AGENDA
Planning, Building & Zoning Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

August 4, 2025	**Council Chambers**	**Immediately following Transportation & Road Improvement Committee**

1. **CALL TO ORDER/ROLL CALL**

2. **APPROVAL OF MINUTES**

   A. Planning, Building & Zoning Committee 07-07-2025

3. **PUBLIC COMMENT**

4. **NEW BUSINESS**

   A. Approval of 2025-2029 CDBG Consolidated Plan (ConPlan) and 2025 Annual Action Plan (AAP)

   B. Approval of 2025 CDBG Agreement with North West Housing Partnership to carry out Single Family Rehab Program with modified repayment terms

   C. Approval of an Ordinance amending Section 11-7-1-A-5, Fee Schedule, of Chapter 11, Building Requirements, of the Hoffman Estates Municipal Code

5. **REPORTS**

   A. Planning Division Monthly Report

   B. Code Enforcement Division Monthly Report

6. **PRESIDENT'S REPORT**

7. **ITEMS IN REVIEW**

8. **OTHER**

9. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

Village of Hoffman Estates

PLANNING, BUILDING & ZONING COMMITTEE MEETING MINUTES **July 7, 2025**

1. ROLL CALL

Members in Attendance:	**Gary Stanton, Chair** **Karen Arnet, Vice-Chair** **Patrick Kinnane, Trustee** **Karen Mills, Trustee** **Anna Newell, Trustee** **Gary Pilafas, Trustee** **Mayor William D. McLeod**
Management Team Members in Attendance:	**Eric Palm, Village Manager** **Arthur Janura, Corporation Counsel** **Dan O'Malley, Deputy Village Manager** **Jon Pape, Assistant Village Manager** **Patrick Seger, Director of HRM** **Pete Gugliotta, Dir. Dev. Services** **Kasia Cawley, Police Chief** **Alan Wax, Fire Chief** **Audra Marks, Asst. Director of HHS** **Joe Nebel, Public Works Director** **Rachel Musiala, Director of Finance** **Darek Raszka, Director of IS** **Jana Dickson, Asst. Corporation Counsel** **Patty Richter, Village Clerk** **Jenny Horn, Dir. of Transportation and Eng.** **Missy Brito, Communications Manager** **Ric Signorella, Cable TV Coordinator**
Guests:	**Mr. Kim, resident**

The Planning, Building & Zoning Committee meeting was called to order at 7:48 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the Planning, Building & Zoning Committee meeting minutes of June 9, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Acceptance of the dedication of right-of way for municipal purposes along Freeman Road south of Mundhank Road (10 S. Freeman Road, South Barrington).

An item summary sheet from James Donahue and Jenny Horn was presented to Committee.

Jennifer Horn addressed the Committee and reported that staff requested a 67' dedication of right-of-way to match a previous right-of-way dedication adjacent to FANUC immediately south of the site in 1991.

Motion by Trustee Mills, seconded by Mayor McLeod, to accept the dedication of right-of-way for municipal purposes along Freeman Road south of Mundhank Road (10 S. Freeman Road, South Barrington). Voice vote taken. All ayes. Motion carried.

5. REPORTS

A. Department of Development Services monthly report for Planning Division.
The Department of Development Services monthly report for Planning Division was received and filed.

B. Department of Development Services monthly report for Code Enforcement Division.
The Department of Development Services monthly report for Code Enforcement Division was received and filed.

C. Department of Development Services monthly report for Economic Development and Tourism.
The Department of Development Services monthly report for Economic Development and Tourism was received and filed.

6. PRESIDENT'S REPORT
7. ITEMS IN REVIEW
8. OTHER
9. ADJOURNMENT

Motion by Trustee Kinnane, seconded by Trustee Arnet, to adjourn the meeting at 7:51 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

____________________________ ____________________________
Debbie Schoop, Executive Assistant Date

AGENDA ITEM REPORT
Planning, Building & Zoning Committee
August 4, 2025
ITEM 4A

REQUEST:	Approval of 2025-2029 CDBG Consolidated Plan (ConPlan) and 2025 Annual Action Plan (AAP)
FROM:	Michael Walker, Community Planner Peter Gugliotta, Director of Development Services
ITEM TYPE:	Action Item - Committee

REQUEST SUMMARY

As part of our CDBG obligations with HUD, we are required to report on our plan to spend out the next five (5) years worth of annual allocations (referred to as a Consolidated Plan or ConPlan) as well as the next individual year's worth of allocation (referred to as an Annual Action Plan or AAP). The discussed ConPlan covers October 1, 2025-September 30, 2029, while this AAP only covers October 1, 2025 through September 30, 2026.

The AAP is based off of a HUD allocation of $229,562, one of the smallest allocations received by Hoffman Estates. From this, the plan expects to allocate $183,662 to an infrastructure project (likely a Village street or utility project) and the remaining $45,912.40 to cover the administration. The specific infrastructure project is expected to be Chelmsford, but remains TBD as this pending infrastructure project needs to pass currently-ongoing Environmental Review Record (ERR) prior to allocating funds. Additional CDBG projects remain ongoing, such as the North West Housing Partnership (NWHP) Single Family Rehab (SFR) project, projects at the CAC, and the housing support (hoarding remediation project), but none of these projects are being issued additional funding, as they still have funding from prior years that need to be spent to ensure Hoffman Estates passes the HUD timeliness test in 2026. These three projects may be funded in the future as needed, depending on the amount of future HUD allocations.

The ConPlan also covers the years 2026, 2027, 2028, and 2029, but the exact amount that will be in each allocation is currently unknown. The drafted needs and goals to address said needs are projects that fall into two categories: High and Low. The two (2) high priority needs are "Improving Public Facilities and Infrastructure" and "Reducing the Housing Cost Burden." The three (3) low priority needs are "Social Service Needs - Homelessness," "Non-Housing Economic Development Needs," and "Social Service Needs - Other." From these goals/needs, we expect future program years to continue to include infrastructure and administration, but also NWHP SFR, CAC, housing support (hoarding remediation), and work with Clearbrook and other area nonprofits.

Attached is the full 2025-2029 ConPlan and 2025 AAP, as well as a summary PowerPoint that was presented at the July 25th public hearing.

FINANCIAL IMPACT
N/A

RECOMMENDATION
Approve and carry out the drafted 2025-2029 CDBG Consolidated Plan (ConPlan) and 2025 Annual Action Plan (AAP) and submit said documents to the Cook County Consortium group filing with Housing and Urban Development (HUD).

ATTACHMENTS
1. Draft ConPlan 2025-2029 and AAP 2025 draft for board
2. 2025 ConPlan AAP Presentation

Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan is required by the U.S. Department of Housing and Urban Development (HUD) for municipalities that participate in the Community Development Block Grant (CDBG) program. The plan is a comprehensive strategy developed by the Village of Hoffman Estates to address the affordable housing and community development needs present within the community. HUD asks each community to state how it plans to achieve local objectives in accordance with the statutory goals of all federally funded community development programs to (a) provide decent housing, (b) create a sustainable living environment, and (c) expand economic opportunity. The Consolidated Plan outlines five-year priorities and identifies where HUD funds will be allocated to address the most important needs.

This plan will span the five-year period beginning October 1, 2025 and ending September 30, 2029. In 2015, the Village joined the Cook County HOME Consortium. As a result of this coordination between the Village, Cook County, and other HOME Consortium communities, Cook County's Consolidated Plan will be referenced in various sections and the regional data will be referenced. In the Needs Assessment and Market Analysis, data for Hoffman Estates is summarized. Data is also aggregated with Cook County in their Consolidated Plan.

In addition to the five-year Consolidated plan, the Village has drafted the 2025-2026 Annual Action Plan, which provides a budget and describes actions, programs, and projects the Village will undertake during the Program Year 2026 (PY 26) with CDBG funding.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

Based on the needs assessment and market analysis, as well as consideration of the limited anticipated resources, the Village developed a strategic plan to use CDBG funds to meet its priority housing, homeless, and community development needs. The Village of Hoffman Estates has identified two objectives for the 2025-2029 Consolidated Plan. Within these objectives are individual goals, projects, and performance measures to ensure progress towards addressing priority needs. These objectives are described in greater detail in the Strategic Plan.

Objective 1: Provide improvements to public infrastructure and public facilities in order to create a suitable living environment, which will promote or provide for improved accessibility, safety, and sustainability in existing neighborhoods. Over the course of the five-year plan, the Village proposes to assist five public facility or public infrastructure projects within eligible CDBG neighborhoods or utilized primarily by low-moderate income individuals and families. Projects may include buildings, roads, sidewalks, water or sewer, lighting, pedestrian and bicycle pathways, facilities or other eligible infrastructure.

Objective 2: Provide decent housing through access to affordable housing services and programs, including housing maintenance and rehabilitation services to limited-income individuals and households, in order to maintain affordability and accessibility in home ownership.

3. Evaluation of past performance

The Village is nearing twenty years of its CDBG program. Throughout the course of these years, the Village has diligently invested nearly $4 million in CDBG, funds all in accordance with HUD policies and procedures towards the two key objectives.

Of this amount, around half has been used to finance public infrastructure improvements in CDBG-eligible low to moderate-income neighborhoods. These projects have been part of the Village’s larger Neighborhood Revitalization Program and included street reconstruction, lighting, and pedestrian improvements. Through years of economic distress, the Village has relied on CDBG funds to address these infrastructure projects in a timely fashion.

Approximately 25% of the CDBG funds have been used to rehabilitate over 45 homes as part of the Village’s continued partnership with the North West Housing Partnership (NWHP). The goal of this rehabilitation activity has been to allow recipients to maintain their own homes, improve their individual environments, and contribute to the overall sustainability of affordable neighborhoods. The program provides a zero-interest deferrable loan to income eligible residents who hold equity in their home. In PY 20-PY22, the Village saw less interest in the program, possibly due to the Covid-19 pandemic. Changes in the housing market may also be causing decreased interest in the program. Considering this decrease, the Village lowered the goal for the last five-year plan from 15 to 10 homes, and allocated additional funding to infrastructure improvements.

4. Summary of citizen participation process and consultation process

The Consolidated Plan was developed through comprehensive consultation and a citizen participation process led by the Village’s Development Services Department. The Village used traditional mediums including a mass mailing, a public notice in the Daily Herald newspaper, a public hearing, and a public meeting to get information about the Consolidated Plan and Annual Action Plans to the Village constituency. New mediums like the Village website also provide opportunities for citizen participation. For an undertaking as extensive as the Consolidated Plan. Finally, the Village’s new arrangement with

Cook County through the HOME Consortium allows it to take advantage of the extensive citizen participation that they carried out in developing their Consolidated Plan. Stakeholders the County consulted with as well as goals they identified are common to the Village.

In addition to the citizen participation process, the Village is individually consulting with multiple public, private, and nonprofit stakeholders to ensure the needs of everyone are considered in the construction of this Consolidated Plan. These consultations included communication with social service providers, as well as those responsible for public infrastructure and facilities.

The citizen participation process and consultation process is detailed in “The Process” section of the Consolidated Plan and a full listing of public comments, and other related documents can be found as an attachment to the Plan.

5. Summary of public comments

A summary of public comments from the public hearing is available as an attachment to this Plan.

During the Planning, Building and Zoning Committee public meeting on XXXXXX, Trustee Karen Mills stated that the Village’s Single Family Rehabilitation (SFR) program may be of great value for residents affected as a result of the Covid pandemic this year. Trustee Mills urged staff to expand messaging about the SFR program, and staff agreed to include the program in upcoming Village materials, including the Citizen newsletter.

6. Summary of comments or views not accepted and the reasons for not accepting them

<u>All comments were accepted.</u>

7. Summary

The Village has worked diligently to provide public notice and an open discourse about the draft Consolidated Plan and Annual Action Plan. The Village contributed to and relied on Cook County’s Needs Assessment and Market Analysis as it related to housing data. The Village’s Analysis of Impediments (AI) to Fair Housing remains in effect. The Village has continued to use the AI to make progress towards fair housing challenges facing the community. Additional information on the Village’s efforts to affirmatively further fair housing is on the Village’s website at www.hoffmanestates.org/fairhousing.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	HOFFMAN ESTATES	Development Services

Table 1– Responsible Agencies

Narrative

For the past nineteen years, individuals in the Hoffman Estates Development Department have administered the CDBG program. The Village's Development Services Department consists of four divisions that coordinate all aspects of residential and commercial development in Hoffman Estates. The department works with residents and existing businesses on property improvements, and with the development community to bring new businesses to Hoffman Estates. The department provides information and professional services to residents, developers, realtors, contractors, governmental agencies, and other interested parties on a variety of topics. Also with consulted with the entire Cook County Consortium team to discuss best practices and ideas for possible future projects.

The Planning Division guides developers through the Village's development review process and assists residents with variances. Planning is responsible for the Village's Comprehensive Plan, which is currently being updated as well as the Village's Zoning Ordinance and Sign Code. Planning also coordinates long range or area-wide improvement plans and assists the Village’s Planning and Zoning Commission.

The other divisions within the Development Services department which perform services related to HUD priorities include the Transportation and Engineering Division, the Code Enforcement Division, and the Economic Development Division. The Health and Human Services Department located at Village Hall as well as the Police Department perform many of the responsibilities related to social services.

Consolidated Plan Public Contact Information

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

The Village consulted with a number of local social service agencies that serve Hoffman Estates in order to identify and prioritize needs to include in the Consolidated Plan. These include health services agencies, social services related to children, agencies that serve the homeless, neighboring municipalities, the park district, and the Cook County Community Development Department.

The Village maintains a database of nearly 140 public, private, and nonprofit stakeholder organizations and individuals that fit into these and other categories. This database is included as an attachment to the Plan. These organizations are critical to informing policy decisions regarding decent housing, suitable living environments, and expanded economic opportunity. These individuals were invited to consult individually with the Village and to provide input through the general citizen participation process. They receive mailings on all annual CDBG planning functions.

Key agencies from this list were individually consulted in order to ensure their challenges and needs were considered in the development of the Consolidated Plan.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The Village membership in the Cook County HOME Consortium positions the Village to be part of the regional discussion with public and assisted housing providers as well as other municipalities to help coordinate services.

