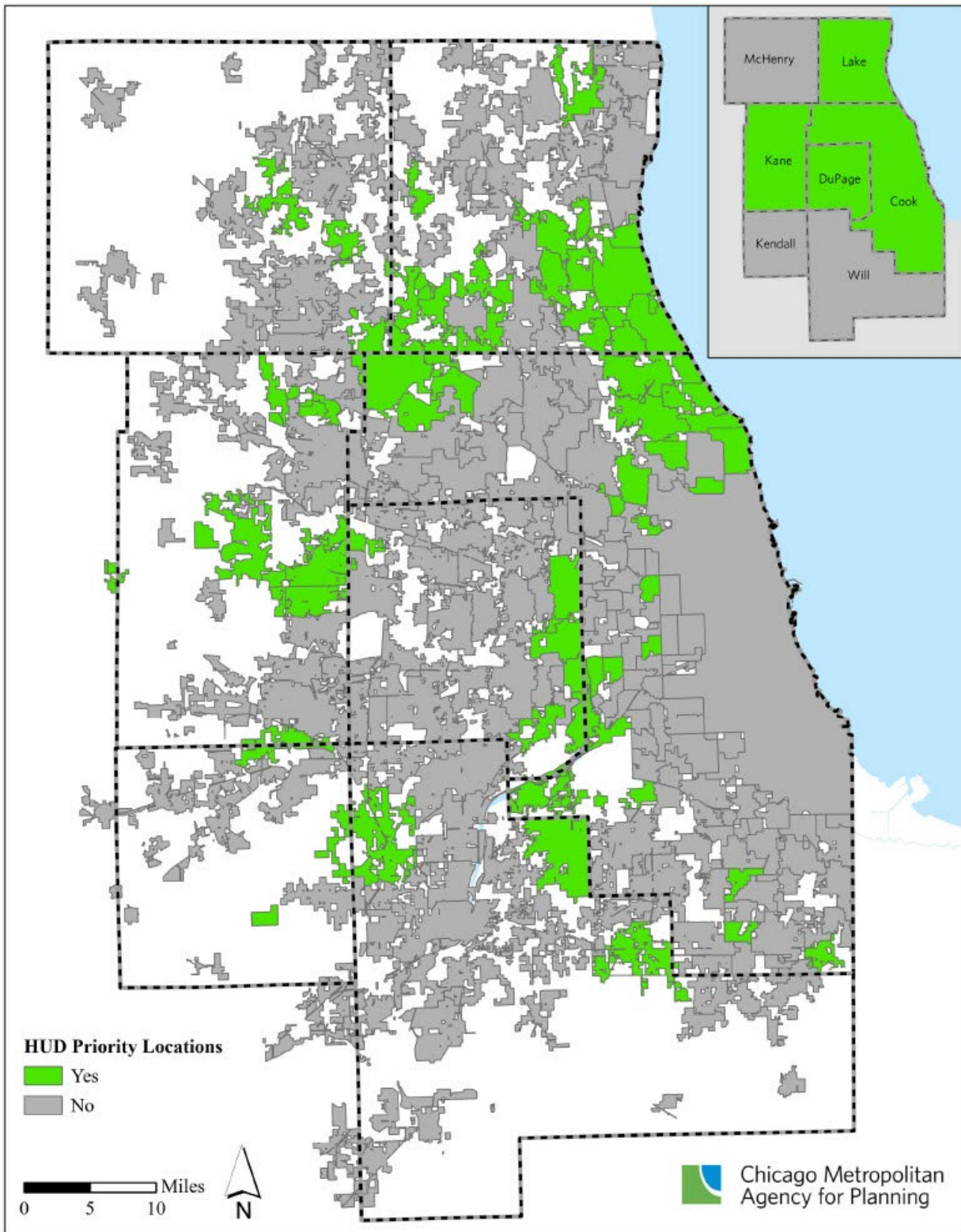
The proposed activities are informed by lessons that have been learned from decades of housing planning at the regional, county, and municipal levels by CMAP and its partners, including work on zoning ordinances, the Regional Housing Initiative, and Homes for a Changing Region. We are clear-eyed that while some housing barriers are tactical (zoning, permitting processes, building codes, etc.) many are not (political will, local support, racism, etc.). These non-tactical barriers are [often the biggest factors](#) in whether a municipality or county considers how its choices shape the types of housing that can be built and preserved, and at what price points. The simultaneous regional approach is a big part of overcoming these non-tactical barriers. No one town or county is singled out as “the problem.” All have a role to play in addressing these issues. Throughout this project, CMAP and its partners will continue to employ equity-driven planning strategies to target new housing opportunities in areas that allow access to transit, jobs, public services, other amenities.

The expected benefits of the outlined activities will be seen over a wide time horizon, with some benefits evident within the short term (1-2 years), some in the intermediate term (3-5 years) and some in the long term (6+ years). In the short term, we expect to create the housing readiness framework needed to pursue intermediate term implementation via the proposed activities (NEXT, UDOs, county implementation fund). Municipalities and counties will be positioned to effectively grow the housing supply while ensuring it meets stakeholder needs and aligns with the regional vision. Long-term, these activities will result in the preservation of affordable housing, an increase in the number of affordable units, a decrease in the share of households that are housing cost burdened, increased home ownership among historically disenfranchised communities, and a housing stock that is better matched with the region's needs.

What is your geographic scope? (5 points)

The proposal covers work in suburban Cook County, as well as the counties of DuPage, Kane, Lake, McHenry, and Will. Those priority geographies within the proposal area are approximately 57 percent of the region's population (nearly 4.9 million residents and 1.1 million households). Most of the people served via this proposal would live in priority geographies. While not all the areas served by this proposal are identified by HUD as priority geographies, the larger coverage area is appropriate given the issues faced by the region and the goals of the project. First, the housing challenges discussed in Exhibit C are regional in nature. This means a regional approach is more appropriate, involving actions that all parts of the region can take to address how our housing market functions. Second, while Chicago has taken a number of actions in recent years to address structural housing production issues like a [new approach to inclusionary zoning](#), [permitting accessory dwelling units](#), [pursuing equitable transit-oriented development](#), and [analyzing the impacts of past low-income housing tax credit funding decisions](#), many other parts

of the region are just digging into housing issues for the first time. The suburban-focused approach to this planning process ensures that other parts of the region can also act.



Who are your key stakeholders? How are you engaging them? (5 points)

This project will affect a wide range of stakeholders including regional residents and employees, Low- and moderate-income people, people of color, people with disabilities, people disconnected from transit, and people in need of affordable housing. Professionals in the housing industry will also be affected including affordable and market rate housing developers, contractors, and trade unions, community-based organizations and service providers, and business owners/economic development stakeholders for workforce housing and connection between work and live.

As cited frequently throughout this proposal, the proposed grant activities are rooted in outreach and engagement CMAP conducted for both [GO TO 2040](#) and [ON TO 2050](#), reaching thousands of residents across the region. They are also rooted in the local knowledge gathered from the grant funding, development review, and technical assistance provided by CMAP and the partner counties through day-to-day operations. In developing this proposal, CMAP not only referred to feedback from the last two regional plans, but discussed the proposed activities and approach with county partners to ensure that the proposal aligns with the barriers, issues, and concerns common in their work.

CMAP makes a concerted effort to hear from low-income populations, people with disabilities, those disconnected from transit, and others who face significant barriers to participating in public process. We find ways to operationalize these values in our technical assistance project, employing innovative [outreach](#) and [engagement strategies](#) to center the voices of underrepresented groups. CMAP partners with organizations in our region already doing important work in these communities. We sometimes join their existing agenda or help them facilitate special meetings for in-depth discussions. CMAP launched [CARE](#) to create deeper partnerships with community-based organizations, part of a multi-year investment to make our engagement more equitable and inclusive of communities that are traditionally excluded from the planning process. CMAP will work with its partners to do the same on the activities funded through this grant.

CMAP hosted a public hearing in coordination with county partners to create space for community feedback on this proposal on October 19. The public hearing was promoted via CMAP and county newsletters to reach stakeholders across the region. The public hearing was hosted in a hybrid format which allowed for both in-person attendance at CMAP's office in Chicago, as well as a virtual option. The hearing was conducted in compliance with the ADA. The agency's outreach professionals included Spanish-fluent staff who provided on-site translation when requested.

How does your proposal align with requirements to affirmatively further fair housing? (5 points)

CMAP and the counties will rely on their past fair housing experiences to ensure that proposed activities affirmatively further fair housing and that the proposed activities do not unintentionally increase harm to protected class members.

CMAP has two experiences directly working on fair housing issues. The first is the [Fair Housing and Equity Assessment \(FHEA\)](#). The FHEA takes a fact-based and step-by-step approach to discussing issues of housing choice in the region. Its development was instrumental in ON TO 2050's focus on inclusive growth, as well as CMAP's role as a subcontractor to Enterprise in the development of the Chicago-Cook County Assessment for Fair Housing. CMAP analyzed existing conditions data, including the analysis of racial or economic disparities across Cook County using a mix of local, Census, and HUD provided data.

Each county has an adopted fair housing plan ([Cook](#), [DuPage](#), [Kane](#), [Lake](#), [McHenry](#), [Will](#)). These plans, along with the FHEA, cite the many structural barriers identified in Exhibit C: Need, including the regulatory environment and community/political constraints. We envision that housing readiness plans will include sections focused on fair housing, visibility, and other topics identified by protected class members.

There are stark differences of who is cost burdened in our region. While 28 percent of residents identifying as White alone are cost burdened, 35 percent of residents identifying as Two or More races and 42 percent of residents identifying as Black alone are cost burdened. 75 percent of households earning less than \$50,000 are cost burdened while only 5 percent of residents making more than \$100,000 are cost burdened. Improvements in housing affordability will benefit those who are currently disproportionately burdened, including multi-racial, Black, and Indigenous residents, as well as those with low incomes.

The proposal purposely takes a nuanced local approach to housing issues, recognizing that, first, the region is heavily segregated by race, ethnicity, and income. That segregation plays out in strongly different housing issues throughout the region. [CMAP has a history](#) of understanding these wide disparities and highlighting promising practices that are context appropriate. With a regional approach, we will be working in both well-resourced and disinvested communities. The proposal is not targeted to one type of community. All have actions they can take to improve housing readiness.

CMAP will address policies and practices that perpetuate segregation in well-resourced areas. Strategies that will be considered to expand affordable housing in well-resourced areas include eliminating restrictive zoning, expanding the types of housing that is able to be built, expanding transit/mobility options to allow more significant movement between the places people live and work, advertising housing opportunities relatively and strengthening knowledge of fair housing practices among real estate/housing industry professionals, engagement with communities of color and partnerships with community-based organizations and service providers, and expanding resources for first time home buyers. CMAP will support each county in addressing restrictive policies and practices and facilitate sharing of resources and information between counties.

Of course, planning has a long history of intended and unintended consequences from its actions that harmed disadvantaged groups and protected classes. CMAP and its partners will involve protected class members in the identification of housing readiness criteria in those plans. CMAP plans on using much of its staff time to focus on engagement as our past technical assistance

experience has shown that technical aspects of such projects can often be done by consultants, but that engagement cannot. This could include use of future [CARE](#) cohorts to assess housing readiness criteria and proposal for use of the county implementation fund.

#### What are your budget and timeline proposals? (5 points)

CMAP and the region's counties of Cook, DuPage, Kane, Lake, McHenry, and Will are requesting \$10,000,000. A line-item budget is included in Exhibit B: Threshold Requirements via the Grant Application Detailed Budget Worksheet (424-CBW). The budget includes a mix of staff time and associated costs (fringe, rent, telecommunications, utilities, and indirect costs), contractor costs, and funds that will be sub-granted to counties to support implementation.

The proposed \$1,268,633.58 in personnel, fringe, direct, and indirect costs will support a team of 10 direct staff over the life of the grant, as well as general CMAP administration of the grant. The direct staff time spent by this team of 10 would involve management and staffing of the proposed individual projects. This includes the development of each housing readiness plan, management of the 12 individual NEXT plan implementation projects, and the development of one new unified development ordinance by staff.

The proposed \$1,650,000 in contractor costs support development of six housing readiness plans, support NEXT plan implementation activities, and develop three new unified development ordinances. The contractor role in developing the housing readiness plans is critical. Those contractors will support the identification of county-level housing markets and the deeper exploration of challenging policy issues, allowing CMAP staff to focus on the facilitation, engagement activities critical to involving protected class members and building municipal support for implementation of the county-level plans.

The contractor role supporting NEXT activities is also critical. CMAP anticipates three contractors to support the staff assistance provided during NEXT. One of these contractors would focus on building code issues, one would focus on zoning code amendments, and one would focus on marketing, education, and engagement. CMAP has no staff with building code expertise but anticipates identifying building code issues, as covered in Exhibit C: Need. We anticipate that many NEXT projects will include zoning code amendments. While CMAP has staff with zoning expertise, work on amendments for 12 NEXT communities plus the development of four new unified development ordinances is more than the capacity of our team over four years. Contractor support will be critical to expanding our zoning work to more places. For some communities [marketing and positioning](#) of the housing and amenities already available is a critical issue, as well as affirmative marketing to improve integration. CMAP staff does not have this expertise.

Finally, CMAP has found that developing new zoning ordinances for individual communities can be extremely staff-time intensive. Yet, we have also seen that in some cases, the ordinance issues are so systemic that the only solution is to redo the ordinance rather than amend it. We propose developing three new unified development ordinances under this grant, selecting a contractor for each.

The contractor costs and staffing hours were determined based on CMAP's extensive experience with the activities outlined in the grant proposal. As discussed more in Exhibit E: Capacity, CMAP has undertaken [every type of planning activity](#) proposed in this application over the past decade, including 12 zoning ordinances, [45 municipal housing plans](#), a [county-level housing strategy](#), and supporting 11 communities with direct staff assistance to implement plans ([i.e. NEXT](#)). CMAP looked at the actual staff hours and contractor costs spent on those projects to determine the hours and contract costs included in the budget. This includes looking at the costs of [our recently procured housing data contract](#) with DePaul University, the staff time spent on our underway [Waukegan Unified Development Ordinance](#) project, the consultant costs for our recently completed [Lake Street Corridor Zoning and Development Plan](#), and the recently-completed NEXT: Ford Heights project. The balance between staff and contractor support on individual projects was also determined by looking at our experiences on real projects.

