

*This meeting is being held via telephonic attendance.*

**AGENDA  
PLANNING, BUILDING AND ZONING COMMITTEE  
Village of Hoffman Estates  
July 6, 2020**

**Immediately Following the Transportation & Road Improvement Committee**

<b>Members:</b>	<b>Gary Stanton, Chairman</b>	<b>Anna Newell, Trustee</b>
	<b>Karen Arnet, Vice-Chairman</b>	<b>Gary Pilafas, Trustee</b>
	<b>Karen Mills, Trustee</b>	<b>Michael Gaeta, Trustee</b>
		<b>William McLeod, Mayor</b>

**I. Roll Call**

**II. Approval of Minutes - June 8, 2020**

**NEW BUSINESS**

1. Request approval of an amendment to the Community Development Block Grant (CDBG) Citizen Participation Plan, and substantial amendments to the Village's Consolidated Plan 2015-2019 and Annual Action Plan 2019, to include CDBG Covid (CDBG-CV) funding and activities.

**REPORTS (INFORMATION ONLY)**

1. Planning Division monthly report.
2. Code Enforcement Division monthly report.
3. Economic Development and Tourism monthly report.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. 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](http://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.*

**PLANNING, BUILDING & ZONING  
COMMITTEE MEETING MINUTES**

June 8, 2020

**I. Roll Call**

**Members in Attendance:**

**Gary Stanton, Chair  
Karen Arnet, Vice-Chair  
Karen Mills, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Michael Gaeta, Trustee  
Mayor William D. McLeod**

**Management Team Members  
in Attendance:**

**Ted Bos, Acting Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Peter Gugliotta, Director of Dev. Services  
Patrick Seger, Director of HRM  
Bev Romanoff, Village Clerk  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. to Village Manager  
Ryan Johnson, Mgmt. Analyst**

The Planning, Building & Zoning Committee meeting was called to order at 7:00 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Planning, Building & Zoning Committee meeting minutes of May 11, 2020. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Arnet, to approve the Special Planning, Building & Zoning Committee meeting minutes of June 1, 2020. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. **Request approval of the following:**
  - a) **accept the Village Green Concept Master Plan as recommended by the Village Green Ad Hoc Committee;**
  - b) **Site Plan approval for the Phase One Construction scope for the Village Green, including mass grading and utilities; and**
  - c) **authorization to approve Addition #1 to the Village Green Master Plan Contract with Tria Architecture of Burr Ridge, IL in an amount not to exceed \$172,500.**

An item summary sheet from Ryan Johnson, Kevin Kramer, Jennifer Horn and Peter Gugliotta was presented to Committee.

Peter Gugliotta addressed the Committee and provided an overview of the Village Green Ad Hoc Committee’s review of the Village Green concept master plan. The plan recommended includes reorienting the existing main stage, expanded concession building, new restroom building, expanded beer garden, prominent visual entry feature, and consolidation of most amenities focused around the current concession building/beer garden.

Ron McGrath, with Tria Architecture, addressed the Committee and reviewed the Phase One Plan and funding. The site work included in Phase One needs to be done regardless of many detail decisions that could be made in future phases. Phase One cost of \$982,318 would include grading and excavation, site utilities, storm water quality measures, concrete, lighting, furnishings, vendor court and landscaping and turf restoration.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve the following: a) accept the Village Green Concept Master Plan as recommended by the Village Green Ad Hoc Committee; b) site plan approval for the Phase One construction scope for the Village Green, including mass grading and utilities; and authorization to approve Addition #1 to the Village Green Master Plan Contract with Tria Architecture, Burr Ridge, IL, in an amount not to exceed \$172,500. Voice vote taken. All ayes. Motion carried.

**REPORTS (INFORMATION ONLY)**

**1. Department of Development Services monthly report for Planning Division.**

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

**2. 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.

**3. 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.

**III. President’s Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Gaeta, to adjourn the meeting at 7:48 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request approval of an amendment to the Community Development Block Grant (CDBG) Citizen Participation Plan, and substantial amendments to the Village's Consolidated Plan 2015-2019 and Annual Action Plan 2019, to include CDBG Covid (CDBG-CV) funding and activities.

**MEETING DATE:** July 6, 2020

**COMMITTEE:** Planning, Building & Zoning

**FROM:** Ryan Johnson *RJ*

**REQUEST:** Request approval of an amendment to the Community Development Block Grant (CDBG) Citizen Participation Plan, and substantial amendments to the Village's Consolidated Plan 2015-2019 and Annual Action Plan 2019, to include CDBG Covid (CDBG-CV) funding and activities.

**BACKGROUND:** In April 2020, the Village of Hoffman Estates was notified by the Department of Housing and Urban Development (HUD) that it would receive a special allocation of CDBG funds (CDBG-CV) to be used to prevent, prepare for, and respond to the Coronavirus. This special allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020. The Village's anticipated allocation of CDBG-CV funds is \$145,053. The funds must be expended by September 30, 2022.

**DISCUSSION:** Certain CDBG requirements were waived by HUD in order to expedite the use of the CDBG-CV funds:

- ◆ The public comment period was reduced to no less than five days;
- ◆ Virtual public hearings were allowed when necessary to protect public health;
- ◆ The 15% public services cap was suspended for CDBG-CV funds;
- ◆ CDBG entities, such as the Village, may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

Draft amendments have been made to three CDBG plans in order to program the additional CDBG-CV funds. These amendments, once approved by the Village, will be submitted to HUD for expedited review and ultimately the release of the CDBG-CV funds. The three amended documents are attached and include the Village's Citizen Participation Plan, five-year Consolidated Plan 2015-2019, and the Annual Action Plan 2019. Text changes are highlighted and underlined in each of the three attached documents.

**DISCUSSION (Continued):*****Citizen Participation Plan***

The Village's current Citizen Participation Plan was adopted in 2015. The proposed Citizen Participation Plan has been amended to acknowledge potential changes in Federal regulations pertaining to public notice and comment periods. The plan therefore recognizes HUD's CARES Act waiver of a 30-day public comment period for a five-day public comment period.

The proposed draft also amends the Criteria for Substantial Amendments. The current criteria require substantial amendments to transfer CDBG funds from one activity to another, or to make a budget change to an activity when the amount is over \$20,000. The added criterion allows the Village to transfer funding between the proposed CDBG-CV public service activities as needed in order to provide flexibility to best respond to Covid-related needs:

- ◆ In the case of CDBG-CV funding, a substantial change will be defined as a modification that would result in the allocation of CDBG-CV funds to a new Consolidated Plan goal (ex. housing, infrastructure, public facilities, etc.). Reallocating CDBG-CV funds among activities within a Consolidated Plan goal (ex. public services) shall not be considered a substantial amendment.

***Consolidated Plan 2015-2019***

The Village's current 5-year Consolidated Plan has been amended to include one additional Objective for Covid-response activities:

- ◆ **Objective 3:** Provide services for low and moderate income residents affected by the Covid pandemic. Projects may include public services that provide for utility or rental assistance, or for health and human services, including services such as counseling.