The Village's Health and Human Services Department (HHS) provides professional and affordable physical and mental health services to residents in the Village of Hoffman Estates. It serves as the primary point of contact for coordination with other private health, mental health, and social service agencies. Among the services they provide are immunizations, health screenings, TB testing, and individual/family counseling. The Department's capacity is greatly limited, and therefore coordination with other providers is crucial. In situations where HHS is not able to directly provide services for foreclosure counseling, medical needs, financial assistance, food pantry, and youth services, the Department will refer clients to appropriate care providers.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Village will coordinate with the local Continuum of Care to assess the urgency of addressing homelessness in the Village of Hoffman Estates. While the Village is not required to compile and submit a full homeless needs assessment due to its membership in the HOME Consortium, staff will continue to reach out social service agencies to understand the extent of homelessness in the Village and coordinate assistance.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Although the Village does not receive ESG funds, as discussed in the previous answer, the Village will consult individually with the Continuum of Care to assess homelessness in the Village and determine how to address it in the Consolidated Plan.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2– Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	HOFFMAN ESTATES
	Agency/Group/Organization Type	Health Agency Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Multiple departments and Village Commission were consulted in order to identify key needs that the Village is responsible for. Over the next several years, the Village has a number of infrastructure and facility needs related to street reconstruction and other neighborhood improvements. The HHS Department also has a number of needs related to social work, counseling, homelessness prevention and homelessness needs.
2	**Agency/Group/Organization**	Children's Advocacy Center
	Agency/Group/Organization Type	Services-Children Services-Education Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The CAC coordinates services for children that are victims of sexual or physical abuse in partnership with local law enforcement agencies and the Illinois Department of Children and Family Services (DCFS). All cases of such type in the northern and northwestern Cook County suburbs pass through the CAC in Hoffman Estates or its satellite location in Northbrook. The Village of Hoffman Estates leases an old Village Hall building to the Children's Advocacy Center at an annual rate of $1 per year. This arrangement allows the CAC to direct funding to direct provision of services and not on capital infrastructure needs. The age of the building necessitates ongoing repairs and weatherization to correct ADA deficiencies and keep the building in compliance with Village Code. The Village has proposed using CDBG funds to address inaccessibility and repairs to this crucial public facility. Now that a longstanding environmental issue has been fixed in that area, a new CDBG project is forthcoming for CAC in 2025-2026 and beyond.
3	**Agency/Group/Organization**	NORTH WEST HOUSING PARTNERSHIP
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	NWHP has been a sub-recipient of CDBG funds from the Village for the past fourteen years. The agency provides a number of programs for low to moderate income residents in the northwest suburbs. The Village continued to seek their input on this Consolidated Plan and will continue to fund the single family rehabilitation program through CDBG funds. The agency expressed a desire to continue administering the single family rehab (SFR) program for the Village. The agency has also proposed using funds for a handyman program that mirrors the program they are doing in other communities and is open to the creation of additional new programs to meet our residents' needs.
4	**Agency/Group/Organization**	COOK COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Village has worked extensively with Cook County staff on the Assessment of Fair Housing (AFH), and has also coordinated to share information as it relates to our respective Consolidated Plans. Cook County is the Lead Organization of the Cook County HOME Consortium and HOME funding information is also reviewed. The Village will consider portions of the AFH that may be applicable to the Village.

5	**Agency/Group/Organization**	SCHAUMBURG
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Village of Schaumburg shares a significant boundary with the Village of Hoffman Estates. They are also a CDBG entitlement community and member of the Cook County HOME Consortium. The Village consulted in order to identify areas for potential collaboration around CDBG programs and services. Schaumburg also provides a single family owner occupied home rehabilitation program. Since Hoffman Estates residents often work, shop, and socialize in Schaumburg and vice versa, opportunities for coordination, joint marketing, and promotion were discussed. Current projects include the Joint CAC and Journeys projects.
6	**Agency/Group/Organization**	PALATINE
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Village of Palatine is a neighboring municipality to the Village of Hoffman Estates, a CDBG entitlement community, and member of the Cook County HOME Consortium. The Village consulted in order to identify areas for potential collaboration around CDBG programs and services. Current projects include the Joint CAC and Journeys projects.
7	**Agency/Group/Organization**	MOUNT PROSPECT
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Mt. Prospect was consulted as a fellow HOME Consortium member and nearby municipality. Continued coordination between Mount Prospect and Hoffman Estates is anticipated as a result of joint membership in the consortium. Current projects include the Joint CAC and Journeys projects.
8	**Agency/Group/Organization**	City of Des Plaines
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Des Plaines was consulted as a fellow HOME Consortium member and nearby municipality. Continued coordination between Des Plaines and Hoffman Estates is anticipated as a result of joint membership in the consortium.
9	**Agency/Group/Organization**	ARLINGTON HEIGHTS
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Arlington Heights was consulted as a fellow HOME Consortium member and nearby municipality. Continued coordination between Arlington Heights and Hoffman Estates is anticipated as a result of joint membership in the consortium. Current projects include the Joint CAC and Journeys projects.
10	**Agency/Group/Organization**	WINGS
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	WINGS coordinates services, including counseling and emergency housing, for women and children that are victims of domestic abuse. If Hoffman Estates begins to operate public services through standard CDBG, WINGS will be a primary partner.
11	**Agency/Group/Organization**	Hoffman Estates Park District
	Agency/Group/Organization Type	Services-Children Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Park District coordinates activities throughout the municipality. The Park District and the Village frequently coordinate on projects and shared-services. An eventual park project still seems possible if any program year sees an increased allocation.
12	**Agency/Group/Organization**	Clearbrook
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Clearbrook expressed a continued need for Public Facility Improvements for their group homes (CILAs) located within the Village. These homes offer disabled adults the opportunity to live independently and work. Don & Andi have expressed that any CDBG assistance for future project would be very helpful.

Identify any Agency Types not consulted and provide rationale for not consulting

There were no any agencies or agency types that were intentionally not consulted. Staff individually consulted with a wide array of agency types to ensure all were considered.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Cook County	As the lead agency for the Cook County HOME Consortium, Cook County coordinates the Continuum of Care for the region including Hoffman Estates.
Village of Hoffman Estates Comprehensive Plan	Village of Hoffman Estates	The Village is currently going through an update to its Comprehensive Plan. Affordable, decent housing is a priority of both plans, and data from the Consolidated Plan is used to inform policies in the Comprehensive Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Planning for Progress	Cook County	As the lead agency for the Cook County HOME Consortium, Cook County's Department of Planning and Development created Planning for Progress which outlined four key priority objectives, all of which are also important to the Village of Hoffman Estates. Among these goals were infrastructure and housing, both of which the Village intends to address through CDBG funds.
ON TO 2050	CMAP	Being spread across several government jurisdictions and sharing borders with 8 other municipalities means Hoffman Estates must be viewed in a regional context. CMAP's ON TO 2050 regional vision contains recommendation areas. All of these themes relate to Hoffman Estates to varying degrees but all have at least some importance.
Analysis of Impediments (AI) to Fair Housing Choic	Village of Hoffman Estates	The Village's AI assesses the level of fair housing choice within the Village's jurisdiction, identifies potential impediments to fair housing choice, and recommends actions that the Village and partners can take to eliminate or remedy improvements. The Village continues to make progress towards action items identified in the AI. The upcoming AFH will update identified issues and potential solutions.
Village of Hoffman Estates Flexible Transit Servic	Village of Hoffman Estates	The Village published a flexible transit service operations plan through the Regional Transit Authority which included consultation with various transit service providers. The plan identifies other transit needs and areas for coordination.

Table 3– Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

Narrative

The decision of the Village to join the Cook County HOME Consortium enables better collaboration and coordination with other public entities that receive and administer HUD funds. The other member municipalities are similar in many ways to the Village of Hoffman Estates and membership not only allows residents to receive funds from Cook County and their HOME program, but also gives the Village the opportunity to learn from how other communities are administering CDBG funds.

In developing the Cook County Consolidated Plan as part of a larger regional vision, the Cook County Department of Planning and Development was able to utilize resources across the region to convene, connect, and collaborate with stakeholders. Given limited resources, this consultation is far beyond what the Village would be capable of doing on its own and invites perspectives from all types of stakeholders.

In terms of adjacent units of general local government, all eight municipalities that share a border with the Village of Hoffman Estates were invited to consult in the implementation of the Consolidated Plan. The Village regularly communicates with the City of Des Plaines as both have historically provided an owner-occupied single family rehabilitation program through the same subrecipient, the North West Housing Partnership (NWHP). Considering that eligible residents in all of these communities regularly work, shop, and socialize in the other community, cooperation among the communities where possible saves time and valuable resources.

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

As a recipient of Community Development Block Grant funds, the Village of Hoffman Estates is required to adopt a Citizen Participation Plan that sets policies and procedures for citizen participation in the development and administration of its Consolidated Plan. The Citizen Participation Plan must provide for and encourage citizens to participate in the development of the Consolidated Plan, the Annual Action Plan, any substantial amendments to the plans, and the annual performance report. The Village's Citizen Participation Plan has been attached along with citizen comments.

Given a population of 53,000 the Village focused primarily on using various other modes to generate participation this cycle including public hearings, public meetings, an article in the Village newsletter, and postings on the website and social media.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing on July 25, 2025	Find Meeting Minutes attached to Plan	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Planning, Building, and Zoning Meeting on August 4, 2025.	See The Process section	N/A	
3	Mailing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Mailing send on June 26, 2025	See The Process section for comments received from public agencies	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Daily Herald Public Notice in the June 27, 2025 newspaper.	See The Process section for comments received from public agencies	N/A	
5	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Notice of Consolidated Plan and AAP Draft on Village's CDBG Webpage starting on June 25, 2025 and running the full length of the comment period and beyond.	N/A	N/A	www.hoffmanestates.org/cdbg

Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The Village has grown from 49,650 in the 2000 Census to 52,275 in the 2011-2015 ACS, to now 52,530 in the 2020 Decennial Census. Likewise, the number of households has increased from 17,138 in the 2000 Census to 18,908 in the 2011-2015 ACS, to now reaching 19,160 total housing units as of the 2020 Decennial Census (or 18,372 total households as of the 2022 General Population Characteristics from CMAP). In 2015, approximately 4,725 of the 18,060 households in Hoffman Estates met HUD's definition of extremely low, low, or moderate-income and were thus eligible to receive assistance from CDBG programs. In 2020, these rates have risen, as approximately 7,165 of the 18,908 households in Hoffman Estates met HUD's definition of extremely low, low, or moderate-income. The majority of these households are owner-occupied with the largest subsets being small family and elderly households. ACS 2023 five-year estiamte states thast 5.3% of the Hoffman Estates' population are persons in poverty. Housing Problems HUD has identified four conditions that constitute housing problems among this population. These are lack of kitchen facilities, lack of complete plumbing facilities, overcrowded conditions, and cost burden.

As identified through local data and consultation, cost burden continues to be the greatest of these challenges for Hoffman Estates residents across household type and income level. Cost burden is an indicator that housing demand for the area exceeds current supply. Alleviation of this housing burden will need addressed by the Village in its strategic plan, while overcrowded and substandard conditions are less of a concern. The greatest cost burden challenge is on owners spending more than 50% of their income on monthly housing related costs. Addressing this cost burden for both small family households and elderly households is an important goal that the Village will need to address as it has historically done through its owner-occupied residential rehabilitation program.

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Needs continue to exist in the old Village Hall building located at 640 Illinois Boulevard. The Village leases this building to the Children's Advocacy Center of North and Northwest Cook County (CAC) at an extremely low annual rent. The CAC coordinates with local law enforcement agencies in the Northwest suburbs and the Illinois Department of Children and Family Services to investigate instances of child sexual and physical abuse. By keeping the rent low, the agency is able to focus limited state, federal, and private foundation funding towards its mission. During the previous Consolidated Plan, exterior work on the building was completed through CDBG funding, through a joint collaboration with neighboring CDBG entities including Cook County.

Still, the age of the building does necessitate ongoing repairs and weatherization in order to correct ADA deficiencies and keep the building in compliance with Village code. While the facility is well-suited for the CAC's services, renovations and repairs are important to create a safe, healthy, and comfortable environment for their at-risk clientele.

Funding for local group home repairs could also be considered as a public facility use, with agencies such as Clearbrook operating CILAs within the Village. The agency has noted several varies eligible needs depending on the specific facility.

How were these needs determined?

These needs were identified through consultation with Children's Advocacy Center (CAC) and Clearbrook. Staff has viewed numerous Clearbrook homes, and Code Enforcement staff has conducted an inspection of the CAC facility to inventory potential needs, as the Village continues to work with CAC on non-CDBG projects on said property. With the reception of a recent NFR letter, CDBG work can continue on the CAC property moving forward.

Describe the jurisdiction's need for Public Improvements:

Given the high cost of maintaining public infrastructure and the increasing demand on public funds, the Village has historically used CDBG funds for infrastructure improvements. These needs were once again identified during this plan update. Potential improvements include reconstruction of crumbling streets, bringing sidewalks into compliance with ADA accessibility requirements, streetlights and other utilities to improve public health and safety.

CDBG funding allows the Village to ensure that low to moderate income neighborhoods are not neglected when streets are selected for the annual street project.

Bike facilities and drainage improvements continue to be a major need for CDBG eligible neighborhoods, but limited funding make these less of a priority than street reconstruction and pedestrian improvements. We are hoping to incorporate drainage into future street projects and address bike facilities through non-CDBG sources.

How were these needs determined?

These needs were identified through consultation with various Village departments, including the Transportation and Engineering Division.

Describe the jurisdiction's need for Public Services:

The Village is fortunate to have an active Health and Human Services Department (HHS) that works collaboratively with area partners to coordinate public services supporting older adults, individuals with disabilities, survivors of abuse, people experiencing homelessness, and others with specialized needs. Services include educational workshops, affordable counseling, preventive health screenings, vaccines, community-based senior lunch programs, Dementia-friendly resources and programming, advocacy and case management, an HHS-managed lending closet, and opportunities for social engagement.

The Village, along with townships and partners at Pace Suburban Transit, provide transit services that accommodate low income and disabled individuals. In 2009, the Village initiated its 'Taxi Coupon Discount Program,' which provides vouchers to individuals that qualify based on age, disability, or income. Hundreds of individuals are registered through the program and use taxis for basic needs. There is continued interest in expanding this program and it was initially considered for CDBG funding, but HUD requirements remain too restrictive to allow for CDBG funds towards this purpose. The Village also shares area with four townships, all of which provide some form of transit services. In 2025 the Village will adopt the *Hoffman in Motion* multimodal transportation plan to guide future policy decisions and partnerships.

However, given limited funding through CDBG and other priorities identified in the areas of housing, public facilities, and public infrastructure, public services will likely be easier addressed through continued coordination of public services by the Village rather than selecting a public service that is more in need than another. CDBG caps public service spending at 15% of the CDBG program, resulting in a small amount of money that is subject to burdensome administrative CDBG regulations.

How were these needs determined?