While the housing readiness plans will focus on common actions that municipalities in that county can take to become housing ready, there are also broader actions that the involved counties envision taking coming out of these plans to set the larger stage for action (see Exhibit G: Long-term Effect). These include giving more of the region access to the power of the community land trust model, funding critical infrastructure to make county-owned sites developable, and supporting developers interested in trying to retrofit or redevelop suburban office and commercial sites as housing. The proposed \$7,081,366.42 county implementation fund provides a pool so that counties have monies ready to take these implementation actions, above and beyond what they have provided in leverage funds. The amount ensures each county has money available to pursue implementation.

As is appropriate for a regional project, many of the participating counties are providing leverage funds, as detailed more fully in Exhibit F: Leverage. In sum, the counties have provided \$6,108,570 in leverage funds, or 61% of the requested amount.

While our vision and impact are best accomplished by providing our full \$10,000,000 request, CMAP understands that this is a competitive program, and that HUD may need to consider alternative funding amounts. CMAP took a modular approach to the budget, with several repeated projects. If offered amounts smaller amounts, we anticipate reducing the number of follow-on CMAP-led implementation projects, first reducing the number of full unified development ordinances, and then reducing the number of NEXT plan implementation projects. We would also reduce the amount of the county implementation fund by an amount proportional to the reduced grant award.

We feel the minimum viable project would be funding six county housing readiness plans and a smaller pool of county-implementation funds, with a total grant award of appx. \$4,800,000. This smaller project would not allow direct support to municipalities for implementation but would allow counties to take critical stage-setting implementation steps. CMAP is committed to using the completed housing readiness plans to support municipal implementation in the long-term and would seek funds to undertake that work.

The figure attached to this section shows a detailed schedule of the proposed grant activities. Work by CMAP and its partners under this grant would run from Q2 of 2024 through Q2 of 2029. Within that schedule are the following key milestones/ schedule elements.

- To be prepared to move quickly, CMAP anticipates using our existing funding sources to begin scoping and procurement activities for the first three housing readiness plans from Q4 2023 through Q1 2024. This pre work will allow CMAP and its partners to be ready to start grant work as planned in the schedule below.
- Procurement can take significant time, and many of the grant activities have procurement as a needed step. As covered in Exhibit E: Capacity, we will be using our existing pre-approved pools of vendors to accelerate the procurement process.
- DuPage County is doing its housing planning separately with the Grounded Solutions Network but in alignment with the housing readiness framework used by CMAP for the other housing readiness plans. Similarly, Will County is doing their new Land Resource Management Plan separately but in alignment with the housing readiness framework used by CMAP. Both DuPage and Will counties will be starting work on their separate planning processes in Q4 2023. CMAP scoping work for the other county-level plans in advance of the start of the grant will ensure that alignment.
- Annually CMAP holds [a Call for Projects](#) to select specific communities for technical assistance. Beginning in 2024 the Call will open in February with all communities/ projects selected by June. During the Call process, CMAP staff review and scope the project, allowing quicker kickoff with selected communities in Q3 of a given year. CMAP proposes to select the specific communities assisted via NEXT and with unified development ordinances using this Call for Projects. While assistance would be available to any communities in the participating counties, we would prioritize assistance to those communities identified by HUD as priority communities for PRO Housing.
- With all housing readiness plans underway or complete by 2025, the counties will nail down their implementation proposals for the county implementation fund. This is timed so that CMAP has entered subrecipient agreements with all counties by June 1, 2026, the obligation deadline of the grant.
- We propose that the fourth unified development ordinance be fully staff-led with no consultant support, since it will be scoped and start after the obligation deadline.



Exhibit E: Capacity  
Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit E Capacity

What capacity do you and your Partner(s) have? What is your staffing plan? (10 points)

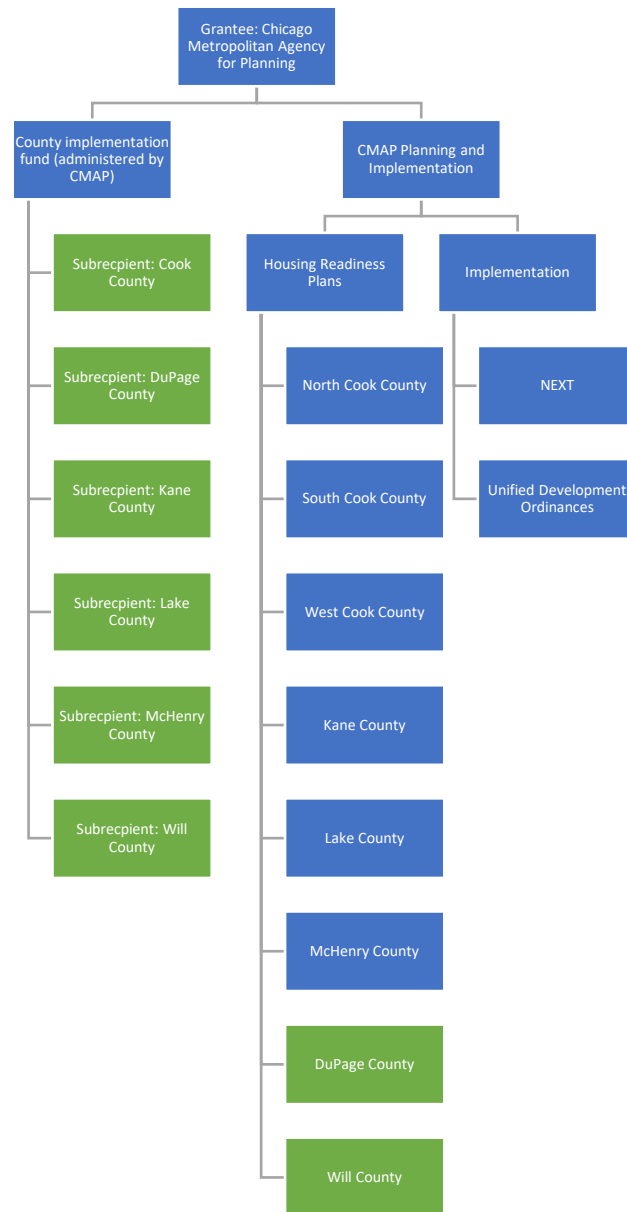
CMAP will lead the implementation of the proposed activities with significant support from the partner counties. See the following project organizational chart to outline the responsibilities of CMAP and the counties. Those items shown in blue are CMAP's responsibility. Those items shown in green are the responsibility of the named county.

Created in 2005, CMAP is the award-winning regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP also serves as the metropolitan planning organization (MPO) for northeastern Illinois. As the MPO, much of our funding comes from the U.S. Department of Transportation (USDOT). Because our work is cross-sectional, involving both land use and transportation, we have been funded by a wide variety of sources beyond USDOT, including the Illinois Environmental Protection Agency (IEPA), the Illinois Department of Natural Resources (IDNR), MacArthur Foundation, Chicago Community Trust, IHDA, and local dues and contributions.

CMAP's capacity to lead this grant is deep. The \$10,000,000 funding request, which would be spent down between spring 2024 and summer 2029, is in line with our agency's operational capacity. Our annual budget is approximately

\$29,000,000, 75 percent federal sources. We are familiar with managing federal funding sources and have the financial and administrative controls and processes in place to effectively use and report on the use of these funds. Each year we pass through approximately \$5,000,000 in federal transportation funds to local partners. We are familiar managing subrecipient reporting, monitoring, and reimbursement.

### Project Organization Chart



CMAP's partner counties are all CDBG entitlements, the funding source of this grant opportunity. All the counties are familiar with managing subrecipients and will apply that knowledge when serving as a subrecipient to CMAP on this grant. The likely award size from the county implementation fund is between \$500,000 and \$2.5m, which is within the range the annual CDBG awards of the participating counties (appx. \$1.2m to \$10.2m).

Each year, Cook County receives Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships Program (HOME) funds. These funds support a variety of community development, affordable housing, and economic development efforts throughout suburban Cook County, primarily for the benefit of low- and moderate-income households.

DuPage County has been a CDBG Entitlement Community since 1974 and a HOME Participation Jurisdiction since 1983. DuPage has consistently maintained full compliance with all HUD CPD program regulations and guidance. In addition to regular allocations of CDBG, HOME, and ESG funds, DuPage has managed numerous other special HUD funds including CDBG-DR, CDBG-CV, ESG-CV, ADDI, NSP, and HOME-ARP.

As an Urban County since 1998, and leading a HOME Consortium with the City of Elgin, Kane County has allocated the majority of its CDBG and HOME funding to identify, address, mitigate, or remove barriers to affordable housing production and preservation. Kane County uses federal funding to staff the Office of Community Reinvestment to administer HUD and other federal fund.

Lake County Community Development (LCCD) is a staff of 13 FTEs who work primarily to manage federal state and local grant funding in the community. LCCD annually administers approximately \$5M of federal funding from the U.S. Department of Housing and Urban Development (HUD). Since the beginning of the pandemic, LCCD has managed more than \$40 million additional dollars for rental assistance, housing development and other basic needs. LCCD also serves as the lead for the homeless Continuum of Care.

McHenry County utilizes the Department of Planning and Development, Community Development Division as key staff for implementing HUD grant resources. The Community Development Division staff has increased from 2.4 FTE in 2016 to 8 FTE today. Additionally, other departments such as Finance, Auditor, Treasurer, Purchasing, and County Administration have their parts in financial tracking and procurement of goods and services as part of the overall grant management. Grants are not applied for or awarded to any subrecipients/contractors without review by the Community Development Housing Grant Commission, Public Health and Community Services Committee, Finance and Audit Committee, and County Board.

Will Community Development Division is responsible for the oversight and administration of HUD funds and works through the CDBG/HOME Advisory Board. The Division is in good standing with HUD and effectively annually manages about \$3.5M in grant funds. The Division has also been managing additional \$5M in COVID relief funds. The Community Development Division staff has increased from 4.6 FTE in 2019 to 7.34 FTE today and has grown to include planning staff. Other county departments involved in grant administration includes Finance,

Auditor, Treasurer, and Purchasing. Grant management experience includes community services projects, housing development projects, and infrastructure projects and includes expertise in environmental review, contracting, and labor laws.

The budget subsection of Exhibit D: Soundness of Approach discusses the specific steps CMAP will undertake to accelerate the launch of this project, including beginning scoping for the first three housing readiness plans in fall 2024. As demonstrated by our [FY24 work plan](#), CMAP and its staff of more than 120 manage more than 160 projects. We are currently building our work plan for FY25, factoring in the capacity needed to undertake the grant. This includes full time and effort reporting, allowing CMAP to budget for staff time, including budgeting for a flexible time each year to allow staff to shift into new opportunities, such as this grant. CMAP has undertaken [every type of planning activity](#) proposed in this application over the past decade. Our staff team has experience scoping, procuring, and managing the proposed projects.

We employ a hierarchical structure to manage projects. All housing work is overseen by a program manager. CMAP will assign time from up to 10 direct staff over the life of the grant to support project activities. The direct staff time spent by this team would involve management and staffing of the proposed individual projects. This includes developing each housing readiness plan, managing the 12 individual NEXT plan implementation projects, and developing one new unified development ordinance by staff.

CMAP will be tapping significant consultant support to assist with some elements of the proposal, particularly market analysis, policy analysis, zoning work, building code work, marketing, and engagement. For many of these areas, CMAP will rely on an existing pool of procured consultants (see table below), allowing us to move through an expedited purchase order process. For all other areas (notably building codes), CMAP will need to conduct an RFP to identify a vendor.

<b>Consultants by Service Area</b>		
<b>1: Land use plans</b>	Egret and Ox Ginko	Muse SOM
	Latent	Teska
<b>4: Planning renderings, illustrations, drawings, and graphic design</b>	Bruce Bondy	Epstein Latent SOM
	Design Workshop	Toole
<b>5: Market and demographic analysis</b>	Egret and Ox SB Friedman	VSKA
<b>9: Consensus-based stakeholder engagement strategy development and management</b>	Images	Muse
	Latent	Teska
<b>10: Regional and subregional policy and planning analysis</b>	Antero	Jacobs
	Arup	SB Friedman
	High Street	

CMAP has no legal authority over land use decisions. Our work is, by necessity, driven by connecting, convening, and partnership building, encouraging communities to act. As a result, the role of the counties is critical to this project. First, all involved counties have zoning, permitting, and code authorities in unincorporated areas. Pursuing their own code changes in these areas can create opportunities for development near job and amenity rich areas. Second, counties are important convening partners. Each county has started digging in on these regulatory issues and how these housing issues undermine the regional economy. Elected leadership in each county is interested in, and has often already taken concrete steps to use, the convening and leading power of the county to make change. The linkage of county leadership and county-level implementation activities with direct municipal implementation support will provide a larger framework for more communities to take seriously their role in making change. The fact that this will be happening simultaneously across the region means that communities need not feel singled out, all are working toward a common goal and figuring out how they can help the region make progress.

This proposal is built upon the shared capacity of all involved. CMAP brings important administrative, planning, staff, and convening skills. The involved counties bring administrative skills, convening skills, local knowledge, CDBG experience, and land use authorities.

CMAP has established solid cross-sector partnerships across the region and has honed these relationships through several mechanisms such as providing technical assistance where CMAP builds community capacity in areas such as housing, transportation, and community development, among others. These historical relationships are the foundation to ensure that partners engaged in this proposal are committed to activities delineated in this application.

CMAP has conducted a rigorous vetting and outreach process to engage the six counties that will act as partners. CMAP has hosted meetings with county leaders to review project activities and the scope of work. All partners understand the capacity necessary to participate in this project. The county partners who will act as leads on the project have also generated buy-in from their respective boards. This has generated excitement that the region is tackling housing issues together. This regional approach will position CMAP to take on the coordination responsibility and allow the county partners to focus on addressing hyper-local housing barriers. Again, this approach will minimize the chance that a partner will need to drop out.