***Annual Action Plan 2019***

The Village's current Annual Action Plan 2019 has been amended to include three CDBG-CV projects based upon the Consolidated Plan Objective listed above:

- ◆ Public Services – Utility and/or rental assistance (\$58,053) - This program will include utility and/or rental assistance, in response to the Covid pandemic. The program may be administered by the Village directly through Health and Human Services (HHS) Department and the Development Services Department, and/or outside agencies. Utility assistance may include payment of overdue water bills for eligible applicants affected by the Covid pandemic.
- ◆ Public services – Health and human services (\$58,000) - This program will include counseling, referrals, and assistance for residents affected by the Covid pandemic. The program may be administered by the Village directly through Health and Human Services (HHS) Department and the Development Services Department, and/or outside agencies.

**DISCUSSION (Continued):**

- ◆ Program Administration (\$29,000) - Funds are allocated to offset administrative costs of administering the CDBG-CV activities indicated above. The proposed allocation includes ongoing administration of the CDBG program, monitoring of Covid public service programs, and the creation of substantial amendments to the Citizen Participation Plan, the Consolidated Plan, and the 2019 Annual Action Plan for Covid response. The amount reflects the allowable 20% limit of total CDBG-CV funding. It is noted that the regulatory requirements of the HUD CDBG Program require extensive staff resources to ensure each program structure and monitoring meet all Federal guidelines.

**FINANCIAL IMPACT:**

The CDBG-CV allocation of Federal funds totaling \$145,053 would be added to the Village's current CDBG Annual Action Plan allocation of \$245,931. The CDBG budget contained within the proposed plans would be incorporated into the Village's Annual Budget and Capital Improvements Plan.

**RECOMMENDATION:**

Approval of the amendment to the Community Development Block Grant (CDBG) Citizen Participation Plan, and Substantial Amendments to the Village's Consolidated Plan 2015-2019 and Annual Action Plan 2019, to include CDBG Covid (CDBG-CV) funding and activities.

Attachments



**Proposed changes highlighted and underlined**

## **Village of Hoffman Estates Community Development Block Grant (CDBG) Citizen Participation Plan**

As a recipient of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), the Village of Hoffman Estates is required to adopt a 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 consolidated plan, and the annual performance report. The plan is designed especially to encourage participation by low- and moderate-income persons, particularly:

- those living in slum and blighted areas,
- in areas where CDBG funds are proposed to be used,
- residents of predominantly low- and moderate-income neighborhoods,
- residents of public and assisted housing developments, and
- residents of targeted revitalization areas in which the developments are located.

The Village must follow its citizen participation plan. The requirements for citizen participation do not restrict the responsibility or authority of the Village for the development and execution of its consolidated plan. The Village must provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on amendments to the citizen participation plan, and must make the citizen participation plan public. The citizen participation plan must be in a format accessible to persons with disabilities, upon request.

## **The Consolidated Plan & Annual Action Plan**

Every five years the Village develops a long-term strategic plan called the consolidated plan. The consolidated plan guides the programs that the Village will undertake. In addition, the Village must prepare an annual action plan that describes the actions to be taken in a specific program year. To ensure public participation in the development of the consolidated plan and annual action plan, the Village will hold a public hearing, accept public comment, and issue public notices.

### **Public Notice & Publication**

The Village will publish a public notice in the Daily Herald a minimum of two weeks before each hearing. The notice will include the start and completion dates for the public comment period, a summary of the plan, the amount of assistance the Village expects to receive, the estimated amount that will benefit persons of low- and moderate-income, any estimated program income, activities

## Draft for Public and Village Board Review – July 1 through July 6, 2020

that may be undertaken, and a list of the locations where copies of the entire plan may be examined. The Village will also maintain a mailing list of interested parties and send information to all members of the mailing list.

To be added to the mailing list call 847/781-2669 or write to:  
Village of Hoffman Estates  
ATTN: Planning Division-CDBG  
1900 Hassell Road  
Hoffman Estates, IL 60169

The Village is required to publish each proposed plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. Copies of each plan will be available for review at the Village Hall and on the Village website at [www.hoffmanestates.org](http://www.hoffmanestates.org). The Village will provide a reasonable number of free copies of the plan to citizens and groups that request it. Visitors to the Village website are permitted to make their own printed copies of the posted plans and reports.

### Public Hearings

The Village will hold at least two public hearings per year to be conducted at two different stages of the program year. One hearing will be during the development of the annual action plan and one will be held to discuss the Consolidated Annual Performance and Evaluation Report (CAPER). At least one of the public hearings will coincide with the development of the five-year Consolidated Plan. The purpose of the public hearings is to obtain citizens' views, respond to proposals, and answer questions. The hearings will address housing and community development needs, proposed activities, and review of program performance. At least one of these hearings is held before the proposed plan is published for comment.

All public hearings will be held at the Village Hall, located at 1900 Hassell Road, Hoffman Estates, IL 60169 or at another location accessible to the general public.

Upon request, the Village will provide for translation services to meet the needs of non-English speaking residents when a significant number of non-English speaking residents can be reasonably expected to participate. The Village will also take whatever actions are appropriate to serve the needs of persons with disabilities. The Village will conduct public hearings in a manner consistent with pertinent Federal regulation

### Public Comments

The Village will provide a period of at least 30 days to receive comments from citizens on each proposed plan, unless otherwise specified under the pertinent Federal regulation. The Village will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final adopted plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final adopted plan.



### Program Income

The Village will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the Village expects to receive, including grant funds and program income, and range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

At this time, the Village's only expected program income is the amount of the loans established through single-family housing rehabilitation projects. Each loan will be repaid to the Village upon the sale of the rehabilitated home. The sale of these homes, and therefore receipt of program income, is not able to be determined at this time. All program income received will be returned to the single-family housing rehabilitation program less administration costs and will be documented in all applicable reports.

## **Plan Amendments**

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In the course of administering the CDBG program, the Village may need to amend the consolidated plan or an annual action plan. When the amendment is significant and meets the criteria set forth below, the change will be considered a substantial amendment and the Village will undertake additional actions to ensure citizens have an opportunity to comment. Records of all amendments will be maintained at the Village for public review and will be fully described in the annual performance report submitted to HUD.

### Criteria for Substantial Amendments

If a plan amendment meets any of the following criteria, the Village will consider the amendment to be substantial and undertake the additional steps described in this section to ensure public participation:

- a change in funding allocation priorities described in the consolidated plan,
- a new activity not previously described in an annual action plan,
- a change in the use of CDBG funds from one eligible activity to another, or
- a budget amendment of more than \$20,000.00.
- In the case of CDBG-CV funding, a substantial change will be defined as a modification that would result in the allocation of CDBG-CV funds to a new Consolidated Plan goal (ex. housing, infrastructure, public facilities, etc.). Reallocating CDBG-CV funds among activities within a Consolidated Plan goal (ex. public services) shall not be considered a substantial amendment.