Based on the needs analysis above, describe the State's needs in Colonias

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The Village of Hoffman Estates, incorporated in 1959, is located approximately thirty miles northwest of Chicago. The Village occupies a land area of approximately 22 square miles mostly located within Cook County with a small portion located in Kane County. In the 1960s and 1970s the Village grew with the construction of single-family homes and multi-family developments. The early 1990s saw a shift from residential to commercial development. Small office buildings were built in 1980 followed by major complexes including Ameritechs 1.2 million square foot regional headquarters in 1991, and Sears, Roebuck and Company 1.9 million square foot headquarters in 1992. Ameritechs campus became AT&T, and this site sat vacant for a number of years. It is now being redeveloped into a self-styled Metroburb named Bell Works that will include mixed office and retail areas, as well as neighboring residential units. Multifamily is being added for the first time in decades and this will also impact our economic situation through workforce housing. Number of Housing Units According to the 2011-2015 ACS, there are 18,908 households in the Village. This represents a slight increase from the 2010 Census, which estimated the total number at 18,132 to now reaching 19,160 total housing units as of the 2020 Decennial Census (or 18,372 total households as of the 2022 General Population Characteristics from CMAP). The increase is a result of single-family housing developments in the northern and western parts of the Village.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

See tables below.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	35	18	0	0	0
Arts, Entertainment, Accommodations	2,519	2,193	11	10	-1
Construction	892	1,079	4	5	1
Education and Health Care Services	3,854	5,623	17	26	9
Finance, Insurance, and Real Estate	1,924	1,080	9	5	-4
Information	488	347	2	2	0
Manufacturing	2,513	434	11	2	-9
Other Services	904	479	4	2	-2
Professional, Scientific, Management Services	3,568	5,079	16	24	8
Public Administration	0	0	0	0	0
Retail Trade	2,761	2,696	12	13	1
Transportation and Warehousing	1,209	121	5	1	-4
Wholesale Trade	1,924	2,072	9	10	1
Total	22,591	21,221	--	--	--

Table 5 - Business Activity

Data Source: 2013-2017 ACS (Workers), 2017 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	28,179
Civilian Employed Population 16 years and over	27,165
Unemployment Rate	3.52
Unemployment Rate for Ages 16-24	11.47
Unemployment Rate for Ages 25-65	2.16

Table 6 - Labor Force

Data Source: 2013-2017 ACS

Occupations by Sector	Number of People
Management, business and financial	9,480
Farming, fisheries and forestry occupations	920
Service	2,525
Sales and office	6,015
Construction, extraction, maintenance and repair	1,320
Production, transportation and material moving	1,125

Table 7 – Occupations by Sector

Data Source: 2013-2017 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	12,472	51%

Travel Time	Number	Percentage
30-59 Minutes	9,094	37%
60 or More Minutes	3,069	12%
Total	***24,635***	***100%***

Table 8 - Travel Time

Data Source: 2013-2017 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	1,395	20	755
High school graduate (includes equivalency)	3,200	155	990
Some college or Associate's degree	6,085	230	1,065
Bachelor's degree or higher	12,465	205	1,705

Table 9 - Educational Attainment by Employment Status

Data Source: 2013-2017 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	0	100	75	675	420
9th to 12th grade, no diploma	600	270	415	640	295
High school graduate, GED, or alternative	960	855	995	2,480	1,900
Some college, no degree	1,130	1,425	890	2,630	1,275
Associate's degree	180	855	554	1,065	314
Bachelor's degree	775	2,730	2,160	4,185	1,780

	Age				
	18–24 yrs	**25–34 yrs**	**35–44 yrs**	**45–65 yrs**	**65+ yrs**
Graduate or professional degree	45	1,375	1,290	2,640	790

Table 10 - Educational Attainment by Age

Data Source: 2013-2017 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	177,088
High school graduate (includes equivalency)	121,723
Some college or Associate's degree	166,046
Bachelor's degree	283,322
Graduate or professional degree	396,731

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2013-2017 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The major employment sectors within the Village of Hoffman Estates are professional services, information, education and health services, and retail trade. The largest employers are St. Alexius Medical Center, Claire's, Siemens Healthcare, Leopardo Construction, Omron, Vistex, The Salvation Army, and Tate & Lyle. The Village is also home to several advanced manufacturing employers, which make the numbers in the business activity table somewhat misleading. While there is an abundance of workers, there is not an abundance of manufacturing workers skilled for the types of jobs that are being created.

Describe the workforce and infrastructure needs of the business community:

The Village’s Director of Economic Development regularly communicates with the business community. In talking to business leaders, the greatest workforce needs are a lack of individuals trained in advanced manufacturing and a lack of younger employees. The Village of Hoffman

Estates has limited housing stock that accommodates this type of entry level, small family, and moderate-income worker. These advanced manufacturing employers have adequate access to land, transportation, and utilities making workforce their greatest need. Their typical employee prefers an active lifestyle with ready access to rail transportation, mixed-use development, and entertainment options. The Village has recognized these challenges and is actively working on a number of developments to address this workforce shortage and create opportunities for these individuals.

The Village's major infrastructure is strong as its location next to a major highway gives it a number of opportunities. The Village of Hoffman Estates in partnership with the Illinois Department of Transportation and the Illinois Tollway worked extensively to help make the Interstate 90, Barrington Road interchange fully accessible from all directions in 2018. This will continue to open new development opportunities, such as Bell Works, and the Village now has two fully accessible interchanges. Within the Village, there are a number of local and State routes in need of repair and reconstruction to reduce congestion and improve commutes.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

While fairly built out, the Village does anticipate some major changes in its job market over the next five years. A number of entertainment and retail development are developing in the western part of the Village that will create jobs. This part of the Village was home to a number of office buildings in the early 1990's but began to see growth in entertainment and commercial uses. There are a number of vacant parcels in this part of the Village with a potential for high end use. Bell Works will create work, retail and housing opportunities near the north and center of the Village.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

From speaking with many businesses, they still have unmet needs in terms of employees. There are several significant gaps between the Village's workers and the jobs that are available. There is an undersupply of workers to fill professional service and health service jobs, but an oversupply of lower skilled workers for the positions available. Due to the changing manufacturing sector, many of the jobs available are advanced manufacturing and the skillsets are not suited for the positions yet, but we are working directly with local community colleges to tailor curricula to data center work and other spaces within the modern offerings of our area.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The Village of Hoffman Estates is located along what has been called the Golden Corridor. The term describes the area around the Jane Addams Memorial Tollway (Interstate 90). It is coined as it such since the corridor generates a “gold” mine of economic profit for communities in the area. Several Fortune 500 company headquarters, office parks, industrial parks, exhibition and entertainment centers, hotels, shopping centers, and restaurants are located along the Golden Corridor.

One of the greatest priorities of the Golden Corridor Advanced Manufacturing Partnership (GCAMP) is convening advanced manufacturing employers along the corridor and partnering with area high schools and community colleges to advance the profession and train a workforce to fill the jobs that are available. The Village of Hoffman Estates along with its neighbors in Schaumburg and Elk Grove Village regularly work together on GCMAP projects to promote this regional workforce growth. The local workforce development board supports the work of GCAMP.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Village of Hoffman Estates has its own Economic Development Strategic Plan. Also, the Village of Hoffman Estates regularly contributes to Cook County’s Comprehensive Economic Development Strategy. The Village works with the County on a number of initiatives including their property tax incentive programs and regularly meets with individuals at the County to promote the vision from their CEDS. However, given the sheer size of the County, also relies extensively on other local and regional economic development planning efforts.

The Village is currently going through an update to its Comprehensive Plan. There are a number of changes that will be made as part of the update, including subarea maps that identify local development visions.

Finally, the Village's Transportation Division has developed a Comprehensive Bicycle Plan and a Transit Development Plan. Both are aimed around generating economic growth that creates jobs and improves connectivity between the Village and the larger region.

Discussion

See above for current summation.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

From the CPD Maps, and confirmed through consultation with stakeholders, a majority of households with multiple housing problems are concentrated in the central part of the Village where the oldest homes exist. This is the part of the Village where most of the low to moderate-income individuals reside.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

In reviewing ethnic minorities, it is important to consider the three largest minority populations, Asian, Hispanic, and African American. A majority of the Village's black and Hispanic population is concentrated in the central part of the Village around the aforementioned affordable, older, housing stock.

What are the characteristics of the market in these areas/neighborhoods?

The characteristics of our neighborhoods with a higher concentration of housing problems, minorities, and low-income families are also where most of the affordable housing stock exists and where a majority of rental units are found. Additionally, all of the Village's multifamily apartment complexes are also located in these census tracts. Overcrowding and cost burden can pose a challenge for residents. This part of the Village generally has a higher crime rate, a higher portion of the Village's senior and disabled population, as well as a majority of routine code enforcement violations.

Are there any community assets in these areas/neighborhoods?

Among the housing associations in this part of the community are the Barrington Square Condominiums and the Hilldale Condominiums. Both condominium associations have invested in improved amenities for residents in these areas and have benefited from the Village's CDBG single-family rehabilitation program and neighborhood revitalization program. Additionally, the neighborhoods are located in close proximity to the St. Alexius Medical Center for access to medical needs.

The Village Hall, Health and Human Services Department (HHS), and Police Department are also located within these areas. A number of the Village provided public services identified throughout the plan are located in these areas including the Community Resource Center at the Police Station, afterschool programs for youth in the Barrington Square neighborhood, and senior citizen and disability programs and services at Village Hall.

Finally, these neighborhoods benefit from various public transit services through the Village of Hoffman Estates, local townships, and Pace regional transit. The Village's taxi coupon discount program provides subsidized taxi services to disabled, elderly, and low-income residents with a majority of them in this part of town. Schaumburg Township provides food pantry, employment assistance, and transit services.

Are there other strategic opportunities in any of these areas?

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Internet access has become a necessity for life. Broadband wiring and connections are more important than ever, considering the Covid pandemic showcased how much our community needs the ability for Work from Home (WFH) capabilities, and also distance-learning capabilities.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

Like all of capitalism, competition for lower pricing is ideal for Village residents and businesses.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

With a large percentage of our CDBG funding going towards street and sidewalk projects, increased rainfall or drastically changed temperatures could result in those surfaces needing to be redone more often. The Village is a founding member of the regional Northwest Central Joint Emergency Management System. This multi-jurisdictional group operates Emergency Operation Centers and conducts regional drills for natural or man-made disasters.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Higher and higher high temperatures put the unhoused and homeless populations at greater and greater risk annually. Even those in lower-income housing stock may find aspects of their housing at increased risk of issues.

Newer homes and business developments are typically designed with more stringent codes and water management systems. Low and moderate income residents often reside in older stock housing, which was built prior to these changes, which might include sump pumps and drain tile. The Village does not have major rivers or bodies of water within its boundaries that flood regularly.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

Throughout the Consolidated Plan has thus far described the state of affordable housing, public housing, homelessness, special needs, non-housing community development, neighborhood revitalization and other actions that were identified through consultation, citizen participation, the needs assessment, and the market analysis. In developing the strategic plan, the Village has prioritized these needs and identified strategies for spending HUD funds and allocating Village resources to address those issues that were identified. All needs are considered in the context of available limited funds. The CDBG projects and programs identified from these components are addressed by through specific potential and planned actions that may be undertaken to meet the chosen program objectives.

The following two objectives have been adopted for the CDBG Consolidated Plan 2025-2029

Objective 1: Provide improvements to public infrastructure and facilities in order to sustain a suitable living environment, which will promote or provide for improved accessibility, safety, and sustainability in existing neighborhoods.

Objective 2: Provide access to affordable housing services and programs, including housing maintenance and rehabilitation services to limited-income individuals and households, in order to maintain affordability and accessibility in home ownership.

While these are the two objectives that will be supported through CDBG funding, the strategic plan identifies efforts that will be taken to address other needs that were prioritized lower that will not be addressed through CDBG funds.

SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 12 - Geographic Priority Areas

1	**Area Name:**	Village Wide
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Other
	Other Revital Description:	Village Wide
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the state

CDBG projects are mostly infrastructure projects that are located based on the needs determinations from Engineering. Nonprofit projects are also simply located wherever the nonprofit happens to be located (e.g., CAC).Â

For projects related to housing, despite the fact the Village does not have HUD designated neighborhood revitalization strategy areas, revitalization of areas that have a concentration of substandard housing, low-income residents with housing problems, and low-income minority residents is a high priority for the Village. In previous years, the Village has concentrated several infrastructure improvements in the Barrington Square neighborhood, and there may be opportunities to continue improvements there. The highest priority, however will be effectively putting CDBG infrastructure funds to the most beneficial use, whether in the same neighborhood or in another area in need.

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 13 – Priority Needs Summary

1	**Priority Need Name**	Improving Public Facilities and Infrastructure
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly
	Geographic Areas Affected	
	Associated Goals	Public Facilities Improvements Public Infrastructure Improvements
	Description	Provide improvements to public infrastructure and facilities in order to sustain a suitable living environment, which will promote or provide for improved accessibility, safety, and sustainability in existing neighborhoods. Potential infrastructure improvements include but are not limited to streets, sidewalks, street lighting, flood and drainage improvements, community centers, and parks
	Basis for Relative Priority	The basis for CDBG funding recommendations within the plan are based on a number of factors including availability of other funding sources, capacity of staff, and level of need determined through the needs assessment, consultation, and public participation process. While private needs and social services have an assortment of funding options available to them in the form of banks, grants, and private funding, the Village of Hoffman Estates is solely responsible for making improvements to public infrastructure. In a competitive funding environment, CDBG funds can be used to ensure that infrastructure improvements are included in the Village’s annual Neighborhood Revitalization Program. It can also ensure that accessibility improvements to public facilities are not postponed indefinitely until funding is available.
2	**Priority Need Name**	Reducing the Housing Cost Burden
	Priority Level	High

	Population	Extremely Low Low Moderate Large Families Families with Children Elderly
	Geographic Areas Affected	
	Associated Goals	Owner Occupied Rehabilitation
	Description	Provide access to affordable housing services and programs, including housing maintenance and rehabilitation services to limited-income individuals and households, in order to maintain affordability and accessibility in home ownership. The single family owner occupied home rehabilitation (SFR) program would increase the availability of housing in standard condition for low-income homeowners, especially elderly and disabled households living on fixed incomes. It provides financial assistance to existing homeowners to preserve and increase the number of owner-occupied units in standard condition. It is available to extremely low to moderate homeowners earning less than 80% of the HAMFI. Eligible costs include labor, materials, supplies, and soft costs necessary to bring the unit into compliance with building codes, address lead-based paint hazards and make other necessary improvements.
	Basis for Relative Priority	Given consultation and market analysis, cost burden has again been identified as a priority facing residents across the Village. This challenge is greatest for single-family home owners, but is also an issue among the elderly and among renters. Continuing programs like the owner-occupied single family rehabilitation program and considering other ways to reduce the cost burden will be an important objective of this consolidated plan.
3	**Priority Need Name**	Social Service Needs- Homelessness
	Priority Level	Low

	Population	Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	
	Associated Goals	
	Description	To better facilitate coordination, the Village will continue to adopt the strategies developed by the Alliance to End Homeless in Suburban Cook County as identified in their strategic plan (http://suburbancook.org/strategicplan2014). While the Village does not plan to use CDBG for homeless projects, the Village proposes to continue support and coordination, referral, and cooperation with the Continuum of Care efforts to promote access to transitional and permanent housing with supportive services for homeless individuals and families. Maintaining interest in the Association of Homeless Advocates in the North District (AHAND) and engaging in the group's mission could contribute to the Village's efforts to prevent homelessness.
	Basis for Relative Priority	Given limited funds, the 15% social services cap, the needs assessment, and the additional administrative burden incurred by utilizing CDBG funds for social services, the Village will continue to provide support to social service agencies through means outside of HUD funds.
4	**Priority Need Name**	Non-Housing Economic Development Needs
	Priority Level	Low
	Population	Non-housing Community Development

	Geographic Areas Affected	
	Associated Goals	
	Description	The primary department responsible for addressing these needs is the Village's Development Services Department. Over the next five years, the Department is focused on updating the Village's Comprehensive Plan, moving forward economic development opportunities in the western part of the Village, and reviewing development projects throughout the Village. Ongoing activities include participating in the efforts to expand of transit services related to the Barrington Road / I-90 interchange. The Department's Code Enforcement Division will continues to streamline the inspection of rental housing through the Village's rental housing registration and inspection program. The Economic Development Division will also continue to work with adjoining communities, the business community, and community colleges on the Golden Corridor Advanced Manufacturing Partnership to provide workforce development opportunities for area high school and college students. They will also continue to provide assistance to small business owners in the form of tax breaks and incentives in order to keep local business and employment strong.
	Basis for Relative Priority	The Village is already actively providing services through its Development Services Department. Although an expansion of services would result in more needs being addressed, the need is not as great as those ranked at a higher priority level.
5	**Priority Need Name**	Social Service Needs- Other
	Priority Level	Low
	Population	Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families
	Geographic Areas Affected	
	Associated Goals	

	Description	This refers to housing and supportive service needs of persons who are not homeless but may require supportive housing. These populations include elderly, frail elderly, persons with disabilities (including mental, physical and developmental), persons with alcohol or other drug addiction, and persons with HIV/AIDS and their families.
	Basis for Relative Priority	The Village is already actively providing services through its Health and Human Services Department (HHS) and Police Department to address these needs. Although an expansion of services would result in more needs being addressed, the need is not as great as those ranked at a higher priority level. The Village will continue to collaborate with the service providers who serve these populations, to the extent possible with limited funding, to meet the needs of this sub-population

Narrative (Optional)

This AAP is addressing to the two needs marked as "High" priority and the Village hopes to also make impact on the three "Low" priorty level goals indirectly this AAP and more so throughout the remaining AAPs of this ConPlan.