Although CMAP has taken several steps to generate buy-in and designed a program strategy to maximize partner participation, if a partner must drop out, CMAP has the capacity internally to execute the project successfully. Through its work on RHI and HOMES (Exhibit C: Need), CMAP has laid the groundwork to understand housing needs and has connected with local leaders to comprehend housing priorities. CMAP would be able to leverage those relationships regardless of a county partner's lack of capacity to engage in the project entirely. If a county partner would drop out, CMAP would work with the remaining counties to reallocate the county implementation fund to address further implementation needs to those counties continuing to participate. Similarly, if a county were to drop out prior to completion of a housing readiness plan, CMAP would allocate staff and consultant costs associated with that planning work to more NEXT and unified development ordinance projects in those counties continuing to participate.

For 18 years, CMAP has acted as the convener of counties, municipalities, and local communities. This includes developing [two regional plans](#), launching a [transportation safety program](#), developing a [plan for the future of transit](#) in the region, and starting a program focused on [improving accessibility](#). Each of these are large, multi-year undertakings. In each of these cases, we convene with partners, engage community, tackle thorny issues, and build consensus around a mix of regional and local actions. We are excited to do the same in the housing space with our partner counties.

CMAP is the applicant and author of this grant application. Application development was led by Jonathan Burch, the program manager for housing and a Principal Planner, with significant support from Enrique Castillo, a Senior Planner the agency's primary project manager of housing planning projects. A diverse team of CMAP staff from across the agency came together to develop the application, including people from Planning; Regional Policy and Implementation (RPI); Legislative Affairs; Finance and Administration; and Transportation, Research, Analysis & Programming (RAP). CMAP convened and connected with our county partners throughout the development of the application, identifying issues, discussing the budget, developing the narrative, and publicizing the application for public comment. We are partners in the application and will be in the undertaking.

CMAP is committed to equitable outcomes through [ON TO 2050](#), including a focus on [inclusive economic growth](#). ON TO 2050 implicitly focuses on equity through the goal of "inclusive growth" and tracks many [equity-focused indicators](#). CMAP also shares and regularly updates [Community Data Snapshots](#), which share disaggregated data by community area. CMAP launched [CARE](#) to create deeper partnerships with community-based organizations, part of a multi-year investment to make our engagement more equitable and inclusive of communities that are traditionally excluded from the planning process. CMAP has joined the Government Alliance for Race and Equity (GARE) to learn best practices for advancing racial equity through its work and has launched a working group for metropolitan planning organizations.

CMAP has two experiences directly working on fair housing issues. The first is the [Fair Housing and Equity Assessment](#). The Fair Housing and Equity Assessment takes a fact-based and step-by-step approach to discussing issues of housing choice in the region. Its development was instrumental in ON TO 2050's focus on inclusive growth, as well as CMAP's role as a subcontractor to Enterprise in the development of the Chicago-Cook County Assessment for Fair Housing. CMAP analyzed existing conditions data, including the analysis of racial or economic disparities across Cook County using a mix of local, Census, and HUD provided data.

Shortly before the pandemic was declared, Cook County was working to complete its AFFH plan with other HOME Consortium/Urban County Municipal members. Barriers and recommendations had been developed and needed to be completed when Cook County pivoted its efforts to address homelessness, deploy Emergency Rental Assistance and Mortgage Assistance to households most vulnerable between 2020 and 2023. Coming out of the pandemic, the county will be reconvening its partners to complete the AFFH, launch new programs for prospective and existing homeowners in underserved areas and look for ways to motivate the private market to increase affordable loans for housing development and purchase.

It is the policy of the DuPage County Community Development Commission and the DuPage HOME Advisory Group that greater locational choice be promoted in the development of affordable housing in the DuPage County area. The Geographic Distribution Policy that governs the selection of HOME-funded projects defines how the county will promote greater locational choice for both low and moderate-income persons and minorities by encouraging affordable housing outside of communities of low-income concentration and outside of community of minority concentrations, and within municipalities with insufficient affordable housing.

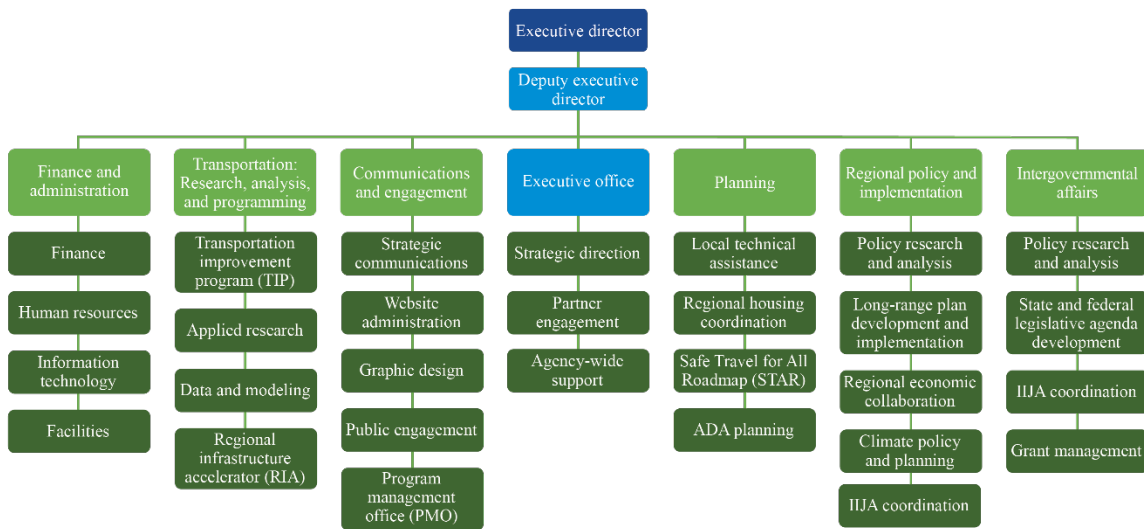
Kane County is home to a growing population of more than 530,000 people, and like the greater Chicago metropolitan area, our residents represent tremendous racial, ethnic, and cultural diversity. Kane County values that diversity and is committed to fostering a housing market that is open and accessible to everyone. The Kane-Elgin HOME Commission reviews development proposals on a competitive basis and evaluates them based on criteria outlined in the materials posted below. The Commission awards financing to projects that are both responsive to the criteria and further the following objectives:

- Create affordable workforce housing that is in reasonable proximity to employment centers.
- Create high-quality housing in areas of the County characterized by substandard housing, high-cost housing or generally have a negative neighborhood image.
- Reduce the number of vacant/foreclosed properties that adversely impact neighborhoods; and
- Develop housing in accordance with the General Principles and Specific Housing Criteria identified in the Kane-Elgin Consortium's Consolidated Plan.

The [Lake County Board adopted a Fair Housing Policy](#) (FHP) in 2019. The FHP established the county's commitment to promoting fair housing opportunities and encouraging racial and economic integration into county programming. Per the FHP, an annual Fair Housing Report is delivered to the County Board. The Annual Fair Housing Report tracks performance and serves as an instrument of accountability in addressing long-standing fair housing disparities within the county.

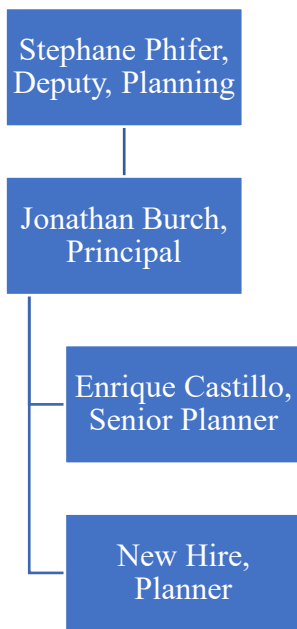
McHenry County approved the creation of a Neighborhood Revitalization Strategy Area in Harvard and Woodstock. Both areas are in diverse parts of the county. Harvard has the highest percentage of Hispanic/Latino persons in the county. The designation provides these areas with guaranteed funding and fewer restrictions/requirements, which allow the neighborhoods to improve affordable housing more quickly/efficiently through rehabilitation or the creation of affordable housing.

Will County supports affordable housing development projects through an annual application cycle and awards funds to projects that meet goals identified in the [Consolidated Plan](#). Examples include supporting housing development in opportunity areas and redevelopment areas, supporting CDBG housing rehabilitation, particularly for group homes and senior rental housing, owner occupied senior housing to promote aging in place, and infrastructure improvements in existing low-mod areas to promote investment and new construction.



The organizational chart above shows CMAP’s internal operating structure. The program oversight of this grant and the projects themselves will live in the Planning Division. The Planning Division works closely with communities to create plans, tools, and guides required to implement ON TO 2050. Technical assistance is provided to communities and local governments, integrating transportation and other elements into local planning efforts to promote the ON TO 2050 principles of inclusive growth, resilience, and prioritized investment. Technical assistance involves working directly with a community or multi-jurisdictional group of communities on a product that is customized for their use.

**Key CMAP Personnel**



Many of the ten staff directly working on projects under this grant, including the newly hired staff member, will come from the Planning Division. Key personnel Stephane Phifer (Deputy of Planning), Jonathan Burch (Principal and Housing Program Manager), and Enrique Castillo (Senior Planner) are all in the Planning Division (see Key CMAP Personnel).

Some staff will also come from CMAP’s two other major programmatic divisions, pulling in needed data, modeling, and policy knowledge. Transportation: Research, Analysis, and Programming collects, visualizes, and disseminates primary and secondary data related to transportation, land use, and demographics. Staff perform research that explores and carries out targeted investigations on topics important to the agency. These projects provide the technical tools and data for the region’s land use planning, transportation planning, and plan implementation efforts. Regional

Policy and Implementation seeks policy solutions on regional issues through close collaboration with regional partners and stakeholders, and thorough analysis generated from the agency's data resources and research capabilities in subject areas aligning with ON TO 2050.

This exhibit previously covers the capacity and experience of the partner countries. Below is a listing of each county's key staff who will be involved in undertaking the work in this proposal.

#### Cook County

- Susan Campbell – Director, Planning and Development
- Karl Bradley – Deputy Director
- Cheryl Cooke – Deputy Director
- James Wilson – Secretary, Zoning Board of Appeals

#### DuPage County

- Mary Keating – Director of Community Services
- Julie Hamlin – Community Development Manager

#### Kane County

- Mark VanKerkhoff – Director, Development & Community Services
- Scott Berger – Director, Office of Community Reinvestment

#### Lake County

- Eric Waggoner – Planning, Building, and Development Director
- Brenda O'Connell – Community Development Administrator

#### McHenry County

- Adam Wallen – Director of the Department of Planning and Development
- Hans Mach – Administrator of the Community Development Division of Planning and Development

#### Will County

- David Dubois – Director, Land Use Department
- Martha Soka – Director, Community Development Division

Exhibit F: Leverage

Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit F Leverage

Are you leveraging other funding or non-financial contributions? (10 points)

As is appropriate for a regional project, many partners are providing leverage funds. Attached to this section are leverage commitment letters from the following partners for the following amounts.

- Cook County – TBD
- DuPage County – \$5,000,000
- Kane County – TBD
- Lake County – TBD
- McHenry County – \$1,000,000
- Will County – \$108,570

In sum, the partners have provided \$6,108,570 in leverage funds or 61% of the requested amount.

CMAP's primary US Department of Transportation funding is ineligible for leverage under this grant. That said, [CMAP is entering a contract with DePaul University](#) for \$260,000 to produce housing snapshots for each county and community in the region. Updating these snapshots annually will allow the region to monitor a host of critical housing market data points that set the context for whether county and municipal action is having an impact on the housing market.

Exhibit G: Long-term effect

Chicago Metropolitan Agency for Planning (CMAP)

## Exhibit G Long-term Effect

What permanent, long-term effects will your proposal have? What outcomes do you expect? (10 points)

The long-term effects of this proposal are best understood by our goals. Our vision is a housing market that fuels our regional economy by reducing racial and economic segregation. A region where every resident can find good, affordable, and accessible housing with access to employment and services.

We created a proposal to propel the region toward this goal. The tangible deliverables from this grant are a key part of that. It will directly create six county-level housing readiness plans and indirectly create two more plans in a similar vein. It will help 12 communities become more housing ready and create new unified development ordinances for four towns.

But northeastern Illinois is a large and diverse region, home to 8.5 million residents and 284 different municipalities. Helping six counties and sixteen towns is a drop in the bucket. The real marker of success is whether a town has become “housing ready.” What percentage of “housing readiness” tasks have they completed? We propose that it must be more than 40% for a town to be “housing ready” and that this share be revisited every few years. This is the type of directly controllable local measure that could be included in other funding programs in the future, including transportation funding programs.

To measure success, we also need to monitor the larger regional housing environment. As identified in the supporting materials for Exhibit F: Leverage, CMAP is entering a contract with DePaul University to produce housing snapshots for each county and community in the region. Updating these snapshots annually will allow the region to monitor a host of critical housing market data points that set the context for whether county and municipal action is having an impact on the housing market.

Of course, there are many long-standing barriers to meeting this goal (see Exhibit C: Need). While some are tactical (zoning, permitting processes, building codes, etc.) many are not (political will, local support, racism, etc.). We are clear-eyed that these non-tactical barriers are [often the biggest factors](#) in whether a municipality or county considers how its choices shape the types of housing that can be built and preserved, and at what price points. The simultaneous regional approach is a big part of overcoming these non-tactical barriers. No one town or county is singled out as “the problem.” All have a role to play in addressing these issues. Determining what is “housing ready” at the county-level combats common concerns about a top-down regional approach that doesn’t understand local context. So too does the flexibility for each town to identify what from the menu of “housing ready” action in each county that a given town can tackle. It allows for local variation, but also establishes a clear baseline level of action is needed to be considered “housing ready,” particularly related to fair housing and access for vulnerable groups. Did a town amend their zoning code to include visibility standards for new construction? Have they created an alternative permitting process and fee structure for deed-restricted affordable housing developments? Has the community identified and operationalized a fair housing enforcement body?