### Public Notice & Publication

In the case of any proposed substantial amendment, the Village will publish a public notice in the Daily Herald a minimum of two weeks before each public hearing or other minimum number of days as permitted under Federal regulations. In the case of CDBG-CV funds, HUD approved a waiver reducing the minimum public comment period to five days and public comment period. The notice will include a summary of the amendment and a list of the locations where copies of the amendment may be examined. The Village will also maintain a mailing list of interested parties

and send information regarding the amendment to all members of the mailing list. These notices will not be mailed when special CDBG funding is made available, such as the case of CDBG-CV funding made available during the Covid pandemic. The Village will hold at least two public hearings per year to be conducted at two different stages of the program year. Typically, one hearing will be held during the development of the annual action plan and one will be held to discuss the Consolidated Annual Performance and Evaluation Report (CAPER). The Village will conduct public hearings in a manner consistent with pertinent Federal regulation. In the case of CDBG-CV funds, HUD issued a waiver of in-person public hearings, allowing for virtual public hearings.

### Public Comments

The Village will provide a period of at least 30 days to receive comments on the substantial amendment before the amendment is implemented, unless otherwise specified under the pertinent Federal regulation. The Village will consider any comments or views of citizens received in writing, or orally at public hearings, if any, when adopting the amendment. The Village will attach a summary of these comments and the Village's response to the final adopted amendment.

## **Performance Reports**

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Each year the Village must submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. This report is due 90 days after the close of the program year. To ensure public participation in the review of the performance report, the Village will issue public notices, hold a public hearing, and accept public comment.

### Public Notice & Publication

The Village will publish a public notice in the Daily Herald a minimum of two weeks before each hearing and public comment period. The Village will also maintain a mailing list of interested parties and send information to all members of the mailing list. Copies of all reports and plans will be available for review and distribution at the Village Hall, 1900 Hassell Road, and on the Village website at [www.hoffmanestates.org](http://www.hoffmanestates.org). Visitors to the Village website are permitted to make their own printed copies of the posted plans and reports. Additionally, the Village will make copies of performance reports and the consolidated plan available to the general public upon request. The Village may also use other communication methods such as the Village newsletter or cable television to post public notices as appropriate.

### Public Hearings

The Village will hold at least two public hearings per year to be conducted at two different stages of the program year. One hearing will be during the development of the annual action plan and one will be held to discuss the Consolidated Annual Performance and Evaluation Report (CAPER). At least one of the public hearings will coincide with the development of the five-year Consolidated Plan. The purpose of the public hearings is to obtain citizens' views, answer questions, address housing and community development needs, and review program performance. All public hearings will be held at the Village Hall, located at 1900 Hassell Road, Hoffman Estates,

Illinois 60169. Upon request, the Village will provide for translation services to meet the needs of non-English speaking residents when a significant number of non-English speaking residents can be reasonably expected to participate. The Village will also take whatever actions are appropriate to serve the needs of persons with disabilities. The Village will conduct public hearings in a manner consistent with pertinent Federal regulation

### Public Comments

The Village will provide a period of at least 15 days, unless otherwise specified under the pertinent Federal regulation, to receive comments on the annual report before the report is submitted to HUD. The Village will consider any comments or views of citizens received in writing, or orally at public hearings, if any, when preparing the final report. The Village will attach a summary of these comments and the Village's response to the final annual report.

## **Access to Meetings and Records**

In addition to providing participation in the development of plans and the review of the annual report, the Village must provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the consolidated plan and the use of CDBG funds. The Village will provide access to records for the current program year and previous five program years. These records include but are not limited to the citizen participation plan, the consolidated plan as adopted, annual action plans, performance reports, and any substantial amendments. The Village will make these records available in a form accessible to persons with disabilities, upon request. Records are maintained at the Village Hall, 1900 Hassell Road, in the Planning Division.

The Village will also provide citizens with reasonable and timely access to information regarding local meetings and the activities undertaken as part of the consolidated plan.

## **Technical Assistance**

The Village must provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan.

Requests for assistance should be addressed to: Village of Hoffman Estates  
ATTN: Planning Division-CDBG  
1900 Hassell Road  
Hoffman Estates, IL 60169

## **Complaints**

The Village will maintain a file that documents all citizen complaints and the Village's response for any complaints related to the consolidated plan, amendments, and performance report. The Village will provide a substantive written response to every written citizen complaint within 15

working days of the receipt of the complaint. In addition, the Village will consider these complaints when evaluating program performance as part of the annual report to HUD.

Citizen complaints should be addressed to: Village of Hoffman Estates  
ATTN: Planning Division-CDBG  
1900 Hassell Road  
Hoffman Estates, IL 60169

## **Displacement**

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Displacement occurs when an individual, family, partnership, association, corporation, or organization moves from their home, business, or farm, or moves their personal property as a direct result of a federally-funded acquisition, demolition or rehabilitation. Generally, displacement does not include persons displaced temporarily from their dwelling for less than 12 months while it is being rehabilitated. Displaced persons and entities are eligible for relocation assistance under federal law.

As a part of this plan, the Village is required to describe its plans to minimize displacement of persons and to specify the types and levels of assistance the Village will make available to persons displaced. To minimize displacement, the Village will not acquire or demolish occupied structures. When displacement is necessary and unavoidable, the Village will offer the following types of assistance.

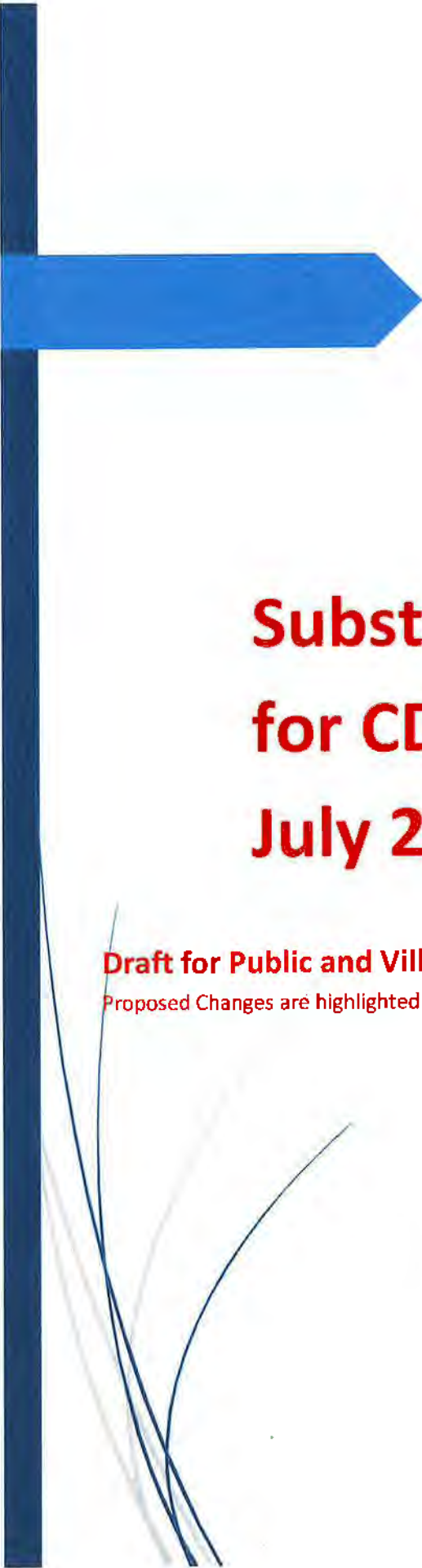
### For Residential Displacements

- Provide relocation advisory services to displaced tenants and owner occupants
- Provide a minimum 90 days written notice to vacate prior to requiring possession
- Reimburse for moving expenses
- Provide payments for the added cost of renting or purchasing comparable replacement housing