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	229,562	0	0	229,562	920,000	One challenge with projecting available funds is the irregularity with which program income is received. The Village has over 30 outstanding loans through its single family rehabilitation program and these could be paid off at any time. The estimates are based on at least two of these loans being paid off during this Consolidated Plan period, totaling $30,000 additional funds.

Table 14 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Village will continue to support various programs as they are able to satisfy needs. However, CDBG funds will not be used to directly leverage additional funds as no matching funds are required.

If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan

The Village intends on allocating CDBG funds towards improvements to public infrastructure and facilities that will directly lead to accomplishment of said goals.

The CAC operates within a building owned by the Village and leased to help their clients and administer CDBG projects.

Discussion

Expected Amount Available Remainder of Con Plan was calculated by taking the annual allocation of $230,000 and multiplying it by four for the four remaining years within the ConPlan.

Prior Year Resources is listed as $0 because no funds are moving forward from prior AAP/ConPlans.

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
HOFFMAN ESTATES	Government	Economic Development Non-homeless special needs Planning neighborhood improvements public facilities	Jurisdiction
NORTH WEST HOUSING PARTNERSHIP	Non-profit organizations	Ownership	Region

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The Village's status as a Home Rule Municipality in the State of Illinois has allowed it to be flexible in the context of ongoing needs. However, it has been difficult for the Village to raise enough funds to keep up with an increasing number of needs. The amount of CDBG funds available for administration and planning continues to decrease leading to less staff available to administer the program. At present, one staff person has a fraction of their time allocated to the program with limited support from other personnel. The fact that the Village has an annual street program saves CDBG resources as staff can simply add a street in a low income neighborhood to the existing program.

The North West Housing Partnership (NWHP) has been a valuable partner for the Village throughout its administration program. Its professionalism and expertise related to easing the cost burden for home owners has been invaluable and is something that the Village is not able to provide in-house. However, NWHP has experienced a steady decline in the number of households participating in their single family rehabilitation programs. Ensuring NWHP has resources available to market the program has been a challenge in recent program years. Hoffman Estates seeks to increase participation in the program by improving the loan terms over time.

The Village's Code Enforcement Division has increased their level of property maintenance enforcement through their rental housing registration and inspection program. The program has registered more than 3,000 properties to date and has been very self-sufficient with revenues from registration covering administration and inspections.

Interviews with the Village's Health and Human Services Department yielded a common finding. The HHS Department provides active youth engagement, senior citizen, and disabled citizen services, but filling this need for social work and counseling is a priority during the five year plan.

Although it would be of benefit to provide funds to address all gaps in the institutional delivery structure, the number of potential projects and needs identified through the extensive needs assessment and market analysis unfortunately continues to exceed available funds provided by HUD.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X		
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X	X	X
Mobile Clinics	X		X
Other Street Outreach Services	X	X	X
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS	X	X	
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
Other			
	X		

Table 16 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

All of the aforementioned services are available to everyone and are not specifically targeted to any single demographic. Although they are not targeted to a specific demographic, ensuring that everyone has equitable access to them is important.

The Continuum of Care operates in the community and coordinates providers of homeless services and strives to make sure these services are provided to the area's homeless population. The partnership is among care providers and municipalities and is designed to raise awareness and coordinate services. Among the service providers that provide assistance to Hoffman Estates residents as it relates to this table are Alexian Brothers Behavior Health Hospital, Northwest Compass, New Foundation Center, Catholic Charities, Fellowship Housing, Journeys The Road Home, Shelter, Inc., WINGS, Clearbrook, Salvation Army, and the CAC.

One example of the Village's coordination of services is the partnership that exists between the Village and the CAC. By leasing a public building to the agency at an extremely low rate, the organization is able to keep capital costs down and use them towards their mission of providing services to sexually and physically abused children throughout the northwest suburbs. Identifying other areas where the Village can coordinate may help strengthen the service delivery system further.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

While a number of services are available, the Alliance, through their Strategic Plan, has identified a number of gaps in the service delivery system. One of the greatest needs is identifying funding and directing it to those who need it the most. Because data related to the extent of homelessness can be difficult to obtain, they encourage agencies to invest in and use data to drive decision-making on homelessness both for the overarching plan and annual allocation decisions.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Infrastructure Improvements	2025	2029	Non-Housing Community Development		Improving Public Facilities and Infrastructure	CDBG: $601,713	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 200 Households Assisted
2	Owner Occupied Rehabilitation	2025	2029	Affordable Housing		Reducing the Housing Cost Burden	CDBG: $400,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit
3	Public Facilities Improvements	2025	2029	Non-Housing Community Development		Improving Public Facilities and Infrastructure	CDBG: $87,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
4	Planning and Administration	2025	2029	Planning and Administration			CDBG: $245,000	Other: 5 Other

Table 17 – Goals Summary

Goal Descriptions

1	**Goal Name**	Public Infrastructure Improvements
	Goal Description	Provide improvements to public infrastructure in order to sustain a suitable living environment, which will promote or provide for improved accessibility, safety, and sustainability in existing neighborhoods. Potential infrastructure improvements include but are not limited to streets, sidewalks, street lighting, flood and drainage improvements. Over the course of the five year plan, the Village expects to invest approximately $600,000 in at least three infrastructure projects.
2	**Goal Name**	Owner Occupied Rehabilitation
	Goal Description	Provide access to affordable housing services and programs, including housing maintenance and rehabilitation services to limited-income individuals and households, in order to maintain affordability and accessibility in home ownership.
3	**Goal Name**	Public Facilities Improvements
	Goal Description	Provide improvements to public facilities in order to sustain a suitable living environment, which will promote or provide for improved accessibility, safety, and sustainability. Potential infrastructure improvements include but are not limited to publically owned facilities, community centers, and parks. Over the course of the five year plan, the Village expects to invest in at least two projects, likely related to rehabilitation of the Village-owned facility that is leased to the Children's Advocacy Center of North and Northwest Cook County (CAC), a joint Journeys project, or other qualifying facilities.
4	**Goal Name**	Planning and Administration
	Goal Description	Throughout the course of this five year plan, the Village intends to fund planning and administration related to the administration of the CDBG program. This includes ongoing administration of the CDBG program as well as funds used to update various plans related to HUD priorities including the Village's Comprehensive Plan, the Analysis of Impediments to Fair Housing Choice, CAPERs, and Annual Action Plans. The Goal Outcome Indicator for this Activity is one unit of measure (UOM) of Planning and Administration per year, totalling five units over the course of the 5-year Consolidated Plan.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The Village anticipates that CDBG funding will provide benefits for about 200 Households by way of insfrastructure and home rehabilitation projects, and another 50 persons through facility improvements. Affordable housing programs will be pursued through the Cook County HOME Consortium, of which the Village is a member, rather than directly throught the Village.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

Lead removal/abatement is a top priority when needed. Per ACS 2018-2022, only 19.4% of Hoffman Estate homes were built 1990 or later, so a substantial amount of our homes are likely within window to have lead paint, as homes built before 1979 are at risk for containing some levels of lead paint. According to available data, nearly two-thirds of owner-occupied and rental homes in Hoffman Estates were built before 1979, meaning they could potentially contain lead hazards. All CDBG-funded housing activities are subject to the Lead Safe Housing Rule. The housing rehabilitation program funded by CDBG dollars 2025-2029 will test for lead based paint on all homes built prior to 1979. Any home found to be positive for lead will have the lead remediated and deemed safe for habitation before resuming work on the housing structure. Most testing for lead poisoning in children occurs through the schools, however, not all providers perform or report testing.

How are the actions listed above integrated into housing policies and procedures?

The Village's Residential Rental License and Inspection Program was initiated in 2014. Staff that initiate the program have begun to streamline parts of the program in order to place the focus on certain components of the inspection process. Identifying ways to incorporate lead testing into the program will be explored. Policies for the Single Family Rehabilitation Program that the Village provides through the North West Housing Partnership contain detailed processes for handling the rehabilitation of homes built prior to 1979 so that lead testing is done properly.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The Single Family Rehab (SFR) attempts to ensure that lower income families do not become impoverished from the ever-increasing costs associated with maintaining a home.

The Village has several programs and strategies in place to reduce poverty. The following are operated in cooperation with local supportive service providers:

Networking: Provide information and referral support services for low-income individuals and families by supportive service providers in the community. Programs meeting this need include the Village's Health and Human Services Department, Planning Division, Schaumburg, Palatine, Barrington, and Hanover Townships.

Emergency Assistance: Support services that provide for urgent family needs including housing and nutrition services. Programs serving this need include the Village Health and Human Services Department as well as the Village Police Department. Services have also been provided in the recent past by the Village associated Townships, Food Pantry, and religious institutions.

Housing: Assist low-income homeowners with housing rehabilitation. The Village has established a rehabilitation loan program for limited income households.

Income Management: Support programs that provide family stabilization such as family budgeting, financial management, credit counseling, and income tax preparation. Local non-profit credit counselors, local lending institutions, and Northwest Compass, assist with residential and commercial financial management.

Nutrition and Health: Support health and nutrition programs including direct client services, referrals, counseling and educational programs. The Village's Department of Health and Human Services as well as St. Alexius Hospital and affiliated health providers offer these services. Local school districts provide breakfast and lunch programs for students from income-eligible families.

Self-sufficiency: Support comprehensive, family case management programs that promote, empower and nurture individuals and families toward self-sufficiency and help to break generational cycles that poverty. A variety of providers meet this need, depending upon the circumstances.

Hoffman Estates will attempt to reduce the number of poverty level families by making available funding or providing referrals to programs and services targeted at the demographic groups most likely to be below the poverty level. In addition to these public service programs, the Village will fund code enforcement and single-family housing rehabilitation. Housing problems experienced by low-moderate income households may be assisted by these programs and potentially reduce costs of home ownership. Additionally, the Village will continue to provide information resources and referrals to programs that may assist homeowners and renters with housing and utility costs, as well as health and transportation programs. The Health and Human Services and Police Departments will continue to help direct services by providing information and referrals to a variety of social service agencies.

In addition, updates to the Village's Comprehensive Plan will focus on the need for diversity in location and type of residential land uses. Focus upon mixed, higher density residential and commercial uses with an emphasis on accessible transportation and services will create potential for greater opportunities for mixed-income housing through inclusionary zoning.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

As discussed at length, the greatest barrier to affordable housing in the Village is housing cost burden and a variety of issues are responsible for this barrier. Identifying policies and programs that can address this issue and reduce poverty is of priority.

SP-80 Monitoring - 91.230

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

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	229,562.00	0.00	0.00	229,562.00	920,000.00	One challenge with projecting available funds is the irregularity with which program income is received. The Village has over 30 outstanding loans through its single family rehabilitation program and these could be paid off at any time. The estimates are based on at least two of these loans being paid off during this Consolidated Plan period, totaling $30,000 additional funds.

Table 18 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Village will continue to support various programs as they are able to satisfy needs. However, CDBG funds will not be used to directly leverage additional funds as no matching funds are required.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Village intends on allocating CDBG funds towards improvements to public infrastructure and facilities that will directly lead to accomplishment of said goals.

The CAC operates within a building owned by the Village and leased to help their clients and administer CDBG projects.

Discussion

Expected Amount Available Remainder of Con Plan was calculated by taking the annual allocation of $230,000 and multiplying it by four for the four remaining years within the ConPlan.

Prior Year Resources is listed as $0 because no funds are moving forward from prior AAP/ConPlans.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Infrastructure Improvements	2020	2025	Non-Housing Community Development		Improving Public Facilities and Infrastructure	CDBG: $183,557.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 200 Households Assisted
2	Owner Occupied Rehabilitation	2020	2025	Affordable Housing		Reducing the Housing Cost Burden	CDBG: $65,000.00	Homeowner Housing Rehabilitated: 2 Household Housing Unit
3	Public Facilities Improvements	2020	2025	Non-Housing Community Development		Improving Public Facilities and Infrastructure	CDBG: $20,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted
4	Planning and Administration	2020	2024	Planning and Administration			CDBG: $49,000.00	Other: 1 Other

Table 19 – Goals Summary

Goal Descriptions

1	**Goal Name**	Public Infrastructure Improvements
	Goal Description	Infrastructure improvements continue to be the highest priority need for the Village during this annual action plan. Several street segments that are likely in CDBG neighborhoods are in need of revitalization in the near future, and at least one is being considered for this particular program year.
2	**Goal Name**	Owner Occupied Rehabilitation
	Goal Description	Single family home rehabilitation continues to be of high priority in order to reduce the cost burden. Participation in the program has been slow. The Village will continue to offer this program and will begin exploring new program rules or complimentary housing programs to offer throughout this Consolidated Plan to satisfy the home ownership cost burden need.
3	**Goal Name**	Public Facilities Improvements
	Goal Description	The Village plans to provide funds for rehabilitation at one or more Public Facilities, such as the Children's Advocacy Center (CAC) or Journeys.
4	**Goal Name**	Planning and Administration
	Goal Description	Throughout the course of the year, the Village intends to fund planning and administration related to the administration of the CDBG program. This includes ongoing administration of the CDBG program as well as funds used to update various plans related to HUD priorities including the Village's next Annual Action Plan and year-end CAPER submission. Village staff is involved in the administration of all Activities, including street rehabilitation and single family rehabilitation programs. The single family program involves contract writing and subrecipient management.

AP-35 Projects - 91.420, 91.220(d)

Introduction

#	Project Name
1	Public Infrastructure Project
2	Administration

Table 20 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priorities are based on responses from the community survey and from data showcasing a need for support of offset high homeownership costs for lower-income individuals. Infrastructure remains a key priority, as does supporting local nonporofits such as CAC, but the main obstacle is that the CDBG funding amount is insufficient to address the majority of the current needs.

CAC has available funds from prior PY but had to wait due to ERR issue, they will be funded again in the future.

SFR still has funds from prior PY and the Village is changing the loan structure to make it more appealing to prospective clients to utilize said funds.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Public Infrastructure Project
	Target Area	Village Wide
	Goals Supported	Public Infrastructure Improvements
	Needs Addressed	Improving Public Facilities and Infrastructure
	Funding	CDBG: $183,662.00
	Description	Funds will be used for Public Infrastructure Project in location to be determined.
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	About 200 families positively impacted by the project.
	Location Description	To be determined.
	Planned Activities	03 Public Improvements or Infrastructure
2	**Project Name**	Administration
	Target Area	Village Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Improving Public Facilities and Infrastructure Reducing the Housing Cost Burden Social Service Needs- Homelessness Non-Housing Economic Development Needs Social Service Needs- Other

	Funding	CDBG: $45,900.00
	Description	CDBG Administration
	Target Date	9/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	1900 Hassell Road, Hoffman Estates, IL 60169
	Planned Activities	Administration

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Although the Village does not have any specific areas given limited funds, the Village will identify a street for reconstruction purposes as appropriate data is collected.

Geographic Distribution

Target Area	Percentage of Funds
Village Wide	

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

No specific geographical investment area.