The county involvement and the county-level implementation fund are also a part of overcoming these non-tactical barriers. All involved counties have zoning, permitting, and code authorities in unincorporated areas. Pursuing their own code changes in these areas can create opportunities for development near job and amenity rich areas. Counties cover broader geographies and the use of the county-level implementation fund to boost the non-profit capacity to take advantage of and amplify the benefits of the various code and process changes is critical. This is particularly the case with affirmative marketing and fair housing, where added implementation funding from county partners will allow the exploration of [long-standing successful models](#) for integration.

The proposal and approach consider the barriers to action and how it can address related issues. The proposal intends to create a housing market where the housing cost burden is less in the future for residents earning incomes of less than 80 percent of the area median. Creating that means considering the location of amenities, public services, jobs, transit, schools, and other important community assets throughout counties when identifying what it means to be “housing ready.” We are well positioned to consider the wide array of environmental risks common across the region. CMAP has long undertaken work on [flooding](#), [water supply](#), and [air quality](#). The region is working now with partners to produce a [Regional Climate Action Plan](#). That planning process will highlight how retrofitting existing housing can help the region reduce greenhouse gas emissions and improve air quality. CMAP did an analysis on air quality as part of the Chicago-Cook County Assessment for Fair Housing.

The approach is repeatable by our region and designed to scale from the start. We envision revisiting both housing readiness plans and the share of recommendations a community or county needs to have undertaken to be considered “housing ready.” Much like how [our exploration](#) of regional housing submarkets [became a model](#) for [other regions](#), we believe that this model could be similarly repeatable.

## Attachment A

- Summary of comments received on published application
- List of Commenters by name and organization

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197104
Application Filing Name:	Housing Readiness: Northeastern Illinois PRO Housing Grant Application
UEI:	DH5DCKJMLVW5
Organization:	CHICAGO METROPOLITAN AGENCY FOR PLANNING
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Oct 06, 2023 06:31:13 PM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name: Chicago Metropolitan Agency for Planning

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

13-4331367

\* c. UEI:

DH5DCKJM1VW5

**d. Address:**

\* Street1: 433 West Van Buren Street

Street2:

\* City: Chicago

County/Parish:

Illinois

\* State:

IL: Illinois

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code: 60607-0407

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Erin

Middle Name:

\* Last Name:

Aleman

Suffix:

Title: Executive Director

**Organizational Affiliation:**

Chicago Metropolitan Agency for Planning

\* Telephone Number: 3124540400

Fax Number:

\* Email: ealeman@cmaphillinois.gov

## Application for Federal Assistance SF-424

**\* 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.023

CFDA Title:

Community Development Block Grant- PRO Housing Competition

**\* 12. Funding Opportunity Number:**

FR-6700-N-98

\* Title:

Pathways to Removing Obstacles to Housing (PRO Housing)

**13. Competition Identification Number:**

FR-6700-N-98

Title:

Pathways to Removing Obstacles to Housing (PRO Housing)

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

CMAP\_PROHousing\_Map\_Final.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Housing Readiness: Pathways to Removing Obstacles to Housing in Northeastern Illinois

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="10,000,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="10,000,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

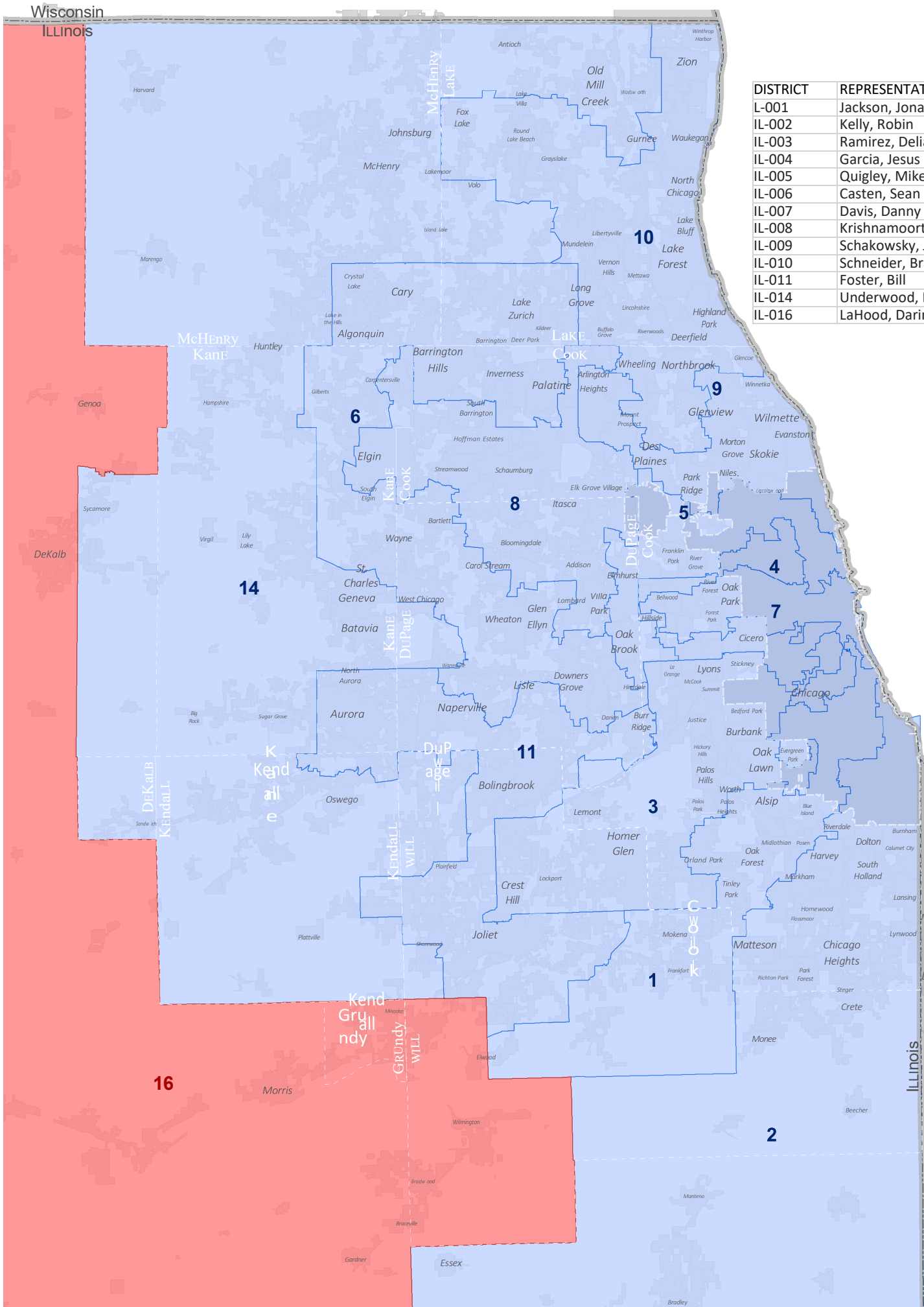
\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

# US Representatives, 117th Congress



DISTRICT	REPRESENTATIVE NAME
L-001	Jackson, Jonathan
IL-002	Kelly, Robin
IL-003	Ramirez, Delia
IL-004	Garcia, Jesus "Chuy"
IL-005	Quigley, Mike
IL-006	Casten, Sean
IL-007	Davis, Danny K.
IL-008	Krishnamoorthi, Raja
IL-009	Schakowsky, Jan
IL-010	Schneider, Bradley
IL-011	Foster, Bill
IL-014	Underwood, Lauren
IL-016	LaHood, Darin

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197104
Application Filing Name:	Housing Readiness: Northeastern Illinois PRO Housing Grant Application
UEI:	DH5DCKJMLVW5
Organization:	CHICAGO METROPOLITAN AGENCY FOR PLANNING
Form Name:	Applicant and Recipient Assurances and Certifications (HUD-424B)
Form Version:	1.0
Requirement:	Mandatory
Download Date/Time:	Oct 06, 2023 06:36:56 PM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

**Applicant and Recipient  
Assurances and Certifications**

U.S. Department of Housing  
and Urban Development

OMB Number: 2501-0017  
Expiration Date: 01/31/2026

**Instructions for the HUD-424-B Assurances and Certifications**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications, which replace any requirement to submit an SF-424-B or SF-424-D. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant:

\*Authorized Representative Name:

Prefix:  \*First Name:   
Middle Name:   
\*Last Name:   
Suffix:

\*Title:

\*Applicant Organization:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which

is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

**WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

\*Signature:

Completed Upon Submission to Grants.gov

\*Date:

Completed Upon Submission to  
Grants.gov

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197104
Application Filing Name:	Housing Readiness: Northeastern Illinois PRO Housing Grant Application
UEI:	DH5DCKJMLVW5
Organization:	CHICAGO METROPOLITAN AGENCY FOR PLANNING
Form Name:	HUD Applicant-Recipient Disclosure Report
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Oct 06, 2023 06:35:21 PM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017  
Expiration Date: 01/31/2026

Applicant/Recipient Information \* UEI Number:  \* Report Type:

1. Applicant/Recipient Name, Address, and Phone (include area code):

\* Applicant Name:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Phone:

2. Employer ID Number (do not include individual social security numbers):

\* 3. HUD Program Name:

\* 4. Amount of HUD Assistance Requested/Received: \$

5. State the name and location (street address, City and State) of the project or activity:

\* Project Name:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

### Part I Threshold Determinations

\* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. 4.3.

Yes  No

\* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR 4.9.

Yes  No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

---

**Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.**

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

---

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

---

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

---

Note: Use additional pages if necessary.

---

**Part III Interested Parties. You must disclose:**

1. All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

\* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)

\* Unique Entity ID

\* Type of Participation in Project/Activity

\* Financial Interest in Project/Activity (\$ and %)

	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

\* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)

City of Residence

\* Type of Participation in Project/Activity

\* Financial Interest in Project/Activity (\$ and %)

	City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

Note: Use additional pages if necessary.

Add Attachment

Delete Attachment

View Attachment

**Certification**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate.

Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

\* Signature:

\* Date: (mm/dd/yyyy)

Completed Upon Submission to Grants.gov

Completed Upon Submission to Grants.gov

## Instructions

### Overview.

#### A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

#### B. Update reports (filed by "Recipients" of HUD Assistance):

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

#### Line-by-Line Instructions.

##### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's EIN, as appropriate, is optional. Individuals must not include social security numbers on this form.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

##### Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to either questions 1 or 2 is No, the applicant need not complete Parts II and III of the report but must sign the certification at the end of the form.

##### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of Form HUD-2880 funds typically include (but are not limited to) foundations and private contributors.

##### Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower). Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Unique Entity Identifier (UEI), for non-individuals, or city of residence, for individuals, for each organization and person listed is **optional**.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, or on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional

information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

**Notes:**

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

# Grant Application Detailed Budget Worksheet

(Exp. 08/31/2011)

Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.

<b>Name and Address of Applicant:</b>	Chicago Metropolitan Agency for Planning
	433 W. Van Buren Street, Suite 450
	Chicago, IL 60607

Category				Detailed Description of Budget (for full grant period)							
	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>1. Personnel (Direct Labor)</b>											
Position or Individual											
Planner/Analyst/Specialist 1	1,855	\$45.46	\$84,329	\$84,329							
Planner/Analyst/Specialist 2	1,720	\$45.46	\$78,192	\$78,192							
Planner/Analyst/Specialist 3	1,605	\$45.46	\$72,964	\$72,964							
Planner/Analyst/Specialist 4	1,495	\$45.46	\$67,963	\$67,963							
Planner/Analyst/Specialist 5	595	\$45.46	\$27,049	\$27,049							
Senior 1	1,590	\$52.24	\$83,065	\$83,065							
Senior 2	1,350	\$52.24	\$70,527	\$70,527							
Senior 3	900	\$52.24	\$47,018	\$47,018							
Jonathan Burch	200	\$63.04	\$12,609	\$12,609							
Enrique Castillo	1,940	\$42.09	\$81,650	\$81,650							
<b>Total Direct Labor Cost</b>			<b>\$625,366</b>	<b>\$625,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2. Fringe Benefits</b>											
	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Planner/Analyst/Specialist 1	45.11%	\$84,329	\$38,045	\$38,045							
Planner/Analyst/Specialist 2	45.11%	\$78,192	\$35,276	\$35,276							
Planner/Analyst/Specialist 3	45.11%	\$72,964	\$32,917	\$32,917							
Planner/Analyst/Specialist 4	45.11%	\$67,963	\$30,661	\$30,661							
Planner/Analyst/Specialist 5	45.11%	\$27,049	\$12,203	\$12,203							
Senior 1	45.11%	\$83,065	\$37,475	\$37,475							
Senior 2	45.11%	\$70,527	\$31,818	\$31,818							
Senior 3	45.11%	\$47,018	\$21,212	\$21,212							
Jonathan Burch	47.81%	\$12,609	\$6,028	\$6,028							
Enrique Castillo	47.04%	\$81,650	\$38,406	\$38,406							
<b>Total Fringe Benefits Cost</b>			<b>\$284,041</b>	<b>\$284,041</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3. Travel</b>											
	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>3a. Transportation - Local Private Vehicle</b>											
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Subtotal - Trans - Local Private Vehicle</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

Detailed Description of Budget				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>3b. Transportation - Airfare (show destination)</b>	<b>Trips</b>	<b>Fare</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Airfare			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>3c. Transportation - Other</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>3d. Per Diem or Subsistence (indicate location)</b>	<b>Days</b>	<b>Rate per Day</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Per Diem or Subsistence			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Travel Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>4. Equipment (Only items over \$5,000 Depreciated va</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Equipment Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Consumable Supplies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Non-Consumable Materials			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Supplies and Materials Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Consultants Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
County implementation funding	1	\$7,081,366.42	\$7,081,366	\$7,081,366							
Kane County Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
McHenry County Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Lake County Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Cook West Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Cook South Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Cook North Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
NEXT Building Code consultant support	1	\$100,000.00	\$100,000	\$100,000							
NEXT Zoning consultant support	1	\$125,000.00	\$125,000	\$125,000							
UDO 1 Contractor	1	\$150,000.00	\$150,000	\$150,000							
UDO 2 Contractor	1	\$150,000.00	\$150,000	\$150,000							
UDO 3 Contractor	1	\$150,000.00	\$150,000	\$150,000							
NEXT marketing consultant support	1	\$75,000.00	\$75,000	\$75,000							
<b>Total Subcontracts Cost</b>			<b>\$8,731,366</b>	<b>\$8,731,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed Description of Budget