### For Nonresidential Displacements (businesses, farms, and nonprofit organizations)

- Provide relocation advisory services
- Provide a minimum 90 days written notice to vacate prior to requiring possession
- Reimburse for moving and reestablishment expenses

**DRAFT**



# CDBG Consolidated Plan 2015-2019

## **Substantial Amendment for CDBG–CV Funding July 2020**

**Draft for Public and Village Board Review – July 1 through July 6, 2020**  
Proposed Changes are highlighted



Village of Hoffman Estates Planning Division

# Executive Summary

## ES-05 Executive Summary - 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, 2015 (PY10) and ending September 30, 2019 (PY14). In 2014, the Village amended its previous Consolidated Plan to end one year early so that it could join the Cook County HOME Consortium for this five-year plan. 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 their 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 2015-2016 Annual Action Plan, which provides a budget and describes actions, programs, and projects the Village will undertake during the 2015-2016 Program Year with CDBG funding.

In April 2020, the Village of Hoffman Estates was notified that it will receive a special allocation of CDBG funds (CDBG-CV) to be used to prevent, prepare for, and respond to the Coronavirus. This special allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020.

### 2. Summary of the objectives and outcomes identified in the Plan

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 original objectives for the 2015-2019 Consolidated Plan. A third objective was included for use of CDBG-CV funds. 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.

**Objective 3:** Provide services for low and moderate income residents affected by the Covid pandemic. Projects may include public services that provide for utility or rental assistance, or for health and human services, including services such as counseling.

### **3. Evaluation of past performance**

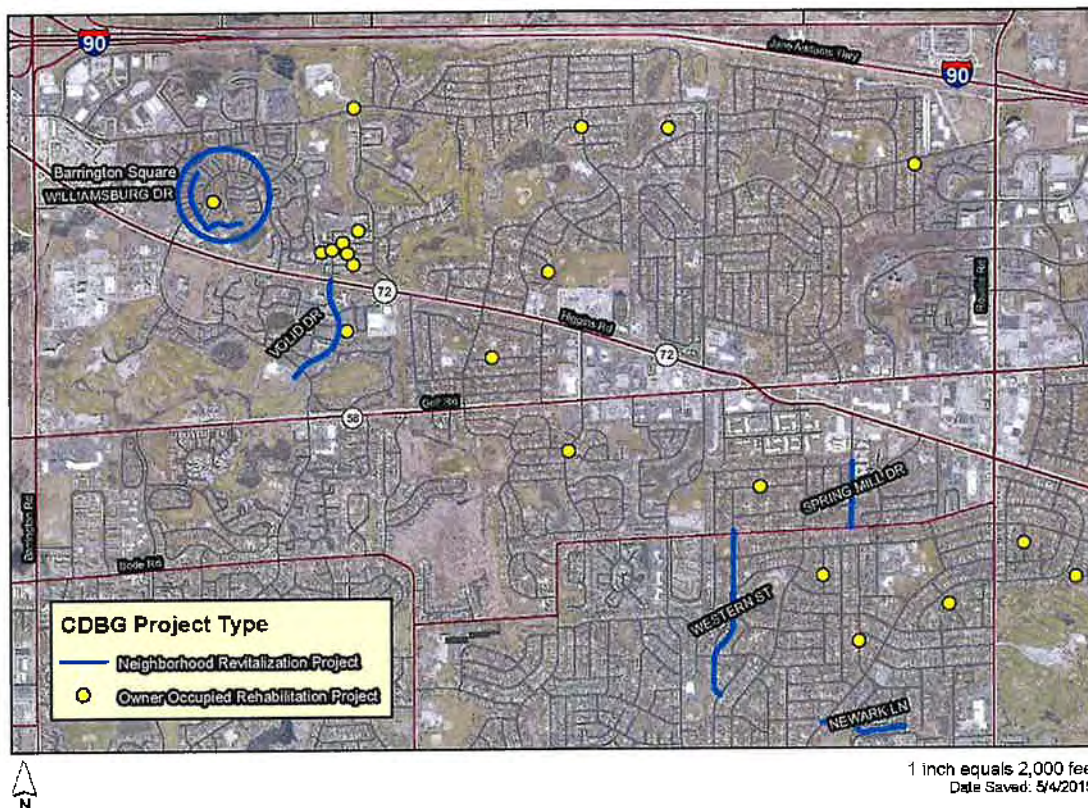
The Village is nearing completion of the first nine years of its CDBG program. Throughout the course of nine years, the Village has diligently invested nearly \$2.5 million in CDBG funds all in accordance with HUD policies and procedures towards two key objectives. Attached is a map of central Hoffman Estates, which shows the distribution of projects in this part of the Village.

Of this amount, 54% or \$1.41 million 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. During the most recent five-year plan, the Village completed four neighborhood infrastructure improvements. These included reconstruction of Williamsburg Drive, Volid Drive, and Newark Drive as well as street light improvements in the Barrington Square neighborhood. Through years of economic distress, the Village has relied on CDBG funds to address these infrastructure projects in a timely fashion.

Approximately 30% or \$675,000 in CDBG funds has been used to rehabilitate 35 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 in an amount up to \$25,000 to income eligible residents who hold equity in their home. One additional home participated in the Village's Emergency Housing Repair Program that provides assistance in the form of a \$5,000 forgivable loan for residents that are upside down in their mortgage, income-eligible, and face immediate danger to their health and safety. In PY9, the Village saw fewer houses go through the program than in previous years. This may have been a result of an improved housing market and could necessitate additional marketing or adjusted program

rules to expand participating clientele in future program years. Considering this decrease, the Village has lowered the goal for this five-year plan from 25 to 15 homes, and allocated additional funding to infrastructure improvements.

## Community Development Block Grant Projects 2006-2014



### CDBG Projects 2006-2014

#### 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 Planning Division. As part of the update to the Consolidated Plan, the Village updates its Citizen Participation Plan to ensure residents and other interested parties have access to the planning process and a means to participate in it. The Village has used traditional mediums like public hearings, Village Commissions, public meetings, and public notices through the Daily Herald, the local newspaper, to get information about the Consolidated Plan and Annual Action Plans to the Village constituency. New mediums like the Village website and social media also provide opportunities for citizen participation. For an undertaking as extensive as the Consolidated Plan, Village staff also provided an article in the Hoffman Estates Citizen, the Village's monthly newsletter that is circulated by mail to every household and business within the municipal boundary. 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 has individually consulted 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 the Cook County Housing Authority, the Alliance to End Homelessness in Suburban Cook County, other housing service providers, business and civic leaders, 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 with the Citizen Participation Plan.