Discussion

Infrastructure needs are located throughout the Village. While the centralized housing stock is older and often requires more SFR projects, lower-income homeowners exist throughout our boundaries.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

This section discusses actions that the Village will take to address needs outside of those directly addressed through CDBG funds.

Actions planned to address obstacles to meeting underserved needs

While a lack of funding continues to be a challenge to address all of the needs identified in the Consolidated Plan, the Village will continue to partner and coordinate services wherever possible.

During the 2025-2026 Program Year, continued consultation with stakeholders will remain important to ensuring the most important needs are identified and strategies for addressing them are developed and pursued.

Actions planned to foster and maintain affordable housing

The Village intends on continuing to make funds available for the Village's owner-occupied, single family home rehabilitation program (SFR). The Village will also continue to ensure rental housing is maintained and renter's rights protected through its residential rental license and inspection program. The Development Services team has made things easier for developers to create new multifamily housing and as such, the first new multi-family construction projects have occurred for the first time in decades. Increasing the housing stock, even with brand new and higher end multi-family housing will still allow for an increase in affordable housing overall over time.

Actions planned to reduce lead-based paint hazards

The Village plans on continuing coordination with the Cook County Department of Public Health to address lead-based paint hazards in the Village. As the State moves closer to decreasing the lead concentration threshold for children, the Village will continue to educate residents of potential hazards and provide lead hazard mitigation services wherever possible.

Actions planned to reduce the number of poverty-level families

The Village will continue to work with its business community and the State of Illinois to improve job training to close the gap between the jobs that are available in the community and the skillsets of residents. Among actions during the 2025-2026 Program Year are continued collaboration with the Golden Corridor Advanced Manufacturing Partnership, provision and coordination of transit services, and the provision of health services through the Health and Human Services Department. GCAMP and other economic development initiatives also provide career paths for local youth that can long term assist in preventing/reducing the number of poverty-level families.

Actions planned to develop institutional structure

The Village will be continuing its effort to identify priority needs through an update to its Comprehensive Plan. Consideration of HUD priorities will be included in this update, particularly as they relate to housing. A strong and updated Comprehensive Plan will improve the Village's ability to be responsive to needs through an improved institutional structure. Continued participation in the regional housing discussion through Cook County and the Continuum of Care will be important as well.

Actions planned to enhance coordination between public and private housing and social service agencies

Development Services has worked extensively with private developers to partner with local nonprofits focused on adults with disabilities to find areas of partnership and potenially locating some of the adults within their programs to specially-designed units for their needs.

Discussion

Continuing to assist as best as possible with limited funding and the Village is looking at what options we have for addressing issues with items beyond CDBG funding.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

Appendix - Alternate/Local Data Sources

Sort order	Type	Data Source Name	List the name of the organization or individual who originated the data set.	Provide a brief summary of the data set.	What was the purpose for developing this data set?	Provide the year (and optionally month, or month and day) for when the data was collected.	Briefly describe the methodology for the data collection.	Describe the total population from which the sample was taken.	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?	What time period (provide the year, and optionally month, or month and day) is covered by this data set?	What is the status of the data set (complete, in progress, or planned)?
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COMMUNITY DEVELOPMENT BLOCK GRANT 2025-2029

CONPLAN

2025 AAP

PUBLIC HEARING

Village of Hoffman Estates

July 25, 2025

Introduction
What is the Community Development Block Grant (CDBG) Program?

- The CDBG Program is a grant program funded by the U.S. Department of Housing and Urban Development.

- To receive funding, the Village is required to submit to HUD:
  - **Consolidated Plan** (five-year program strategy)
  - **Annual Action Plan** (identifying budget and planned projects)
  - **Comprehensive Annual Performance Evaluation report (CAPER)** (review of year's progress in comparison to five- year strategy)

ConPlan/AAP Background

This discussion covers the AAP for 2025 (starting October 1st) and the ConPlan for 2025-2029 (through September 30, 2029)

- Consolidated Plan (ConPlan) is the five (5) year plan of how the HUD funds are expected to be allocated
- Annual Action Plans (AAP) are what each individual year is expected to accomplish

Information is available on the Hoffman Estates' website, via mailings, through legal notices in the newspaper, etc.

What Can CDBG Funds Be Used For?

CDBG funds must be used to address housing and community development needs.

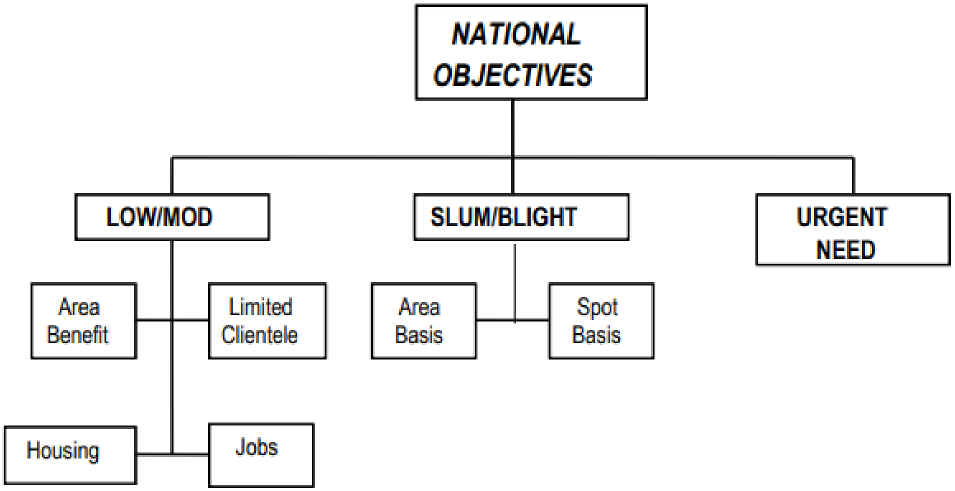
- Primary recipients of the CDBG funds are limited-income individuals or neighborhoods.

Objectives of the program are to provide:

- Decent Housing
- Suitable Living Environment
- Expand Economic Opportunities

Outcomes are:

- Availability/Accessibility
- Affordability
- Sustainability



Current Projects

- INFRASTRUCTURE PROJECTS: GRAND CANYON AND THE 2025-2026 STREET
- SINGLE FAMILY REHAB (SFR): ONGOING PROGRAM, SEEKING NEW TERMS STARTING OCTOBER 1, 2025
- CAC: NOW OFF OF ERR HOLD
- HOUSING SUPPORTIVE SERVICES/HOARDING REMEDIATION: AWAITING FIRST CLIENT (IN ITS PILOT PROGRAM STAGE)
- CV PROJECT – CLEARBROOK ROOFTOP HVAC

AAP2025

Full text available on website or printed

- $229,562 allocated from HUD
- $183,662 expected to be used on a street infrastructure project*
- $45,900 expected to be used on administration

- NOTE: Additional funds are available from prior years, and will likely be available via program income from SFR projects

- *Expected street is Chelmsford Place, but it needs to pass the ERR process

ConPlan 2025-2029

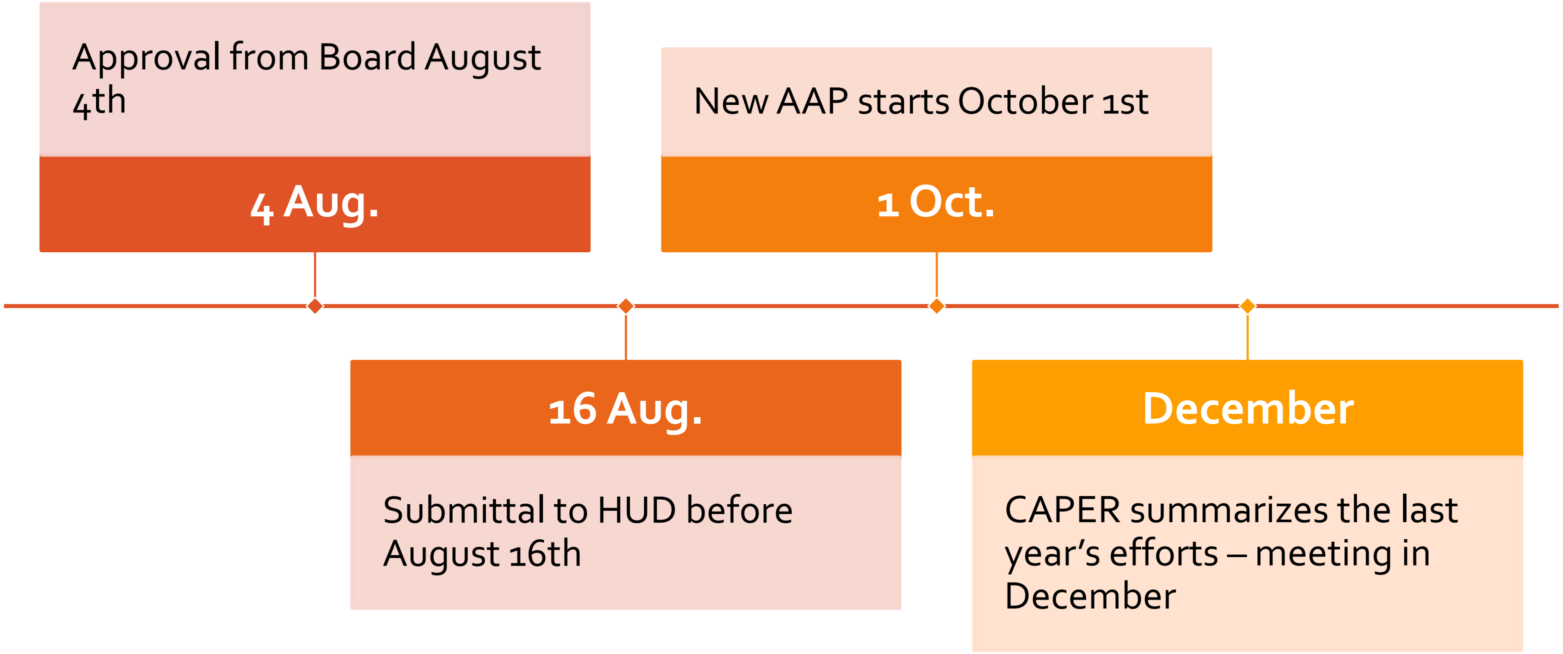
Full text available on website or printed

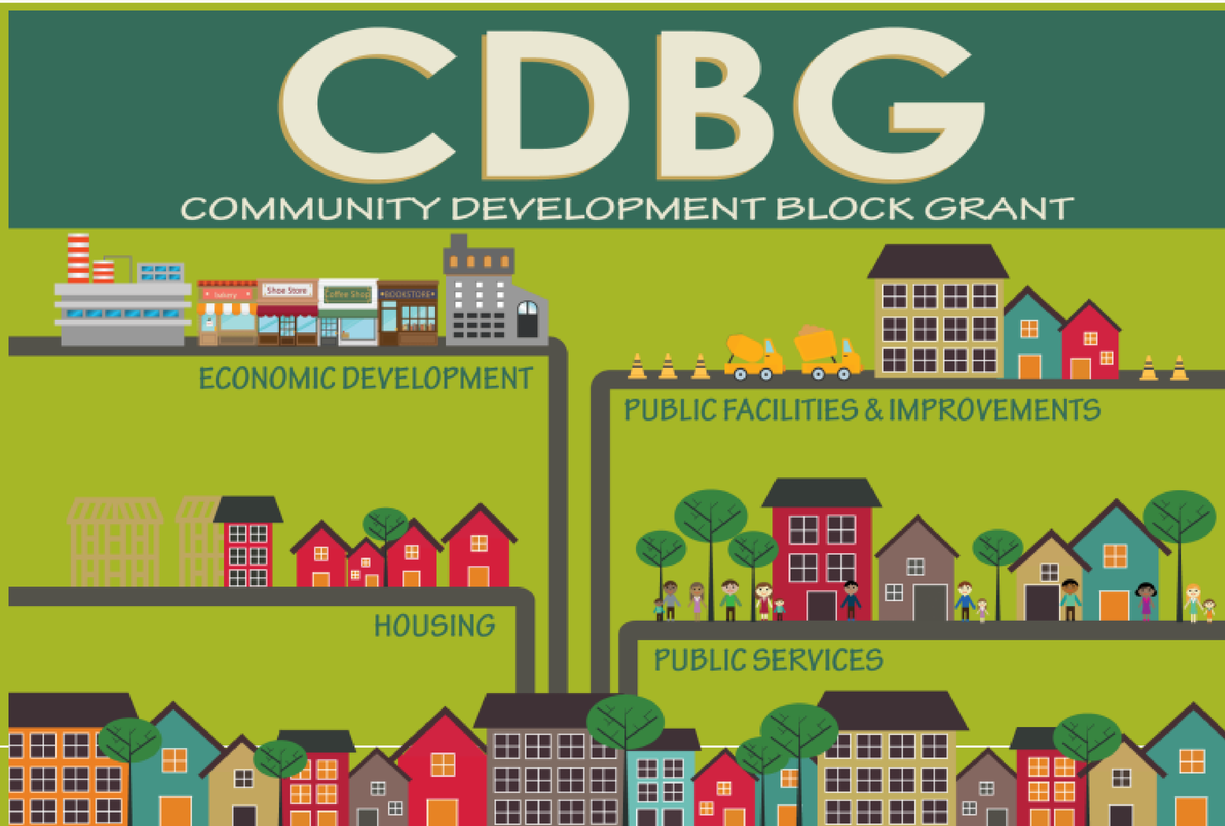
- AAP 2025 stated before, so let us look at AAP 2026-2029
- Planning on around $230K per year
- Goals:
  - Public Infrastructure Improvements (e.g., Streets and water mains)
  - Owner Occupied Rehabilitation (e.g., Single Family Rehab)
  - Public Facilities Improvements (e.g., CAC)
  - Planning and Administration

Priority Needs:

Sort*	Need Name	Priority Level
1	Improving Public Facilities and Infrastructure	High
2	Reducing the Housing Cost Burden	High
3	Social Service Needs- Homelessness	Low
4	Non-Housing Economic Development Needs	Low
5	Social Service Needs- Other	Low

Next Steps


Approval from Board August 4th
4 Aug.
New AAP starts October 1st
1 Oct.
16 Aug.
Submittal to HUD before August 16th
December
CAPER summarizes the last year's efforts – meeting in December



YOUR COMMENTS ARE WELCOME AND ENCOURAGED.

7/25/2025

AGENDA ITEM REPORT
Planning, Building & Zoning Committee
August 4, 2025
ITEM 4B

REQUEST:	Approval of 2025 CDBG Agreement with North West Housing Partnership to carry out Single Family Rehab Program with modified repayment terms
FROM:	Michael Walker, Community Planner Peter Gugliotta, Director of Development Services
ITEM TYPE:	Agreement - Committee

REQUEST SUMMARY

The Village has utilized CDBG funds to assist with single family rehabilitation (SFR) for almost 20 years. In that time, the Village has assisted many homeowners by offering 0% loans to income-qualified homeowners to do needed work on their properties and only repay the loan upon the sale of said property. Interest in the program has declined greatly in recent years, only allowing for about one to three homeowners completing the program each year. North West Housing Partnership (NWHP) operates the SFR program and the subrecipient agreement for the next program year starting October 1, 2025, is attached for approval. NWHP has seen greater success operating the program in municipalities that allow for the loan amount to gradually become forgivable over time, as this is less of a burden and more attractive to homeowners in need.