8. Construction Costs											
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Administrative and legal expenses			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Land, structures, rights-of way, ...			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Relocation expenses and payments			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Other architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detailed Description of Budget											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>8f. Project inspection fees</b>			\$0								
			\$0								
			\$0								
Subtotal - Project inspection fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8g. Site work</b>			\$0								
			\$0								
			\$0								
Subtotal - Site work			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8h. Demolition and removal</b>			\$0								
			\$0								
			\$0								
Subtotal - Demolition and removal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8i. Construction</b>			\$0								
			\$0								
			\$0								
Subtotal - Construction			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8j. Equipment</b>			\$0								
			\$0								
			\$0								
Subtotal - Equipment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8k. Contingencies</b>			\$0								
			\$0								
			\$0								
Subtotal - Contingencies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8l. Miscellaneous</b>			\$0								
			\$0								
			\$0								
Subtotal - Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Construction Costs</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

9. Other Direct Costs				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item	Quantity	Unit Cost	Estimated Cost								
Rent	13,250	7.5	\$99,375	\$99,375							
Telecommunications	13,250	0.2	\$2,650	\$2,650							
Utilities	13,250	\$0.18	\$2,385	\$2,385							
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Other Direct Costs</b>			<b>\$104,410</b>	<b>\$104,410</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Subtotal of Direct Costs</b>			<b>\$9,745,184</b>	<b>\$9,745,184</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

10. Indirect Costs				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type	Rate	Base	Estimated Cost								
Indirect cost rate	28.02%	\$909,407.57	\$254,816	\$254,816							
<b>Total Indirect Costs</b>			<b>\$254,816</b>	<b>\$254,816</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Estimated Costs (Subtotal Direct + Total Indirect)</b>			<b>\$10,000,000</b>	<b>\$10,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Grant Application Detailed Budget Worksheet**

<b>Detailed Description of Budget</b>			
<b>Analysis of Total Estimated Costs</b>		<b>Estimated Cost</b>	<b>Percent of Total</b>
<b>1</b>	<b>Personnel (Direct Labor)</b>	<b>\$ 625,366.31</b>	<b>6%</b>
<b>2</b>	<b>Fringe Benefits</b>	<b>\$ 284,041.27</b>	<b>3%</b>
<b>3</b>	<b>Travel</b>	<b>\$ -</b>	<b>0%</b>
<b>4</b>	<b>Equipment</b>	<b>\$ -</b>	<b>0%</b>
<b>5</b>	<b>Supplies and Materials</b>	<b>\$ -</b>	<b>0%</b>
<b>6</b>	<b>Consultants</b>	<b>\$ -</b>	<b>0%</b>
<b>7</b>	<b>Contracts and Sub-Grantees</b>	<b>\$ 8,731,366.42</b>	<b>87%</b>
<b>8</b>	<b>Construction</b>	<b>\$ -</b>	<b>0%</b>
<b>9</b>	<b>Other Direct Costs</b>	<b>\$ 104,410.00</b>	<b>1%</b>
<b>10</b>	<b>Indirect Costs</b>	<b>\$ 254,816.00</b>	<b>3%</b>
	<b>Total:</b>	<b>\$ 10,000,000.00</b>	<b>100%</b>
	<b>HUD Share:</b>	<b>\$ 10,000,000.00</b>	
	<b>Match:</b> (as percentage of HUD Share)	<b>\$ -</b>	<b>0%</b>

form HUD-424-CBW (2/2003)

## **CMAP's Conduct and work rules**

Employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal integrity. Employee conduct reflects on CMAP not only when an employee is at work but also when an employee is away from work. Consequently, employees are always encouraged to observe the highest standards of professionalism.

The agency may choose to separate an employee without previous disciplinary steps contingent upon the severity of the offense. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their manager on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior. The following is a non-exhaustive list of breaches of conduct.

### **Breaches of conduct**

- Falsifying an employment application, timesheet, expense report, personnel document, or other documents or records
- Theft/unauthorized possession of agency, customer, or employee property
- Soliciting or receiving gratuities related to employment
- Misuse of agency benefits
- Possession, distribution, or use of weapons or explosives while working for the agency, in accordance with state concealed carry laws
- Fighting and/or other disorderly conduct
- Conduct unbecoming of CMAP standards and/or that is in direct contradiction with the agency's core values
- Dishonesty, fraud, theft, or sabotage against the agency or its employees
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees or stakeholders
- Insubordination or failure to perform reasonable duties that are assigned or behaving in a manner that is unprofessional, demeaning, rude, and otherwise inappropriate towards managers, staff, or other stakeholders
- Unauthorized or inappropriate use of material, time, equipment, or property of the agency or a stakeholder
- Damaging or destroying CMAP or customer property through careless or willful acts
- Performance that does not meet the requirements for the position, including unsatisfactory quality or quantity of work
- Negligence in observing fire prevention and safety rules
- Abuse or negligence of agency security or confidential materials
- Installing unauthorized or illegal copies of software on an agency-owned computer
- Revealing any confidential, proprietary information to any person who is not authorized

to receive it and/or who does not need to know it

- Repeated tardiness or absence; failure to report for work without a satisfactory reason; repeated failure to accurately account for time worked; and abuse of leave privileges
- Violation of the agency's substance abuse policy
- Unauthorized access to records and information including both CMAP and stakeholder information
- Failure to cooperate with agency audits or investigations
- Any behavior that results in an employee not performing their job, including sleeping on the job
- Violations of local, state, or federal law
- Engaging in such other practices that the agency determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the agency, its employees, or customers
- Violation of any CMAP policy

### **Disciplinary action**

All disciplinary action is within CMAP's discretion. Cases of unacceptable work behavior will be handled on an individual basis, subject to such consequences as the agency may deem appropriate. Relevant factors include, but are not limited to, the nature of the offense, the surrounding circumstances, and the employee's prior work record.

The agency generally endorses the concept of corrective counseling, which is predicated on the assumption that employees, when given the opportunity to correct work behavioral problems, will do so. Therefore, when deemed appropriate, the agency will attempt to apply corrective counseling before separating an employee. Nevertheless, in any given case, the disciplinary action imposed by the agency can range from verbal or written warnings, performance improvement plans, suspensions without pay, or immediate separation. Furthermore, nothing stated herein should be construed as imposing a requirement of "cause" for discipline or discharge, or as otherwise limiting the prevailing "at-will" employment relationship between CMAP and its employees.

Sometimes CMAP will find it necessary to investigate the infraction for which an employee may face separation. In this case, the agency may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if separation is the proper decision. Following the investigation, if the agency decides not to separate the employee, the employee will be reinstated with or without back pay, depending on the circumstances

### **Separation of employment**

All employment relationships with CMAP are on an at-will basis and as such can be terminated by either party with or without warning, notice, or cause. However, CMAP looks forward to a

mutually rewarding relationship with employees regardless of the length of employment

### **Voluntary separation**

Employees who voluntarily separate from the agency may do so at any time; however, reasonable advance notice is expected so that there can be continuity of work. Employees should submit to their manager and human resources a written letter of resignation to include the last date they plan to work. Expected notice periods are as follows:

Nonexempt employees	two weeks
Exempt employees (excluding management)	three weeks
Managers	four weeks

CMAP has no obligation to approve any request for leave time (except for sick leave) once a resignation has been accepted and will pay employees through their last day of work. All employees are expected to continue to work through their last date of employment.

Exit interviews are conducted by human resources and are offered to exiting employees after the notice of intent to separate is received. The purpose of the exit interview is to review eligibility for benefit continuation and conversion, ensure that all necessary forms are completed, to collect all property that may be in the employee's possession (ID cards, keys, mobile devices, laptops, etc.) and to provide employees with an opportunity to discuss their job-related experiences. Information collected during the exit interview is confidential and will only be shared with those on a need-to-know basis.

### **Involuntary separation**

Involuntary separation may be in the form of a reduction in force, layoff, position elimination, or separation. No employee will be separated without the knowledge and consent of the executive director.

For all employee separations from CMAP, accrued but unused vacation time will be paid out on the pay date following the employee's last day worked.

### **Grievances**

On occasion, a dispute, difference, or question may arise between an employee and their manager concerning the meaning, interpretation, or application of a policy or employment-related issue. It is CMAP's desire to resolve grievances as they arise and try to arrive at a fair and equitable resolution.

Employees should try and resolve the grievance with their manager first. If the grievance is not resolved, the employee can submit the grievance to human resources. If the grievance is not resolved after reaching out to human resources, the employee can submit the grievance to the

deputy executive director. If the grievance is not resolved after reaching out to the deputy executive director, the employee can submit the grievance to the executive director. In all cases, the executive director's decision is final. Please review the Employee Resource Guide for specific steps on the grievance process.

Copies of the employee's grievance statement and written answers by all management personnel are maintained by human resources in an employee relations file. No employee may be retaliated against in any way for filing a grievance or equal opportunity complaint regarding a potential violation of CMAP policies. Grievances and complaints will be kept confidential to the extent feasible.

Although CMAP will make all possible attempts to follow the above grievance procedure, CMAP may skip certain steps of the grievance procedure as it deems necessary in its sole discretion, based on the facts and circumstances presented.

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197104
Application Filing Name:	Housing Readiness: Northeastern Illinois PRO Housing Grant Application
UEI:	DH5DCKJMLVW5
Organization:	CHICAGO METROPOLITAN AGENCY FOR PLANNING
Form Name:	Grants.gov Lobbying Form
Form Version:	1.1
Requirement:	Optional
Download Date/Time:	Oct 10, 2023 09:16:51 AM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

---

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**\* APPLICANT'S ORGANIZATION**

Chicago Metropolitan Agency for Planning

**\* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

Prefix:  \* First Name:  Middle Name:

\* Last Name:  Suffix:

\* Title:

\* SIGNATURE:

\* DATE:

---

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197104
Application Filing Name:	Housing Readiness: Northeastern Illinois PRO Housing Grant Application
UEI:	DH5DCKJMLVW5
Organization:	CHICAGO METROPOLITAN AGENCY FOR PLANNING
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Oct 06, 2023 06:37:39 PM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013  
Expiration Date: 02/28/2025

## Review Public Burden Disclosure Statement

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**

Prime     SubAwardee

\* Name: Chicago Metropolitan Agency for Planning

\* Street 1: 433 W. Van Buren St., Suite 450    Street 2: \_\_\_\_\_

\* City: Chicago    State: IL: Illinois    Zip: 60607

Congressional District, if known: \_\_\_\_\_

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> U.S. Department of Housing and Urban Dev	<b>7. * Federal Program Name/Description:</b> Community Development Block Grant- PRO Housing Competition
	CFDA Number, if applicable: 14.023

<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____
---	---

**10. a. Name and Address of Lobbying Registrant:**

Prefix: \_\_\_\_\_ \* First Name: N/A    Middle Name: \_\_\_\_\_

\* Last Name: N/A    Suffix: \_\_\_\_\_

\* Street 1: N/A    Street 2: \_\_\_\_\_

\* City: N/A    State: \_\_\_\_\_    Zip: \_\_\_\_\_

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix: \_\_\_\_\_ \* First Name: N/A    Middle Name: \_\_\_\_\_

\* Last Name: N/A    Suffix: \_\_\_\_\_

\* Street 1: N/A    Street 2: \_\_\_\_\_

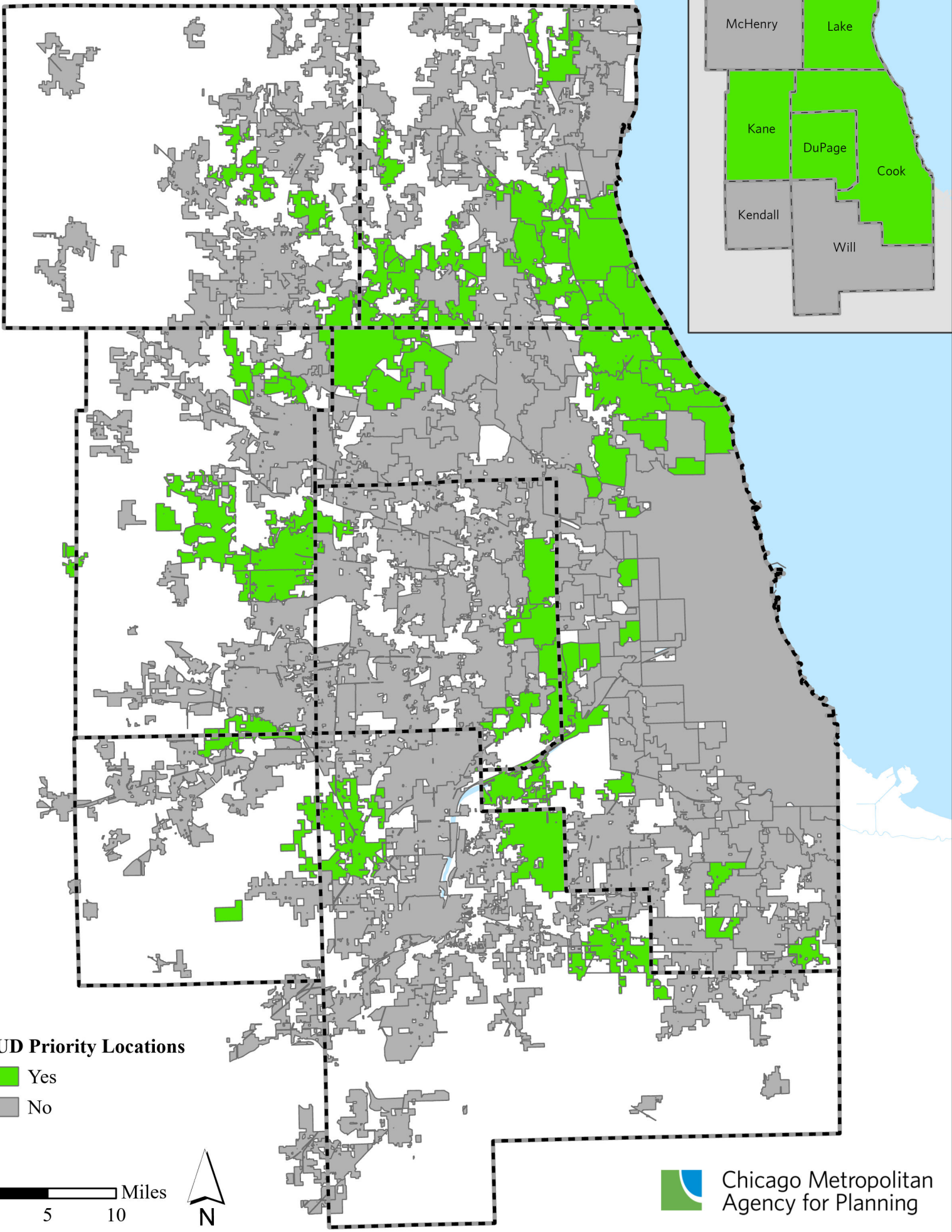
\* City: N/A    State: \_\_\_\_\_    Zip: \_\_\_\_\_