With respect to the Village’s CDBG Covid 19 (CDBG-CV) funding, the Village sought information from Village departments and the Village’s 2019 CDBG subrecipients on the needs they were experiencing related to the Covid 19 virus. The Village will follow HUD procedures in amending its Citizen Participation Plan and 2019 Annual Action Plan utilizing the HUD waivers associated with the Covid 19 funds. The HUD waivers allowed for a shortened, 5-day comment period and virtual public hearings during the pandemic. The 5-day public comment period was offered for the Covid 19-related amendments to the Citizen Participation Plan and substantial amendments to the Consolidated Plan and Annual Action Plan as required by HUD.

To be attached:

HUD Standard Form 424

HUD Standard Form 424D

HUD Certifications

## **5. Summary of public comments**

Despite inviting the entire community to provide comments on the plan through articles in the Village newsletter mailing and on the Village website, informal comments were received primarily through the public hearing. Those in attendance agreed that there was a vital need for the Village to continue its single family home rehabilitation program but asked why the Village was not doing more homes per year. Others felt that it was important for the Village to consider funding various social services through the program. A full listing of public comments from the public hearing and citizen participation process can be found as an attachment along with the Citizen Participation Plan.

To be completed following the minimum 5-day public comment period on the proposed amendments to the Citizen Participation Plan and the proposed amendments (contained herein) to the 2019 Annual Action Plan for the CDBG-CV funds.

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

The Village accepted all comments that were received on the Consolidated Plan, but was required to consider them in the context of available funding, as well as the needs assessment and market analysis. A full listing of public comments can be found as an attachment with the Citizen Participation Plan.

## **7. Summary**

Because of the Village's decision to join the Cook County HOME Consortium, this Consolidated Plan contains substantially less data than the previous two. The Village contributed to and relied extensively on Cook County's Needs Assessment and Market Analysis as it related to housing data. Although the Village was not required to submit individualized versions of these two sections, the Village did share information with Cook County to contribute to their plan, which validates the need for housing goals, and objectives the Village has identified in this plan.

To substantiate the objectives that have been identified, there are several items that are attached. In addition to the public comments and Citizen Participation Plan, attached in the appendix is the Village's Analysis of Impediments, recently updated in 2013. 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](http://www.hoffmanestates.org/fairhousing).

Also attached is the housing chapter of a longer Existing Conditions Report, which is the first step of an update to the Village's Comprehensive Plan, which will take place throughout 2015 and 2016. The full report and progress on the Comprehensive Plan can be found at [www.hoffmanestates.org/complan](http://www.hoffmanestates.org/complan).

Finally, attached is the Village's recently updated ADA Transition Plan. This report contains findings on ADA accessibility barriers to Village infrastructure, facilities, and services. Details on the Village is doing to ensure accessibility is at [www.hoffmanestates.org/ada](http://www.hoffmanestates.org/ada).

**PR-15 Citizen Participation - 91.401, 91.105, 91.200(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 and a limited response to the survey used in the development of the 2011-2014 Consolidated Plan, 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	Three attendees at the public hearing. One of which said we should work with our Code Enforcement Department more to advertise the single family rehab program and another commended the program, saying it was very necessary.	No comments not accepted.	<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</a>
2	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Planning, Building, and Zoning Meeting			<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</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)
3	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Daily Herald Ad	No comments.	No comments.	
4	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Village CDBG webpage	No comments.	No comments.	<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</a>
5	Village Newsletter	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Newsletter Mailing to all 53,000 residents and 20,000 households in the Village of Hoffman Estates	No comments.	No comments.	<a href="http://www.hoffmanestates.org/citizen">www.hoffmanestates.org/citizen</a>
6	Public Meeting	Persons with disabilities	Village Disability Commission			

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)
<u>7</u>	<u>Public Hearing</u>	<u>Non-targeted/ broad community</u>	<u>On June 6, 2020 a public hearing to consider the substantial amendment to include special CDBG-CV funds and activities was scheduled to take place during the Planning, Building and Zoning (PBZ) Commission meeting</u>	<u>See meeting minutes in attachments</u>		
<u>8</u>	<u>Public Notice</u>	<u>Non-targeted/ broad community</u>	<u>On June 1, 2020 a public notice was posted in the Daily Herald to announce a 5-day public comment period regarding the Village's allocation of CDBG-CV funds and proposed activities.</u>	<u>See Notice attached</u>		

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	Internet Outreach	Non-targeted/ broad community	On June 1, 2020 a public notice was posted in the Daily Herald to announce a 5-day public comment period regarding the Village's allocation of CDBG-CV funds and proposed activities. The updated documents, including the proposed Citizen Participation Plan, Consolidated Plan, and PY 2019 Annual Action Plan were posted to the Village CDBG webpage.			<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</a>

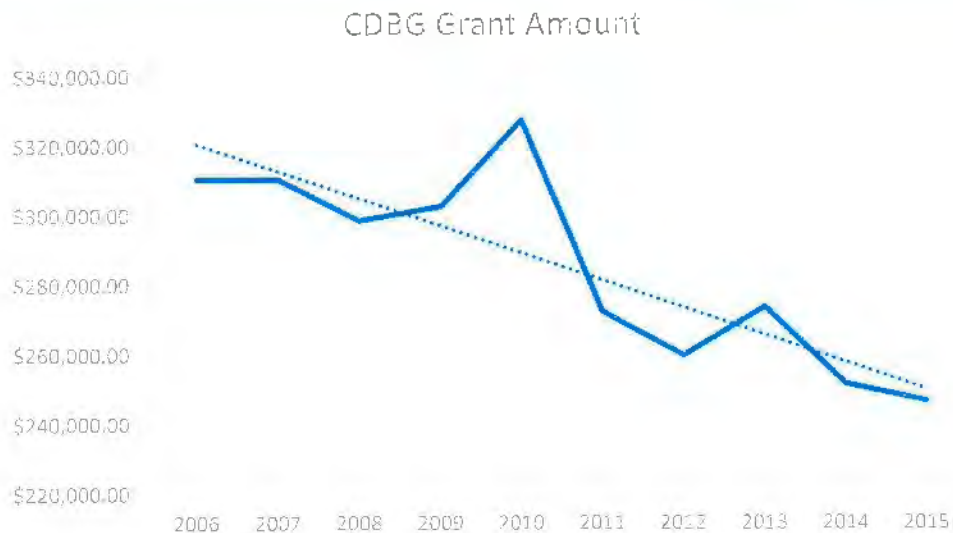
Table 1- Citizen Participation Outreach

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

### Introduction

The Village has steadily received fewer CDBG entitlement community funds each year since it began receiving funds in 2006. Although the funding levels are decreasing, the need for CDBG related programs and projects remain. Infrastructure improvements and single family owner occupied rehabilitation programs create direct long-lasting benefits through a one-time infusion of capital. Ensuring funds are used on projects that are sustainable is of high priority. After regularly receiving approximately \$300,000 to \$310,000 for the first five years of the program, the Village's 2015 allocation is its smallest to date at \$246,000. The Village also regularly carries over a small balance from previous years and inconsistently receives money in the form of loan repayments for the outstanding single family rehabilitation program loans.