The attached agreement includes modifications modeled after the Village of Skokie program, where a proposed repayment schedule would allow for the amount of the loan to decrease starting after year five, becoming 0% needing to be repaid after fifteen years. For the first five years, the full amount would be due if the house is sold. The repayment amount would gradually decrease from years five through fifteen, after which the loan would be fully forgiven (see table below).

Year	Repayment %
6	50%
7	45%
8	40%
9	35%
10	30%
11	25%
12	20%
13	15%
14	10%
15	5%
Beyond 15	0%

FINANCIAL IMPACT

All funds utilized for this program are reimbursed to the Village from the US Department of Housing and Urban Development Community Development Block Grant Program.

RECOMMENDATION

Approve the 2025 CDBG agreement with North West Housing Partnership to carry out the single family rehabilitation program with modified repayment terms.

ATTACHMENTS

1. Subrecipient Agreement_Single Family Rehabilitation _ NWHP _ DRAFT 2025-2026 DRAFT

SUBRECIPIENT AGREEMENT

Agreement Between Village of Hoffman Estates
And
North West Housing Partnership

CDBG Program Year 20
October 1, 2025-September 30, 2026

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SUBRECIPIENT AGREEMENT

Agreement Between
Village of Hoffman Estates
And
North West Housing Partnership

This Subrecipient Agreement ("Agreement") is effective the 1st day of October, 2025, by and between the Village of Hoffman Estates, a municipal corporation of the State of Illinois (hereinafter referred to as the "Village" or "Recipient" or "Grantee") and North West Housing Partnership (hereinafter referred to as the "Subrecipient"), an Illinois not-for-profit corporation.

Section 1. Scope of Service

A. Activities.

The Village (as "Recipient") receives Community Development Block Grant funds annually from the Department of Housing and Urban Development (hereinafter referred to as "HUD"). The Subrecipient will be responsible for administering on the Village's behalf a Community Development Block Grant (hereinafter referred to as "CDBG") Single-Family Owner-Occupied Housing Rehabilitation (hereinafter referred to as "SFR") program for the 2025 CDBG program year (hereinafter referred to as the "Program Year" or "PY") in a manner satisfactory to the Village and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the CDBG program:

Rehabilitation
The Subrecipient will administer and cause to be rehabilitated single-family owner-occupied homes for eligible homeowners in the Village that meet CDBG program requirements and policies identified by the Village.

Activity Delivery Costs
Activity Delivery Costs will include: program advertisement and announcements; fielding inquiries and referrals; preparing forms and applications; processing applications; verifying income, employment, ownership, credit history, and all other underwriting requirements; determining type and amount of assistance; assisting homeowners in conducting eligible rehabilitation activities; preparing loan documentation and closing transactions; completing recordkeeping and bookkeeping in compliance with federal regulations; and providing program reports and invoices to the Village. Activity Delivery Costs are limited to those identified as eligible by HUD in Notice CPD 13-07.

B. National Objectives.

The Subrecipient certifies that the activity carried out under this Agreement will meet the Low/Moderate Income Objective. Only documented low/moderate income people/families will qualify for the CDBG single-family home rehabilitation program based on the Income Limit Summary for the Chicago-Naperville-Joliet, IL HUD Metro FMR Area generated by HUD.

C. Levels of Accomplishment - Goals and Performance Measures.

The levels of accomplishment hereunder or in the administration of the program will be based on number of applicants screened and number of homes rehabilitated. The Subrecipient agrees to use its best efforts to meet its goal to rehabilitate at least 3 homes during the Program Year.

D. Performance Monitoring.

The Village will monitor the performance of the Subrecipient against the goals and performance standard, as stated above. Substandard performance, as determined by the Village in its sole discretion, will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within sixty (60) days after being notified by the Village, procedures to suspend or terminate the Agreement may be initiated.

Section 2. Time of Performance

Services of the Subrecipient shall begin on the 1st day of October, 2025 and end on the 30th day of September, 2026. The term of this Agreement and the provision herein shall be extended to cover any additional time period during which the Subrecipient remains in control of the CDBG funds.

Section 3. Budget and Loan Caps

New CDBG program funds budgeted for this PY will total $0, this PY will utilize the current program allocation balance. The table below illustrates how the funds will be allocated:

Line Item	**Amount**
Current Program Allocation Balance	Approximately $63,597.18
Activity Delivery Costs	Not to exceed $0
Rehabilitation	Not to exceed $0
TOTAL	**Approximately $63,597.18**

Additional funds are still available from prior program years. The above amounts simply dictate that no new funds are currently being awarded. New funds may be added via CDBG Program Income.

The maximum amount that may be loaned per home is specified at a new maximum of $35,000 (whereas past agreements have capped the maximum at $25,000). The loans that are granted are to be non-transferrable and this is to be noted in the mortgage agreement.

Section 4. Loans to Home Value Ratio

The loan amount combined with any homeowner mortgage balance amount cannot exceed the assessed value of the home as determined at the time the loan is made, with the exception of funds approved under the Emergency Loan Program Procedures.

It is expressly understood that it is the CDBG funds that have been provided to the Village by HUD that are being made available as a loan to Homeowner by Subrecipient as the Village's program administrator and the same shall be noted in the mortgage agreement.

Section 5. Rehabilitation Projects

Allowed rehabilitation projects will include basic structural repairs, roofing, doors, windows, siding, electrical, plumbing, heating, and weatherization. The nature of each identified issue will be determined by Village inspectors in conjunction with North West Housing Partnership and its contractors. CDBG loans will not be made for interior or exterior decorating.
The items will be prioritized by issue:

Code Violations:	first priority
Health and Safety Issues:	second priority
Weatherization Issues:	third priority
Miscellaneous:	final priority

Improvements are intended to provide general benefit to the residential occupants of the building through the alterations, additions to, enhancement of existing structures and abatement of hazards and contaminants. Eligible improvements include integral fixtures and equipment that are connected to the home and those which are incidental to the other home improvements. Eligible improvements include those which increase the efficient use of energy in structures through the means of installing storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment. In all applicable circumstances, the Subrecipient will first consider energy efficiency and shall install Energy Star-rated improvements whenever feasible. Improvements may also be made to improve the efficient use of water through water savings faucets and shower heads, and the repair of leaks, repairs to water distribution lines or local sewer collection lines may also be made. In all applicable instances, the Subrecipient will first consider water efficiency and install the most water efficient improvements feasible.

The Subrecipient and its contractors will select only quality, affordably priced materials for the rehabilitation projects and all materials being used shall first meet with Homeowner's approval. The use of substandard materials or high priced luxury items is expressly prohibited. To ensure that the program and its advocates are adhering to CDBG program guidelines, the Subrecipient shall furnish a Set-up Report (identifying household characteristics and income verification) for Village review and approval before a closing can take place. The Subrecipient shall supply the Village with a copy of the project specifications, bid tabulation, and signed agreement between the contractor and homeowner before construction work can take place.

Section 6. Payment

It is expressly agreed and understood that the total amount of Program Year funds to be paid by the Village under this Agreement shall not exceed $0, unless specifically stated an updated agreement. Drawdowns for the payment of eligible expenses shall be made against the line item budget specified in Section 3 herein and in accordance with performance. Expenses for Activity Delivery Costs shall also be paid against the line item budgets specified in Section 3 and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 84.21.

Section 7. Required Documentation

Payments to the Subrecipient and hired contractors for Activity Delivery Costs and Rehabilitation shall be contingent upon the submittal of required documentation, and the affidavit or attestation that the documentation submitted for reimbursement by Subrecipient and its contractors is true and correct. Documentation for Activity Delivery Costs shall show direct costs incurred as part of fulfilling the duties of this Agreement.

Documentation requesting compensation for salary and wages shall contain an explanation of the work completed, number of hours spent on the work, and the total compensation for the employee performing the work. Documentation requesting compensation for cost of materials or services acquired, consumed or expended shall contain receipts of purchases showing actual cost and a description of the purchase.

The Village reserves the right to review documentation and determine whether the work performed, or material or services acquired are eligible for reimbursement under the terms of this Agreement in accordance with the rules and regulations of HUD under the CDBG program.

Section 8. Notices

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, personal delivery or electronic means; facsimile delivery is not permitted. Any notice delivered as aforesaid shall be effective on the date of delivery. All notice and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this Agreement shall be directed to the following representatives:

If to Village:	Village of Hoffman Estates Attention: Director of Development Services 1900 Hassell Road Hoffman Estates, IL 60169 847-882-9100
With a copy to:	Village of Hoffman Estates Attention: Village Clerk 1900 Hassell Road Hoffman Estates, IL 60169 847-781-2628
If to Subrecipient:	North West Housing Partnership Attention: Paula Bush Executive Director 1701 E. Woodfield Rd. Ste 203 Schaumburg, IL 60173 847-969-0561

Section 9. General Conditions

A. General Compliance.

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 [the HUD regulations concerning CDBG] including subpart K of these regulations, except that (1) the Subrecipient does not assume the Recipient’s environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the

Recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this Agreement. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than to supplant funds otherwise available.

B. Independent Contractor.

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. The Village shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

C. Hold Harmless.

The Subrecipient shall hold harmless, defend and indemnify the Village from any and all claims, actions, suits, charges, sanctions and judgments whatsoever that arise out of the Subrecipient's performance or non-performance of the services or subject matter called for in this Agreement.

D. Workers' Compensation.

The Subrecipient shall provide statutory Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance and Bonding.

The Subrecipient shall carry sufficient insurance coverage to protect Agreement assets from losses due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Village.

The Subrecipient shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

F. Village Recognition.

The Subrecipient shall ensure recognition of the role of the Village in providing services through this Agreement. All activities, facilities, and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments.

The Village or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Village's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Village or Subrecipient from its obligations under this Agreement.

The Village may, in its discretion, amend this Agreement to conform with Federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Village and Subrecipient.

H. Suspension or Termination.

In accordance with 24 CFR 85.43, the Village may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of the Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provision referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;

2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;

3. Ineffective or improper use of funds provided under this Agreement; or

4. Submission by the Subrecipient to the Village, of reports that are incorrect or incomplete in any material respect.

In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Village or the Subrecipient, in whole or in part, for any reason or no reason, by setting forth where applicable the reasons for such termination, the effective date, and, in case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Village determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Village may terminate the award in its entirety. Any funds then remaining in the possession or control of the Subrecipient shall be returned to the Village together with all records of then pending projects or loans outstanding.

Section 10. Administrative Requirements

A. Financial Management.

1. Accounting Standards.
   The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all the costs incurred.

2. Cost Principles.
   The Subrecipient shall administer its program in conformance with OMB Circulars A-122 "Cost Principles for Non-Profit Organizations." These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Recordkeeping.

1. Records to be Maintained and/or recorded.

   The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include, but not be limited to:

   a. Records providing a full description of each activity undertaken;

   b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;

   c. Records required to determine the eligibility of activities;

   d. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with CDBG assistance;

   e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;

   f. Financial records are required by 24 CFR 570.502, and 24 CFR 84.21-28; and

   g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention.

   The Subrecipient shall retain financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years, except where this Agreement is earlier terminated. The retention period begins on the date of the submission of the Village's Annual Performance and Evaluation Report (CAPER) to HUD in which the activities listed under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other action that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data.

   The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of the service provided. Such information shall be made available to the Village monitors or their designees for review upon request.

4. Disclosure.

   The Subrecipient understands that client information collected under this Agreement is private and that the use or disclosure of such information, when not directly connected with the administration of the Village's or Subrecipient's responsibilities with respect to services provided under this Agreement, is prohibited by 5 ILCS 140/7 unless written consent is obtained from the person receiving the services and, in the case of a minor, that of a responsible guardian.

5. Close-Outs.

The Subrecipient's obligation to the Village shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused material, equipment, unspent cash advance, program income balances, and account receivable to the Village), and determining the custodianship of record. Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

To maintain program efficiency and ensure that CDBG regulations are being met, the Subrecipient should submit the following documents to the Village after each loan closing and before any project construction work takes place:

- Loan and Closing Disclosure
- Homeowner Loan Agreement
- Project specifications
- Copy of the recorded mortgage
- Bid tabulation form

The following should be submitted by the Subrecipient to the Village after project construction is complete:

- Copy of all checks to contractor and statement showing payment withdrawal
- Copy of the final waiver of lien
- Updated internal monthly housing report
- Signed copy of the Completion Certificate (verifies completed project meets Village & NWHP program standards)
- Invoice for Payment from the Village
- Any other documentation requested by the Village

6. Audit and Inspections.

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Village, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports, must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits and OMB Circular A-133.

C. Reporting and Payment Procedures.

1. Loan Repayment and Program Income
In the event that a rehabilitated property is sold, the loan for the repairs is repaid to the Village. The Subrecipient as the administrator for the named lender on the title provides a payoff letter to the attorney or closing title company. The Subrecipient prepares and records a release of mortgage and provides a copy of the release and a check repaying the loan directly to the Village. The Village shall reallocate Program Income at its discretion.

Moving forward, new SFR projects will have modified loan repayment terms. If upon having the loan for over fifteen (15) years, the loan will be forgiven. If the property is sold prior to the fifteen (15) year mark, a percentage of the loan must be repaid. The amount repaid will be captured as CDBG program income, if $25,000 or more is captured in a given program year. The percentage that needs to be repaid is based on the table below, based on a full number of years since the loan date, with the cents truncated off completely:

YEAR FROM RECEIPT OF GRANT FUNDS	PERCENTAGE OF GRANT OWED VILLAGE
0-5	100%
6	50%
7	45%
8	40%
9	35%
10	30%
11	25%
12	20%
13	15%
14	10%
15	5%

2. Indirect Costs.
If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Village for approval, in a form specified by the Village.

3. Payment Procedures.
The Village will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Village policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred

by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Village in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Village reserves the right to liquidate funds available under this Agreement for costs incurred by the Village on behalf of the Subrecipient.

4. Progress Reports.
The Subrecipient shall submit regular Progress Reports to the Village in the form, content, and frequency as required by the Village, typically on a monthly basis unless otherwise required by the Village.

D. Procurement.

1. Compliance.
The Subrecipient shall comply with current Village policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Village upon termination of this Agreement.

2. OMB Standards.
Unless specified otherwise within this Agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.

3. Travel.
The Subrecipient shall obtain written approval from the Village for any travel outside the metropolitan area with funds provided under this Agreement.

E. Use and Reversion of Assets.

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Village any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.

2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of $25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Village an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Village. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five (5) year period.

3. In all cases in which equipment acquired, whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Village an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

Section 11. Relocation, Real Property Acquisition and One-For-One Housing Replacement.

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the HCDA; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606 (b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Village ordinances, resolutions, and policies concerning the displacement of people from their residences.

Section 12. Personnel and Participant Conditions.

A. Civil Rights.

1. Compliance.

The Subrecipient agrees to comply with the Human Rights Act of Hoffman Estates and with Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107, and 12086.

2. Nondiscrimination.

The Subrecipient agrees to comply with the nondiscrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants.

This Agreement is subject to the requirement of Title 6 of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such a transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvement erected or to be erected thereon, providing that the Village and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504.

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Village shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action.

1. Approved Plan.

The Subrecipient agrees that it shall be committed to carry out pursuant to the Village's specifications an Affirmative Action Program in keeping with the principles as provided in the President's Executive Order 11246 of September 24, 1966. The Village shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women and Minority Owned Businesses (W/MBE).

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African Americans, Hispanic and/or Latino Americans, Asian Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and/or women business enterprises in lieu of an independent investigation.