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature: Completed on submission to Grants.gov

\* Name: Prefix: \_\_\_\_\_ \* First Name: Erin    Middle Name: \_\_\_\_\_  
\* Last Name: Aleman    Suffix: \_\_\_\_\_

Title: Executive Director    Telephone No.: 3126590338    Date: Completed on submission to Grants.gov



Source: Chicago Metropolitan Agency for Planning, 2023

# McHENRY Co.

PLANNING & DEVELOPMENT ILLINOIS

McHENRY COUNTY GOVERNMENT CENTER  
2200 NORTH SEMINARY AVENUE  
WOODSTOCK, IL 60098-2637

October 23, 2023

The Honorable Marcia L. Fudge  
Secretary  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, Southwest  
Washington, DC 20410

Dear Secretary Fudge,

McHenry County writes in support of the Chicago Metropolitan Agency for Planning's (CMAP) application to the Pathways to Removing Obstacles to Housing program (PRO Housing). If awarded, McHenry County will work with CMAP to develop a housing readiness plan and support municipal involvement in the implementation of our housing readiness goals. McHenry County will use the county-level implementation money to make important progress on key county-level actions identified through the development of the housing readiness plan. This includes rehabilitation of homeowner and rental properties that might otherwise be lost; acquisition of land for use toward Workforce Housing development; and acquisition of land for development of a land trust.

Northeastern Illinois is a large and diverse region, home to 8.5 million residents. The region faces growing challenges developing a diverse housing stock and maintaining affordability. The disconnect between the housing that people want and what is available undermines the regional economy. Our region struggles to build enough good, affordable, and accessible housing with access to employment and services. To overcome this communities, need to plan for future housing needs, but planning alone is not enough. Through zoning, entitlement processes, and building codes and inspections, municipalities' and counties' choices shape the types of housing that can be built and preserved, and at what price points. PRO Housing funds will allow us to tackle these systemic problems and implement tested solutions.

As a partner in this effort, McHenry County will provide \$1,000,000 in leverage funds from the Community Development Block Grant Program during the period of performance of the grant award, if approved. We will use these to implement key county-level actions identified in the housing readiness plan and to incent municipal implementation as well.

The following is a table providing detailed information regarding the commitment of leverage funding and in-kind contributions toward this important initiative. Additional documentation is provided in separate attachment(s) as indicated:

Type of Leverage Commitment	Purpose	Documentation to Support Firm Leverage Commitment	Dollar Amount of Leverage Commitment
Community Development Block Grant Program – Lump Sum Drawdown – Portion	Homeowner-Occupied Rehabilitation between 02/01/2024 through June 30, 2024	Subrecipient Agreement between McHenry County and the McHenry County Housing Authority	\$200,000
Community Development Block Grant Program – Planning and Administration Funding	<p>Planning funding for McHenry County CD staffing leveraged toward the Project @ the following levels:</p> <p>February 1, 2024 – September 30, 2024 (Program Year 2023): \$30,000</p> <p>October 1, 2024 – September 30, 2025 (Program Year 2024): \$25,000</p> <p>October 1, 2025 – September 30, 2026 (Program Year 2025): \$20,000</p> <p>October 1, 2026 – September 30, 2027 (Program Year 2026): \$20,000</p>	Signed Commitment Letter from McHenry County Community Development Administrator	\$120,000

	October 1, 2027 – September 30, 2028 (Program Year 2027):  \$25,000		
Community Development Block Grant Program – Housing Rehabilitation, Land Acquisition, Workforce Housing Development, and Land Trust Development	October 1, 2024 – September 30, 2025 (Program Year 2024):  \$200,000  October 1, 2025 – September 30, 2026 (Program Year 2025):  \$180,000  October 1, 2026 – September 30, 2027 (Program Year 2026):  \$150,000  October 1, 2027 – September 30, 2028 (Program Year 2027):  \$150,000	Signed Commitment Letter from McHenry County Community Development Administrator	\$680,000
<b>Total Leverage Commitment:</b>			<b>\$1,000,000</b>

Once again, McHenry County strongly supports CMAP’s application to the PRO Housing program. These funds will help the region meet its urgent housing needs, promote greater economic mobility, and advance equity in northeastern Illinois.

Sincerely,

Hans Mach  
Community Development Administrator

---

**MEMORANDUM OF UNDERSTANDING**

**AMONG**

The County of Cook  
The County of DuPage  
The County of Kane  
The County of Lake  
The County of McHenry  
The County of Will  
Chicago Metropolitan Agency of Planning

**FOR**

**HOUSING READY PROGRAM**

THIS AGREEMENT entered this 30 day of October 2023 by and among the following Parties.

The County of Cook  
The County of DuPage  
The County of Kane  
The County of Lake  
The County of McHenry  
The County of Will  
Chicago Metropolitan Agency for Planning

WHEREAS, the above Parties have each identified a host of housing challenges in the region that contributes to concentrated poverty and undermines the regional economy.

WHEREAS, these challenges include mismatches between the location of housing and jobs, what housing is built, where housing is built, and whether that housing is affordable to households with low and moderate incomes.

WHEREAS, addressing these challenges requires work in many spheres and at many levels, particularly with municipalities about their planning, zoning, building code, and permitting processes.

WHEREAS, ON TO 2050, the regional plan, establishes a goal of a future housing system where regional and local housing supply matches the types that residents want to pursue equitable growth and increased access to economic opportunities.

WHEREAS, the Parties believe that regional collaboration is the best way to achieve this goal.

WHEREAS, the Parties will collaborate via a submission to the US Department of Housing and Urban Development Pathways to removing Obstacles to Housing (PRO Housing) Grant program.

---

WHEREAS, the focus of that collaboration will be developing and then implementing housing readiness plans in each county, plans that identify the key elements that make a community “housing ready,” ready to support the development and preservation of housing that create opportunities for all and helps our region compete economically.

NOW, THEREFORE, it is agreed between the Parties hereto that:

### ROLES/RESPONSIBILITIES OF PARTIES

The responsibilities of the Parties are as follows:

1. The Chicago Metropolitan Agency for Planning (CMAP) will serve as the lead entity of the collaboration. CMAP will submit an application for the Pathways to removing Obstacles to Housing (PRO Housing) Grant to the US Department of Housing and Urban Development (HUD). If awarded, CMAP will enter into a grant agreement with HUD and serve as the grantee.
2. The counties of Cook, DuPage, Kane, Lake, Will, and McHenry will support the grant application, including the provision of requested content to develop narrative sections, the provision of leverage letters (if applicable), and the noticing of the public hearing and public comment period.
3. If the PRO Housing grant is awarded by HUD, the counties of Cook, Kane, Lake, and McHenry will enter into individual Memoranda of Understanding with CMAP no later than June 30, 2024 regarding their willingness to provide technical assistance needed for the completion of a housing readiness plan.
4. If the PRO Housing grant is awarded by HUD, the counties of Will and DuPage will enter into individual Memoranda of Understanding with CMAP no later than June 30, 2024 which pledge to align their respective housing planning activities with the framework used in the PRO Housing grant application.
5. If the PRO Housing grant is awarded by HUD, the counties of Cook, DuPage, Kane, Lake, Will and McHenry will enter into individual subrecipient agreements with CMAP governing their receipt and use of grant implementation funds. The Parties recognize that grant funds must be obligated by June 1, 2026.

### TERM

This Agreement will remain effective until September 30, 2029, until either supplanted by a new agreement or terminated earlier as provided below.

### ASSIGNMENT

This Agreement may not be assigned without prior written approval of the Parties hereto.

### WITHDRAWAL

---

Any Party may withdraw from this Agreement with 30 days' advance written notice via certified mail to the other Parties.

SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

ENTIRE AGREEMENT

This Agreement between the Parties supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties with respect to this Agreement. By way of signing this Agreement, the Parties are bound to perform the duties and obligations within this Agreement. No amendment or modification of this Agreement shall be valid unless the same is in writing and executed by all the Parties hereto, and then only to the extent set forth in said writing.

IN WITNESS WHEREOF, the Parties have executed this agreement as of the date first written above.

For County of Cook

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

Attest

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

For County of DuPage

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

---

Attest

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

For County of Kane

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

Attest

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

For County of Lake

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

Attest

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

For County of McHenry

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

Attest

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

For County of Will

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Authorized Representative

\_\_\_\_\_  
Date

Attest

---

Signature	Type or Print Name of Authorized Representative	Date
-----------	---	------

For Chicago Metropolitan Agency for Planning

Signature	Erin Aleman	Date
-----------	-------------	------

Attest

Signature	Type or Print Name of Authorized Representative	Date
-----------	---	------

DRAFT



## WILL COUNTY, ILLINOIS

**JENNIFER BERTINO-TARRANT**  
WILL COUNTY EXECUTIVE

P. (815) 740-4601  
F. (815) 740-4600  
E. [countyexec@willcountyillinois.com](mailto:countyexec@willcountyillinois.com)

Will County Office Building  
302 N. Chicago Street  
Joliet, IL 60432

October 23, 2023

The Honorable Marcia L. Fudge  
Secretary  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, Southwest  
Washington, DC 20410

Dear Secretary Fudge,

Will County writes in support of the Chicago Metropolitan Agency for Planning's (CMAP) application to the Pathways to Removing Obstacles to Housing program (PRO Housing). We are preparing to update our county Land Resource Management Plan, creating a housing chapter for the first time. If awarded, Will County will work with CMAP to align the housing chapter with the housing readiness approach and support municipal involvement in the implementation of our housing readiness goals. Will County will use the county-level implementation money to make important progress on key county-level actions identified through the development of the housing readiness plan. These ideas could include zoning and building code updates to reduce barriers to housing development, funding to support the development of accessory dwelling units, funding to support development and rehabilitation of affordable rental housing.

Northeastern Illinois is a large and diverse region, home to 8.5 million residents. The region faces growing challenges developing a diverse housing stock and maintaining affordability. The disconnect between the housing that people want and what is available undermines the regional economy. Our region struggles to build enough good, affordable, and accessible housing with access to employment and services. To overcome this communities, need to plan for future housing needs, but planning alone is not enough. Through zoning, entitlement processes, and building codes and inspections, municipalities' and counties' choices shape the types of housing that can be built and preserved, and at what price points. PRO Housing funds will allow us to tackle these systemic problems and implement tested solutions.

As a partner in this effort, Will County will provide \$108,570 in leverage funds. The County has set aside these local funds through the approved budget resolution 22-388 to pay for the new land resource management plan.

Once again, Will County strongly supports CMAP's application to the PRO Housing program. These funds will help the region meet its urgent housing needs, promote greater economic mobility, and advance equity in northeastern Illinois.

Sincerely,

Jennifer Bertino-Tarrant  
County Executive



**DUPAGE  
COUNTY**

DEBORAH A. CONROY  
County Board Chair

630-407-6060  
chair@dupageco.org

October 23, 2023

The Honorable Marcia L. Fudge  
Secretary  
U.S. Department of Housing and Urban Development  
451 7<sup>th</sup> Street, Southwest  
Washington, DC 20410

Dear Secretary Fudge,

DuPage County writes in support of the Chicago Metropolitan Agency for Planning's (CMAP) application to the Pathways to Removing Obstacles to Housing program (PRO Housing). If awarded, DuPage County will work with CMAP to align our planned work with the Grounded Solutions Network's, "FOREVERYONEHOME" program with the regional approach and support local and regional involvement in the implementation of our housing readiness goals.

DuPage County will use the county-level implementation money to make important progress on key county-level actions identified through the development of our plan with Grounded Solutions Network. The mission to cultivate communities-equitable, inclusive, and rich in opportunity – will include advancing affordable housing solutions that last for generations through tools such as land banks, community land trusts, gap funding to support the reuse/redevelopment of vacant commercial and residential sites for housing and leveraging the County's Neighborhood Revitalization program (Clean and Lien) to further assist in the redevelopment of attainable housing.

Northeastern Illinois is a large and diverse region, home to 8.5 million residents. The region faces growing challenges developing a diverse housing stock and maintaining affordability. The disconnect between the housing that people want and what is available undermines the regional economy. Our region struggles to build enough good, affordable, and accessible housing with access to employment and services. To overcome this, communities need to plan for future housing needs, but planning alone is not enough. Through zoning, entitlement processes, and building codes and inspections, municipalities' and counties' choices shape the types of housing that can be built and preserved, and at what price points. PRO Housing funds will allow us to tackle these systemic problems and implement tested solutions.

As a partner in this effort, DuPage County has already set-aside \$2.5 million in local leverage funds and has committed an additional \$2.5 million in the 2024



**DUPAGE  
COUNTY**

DEBORAH A. CONROY  
County Board Chair

630-407-6060  
chair@dupageco.org

Budget which brings the total to \$5 million dollars. We will use these funds to implement key county-level actions identified in the Grounded Solutions Network plan and to incent local implementation. (See attached documentation supporting this commitment)

Once again, DuPage County strongly supports CMAP's application to the PRO Housing program. These grant funds will help the region meet its urgent housing needs, promote greater economic mobility, and advance equity in northeastern Illinois.

Sincerely,

Deborah A. Conroy  
Chair, DuPage County Board

ATTACHMENTS.