In April 2020, the Village of Hoffman Estates was notified that it will receive a special allocation of CDBG funds (CDBG-CV) to be used to prevent, prepare for, and respond to the Coronavirus. This special allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020. The amount of CDBG-CV funding for the Village is anticipated at \$145,053. The funds will be part of a substantial amendment for the 2015-2019 Consolidated Plan and the 2019 Annual Action Plan. The Citizen Participation Plan will also be amended to allow for HUD waiver use.





**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Prevent, prepare for, and respond to Coronavirus	145,053	0	0	145,053	0	The funds are from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020 and will be used to prevent, prepare for, and respond to Coronavirus

**Table 2 - Anticipated Resources**

**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	2015	2019	Non-Housing Community Development	N/A	Improving Public Facilities and Infrastructure	\$600,000 on 3 projects	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 households assisted
2	Owner Occupied Rehabilitation	2015	2019	Affordable Housing	N/A	Reducing the Housing Cost Burden	\$455,000	Homeowner Housing Rehabilitated: 15 Household Housing Unit
3	Public Facilities Improvements	2015	2019	Non-Housing Community Development	N/A	Improving Public Facilities and Infrastructure	\$44,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
4	Planning and Administration	2015	2019	Planning/Admin	N/A	Planning and Admin	\$229,279	N/A
5	Public Services: Provide financial assistance and health and human services in response to the Covid pandemic	2019	2022	Non-homeless special needs (public services)	N/A	Non-Homeless Special Needs	\$116,053	Public Services: Number who receive Covid-related services: 35

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Planning and Administration	2019	2022	Planning/Admin	N/A	Planning and Admin pertaining to Covid response	\$29,000	Assistance administering Covid-response activities.

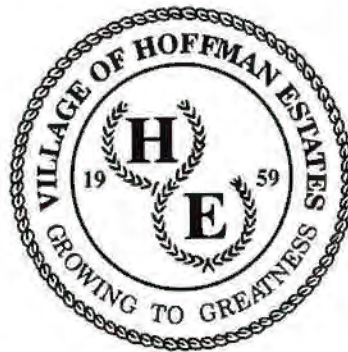
Table 3 – Goals Summary

# Village of Hoffman Estates, Illinois

## Annual Action Plan 2019-2020 **DRAFT**

### **Substantial Amendment for CDBG–CV Funding July 2020**

**Draft for Public and Village Board Review – July 1 through July 6, 2020**  
Proposed Changes are highlighted



Village of Hoffman Estates - Development Services Department

Annual Action Plan 2019

1

# Executive Summary

## AP-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

In 2006, the United States Department of Housing and Urban Development (HUD) identified the Village of Hoffman Estates as a Community Development Block Grant (CDBG) entitlement community. The Annual Action Plan (AAP) is a one-year plan that provides a detailed description of resources to be used and projects to be undertaken by the Village in effort to address the priority needs and specific objectives that were identified within the Village's 2015-2019 CDBG Consolidated Plan.

In 2014, the Village joined the Cook County's HOME Consortium. As a result of this coordination between the Village, Cook County, and other HOME Consortium communities, the Village's Consolidated Plan for Program Years 2015-2019 is part of the larger Cook County Consolidated Plan for those years. This current Annual Action Plan (AAP) is based on the goals set forth in that Consolidated Plan. Although the Village participates in the HOME Consortium, it still receives a direct allocation of CDBG funding from HUD each year in order to address projects within the Village of Hoffman Estates.

This Annual Action Plan lists the activities to be carried out using CDBG funds during Program Year (PY) 2019, which runs from October 1, 2019 through September 30, 2020. PY 2019 marks the 14<sup>th</sup> year that the Village has participated in the CDBG program, and it is the final year of the Village's 5-year Consolidated Plan. The Village anticipates an allocation of \$245,931 in grant money for the upcoming year. The Village proposes to use the CDBG funds for two public facility infrastructure projects, a single family rehabilitation program, administration of the CDBG program, and a public infrastructure project coordinated as part of the Village's 2020 Street Revitalization program.

The proposed \$245,931 allocation is an increase of \$2,757 over the current program year. It is important to note however that overall, CDBG funding for the Village has continued to diminish over the course of the past fourteen years. Village staff continues to work within the parameters of increasing program requirements and diminishing funds.

In April 2020, the Village of Hoffman Estates was notified that it will receive a special allocation of CDBG funds (CDBG-CV) to be used to prevent, prepare for, and respond to the Coronavirus. This special allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020.

### 2. Summary of the objectives and outcomes identified in the Plan

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 identified two original objectives for the 2015-2019 Consolidated Plan. A third objective was included for use of CDBG-CV

funds. The Village of Hoffman Estates identified two primary objectives for the 2015-2019 Consolidated Plan, which carry through to the PY 2019 Annual Action 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. The Village proposes to assist public facility and public infrastructure projects within eligible CDBG neighborhoods or utilized primarily by low-moderate income individuals and families.

**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.

**Objective 3:** Provide services for low and moderate income residents affected by the Covid pandemic. Projects may include public services that provide for utility or rental assistance, or for health and human services, including services such as counseling.

### 3. Evaluation of past performance

Throughout the past thirteen years, the Village has diligently invested CDBG funds in accordance with HUD policies and procedures in order to meet the two key objectives. CDBG funds have been used to finance critical public infrastructure improvements in CDBG-eligible low to moderate-income neighborhoods. During PY 2018, nearly \$180,000 of CDBG funding is being utilized for street rehabilitation of Atlantic and Pacific Avenues. Through years of economic distress, the Village has relied on CDBG funds to address such infrastructure projects in a timely fashion.

The Village continues to partner with the North West Housing Partnership (NWHP) for the administration of the Single Family Rehabilitation (SFR) program. 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 in an amount up to \$25,000 to income eligible residents who hold equity in their home. During PY 2016 two residents were aided by the SFR program, and in PY 2017 three homes were rehabilitated, meeting the annual program goal. PY 2018 saw continued interest in the program, but a lack of completed projects.

The Village has utilized CDBG funding for infrastructure repairs at the Children's Advocacy Center (CAC), which is located in a Village-owned building. In PY 2015 the Village replaced the CAC's leaking flat roof with CDBG funds. In PY 2017 the Village teamed with Cook County and four other entitlement communities (Arlington Heights, Mount Prospect, Palatine and Schaumburg) to utilize combined CDBG

funds for large-scale infrastructure repairs to the CAC facility. The Joint CAC Project, as the project has been informally named, has made critical repairs to the 150 year old building. PY 2017 activities included replacement of the facility's windows, siding, gutters, and main roof. In PY 2018, the CAC's aging HVAC components were replaced with modern, energy-efficient units.

#### **4. Summary of Citizen Participation Process and consultation process**

The current 5-year Consolidated Plan was developed based on input from the public during the 2015 Consolidated Plan process. More detailed information regarding that process can be located in the Citizen Participation Plan section of the Consolidated Plan.

The Village's public hearing regarding the development of the PY 2019 Annual Action Plan took place on June 27, 2019. A public hearing is held annually to obtain comments on the Draft Annual Action Plan as well as to obtain feedback on community needs and how they might be addressed through the CDBG funding.