The Village will include in each bid notice for federally-funded projects, a statement to the effect of, "The Village of Hoffman Estates strongly encourages minority firms and women's business enterprises to apply. If subcontracts are to be let, the primary contractor shall take these same affirmative steps to solicit bids from minority and women's firms."

3. Access to Records.

The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records, and accounts by the Village, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

4. Notifications.

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA0 Statement).

The Subrecipient will, in all employment solicitations or advertisements placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provision.

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

C. Employment Restrictions.

1. Prohibited Activity.

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, inherently religious activities; lobbying, political patronage, and nepotism activities.

2. Labor Standards.

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.)* and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S. C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 19 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Village for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less that eight (8) units, all contractors engaged under contracts in excess of $2,000 for construction, renovation or repair work financed in whole or in part with assistance provided under this Agreement, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5, and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. Section 3 Clause.

a. Compliance.

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be a condition of the Federal financial assistance provided under this Agreement and binding upon the Village, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Village, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction projects are given to low- and very low-income people residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income people within the service area of the project or the neighborhood in which the project is located, and to low- and very low- income participants in other HUD programs; and award contract for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction projects to business concerns that provide economic opportunities for low- and very low-income people residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

b. Notifications.

The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or workers' representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment training.

c. Subcontracts.

The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct.

1. Assignability.

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Village thereto.

2. Subcontracts.

a. Approval.

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of the Village prior to the execution of such subcontracts.

b. Monitoring.

The Subrecipient will monitor all subcontracted service on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance. The Subrecipient shall be responsible for addressing issues related to the subcontractor or the subcontractor's work.

c. Content.

The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process.

The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Village along with documentation concerning the selection process.

3. Hatch Act.

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest.

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds.

b. No employee, officer, or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Village, the Subrecipient, or any designated public agency.

5. Lobbying.

The Subrecipient hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 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;

b. 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, Subrecipient will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and,

c. Subrecipient will require that the language of Paragraph (6) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

6. Lobbying Certification.

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.C. 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 that $100,000 for each such failure.

7. Copyright.

If this Agreement results in any copyrightable material or inventions, the Village and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or material for governmental purposes.

8. Religious Activities.

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

Section 13. Environmental Conditions

A. Air and Water.

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- ♦ Clean Air Act, 42 U.S.C., 7401, et seq.;

- ♦ Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issues there under;

- ♦ Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. Flood Disaster Protection.

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Lead-Based Paint.

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

D. Historic Preservation.

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list. The subrecipient will obtain permission from the State Historic Preservation office and keep its record in each property file.

Section 14. 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 15. 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.

Section 16. Waiver

The Village's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Village to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

Section 17. Governing Law

The laws of the State of Illinois shall govern the interpretation and enforcement of this Agreement.

Section 18. No Third Party Beneficiaries

No other party shall be or shall be deemed to be a third party beneficiary of this Agreement.

Section 19. Joint and Collective Work Product

This Agreement is and shall be deemed and construed to be a joint and collective work product of the Village and the Subrecipient, and, as such, this Agreement shall not be construed against one or the other party, as the otherwise purported drafter of same, by any court of competent jurisdiction and in order to resolve any inconsistency, ambiguity, vagueness or conflict, if any, in the terms of provisions contained herein.

Section 20. Signatures

Each party represents and warrants that the person whose name appears on the signature page below has or has been delegated the lawful and corporate authority to enter into this Agreement on behalf of that party.

Section 21. Entire Agreement

This Agreement consists of twenty-one (21) pages and constitutes the entire agreement between the Village and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Village and the Subrecipient with respect to this Agreement.

Section 22. Certification

This Agreement is effective the 1st of October, 2025.

The Village of Hoffman Estates, a municipal corporation of the State of Illinois

By_________________________
William D. McLeod, Village President
Village of Hoffman Estates

North West Housing Partnership

By________________________
Paula Bush, Executive Director
North West Housing Partnership

AGENDA ITEM REPORT
Planning, Building & Zoning Committee
August 4, 2025
ITEM 4C

REQUEST:	Approval of an Ordinance amending Section 11-7-1-A-5, Fee Schedule, of Chapter 11, Building Requirements, of the Hoffman Estates Municipal Code
FROM:	Sanyo Kapur, Director of Building & Code Enforcement Peter Gugliotta, Director of Development Services
ITEM TYPE:	Ordinance - Committee

REQUEST SUMMARY

The Village's current contract with Thompson Elevator Inspection Services (TEIS) is effective for a three-year term, from Dec 1, 2024 to Dec 1, 2027. As part of their contractual agreement to inspect around 223 Village-wide conveyances, TEIS maintained their current fees from prior years for a period of one year, until Dec 1, 2025. For the remaining 2-year term (from Dec 2, 2025, to Dec 1, 2027) TEIS has increased the fees due to additional testing requirements, additional training, and complexity of the inspections with the recent code changes. These inspections are now conducted on an annual basis, resulting in increased consultant inspection time. Detailed explanation for the increase in fees has been provided by TEIS in the attached document. The one-year time period to maintain current fees has allowed communication and advance notice to the businesses that will be serviced for new and modified elevators, as well as witnessing tests that are required by the State to be conducted at regular intervals. The increase in fees is still competitive market rates for the quality of services provided by TEIS.

There are additional documentation requirements due to the adoption of the 2019 Illinois Elevator Safety Code by the Office of State Marshall and Revised Elevator Safety Administrative Rules, effective 2023. This has led to increased staff time to process the reports and actively coordinate with TEIS due to increased complexity of the State testing requirements. Village staff will continue to send TEIS all conveyance permits for installations, modifications, and decommissioning and assist with any business notifications required by the Office of the State Fire Marshal. Village staff will also partner with TEIS for code enforcement follow-up as a result of failed inspections or non-compliant work.

The proposed increase in Village administrative fees for conveyance-related services will offset the additional costs incurred due to additional time spent by Village staff on their commitment to continuing to provide quality services to conveyance owners and to keep up with the reporting, communication, and inspection tracking process with TEIS. In prior years, the Village was able to charge administrative fees for elevator related services twice a year, due to bi-annual inspection requirements by State. In recent years, since the State amended the requirements to once a year, the Village has potentially observed a reduction in revenue from elevator administrative services.

Fee Schedule

The Village has a responsibility to ensure that its businesses receive quality elevator inspections and plan reviews at reasonable rates. Annual inspections are performed on all conveyances-elevators, lifts, dumbwaiters and escalators. Plan review and acceptance inspections are required whenever a conveyance is being installed or modified. The following is the proposed increase in Village fees for conveyance-related services:

CATEGORY	2025		2026-2027			
Inspections & Review	Thompson Fees	Village Fees	Thompson Fees	Village Fees	$ Increase in Fees	% Increase in Fees
Annual Inspections	$24	$55	$48	**$80**	$25	45.45%
Re-Inspections	$18	$55	$36	**$80**	$44	80%
Plan Review	$40	$200/car for 4 floors plus $20 per subsequent floor	$80	**$280**/car for 4 floors plus $20 per subsequent floor	$80	40%
Permit inspection/ reinspection	$40	$55	$80	**$100**	$45	81.81%
Process variation request	$40	$100	$80	**$140**	$40	40%

TEIS would also continue to receive the right to perform routine tests on escalators, and hydraulic and traction elevators, as required by the Office of the State Fire Marshall. These “witnessing tests” are invoiced directly to the business by the TEIS and are the inspection company’s primary revenue source. The Village does not have administrative responsibility for these tests and there are no Village administrative fees associated with these tests.

The proposed change in fees will result in an Ordinance amending Section 11-7-1-A-5, Fee Schedule, of Chapter 11, Building Requirements of the Hoffman Estates Municipal Code.

FINANCIAL IMPACT

The proposed increase in Village administrative fees for conveyance-related services will reduce the negative fiscal impact on the Village due to an increase in TEIS contract rates and gain back revenue lost from the reduction in inspections from bi-annual to annual inspections. The margin between TEIS increased rate and the proposed Village administrative fees is maintained at the same range as in prior years. All the TEIS rates charged to the Village are reimbursed by the private conveyance owners. Last year, all conveyance owners were already given advance notice of the potential increase in fees, effective Dec 2, 2025.

There is no cost for inspections of Village-owned conveyances.

RECOMMENDATION
Approval of an Ordinance amending Section 11-7-1-A-5, Fee Schedule, of Chapter 11, Building Requirements, of the Hoffman Estates Municipal Code.

ATTACHMENTS
1. Ordinance - 11-7-1-A-5 - Elevator Fee Increase
2. Increase in Fees Letter
3. 2024 Thompson Elevator Bid Amendments

ORDINANCE NO. ______________ - 2025

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING SECTION 11-7-1-A-5, FEE SCHEDULE OF CHAPTER 11, BUILDING REQUIREMENTS OF THE HOFFMAN ESTATES MUNICIPAL CODE

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

Section 1: That Section 11-7-1-A-5, FEE SCHEDULE, of Chapter 11, BUILDING REQUIREMENTS, of the Hoffman Estates Municipal Code, is hereby amended to read as follows:

5. Fee Schedule:

1.	Commercial Construction (includes multi-family residential)	
	a. New and Additions	1.1% of construction costs Minimum $200.00
	b. Alterations, Remodels, Repairs, Replacement	1.1% of construction costs Minimum $200.00
2.	Residential Construction (includes one and two-family and attached/townhomes)	
	a. New	1.2% of construction costs Minimum $100.00
	b. Additions, Alterations, Remodels, Repairs, Replacements	1% of construction costs Minimum $75.00
3.	Accessory Structures not listed elsewhere in this schedule: Pergola, Detached Garage, Shed, Deck, Patio, Arbor, Gazebo, Enclosures, etc.	$0.50 per square foot Minimum $75.00
4.	Temporary Structures	$100.00
5.	Plumbing	
	a. General	$75.00 plus $10.00 per fixture
	b. Sewer / Water Service Repair	$75.00
	c. Water Heater, Water Softener, other appliance	$50.00
6.	Irrigation	$75.00
7.	Heating, Ventilating, Air Conditioning, Refrigeration, Cooling	
	a. New or Replacement Equipment - Commercial	$75.00 per unit
	b. New or Replacement Equipment - Residential	$50.00 per unit
	c. Ductwork alterations	$50.00 plus $0.10 per square foot. Minimum $75.00; Maximum $5,000.00
8.	Electrical	
	a. General	$50.00 plus $0.10 per square foot Minimum $75.00; Maximum $5,000.00
	b. New Main Panel, Distribution Panel, Service	$25.00 per 100-Amperes Minimum $75.00
9.	All conveyances: Elevators, Lifts, Dumbwaiters, Escalators	
	a. New or altered - includes plan review and first acceptance inspection	$~~200.00~~ 280.00 per car for the first four floors. Subsequent floors at $20.00 per car
	b. ~~Semi-~~Annual Inspection	$~~55.00~~ 80.00
	c. Process variation request to State of Illinois Elevator Code	$~~100.00~~ 140.00
10.	Drainage, Retaining Walls, Landfilling, Grading	
	a. Residential	$100.00
	b. Commercial	1.1% of construction costs Minimum $200.00
11.	Communication Towers and Antennas	1% of construction costs Minimum $200.00
12.	Demolition - Interior	$100.00
13.	Razing Structures	
	a. Residential	$500.00 per story
	b. Commercial	$1,000.00 per story
14.	Parking Lot, Curb, Sidewalks: Resurface, Repair, Re-stripe	1% of construction costs, Minimum $100.00
15.	Moving a Structure Using Public Ways	$1,000.00 per story
16.	Driveways	
	a. Residential Driveway	$75.00
	b. Residential Apron	$25.00
	c. Commercial	1% of construction costs Minimum $100.00
17.	Fences	
	a. Residential	$50.00
	b. Commercial	1.1% of construction costs Minimum $200.00

18.	Certificate of Occupancy	$50.00 per 1,000 square feet or fraction thereof Minimum $50.00
19.	Temporary Certificate of Occupancy Permit	
	a. Residential - Initial Issuance (valid for 30 days)	$500.00
	b. Residential - Extension of Occupancy Permit beyond initial 30 days	$500.00 for first 30 day extension beyond initial 30 day period, $1,000.00 for second 30 day extension, then fee doubles for each additional 30 days beyond that
	c. Commercial - Initial Issuance (valid for 90 days)	$500.00 for first 30 days, $500.00 for second 30 days after issuance, $500.00 for third 30 days after issuance
	d. Commercial - Extension of Occupancy Permit beyond initial 90 days	$1,000.00 for first 30 day extension beyond initial 90-day period, $2,000.00 for second 30 day extension, then fee doubles for each additional 30 days beyond that.
20.	Exterior Signs	
	a. Wall sign	$100.00
	b. Post sign without structural base or foundation	$50.00
	c. Pole or Ground Sign with a structural base or foundation	$500.00
	d. Temporary sign or banner	$50.00
21.	Swimming Pools	
	a. Above Ground - Residential	$75.00
	b. Above Ground - Portable - Residential	$50.00
	c. Below Ground - Residential	$100.00
	d. Public	1% of construction costs. Minimum $200.00
22.	Plan Review, includes one re-review. Each additional re-review beyond the first, shall be assessed an additional plan review fee at 20% of the original plan review fee. Minimum $50.00.	
	a. Commercial New, Additions, Alterations	10% of permit fee. Minimum $100.00
	b. Residential New	10% of permit fee. Minimum $100.00
	c. Residential Additions, Alterations	10% of permit fee. Minimum $25.00
	d. Accessory structures and all others not listed above	10% of permit fee. Minimum $25.00
23.	Stoop/Stair/Walks	
	a. Single-Family/Duplexes or one to three stoops	$50.00
	b. Multi-Family four or more stoops	$200.00
	c. Service Walks	$50.00
24.	Roofing	
	a. Single-Family/Duplexes	$75.00 per residential unit
	b. Multi-Family (per building)	$150.00
	c. Commercial	1% of construction cost
25.	Siding	
	a. Single-Family	$75.00
	b. Multi-Family	$150.00
26.	Windows & Doors	1% of construction costs Minimum $75.00
27.	All work involving construction, alterations, additions, repairs, removal and demolition not specifically provided for herein	Charged at a rate to be determined by the Building Official. Minimum $30.00.
28.	Permit Extension (valid for 180 days)	10% of permit fee. Minimum $75.00
29.	Expired Permit	$25.00 per each 30 days past expiration

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS ________ day of _________________, 2025

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____

Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS ______ DAY OF _______________, 2025

____
Village President

ATTEST:

____
Village Clerk

Published in pamphlet form this _______ day of ____________________, 2025

With all due respect, we graciously present a change in the fee schedule for services provided. We feel these fees align with the industry, and will allow us to continue to deliver reliable service and the highest quality elevator inspectors for the Village of Hoffman Estates.

Factors that have played a role in these changes include:

1. OSFM Adoption of ASME A17.1- 2019 in 2021 and future elevator code adoptions

- From 2015-2021, OSFM enforced the 2013 code. OSFM abstained from adopting the 2016 code; by doing so, building owners were allowed a cost savings due to 2013 code not being as intense
- Elevators now require more intense inspection and testing under the 2019 code. The intensity of the code has made the elevators safer for the riding public
- Video and messaging (VAM) capability now required by code for all new and fully modernized elevators
- Front approach door protection with specific testing requirements now required by code for all new and fully modernized elevators
- More inspection and testing time required for all inspections due to complexity and specifity of new code requirements

2. Fire Alarm Initiation Device (FAID) Testing

- Adopted as an add-on to the code by the Illinois Elevator Safety Review Board
- State began enforcing this test in 2021
- Additional testing added to all hydraulic and traction passenger elevators, as applicable
- Minimum 1 hour added to all test appointments

3. Business Operation Impacts

- TEIS insurance has increased with additional testing and inspection requirements due to intensity and danger of above requirements
- To ensure building compliance, logistics to coordinate building and elevator personnel have increased
- QEI inspector accrediting organizations have increased training requirements for license renewals, continuing education, and work shops to meet current code requirements

The fee change amounts to a .07¢ per day increase to ensure annual compliance with the latest OSFM adopted elevator code and safety for the riding public. In addition, the buildings will continue to receive a cost savings until December 1, 2025.