1. RESOLUTION AH-R-001-23 A RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH GROUNDED SOLUTIONS NETWORK TO PARTICIPATE IN THE "FOREVERYONEHOME" PROGRAM AND PROVIDE THE REQUIRED MATCH OF \$150,000.
2. EXECUTED GROUNDED SOLUTIONS NETWORK MEMORANDUM OF AGREEMENT (MOA)
3. RESOLUTION FI-R-0200-23 ADDITIONAL APPROPRIATION FOR THE BUILDING, ZONING & PLANNING FUND, COMPANY 1100, ACCOUNTING UNIT 2810, \$2,500,000. (HOUSING SOLUTIONS)



Finance Resolution

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

File #: FI-R-0200-23

Agenda Date: 9/5/2023

Agenda #: 8.G.

ADDITIONAL APPROPRIATION FOR  
THE BUILDING, ZONING & PLANNING FUND  
COMPANY 1100, ACCOUNTING UNIT 2810  
\$2,500,000

WHEREAS, appropriations for the BUILDING, ZONING & PLANNING FUND for Fiscal Year 2023 were adopted by the County Board pursuant to Ordinance FI-O-0059-22; and

WHEREAS, there is a need for an additional appropriation in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 to establish the Housing Solutions Program in the amount of \$2,500,000 (TWO MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); and

WHEREAS, there is sufficient unappropriated cash in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 to support an additional appropriation of \$2,500,000 (TWO MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); and

WHEREAS, the need to provide an additional appropriation in the amount of \$2,500,000 (TWO MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that an additional appropriation (Attachment) in the amount of \$2,500,000 (TWO MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); in the BUILDING, ZONING & PLANNING FUND - COMPANY 1100, ACCOUNTING UNIT 2810 is hereby approved and added to the Fiscal Year 2023 Appropriation Ordinance.

Enacted and approved this 12<sup>th</sup> day of September, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest:   
JEAN KACZMAREK, COUNTY CLERK

AYES 15  
NAYS 0  
ABSENT 3

ADDITIONAL APPROPRIATION FOR  
THE BUILDING, ZONING & PLANNING FUND  
COMPANY 1100, ACCOUNTING UNIT 2810  
\$2,500,000

FUNDING SOURCE

30000-0000 – Fund Balance – Unassigned	\$2,500,000
TOTAL FUNDING SOURCE	<u>\$2,500,000</u>

EXPENDITURES

OTHER FINANCING USES

57001-0172 – Transfer Out Housing Solutions	\$2,500,000
TOTAL OTHER FINANCING USES	<u>\$2,500,000</u>
TOTAL ADDITIONAL APPROPRIATION	<u>\$2,500,000</u>



## Ad-Hoc Committee for Housing Solutions Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

---

File #: AH-R-001-23

Agenda Date: 8/22/2023

Agenda #: 7.A.

---

### RESOLUTION

#### A RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH GROUNDED SOLUTIONS NETWORK TO PARTICIPATE IN THE "FOREVERYONEHOME" PROGRAM AND PROVIDE THE REQUIRED MATCH OF \$150,000

WHEREAS the County of DuPage ("County") in its desire to promote and enhance the health, safety, and general welfare of the citizens of DuPage County, created the Ad Hoc Housing Solutions Committee ("Committee") to study the challenges with creating programs to develop and sustain affordable and workforce housing in the County; and

WHEREAS, over the past several months the Committee received and considered numerous presentations, studies, reports, and articles including information as to the effects and impacts of the high cost of housing, land development and challenges thereto on the citizens, workforce, labor market and employers in DuPage County; and

WHEREAS, to develop meaningful and sustainable programs for affordable and workforce housing the County finds that the Committee identified that it necessary and desirable to enter into a collaborative effort to develop housing programs that will provide meaningful and sustainable affordable housing solutions and opportunities to families in DuPage County who seek to live and raise families in proximity to where they work, attend school and have family ties in DuPage County; and

WHEREAS the County finds that the Committee has identified a valuable collaborative partner to assist in the development of a housing program from the ground floor up in GROUNDED SOLUTIONS NETWORK, ("Company") through the Company's "FOREVERYONEHOME" program ("Program") and its mission to cultivate communities - equitable, inclusive, and rich in opportunity - by advancing affordable housing solutions that last for generations; and

WHEREAS the County and the Committee finds that the Company has created the Program as an initiative to engage municipal and county officials and community leaders in a collaborative policymaking process intended to chart a path to inclusive growth through lasting housing affordability from the ground floor to operational and beyond; and

WHEREAS the County desires to support and benefit from the Program and, therefore, applied to enter the Program and receive technical assistance and deliverables valued at over \$300,000 with the County match of \$150,000 (Total value of \$450,000) which the Company has approved; and

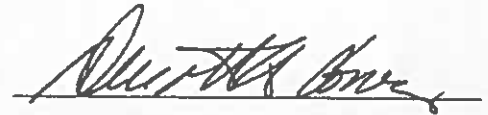
WHEREAS the Memorandum of Agreement ("MOA") attached hereto as Exhibit A establishes the roles and responsibilities of the County and the Company regarding the County's participation in the Program.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the County Board hereby agrees to and accepts the terms of the attached MOA between with Grounded Solutions Network and the County of DuPage, as set forth in Exhibit A; and

BE IT FURTHER RESOLVED that the County of DuPage agrees to the terms of the MOA attached hereto as Exhibit A which includes its agreement to pay the required \$150,000 match for its participation in the "ForEveryOneHome" program for the period of September 1, 2023, to December 31, 2024; and

BE IT FURTHER RESOLVED that the County Clerk send copies of the foregoing to: (1) the DuPage County Department of Building and Zoning, (2) the DuPage Community Service Department, (3) the DuPage County State's Attorney, (4) the DuPage County Clerk.

Enacted and approved this 12<sup>th</sup> of September, 2023 at Wheaton, Illinois.



DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest:

  
JEAN KACZMAREK, COUNTY CLERK

AYES 15  
NAYS 0  
ABSENT 3



## Memorandum of Agreement

This is a Memorandum of Agreement ("hereinafter referred to as "Agreement") dated as of Sept. 14, 2023 (the "Effective Date"), between Grounded Solutions Network ("Company"), a California not-for-profit membership corporation whose mailing address is P.O. Box 70724, Oakland, CA 94612, and DuPage County ("County"), an Illinois municipal corporation whose mailing address is 421 N. County Farm Road, Wheaton, Ill., 60187.

**WHEREAS**, Company's mission is to cultivate communities – equitable, inclusive, and rich in opportunity – by advancing affordable housing solutions that last for generations; and

**WHEREAS**, to that end, Company has created the ForEveryoneHome program ("ForEveryoneHome" or the "Program"), an initiative to engage municipal officials and community leaders in a collaborative policymaking process intended to chart a path to inclusive growth through lasting housing affordability.

**WHEREAS**, the County wishes to support and benefit from the Program and, therefore, submitted an application which Company has approved; and

**WHEREAS**, representatives of the County have been selected to participate in the Program on behalf of the County, said representatives hereafter being collectively referred to as the "County team"; and

**WHEREAS**, this Agreement establishes the roles and responsibilities of the County and the Company with regard to the County's participation in the Program.

Now therefore, the Parties agree as follows:

**1. Term:**

This Agreement shall begin on Oct. 1, 2023 and shall terminate on Dec. 31, 2024 (the "Term"), unless terminated under any of the other provisions of this Section 9 or modified in writing before that date.

**2. Company's Responsibilities:**

- Host Team meetings via conference call and/or video conferencing as needed to advance the work of the Program.
- Provide up to 500 hours of housing policy consulting services, including research, analysis, and technical assistance.
- Provide the following deliverables:
  - (1) **Housing Underproduction Analysis:** To help localities chart a path to inclusive housing production and preservation through lasting affordability,



ForEveryoneHome partner organization Up For Growth will collect recent (five-year) local permit data and analyze it against A Better Foundation (ABF), a policy framework applied using local community context to create more homes in areas with high economic mobility, access to jobs, and existing infrastructure. This analysis will provide an objective, evidence-based foundation that can be used to identify key policy changes or additions needed to yield an inclusive and affordable housing landscape.

(2) **Housing Action Plan:** A gap analysis that identifies 3-5 different policy interventions that could lead to increased production of housing with lasting affordability. Estimates the number of units that could be produced under each intervention and additional considerations around each one (political will, adverse impacts, etc.).

(3) **Policy Agenda:** For the 1-2 policies that the local team selects to move forward with, detailed policy analysis about how the intervention should be structured and what the intended—and unintended—consequences might be.

- Conduct site visits with County and community leaders to share and build on local and technical knowledge on key issues.
- Provide specialized assistance to ensure effective engagement with the community, and especially with communities of color at risk of displacement in the County.
- Identify a staff person to serve as the principal contact to work cooperatively with the principal contact for the County in carrying out the Program.

### 3. **County's Responsibilities:**

- Support and cooperate in the production of Company's three deliverables (e.g. the underproduction analysis, the housing action plan, and the implementable policy agenda, or other deliverables as agreed-upon between Company and the County), as requested. This may include responsibilities such as attendance by the County team at weekly project-management meetings, timely response to email and telephone communications (e.g. within 48 hours), and providing referrals and introductions to local experts and stakeholders.
- Provide timely access to relevant and available data, reports, and images, upon Company's request.
- Provide up to two rounds of feedback to the Company on each of the outlined deliverables.
- Identify a staff person to serve as the principal contact to work cooperatively with the principal contact for the Company in carrying out the Program. Said staff person will help coordinate a weekly call or virtual meetings with the Company, and will assist in setting aside out-of-office time for site visits and team retreats, as necessary.
- Encourage all participants in the County team to participate in all County team meetings (to be held approximately once per month) and Cohort meetings (to be determined as cohort takes shape). At a minimum, at least one management-level staff person and one community member are expected to attend every County and Cohort meeting.



- Provide support to facilitate and coordinate Company site visit activities, as necessary. Site visit activities will include research-focused activities such as tours, interviews, and engagement-focused activities such as focus groups and community meetings.
- Ensure that the County team reflects various stakeholder roles and is committed to the Program, including a commitment to take action upon the agreed-upon policies in a timely manner.

#### 4. Shared Responsibilities

Company and the County acknowledge that the effectiveness of a collaboration depends in large part on the information provided and the actions undertaken by both parties. To that end, Company and County will cooperate in the performance of the Program, including, without limitation, providing timely access to data and information, and completing activities to the best of their experience and abilities within agreed-upon timelines.

##### 4.1 Work Plan and Timeline for Deliverables:

As of the Effective Date, the following work plan and timeline has been established by the parties. Revisions to the work plan or timeline may be modified upon written agreement of the parties in accordance with Section 7 of the Agreement.

<b>Oct. – Nov. 2023</b>	<b>Phase 1: Launch</b> – Introduce County teams, determine technical assistance deliverables, conduct e-learning, plan site visits.
<b>Dec. 2023 – Feb. 2024</b>	<b>Phase 2: Underproduction Analysis</b> – Gather and synthesize prior work, analyze, and map available data, conduct site visits, seek community input, draft, and revise underproduction analysis.
<b>March 2024 – July 2024</b>	<b>Phase 3: Craft a Housing Action Plan</b> –Identify key policy changes or additions responsive to underproduction analysis, meet with key stakeholders as needed, draft and revise policy agenda.
<b>Aug. – Oct. 2024</b>	<b>Phase 4: Moving from Plan to Action</b> – Select a policy or program for rapid implementation, analyze relevant data, interview key stakeholders, workshop policy changes, draft and revise proposed policy.
<b>Oct. 2024 – Dec. 2024</b>	<b>Final reporting, guidance and debrief.</b>

#### 5. County team Members and Principal Contacts

The names of the approved participants on the County team are attached as Exhibit A. Any additions or replacements to individuals identified in Exhibit A may be made with written approval by the Company.

The principal contact at the Company will be: Colby Sledge



Phone: 503.493.1000 ext. 17

E-mail: csledge@groundedsolutions.org

The principal contact at the County will be: Paul Hoss

Phone: (630) 514-0628

Email: Paul.Hoss@dupageco.org

#### **6. Participation Fee**

County agrees to pay Company \$150,000 to participate in the Program (the "Participation Fee"). This Participation Fee partially offsets the cost of the services provided as part of the Program, which are valued at approximately \$450,000. The Participation Fee will be paid in full to the Company on or before Oct. 1, 2023. At the County's written request, the Participation Fee is payable in two equal installments of \$75,000 each. The first installment is due Oct. 1, 2023. The second installment is due Dec. 1, 2023.

#### **7. Program Changes**

If either Company or County believes the Program should be adjusted in any respect, it will so advise the other of the proposed changes. Company and County will discuss the proposed adjustment and, if they mutually agree on an adjustment, confirm, and document the adjustment in writing; and subject to County Council approval if required.

#### **8. External Communications**

County consents that Company may include the County's name and logo when conducting advertising, marketing, and/or educational communications about the Project and grants Company a perpetual, royalty-free, worldwide license to such trademarks and copyrights to use and publish for advertising, marketing, and/or educational purposes related to the Program.

#### **9. Intellectual Property**

(a) Definitions. The following terms shall have the meanings set forth below:

"Developed Material" means all deliverables (including but not limited to the Underproduction Analysis, Housing Action Plan, and Policy Agenda as described above) and other work products developed in connection with this MOA and the Project Plan, all information and data collected in connection with this MOA, and all reports containing, compilations of, and other materials embodying such deliverables, work products, information, and data. In the case of software, the term "Developed Material" includes both source code and object code.

"Intellectual Property Rights" means copyrights, patents, trademarks, service marks, trade secrets, moral rights, and all other proprietary and intellectual property rights of any nature whatsoever.

"Proprietary Works" means any works owned or licensed by a Party independently of this MOA.

(b) Ownership of Developed Material. All Developed Material and all Intellectual



Property Rights shall belong solely and exclusively to the Company; provided, however, that the Proprietary Works of the Company and County, respectively, shall remain the property of each such Party whether or not incorporated into the Developed Material. County hereby irrevocably assigns and transfers to the Company all Intellectual Property Rights in and to the Developed Material (excluding the Proprietary Works of County incorporated therein, if any). County agrees to execute such documents and otherwise assist the Company, at the Company's expense, to protect the Company's Intellectual Property Rights in the Developed Material.