The PY 2019 Draft Annual Action Plan was available for public review and comment from May 27, 2019 to June 27, 2019, and open for discussion at the Planning, Building and Zoning (PBZ) Committee public meeting on July 8, 2019. The public comment period, public hearing, and public meeting were noticed on the Village Website and in the Daily Herald, the local newspaper. The Draft Plan document was available for public viewing at Village Hall and on the Village Website during the entire public comment period. The Village also made the Draft Plan known to local organizations and stakeholders through the means of a traditional mailing to approximately 140 recipients, which was mailed on May 20, 2019.

With respect to the Village's CDBG Covid 19 (CDBG-CV) funding, the Village sought information from Village departments and the Village's 2019 CDBG subrecipients on the needs they were experiencing related to the Covid 19 virus. The Village will follow HUD procedures in amending its Citizen Participation Plan, 2015-2019 Consolidated Plan, and 2019 Annual Action Plan utilizing the HUD waivers associated with the Covid 19 funds. The HUD waivers allowed for a shortened, 5-day comment period and virtual public hearings during the pandemic. The 5-day public comment period was offered for the Covid 19-related amendments to the Citizen Participation Plan and substantial amendments to the Consolidated Plan and Annual Action Plan as required by HUD.

#### **5. Summary of public comments**

Detail of the public comments during the June 27, 2019 public hearing can be found in the attached meeting minutes. No public comments were addressed at the PBZ meeting on July 8, 2019.

During the public comment period, the Village received interest for CDBG program funds from the Hoffman Estates Park District, for the STAR program. The STAR program provides before and after school care tuition to eligible families, and a letter outlining the \$21,870 request is attached.

North West Housing Partnership (NWHP) has also expressed interest in further CDBG funds, approximately \$8,000 per year, to administer the Senior Handyman Program for Village residents. This

program subsidizes handyman work by the hour for residents over 60 years in age. The Executive Director of NWHP attended the Public Hearing on June 27, and explained that CDBG funding does present additional obstacles for administering the program as opposed to direct municipal funding, as CDBG projects must strictly adhere to detailed and time-consuming background checks. Further detail can be found in the public comments found in the attached June 27, 2019 public hearing meeting minutes and the attached email from NWHP's Executive Director.

To be completed following the minimum 5-day public comment period on the proposed amendments to the Citizen Participation Plan and the proposed amendments (contained herein) to the 2019 Annual Action Plan for the CDBG-CV funds.

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

N/A

**7. Summary**

The Village of Hoffman Estates will continue to pursue the goal of aiding low to moderate-income residents through the use of its allocated CDBG funds. The two primary objectives of the Village's 2015-2019 Consolidated Plan will be carried into the PY 2019 Annual Action Plan, which is the fifth year of the current Consolidated Plan and the fifth year of the Village's membership in the Cook County HOME Consortium



**AP-12 Participation - 91.401, 91.105, 91.200(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 CDBG 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 can be found in the 2015-2019 Consolidated Plan document. Citizen comments pertaining to this Annual Action Plan can be found in the attached CDBG and PBZ hearing minutes, and in the Summary of Public Comments section in the AP-05 Executive Summary of this Annual Action Plan.

Given a population of 53,000, the Village has focused on various modes to generate participation for this Annual Plan, including a public hearing, a public meeting, a public notification article in the Daily Herald newspaper, a 30-day public comment period, a traditional mailing, and postings on the Village website and Village Facebook social media account.

**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  June 27, 2019	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing on June 27, 2019. See attached Minutes.	The Executive Director of a local non-profit organization (NWHP) attended the meeting and discussed interest in CDBG or Village funding for a Senior Handyman Program. Further details available in the attached Meeting Minutes.	N/A	<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</a>
2	Public Meeting  July 8, 2019	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Planning, Building, and Zoning Meeting on July 8, 2019.	No comments.	N/A	<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</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)
3	Newspaper Ad May 20, 2019	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Daily Herald Ad Notice published on May 20, 2019	Representatives of NWHP and the Hoffman Estates Park District expressed interest in Village CDBG funding and sent letters, which are attached.	N/A	
4	Internet Outreach May 20, 2019	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Village CDBG webpage, updated to include the Draft Annual Action Plan on May 20, 2019.	No comments.	N/A	<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</a>
5	Social Media June 2019	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Village Facebook page posting that the Draft Annual Plan was available for review and highlighting the CDBG webpage.	No comments.	N/A	<a href="http://www.facebook.com">www.facebook.com</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)
6	Traditional Mailing May 20, 2019	Interested organizations and individuals	Mailing with the Draft Annual Action Plan Public Notice sent to approximately 140 individuals and organizations.	No comments.	N/A	
7	Public Hearing	Non-targeted/ broad community	On June 6, 2020 a public hearing to consider the substantial amendment to include special CDBG-CV funds and activities was scheduled to take place during the Planning, Building and Zoning (PBZ) Commission meeting	See meeting minutes in attachments		

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)
8	Public Notice	Non-targeted/ broad community	On June 1, 2020 a public notice was posted in the Daily Herald to announce a 5-day public comment period regarding the Village's allocation of CDBG-CV funds and proposed activities.	See Notice attached		

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	Internet Outreach	Non-targeted/ broad community	On June 1, 2020 a public notice was posted in the Daily Herald to announce a 5-day public comment period regarding the Village's allocation of CDBG-CV funds and proposed activities. The updated documents, including the proposed Citizen Participation Plan, Consolidated Plan, and PY 2019 Annual Action Plan were posted to the Village CDBG webpage.			<a href="http://www.hoffmanestates.org/cdbg">www.hoffmanestates.org/cdbg</a>

Table 1- Citizen Participation Outreach

## Expected Resources

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

#### Introduction

The Village of Hoffman Estates continues to receive less CDBG entitlement community funds than when it began receiving funds in 2006. Although the funding levels are decreasing, the need for CDBG related programs and projects remain. Infrastructure improvements and single family owner-occupied rehabilitation programs create direct, long-lasting benefits through a one-time infusion of capital. Ensuring funds are used on projects that are sustainable is of high priority. After regularly receiving approximately \$300,000 to \$310,000 for the first five years of the program, the Village's 2019 allocation stands at \$245,931. The Village also regularly carries over a small balance from previous years and inconsistently receives money in the form of loan repayments for the outstanding single family rehabilitation (SFR) program loans.