THOMPSON ELEVATOR INSPECTION SERVICE, INC.

830 E Rand Rd, Suite 10 Mt. Prospect, Illinois 60056
Phone: (847) 296-8211 Email: info@thompsonelevator.com

Village of Hoffman Estates
Services / Schedule Of Fees
Applicable December 1, 2024 to December 1, 2025
Fees shall apply to all current open permits for residential conveyances

Applies to all Commercial and Residential Conveyances
Inspections made between Monday through Friday from 8 AM - 5 PM by State/QEI Licensed Inspectors

SERVICE / FEE:	APPLIES TO:	SERVICE PROVIDED:
Routine Code Inspection $24.00 per unit, per inspection $0.00 per unit, per inspection-Village conveyances	• Commercial conveyance code inspections • Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.) • Includes OSFM applicability and non-OSFM applicability	• Code inspections completed annually • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Routine Code Re-Inspection $18.00 per unit, per inspection $0.00 per unit, per inspection-Village conveyances	• Commercial conveyance code inspections • Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.) • Includes OSFM applicability and non-OSFM applicability	• Re-inspection of failed annual code inspection • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Plan Review $40.00 per unit $0.00 per unit, per inspection-Village conveyances	• Commercial and residential plan reviews • New installation/modernization/demolition of elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, etc.) • Includes OSFM applicability and non-OSFM applicability	• Review of Final Elevator Shop Drawings • Copy of completed plan review sent to Village
Permit Inspection $40.00 per unit, per inspection $0.00 per unit, per inspection-Village conveyances	• Commercial and residential permit inspections • New installation/modernization/demolition of elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, etc.) • Includes OSFM applicability and non-OSFM applicability	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Permit Re-Inspection $40.00 per unit, per inspection $0.00 per unit, per inspection-Village conveyances	• Commercial and residential permit re-inspections • New installation/modernization/demolition of elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, etc.) • Includes OSFM applicability and non-OSFM applicability	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Hydraulic Elevator Pressure Relief Test $99.00 per unit, per hour $60.00 per unit, per hour- Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Traction Elevator No-Load Test $99.00 per unit, per hour $100.00 per unit, per hour - Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Traction Elevator 5-Year Full Load Test $99.00 per unit, per hour $125.00 per unit, per hour - Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Category 5 Escalator Skirt Indexing $99.00 per unit, per hour $55.00 per unit, per hour – Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Fire Alarm Initiating Device (FAID) Test $150.00 per unit, per hour $99.00 per unit, per hour-Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner

THOMPSON ELEVATOR INSPECTION SERVICE, INC.

830 E Rand Rd, Suite 10 Mt. Prospect, Illinois 60056
Phone: (847) 296-8211 Email: info@thompsonelevator.com

Village of Hoffman Estates
Services / Schedule Of Fees
Applicable December 2, 2025 to December 1, 2027

Applies to all Commercial and Residential Conveyances
Inspections made between Monday through Friday from 8 AM - 5 PM by State/QEI Licensed Inspectors

SERVICE / FEE:	APPLIES TO:	SERVICE PROVIDED:
Routine Code Inspection $48.00 per unit, per inspection $0.00 per unit, per inspection- Village conveyances	• Commercial conveyance code inspections • Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.) • Includes OSFM applicability and non-OSFM applicability	• Code inspections completed annually • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Routine Code Re-Inspection $36.00 per unit, per inspection $0.00 per unit, per inspection- Village conveyances	• Commercial conveyance code inspections • Existing elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, VRCs, etc.) • Includes OSFM applicability and non-OSFM applicability	• Re-inspection of failed annual code inspection • TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Plan Review $80.00 per unit $0.00 per unit, per inspection- Village conveyances	• Commercial and residential plan reviews • New installation/modernization/demolition of elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, etc.) • Includes OSFM applicability and non-OSFM applicability	• Review of Final Elevator Shop Drawings • Copy of completed plan review sent to Village
Permit Inspection $80.00 per hour, per unit, per inspection $0.00 per hour, per unit, per inspection- Village conveyances	• Commercial and residential permit inspections • New installation/modernization/demolition of elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, etc.) • Includes OSFM applicability and non-OSFM applicability	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Permit Re-Inspection $80.00 per hour, per unit, per inspection $0.00 per hour, per unit, per inspection- Village conveyances	• Commercial and residential permit re-inspections • New installation/modernization/demolition of elevators, escalators, dumbwaiters, freight elevators, lifts (wheelchair, dock, material, casket, scissor, etc.) • Includes OSFM applicability and non-OSFM applicability	• TEIS provides forms • TEIS provides insurance • TEIS provides copies of all inspections to Village
Hydraulic Elevator Pressure Relief Test $150.00 per unit, per hour $99.00 per unit, per hour- Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Traction Elevator No-Load Test $150.00 per unit, per hour $125.00 per unit, per hour- Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Traction Elevator 5-Year Full Load Test $150.00 per unit, per hour $150.00 per unit, per hour- Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Category 5 Escalator Skirt Indexing $150.00 per unit, per hour $99.00 per unit, per hour- Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner
Fire Alarm Initiating Device (FAID) Test $150.00 per unit, per hour $99.00 per unit, per hour- Village conveyances	• Existing commercial conveyances, as applicable	• Coordinates appointment with Elevator Company • Provides forms • Provides copies of report to Building Owner

VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
PLANNING DIVISION MONTHLY REPORT

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Jennifer Horn, Director of Planning and Transportation

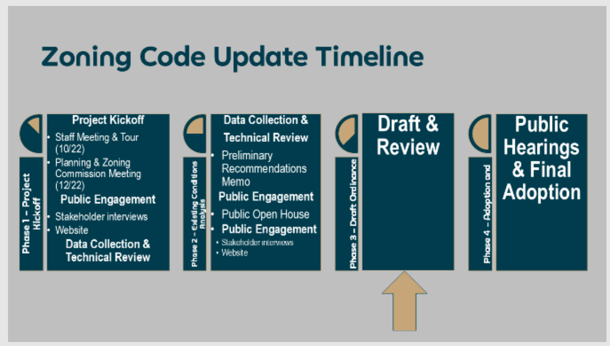
August 2025

GENERAL UPDATES

- Staff had a successful Summer Hang event for Hello, Hoffman! At South Ridge Park on July 22. Almost 200 people attended this event and provided valuable feedback on various topics including where their favorite places are in Hoffman Estates, feedback on services that the Village offers, and opportunities to take the first public survey.

HOFFMAN ESTATES
ZONING UPDATE

- ♦ Teska Associates (as lead) and Ancel Glink awarded contract to complete the update of the Zoning Code. The new code will be a Unified Development Code.
- ♦ The PB&Z Committee moved to support the consultant's findings and recommendations on August 7, 2023.
- ♦ The project website is live at www.VOHEzoning.org.
- ♦ A first draft of the complete code has been reviewed by Corporation Counsel. Staff are actively redrafting ahead of an anticipated 2025 adoption process.



hoffman in motion TRANSPORTATION PLAN

EPSTEIN HNTB All Together.

- ♦ Epstein (as lead), HNTB, and All Together awarded contract for comprehensive multimodal plan: Hoffman in Motion.
- ♦ Website is live www.hoffmaninmotion.com.

Public Engagement

- ♦ A full public engagement summary including the results of both surveys is available at www.hoffmaninmotion.com
- ♦ The final open house for the project was held on June 24 at Fabbrini Park. Approximately 30 people provided feedback on the draft recommendations.

Work Product

- ♦ A full draft of the final plan is under review.

Hello, Hoffman!

Hello, Hoffman is the Village's new **Comprehensive & Strategic Plan**—a guide for how Hoffman Estates will grow and thrive in the years ahead. This plan is all about shaping the future of our neighborhoods, roads, public spaces, businesses, and services. It will be shaped by input from those who live here, work here, play here, and know this community best.

Together, we're answering three big questions throughout the project:

- ***#1: Where are we now?*** *Let's take a good look at where we stand today. What's working, and where can we improve? What makes our community shine?*
- ***#2: Where do we want to go?*** *Let's boldly envision the next 20 years for our community. What are our values and priorities as we say hello to a bigger, brighter future?*
- ***#3: How do we get there?*** *Let's make plans! What policies, decisions, and actions do we need to take together to reach our community's goals?*

Project Updates

- Almost 200 people attended the Summer Hang on **Tuesday, July 22, from 5:00 to 7:30 p.m. at South Ridge Park.** The event included special guests, yard games, interactive activities, and frozen treats.
- Staff engaged 91 students at the Thomas Jefferson Career Fair. Students gave feedback about their favorite places in Hoffman Estates, with a resounding 39% selecting the various parks.
- Project website is live at www.hellohoffman.com. The first survey for *where are we now?* Is live and has received 89 responses to date.

ACTIVE PLANNING PROJECTS

Project	Address	Status	PZC or PBZ Meeting	VB Meeting
Freeman Road ROW Dedication – Jade Estates in South Barrington	**10 S FREEMAN RD**	**APPROVED**	**7/7/25**	**7/7/25**
Shed Setback Variation	**1490 NOTTINGHAM LN**	**APPROVED**	**7/16/25**	**7/21/25**
Pool Deck and Privacy Wall Variation	**510 GLENDALE LN**	**APPROVED**	**7/2/2025**	**7/21/2025**
Dream Clean Equipment – Staff Level Amendment	**105 E GOLF RD**	**APPROVED**	**-**	**-**
Shed Size Variation and Open Space Release	**1845 W SHOREWOOD DR**	**PUBLIC MEETING**	**8/6/2025**	**8/18/2025**
Eisenhower School Plat of Vacation	**800 HASSELL RD**	**PUBLIC MEETING**	**8/4/2025**	**8/4/2025**
Grand Reserve Apartments – Barrington Square Town Center (Synergy)	2300 W HIGGINS RD	UNDER REVIEW		
Microsoft CHI07 Data Center	3125 N BARRINGTON RD	UNDER REVIEW		
Bell Works Apartments	1730 LOHAN WAY	UNDER REVIEW		
Bell Works – West Side Entrance Site Plan	2000 CENTER DR	UNDER REVIEW		
Scooter's Coffee	2 E HIGGINS RD	UNDER REVIEW		
Hyatt Hotel Exterior Remodel – Administrative Approval	2750 GREENSPOINT PKWY	UNDER REVIEW		
Advance Preschool Expansion – SU	2353 HASSELL RD # 110	UNDER REVIEW		
Fire Station 22 Pre-Development Review	2170 – 2190 W HIGGINS RD	UNDER REVIEW		
Medcoa Buildings – SU and Parking Lot Improvements	990 - 1000 GRAND CANYON PKWY	UNDER REVIEW		

MONTHLY PLANNING PROJECT ACTIVITY

Projects Submitted by Type	July	2025 YTD
Pre-Development	1	4
Agreement		1
Annexation		
Courtesy Review		1
Easement	1	1
Master Sign Plan		2
Plat of Subdivision		1
Other Plat	1	1
RPD Amendment		
Site Plan Review	3	12
Special Use	1	3
Text Amendment		1
Rezoning		
Variation	2	5
Total	**5**	**33**
FOIA Processed	**8**	**20**
Zoning Verification Letters	**1**	**3**
Building Permits Reviewed by Planning	**78**	**459**

PLANNING PERFORMANCE MEASURES

Site Plan Review Process	July		2025 YTD	
Number of administrative/staff review site plan cases completed	1	100%	5	56%
Number of PZC site plan cases processed	0		4	
Annual goal is to complete at least 65% of site plan cases through administrative review process				

Site Plan Review Timing	July		2025 YTD	
Number of cases processed within 105 days	1	100%	9	100%
Annual goal is to complete 100% of cases within 105 days				

VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
CODE ENFORCEMENT DIVISION MONTHLY REPORT

SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE
BY: Sanyokta Kapur, Director of Building & Code Enforcement

August 2025

GENERAL ACTIVITIES

- On July 4, 2025, David Banaszynski inspected the Carnival and Fourthfest.
- On July 13, 2025, Kathleen Kuffer inspected temporary food events at the Barrington Square Makers Market and the Hideaway Margaritas & Makers.
- On July 13-19, 2025, David Banaszynski attended the NEHA annual conference in Phoenix.
- On July 16, 2025, Liz Dianovsky attended an 8 hour legal aspects training at the Building & Fire Code Academy in Elgin.
- On July 23-25, 2025, David Banaszynski attended the IEHA Board Retreat at Starved Rock.
- July 29, 2025, Tricia Morandi attended a webinar NFPA on A Comprehensive View of Renewable Energy Installations Through the Lens of the Electrical Cycle of Safety.
- On July 30, 2025, Tricia Morandi attended a webinar Permit TechNation on Effective Written Communication for Customer Service & Internal Collaboration.
- On July 30, 2025, David Banaszynski inspected a temporary food event at Bellworks.
- Site development is ongoing for **Kensington Townhomes by Pulte** on 1950 Hassell Rd**.** Permit for model Building 1 construction has been issued and foundation work is expected to start by first week of August.
- **Microsoft** has reached substantial completion of B**uilding 1, CHI05**- Colos 2 and Colos 3 and will be applying for temporary occupancy of these zones by mid-August. Colos 4 and Colos 5 buildouts are expected to be completed by October 2025. Construction is underway for site and structure for **CHI06, Building 2** of the campus. Expected date of construction completion is July, 2026.
- All buildings at the **Sears campus** at 3333 Beverly Rd**,** have been demolished. Site Development permit for existing site demolition, mass grading and Land Development permit of the **Compass Data Centers** has been issued. Compass Data Center, Building 1, has received permit to start construction.
- **Shangrila Dispensary** off N. Barrington Rd has completed interior buildout and is pending site upgrades.
- **Dar-Ul-Ilm** Foundation interior buildout for religious center at Lakewood Blvd is underway.
- **Belle Tire** on Higgins Rd has made significant progress with site work and building shell and core construction.
- **Rookies** from Higgins Rd at the Poplar Creek Crossing subdivision has progressed in construction for expansion into the tenant space next door and outdoor seating.
- **Fire Station 21** off Flagstaff Lane has made significant progress on building shell and site work.
- **ComEd** is almost complete with construction on Pembroke Ave. substation expansion.
- **Airdrie Estates** subdivision has several lots under construction for new single-family homes.
- **Marriott** has received full occupancy for the event rooms and restaurant area. Exterior patio work is pending.
- Code Enforcement staff have been involved in several ongoing property maintenance cases as well as annual monitoring of commercial snow removal and pothole maintenance.

Bell Works Construction Update:

- Staff is working with Bell Works on several tenant build-outs and parking garage repairs throughout the east side. **Convergint** office space has received full occupancy. Land Development permit for Bell Works **Townhomes** has been issued and work is underway. **West side parking garage** repairs and interior demolition of **West and Central building** is under progress.

END-OF-MONTH SUMMARIES

Due to the timing of the Committee meeting this month, the end-of-month summaries are not available at this time. A follow up report with totals through the end of August will be distributed once available.