(c) License to Proprietary Works. County hereby grants to the Company a non-exclusive, transferable, royalty-free, worldwide, irrevocable, perpetual right and license to use, modify and distribute (collectively, "Use") all Proprietary Works of County that are incorporated into the Developed Material solely for marketing, education, and/or advertising purposes in connection with the Program. For avoidance of doubt, the foregoing license includes the right for the Company to permit licensees, consultants, outsourcing vendors, auditors, regulators and other third parties to Use such Proprietary Works in conjunction with the Developed Material (including derivative works thereof) subject to the limitations set forth in this Section.

(d) License to Developed Material. The Company hereby grants to County a non-exclusive, transferable, royalty-free, worldwide, irrevocable, perpetual right and license to Use the Developed Material, subject to the following limitations: (i) County shall not have any right or license to Use any Proprietary Works or Confidential Information of the Company incorporated into the Developed Material (except as required for the performance of the Services under this Agreement); (ii) County may Use Developed Material solely for the purpose of making advancements in the field for which such Developed Material was created; (iii) County must obtain the Company's prior written approval (which may be withheld by the Company in its sole discretion) to Use any Developed Material that is intended for publication by the Company or third parties (except as required for the performance of the Services under this Agreement); and (iv) County may not Use any Developed Material to create any product or service that could be used to compete with any products or services of the Company.

(e) Co-authorship. Company and County may distribute deliverables and other Developed Materials with attribution to both parties. Such public joint attribution of deliverables and Developed Materials shall not change the ownership terms and conditions set forth in this Section 3.

## 10. Termination

### 10.1 Mutual Agreement

This MOA may be terminated by both parties by written agreement signed by both parties indicating their mutual intent to terminate this MOA and the date upon which such termination will take effect.

### 10.2 Termination on Notice



Either Company or County may on its own terminate the Project and this MOA at any time by providing written notice of that decision to the other. Such a termination will be effective 30 days after receipt of notice by the non-terminating party.

### 10.3 Termination for Breach

If either party breaches any of its obligations under this MOA, the non-breaching party may provide the breaching party with written notice of the breach. If the breaching party fails to cure the breach within 15 days after receipt of such notice, the non-breaching party may terminate this MOA upon delivery to the breaching party of a written notice to that effect, with the termination effective upon receipt of such notice by the breaching party. The non-breaching party may in its reasonable discretion determine whether the breach has been cured.

10.3.1 If this MOA is terminated pursuant to Section 9.3 and such breach was not caused by County's failure to meet its obligations in Section 3 and Section 6.1, County will receive a refund of the Participation Fee in the following proportions:

10.3.1.1 100 % of the Participation Fee paid prior to Oct. 1, 2023 if the breach occurs prior to Oct. 1, 2023;

10.3.1.2 2/3 of the Participation Fee paid if the breach occurs between Oct. 1, 2023 and December 31, 2023;

10.3.1.3 If the breach occurs after January 1, 2024, there will be no refund of the Participation Fee paid.



#### 10.4 Effect of Termination

If the MOA is terminated under this Section 10 of the Agreement, Company and County will cooperate in transition and discontinuance of all pending activities and will use reasonable efforts to minimize interruption and any adverse impacts of the termination. Except for instances where this Agreement is terminated as a result of Company's material failure to fulfill its responsibilities in Section 2 of this MOA, subject to the provisions of Section 10.3, County will not be entitled to any refund of the Participation Fee if this MOA is terminated prior to the end of the Term.

### 11. General Provisions

#### 11.1 Entire Agreement

This MOA expresses Company's and County's final, complete, and exclusive agreement, and supersedes any and all prior or contemporaneous written and oral agreements, arrangements, negotiations, communications, course or dealing or understanding between Company and County relating to its subject matter.

#### 11.2 Amendment

This MOA may be amended only as stated in and by a writing signed by both Company and County which recites that it is an amendment to this MOA.

#### 11.3 Severability

If any provision of this MOA is held illegal, invalid, or unenforceable, all other provisions of this MOA will nevertheless be effective, and the illegal, invalid, or unenforceable provision will be considered modified such that it is valid to the maximum extent permitted by law.

#### 11.4 Waiver

Any waiver of the provisions of this MOA must be in writing and signed by the party granting the waiver. Waiver of any breach or provision of this MOA will not be considered a waiver of any later breach or of the right to enforce any provision of this MOA.

#### 11.5 Assignment

Except as provided in section 10.6, neither party may, directly or indirectly, assign its rights or delegate its duties under this MOA to anyone else without the prior written consent of the other party.

#### 11.6 In the event Company intends to assign all of its rights and obligations under



this MOA in connection with a merger, acquisition, reorganization, sale or transfer of substantially all of its assets, or other operation of law, Company shall notify County at least 30 (thirty) days prior to the assignment.

#### 11.7 Independence

Company and County are and will remain independent contractors with respect to the other party. The arrangements contemplated by this MOA do not create a partnership, joint venture, employment, fiduciary, or employer/employee relationship for any purpose. Neither Company nor County has the power or authority to bind or obligate the other to a third party or third party commitment in any manner. Any use of the term "partner" or comparable term in any communication is solely for convenience.

#### 11.8 Notices

Notices, approvals, and consents under this MOA must be in writing and delivered to Company and County by mail, courier, fax, or email to the contact person identified herein.

#### 11.9 Governing Law

This Agreement shall be governed by the laws of the State of Illinois. Venue for any cause of action brought pursuant to this Agreement shall be in DuPage County, Ill.

#### 11.10 Counterparts

This MOA may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument. Transmission by fax or PDF of executed counterparts will constitute effective delivery. Company and County signed this MOA as of the Effective Date.

### 12. Limitation of Liability

NEITHER PARTY SHALL BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST BUSINESS, PROFITS, DATA OR USE OF ANY SERVICE, INCURRED BY EITHER PARTY OR ANY THIRD PARTY IN CONNECTION WITH THIS MOA, REGARDLESS OF THE NATURE OF THE CLAIM (INCLUDING NEGLIGENCE), EVEN IF FORESEEABLE OR THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

NEITHER PARTY'S AGGREGATE LIABILITY FOR DAMAGES UNDER THIS MOA, REGARDLESS OF THE NATURE OF THE CLAIM (INCLUDING NEGLIGENCE), SHALL EXCEED THE TOTAL PARTICIPATION FEE PAID OR PAYABLE BY COUNTY UNDER THIS MOA.



**GROUNDED  
SOLUTIONS  
NETWORK**

**Company:**  
**Grounded Solutions Network**

**County:**  
**County of DuPage, Illinois**

DocuSigned by:

*Rachel Silver*

By: \_\_\_\_\_

Name: Rachel Silver

Title: Chief Operating Officer

Date: 9/25/2023

DocuSigned by:

*Deborah Conroy*

By: \_\_\_\_\_

Name: Deborah Conroy

Title: Chair of the DuPage County Board

Date: 9/25/2023



## Exhibit A

### Team Participants

Participant First and Last Name	Affiliation or Role

## Grant Application Detailed Budget Worksheet

(Exp. 08/31/2011)

<b>Name and Address of Applicant:</b>	Chicago Metropolitan Agency for Planning
	433 W. Van Buren Street, Suite 450
	Chicago, IL 60607

Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.

Category				Detailed Description of Budget (for full grant period)							
	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>1. Personnel (Direct Labor)</b>											
Position or Individual											
Planner/Analyst/Specialist 1	1,855	\$45.46	\$84,329	\$84,329							
Planner/Analyst/Specialist 2	1,720	\$45.46	\$78,192	\$78,192							
Planner/Analyst/Specialist 3	1,605	\$45.46	\$72,964	\$72,964							
Planner/Analyst/Specialist 4	1,495	\$45.46	\$67,963	\$67,963							
Planner/Analyst/Specialist 5	595	\$45.46	\$27,049	\$27,049							
Senior 1	1,590	\$52.24	\$83,065	\$83,065							
Senior 2	1,350	\$52.24	\$70,527	\$70,527							
Senior 3	900	\$52.24	\$47,018	\$47,018							
Jonathan Burch	200	\$63.04	\$12,609	\$12,609							
Enrique Castillo	1,940	\$42.09	\$81,650	\$81,650							
<b>Total Direct Labor Cost</b>			<b>\$625,366</b>	<b>\$625,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2. Fringe Benefits</b>											
	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Planner/Analyst/Specialist 1	45.11%	\$84,329	\$38,045	\$38,045							
Planner/Analyst/Specialist 2	45.11%	\$78,192	\$35,276	\$35,276							
Planner/Analyst/Specialist 3	45.11%	\$72,964	\$32,917	\$32,917							
Planner/Analyst/Specialist 4	45.11%	\$67,963	\$30,661	\$30,661							
Planner/Analyst/Specialist 5	45.11%	\$27,049	\$12,203	\$12,203							
Senior 1	45.11%	\$83,065	\$37,475	\$37,475							
Senior 2	45.11%	\$70,527	\$31,818	\$31,818							
Senior 3	45.11%	\$47,018	\$21,212	\$21,212							
Jonathan Burch	47.81%	\$12,609	\$6,028	\$6,028							
Enrique Castillo	47.04%	\$81,650	\$38,406	\$38,406							
<b>Total Fringe Benefits Cost</b>			<b>\$284,041</b>	<b>\$284,041</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3. Travel</b>											
<b>3a. Transportation - Local Private Vehicle</b>											
	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Subtotal - Trans - Local Private Vehicle</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

Detailed Description of Budget				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>3b. Transportation - Airfare (show destination)</b>	<b>Trips</b>	<b>Fare</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Airfare			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>3c. Transportation - Other</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>3d. Per Diem or Subsistence (indicate location)</b>	<b>Days</b>	<b>Rate per Day</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Per Diem or Subsistence			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Travel Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>4. Equipment (Only items over \$5,000 Depreciated va</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Equipment Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Consumable Supplies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Non-Consumable Materials			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Supplies and Materials Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Consultants Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
County implementation funding	1	\$7,081,366.42	\$7,081,366	\$7,081,366							
Kane County Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
McHenry County Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Lake County Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Cook West Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Cook South Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
Cook North Housing Readiness Consultant Support	1	\$150,000.00	\$150,000	\$150,000							
NEXT Building Code consultant support	1	\$100,000.00	\$100,000	\$100,000							
NEXT Zoning consultant support	1	\$125,000.00	\$125,000	\$125,000							
UDO 1 Contractor	1	\$150,000.00	\$150,000	\$150,000							
UDO 2 Contractor	1	\$150,000.00	\$150,000	\$150,000							
UDO 3 Contractor	1	\$150,000.00	\$150,000	\$150,000							
NEXT marketing consultant support	1	\$75,000.00	\$75,000	\$75,000							
<b>Total Subcontracts Cost</b>			<b>\$8,731,366</b>	<b>\$8,731,366</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed Description of Budget

8. Construction Costs											
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Administrative and legal expenses			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Land, structures, rights-of way, ...			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Relocation expenses and payments			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Other architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>8f. Project inspection fees</b>			\$0								
			\$0								
			\$0								
Subtotal - Project inspection fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8g. Site work</b>			\$0								
			\$0								
			\$0								
Subtotal - Site work			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8h. Demolition and removal</b>			\$0								
			\$0								
			\$0								
Subtotal - Demolition and removal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8i. Construction</b>			\$0								
			\$0								
			\$0								
Subtotal - Construction			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8j. Equipment</b>			\$0								
			\$0								
			\$0								
Subtotal - Equipment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8k. Contingencies</b>			\$0								
			\$0								
			\$0								
Subtotal - Contingencies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8l. Miscellaneous</b>			\$0								
			\$0								
			\$0								
Subtotal - Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Construction Costs</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

9. Other Direct Costs				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item	Quantity	Unit Cost	Estimated Cost								
Rent	13,250	7.5	\$99,375	\$99,375							
Telecommunications	13,250	0.2	\$2,650	\$2,650							
Utilities	13,250	\$0.18	\$2,385	\$2,385							
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Other Direct Costs</b>			<b>\$104,410</b>	<b>\$104,410</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Subtotal of Direct Costs</b>			<b>\$9,745,184</b>	<b>\$9,745,184</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
10. Indirect Costs				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type	Rate	Base	Estimated Cost								
Indirect cost rate	28.02%	\$909,407.57	\$254,816	\$254,816							
<b>Total Indirect Costs</b>			<b>\$254,816</b>	<b>\$254,816</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Estimated Costs (Subtotal Direct + Total Indirect)</b>			<b>\$10,000,000</b>	<b>\$10,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Grant Application Detailed Budget Worksheet**

<b>Detailed Description of Budget</b>			
<b>Analysis of Total Estimated Costs</b>		<b>Estimated Cost</b>	<b>Percent of Total</b>
<b>1</b>	<b>Personnel (Direct Labor)</b>	<b>\$ 625,366.31</b>	<b>6%</b>
<b>2</b>	<b>Fringe Benefits</b>	<b>\$ 284,041.27</b>	<b>3%</b>
<b>3</b>	<b>Travel</b>	<b>\$ -</b>	<b>0%</b>
<b>4</b>	<b>Equipment</b>	<b>\$ -</b>	<b>0%</b>
<b>5</b>	<b>Supplies and Materials</b>	<b>\$ -</b>	<b>0%</b>
<b>6</b>	<b>Consultants</b>	<b>\$ -</b>	<b>0%</b>
<b>7</b>	<b>Contracts and Sub-Grantees</b>	<b>\$ 8,731,366.42</b>	<b>87%</b>
<b>8</b>	<b>Construction</b>	<b>\$ -</b>	<b>0%</b>
<b>9</b>	<b>Other Direct Costs</b>	<b>\$ 104,410.00</b>	<b>1%</b>
<b>10</b>	<b>Indirect Costs</b>	<b>\$ 254,816.00</b>	<b>3%</b>
	<b>Total:</b>	<b>\$ 10,000,000.00</b>	<b>100%</b>
	<b>HUD Share:</b>	<b>\$ 10,000,000.00</b>	
	<b>Match:</b> (as percentage of HUD Share)	<b>\$ -</b>	<b>0%</b>

form HUD-424-CBW (2/2003)