In April 2020, the Village of Hoffman Estates was notified that it will receive a special allocation of CDBG funds (CDBG-CV) to be used to prevent, prepare for, and respond to the Coronavirus. This special allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020. The amount of CDBG-CV funding for the Village is anticipated at \$145,053. The funds will be part of a substantial amendment for the 2015-2019 Consolidated Plan and the 2019 Annual Action Plan. The Citizen Participation Plan will also be amended to allow for HUD waiver use.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Prevent, prepare for, and respond to Coronavirus	145,053	0	0	145,053	0	The funds are from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) signed into law on March 27, 2020 and will be used to prevent, prepare for, and respond to Coronavirus

Table 2 - Expected Resources – Priority Table



## 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	Annual Funding	Goal Outcome Indicator
1	Public Infrastructure Improvements	2015	2019	Non-Housing Community Development	Village Wide	Improving Public Facilities and Infrastructure	CDBG: \$144,448	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 200 Households Assisted
2	Public Facilities Improvements	2015	2019	Non-Housing Community Development	Village Wide	Improving Public Facilities and Infrastructure	CDBG: \$29,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
3	Owner Occupied Rehabilitation	2015	2019	Affordable Housing	Village Wide	Reducing the Housing Cost Burden	CDBG: \$75,000	Homeowner Housing Rehabilitated: 3 Household Housing Units
4	Planning and Administration	2015	2019	General Administration and Planning Costs	Village Wide	N/A	CDBG: \$49,000	N/A
5	<u>Public Services: Provide financial assistance and health and human services in response to the Covid pandemic. (CDBG-CV)</u>	<u>2019</u>	<u>2022</u>	<u>Non-homeless special needs (public services)</u>	<u>N/A</u>	<u>Non-Homeless Special Needs</u>	<u>\$116,053</u>	<u>Public Services: Number who receive Covid-related services: 35</u>

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Annual Funding	Goal Outcome Indicator
6	Planning and Administration for Covid response. (CDBG-CV)	2019	2022	Planning /Admin	N/A	Planning and Admin pertaining to Covid response	\$29,000	Assistance administering Covid-response activities.

Table 3 - Goals Summary

**AP-35 Projects - 91.420, 91.220(d)**

**Introduction**

During the 2019-2020 program year, the Village proposes using funds for public infrastructure, public facilities, single family rehabilitation, and planning and administration, and Covid response.

#	Project Name
1	Public Infrastructure Improvements – Street / Parking lot Reconstruction
2	Public Facilities Improvement – Children’s Advocacy Center Rehabilitation (CAC)
3	Public Facilities Improvement – JOURNEYS
4	Owner Occupied Rehabilitation – Single Family Rehabilitation Program
5	Planning and Administration
6	Public Services – Utility and/or rental assistance; Covid response (CDBG-CV)
7	Public Services – Health & Human Services; Covid response (CDBG-CV)
8	Planning and Administration; Covid response (CDBG-CV)

Table 4 – Project Information

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

Consistent with the Consolidated Plan, infrastructure improvements continue to be the highest priority need for the Village during this annual action plan. Street segments and parking lots in CDBG-eligible neighborhoods are in need of revitalization in the near future. This year, Village funds will be used towards a street or public parking lot reconstruction project in an eligible area. The funds may be used towards preliminary planning and engineering for a project that will follow the next program year. CDBG funds are essential funding for the Village’s annual infrastructure projects.

The Village will continue improvements to the old Village Hall building, which is leased to the non-profit Children’s Advocacy Center (CAC) of North and Northwest Cook County. This Annual Plan provides the Village with the opportunity to continue facility improvements with CDBG funding, which began in program year 2015. This CAC activity has augmented into a unique regional CDBG effort, a joint project to draw upon the resources and the CDBG allocations of Cook County, Arlington Heights, Schaumburg, Mount Prospect, and Palatine. This Joint CAC Project will allow the CAC to continue their focus of serving the needs of at-risk, low to moderate income residents throughout northern Cook County, rather than diverting substantial funding to maintain their current leased space.

The Village will contribute to a new regional public facilities improvement in PY 2019, the joint CDBG project to fund construction activities at the JOURNEYS facility in Palatine. JOURNEYS is a non-profit organization that serves Village of Hoffman Estates residents. If this project does not materialize, the funds will be reallocated to one or more of the following activities, depending on demand for these funds: street rehabilitation, single family rehabilitation, or the CAC project.

The single family home rehabilitation (SFR) continues to be a priority in order to reduce the cost burden for single family homeowners. PY 2018 saw sustained resident interest in the program, and Village staff continues to work with NWHP to improve and market the program.

Finally, Village staff spends administrative time and resources coordinating Consolidated Plan and Annual Plan activities and submissions. The Village will continue to use CDBG administrative funds to strengthen its monitoring practices, to maintain its policies and procedures, submit accurate reporting, and to finalize coordination of the Joint CAC Project.

Village staff will also dedicate an increasing amount of administrative time in PY 2019 to participate in the Cook County Consortium's Assessment of Fair Housing (AFH) effort. Staff will be collaborating frequently with neighboring regional CDBG entities and the non-profit organization Enterprise Partners towards the completion the AFH in summer 2020. The AFH process will require Village staff to perform additional research and public outreach during PY 2019. The AFH will also be the basis of a Citizen Participation Plan update and will advise the upcoming 5-year Consolidated Plan update. The process of updating the Consolidated Plan during PY 2019 will require a significant staff time-commitment.

The Village will also utilize CDBG-CV funding for public services and administration of these Covid-response funds. The addition of \$145,053 of CDBG-CV funds will be used for public services including financial relief, such as utility and/or rental assistance, in response to the Covid pandemic. Public services will also include health and human services such as counseling. These activities may be administered and carried out by the Village or by outside agencies. Finally, CDBG-CV funds will be used for administering these activities. This includes creation of substantial amendments to the Citizen Participation Plan, the Consolidated Plan, and the 2019 Annual Action Plan. Funding between the two public services may be shifted as needed to best serve the project goal of Covid-response. This transferability of CDBG-CV funding between public service activities is explicitly allowed in the Citizen Participation Plan as amended July 2020.

**AP-38 Project Summary**

**Project Summary Information**

1	<b>Project Name</b>	Public Infrastructure Improvements – Street Reconstruction
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Infrastructure Improvements
	<b>Needs Addressed</b>	Improving Public Facilities and Infrastructure
	<b>Funding</b>	CDBG: \$144,448
	<b>Description</b>	In the 2019-2020 program year, the Village will budget its limited CDBG towards the rehabilitation planning or construction activities pertaining to a public street or parking lot located in a CDBG-eligible neighborhood, most likely during the summer of 2020. The exact street or parking lot to be rehabilitated will be determined at a later point.
	<b>Target Date</b>	PY 2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 Low to Moderate Income
	<b>Location Description</b>	CDBG eligible neighborhood
	<b>Planned Activities</b>	Reconstruction of a street or public parking lot in a CDBG eligible neighborhood.
2	<b>Project Name</b>	Public Facilities Improvement – Children’s Advocacy Center (CAC) Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities Improvements
	<b>Needs Addressed</b>	Improving Public Facilities and Infrastructure

	<b>Funding</b>	CDBG: \$4,000
	<b>Description</b>	Building infrastructure repair at Children's Advocacy Center (CAC) facility in the Village of Hoffman Estates.
	<b>Target Date</b>	PY 2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
	<b>Location Description</b>	CAC Facility
	<b>Planned Activities</b>	Likely activities will include building renovation, improvements to ADA accessibility, and repairs to the Village-owned facility which is now leased to the Children's Advocacy Center (CAC) of North and Northwest Cook County. The Village funding will be used to finalize work on the collaboration with other entitlement communities and Cook County to finish any large scale repairs.
<b>3</b>	<b>Project Name</b>	Public Facilities Improvement – JOURNEY'S Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Facilities Improvements
	<b>Needs Addressed</b>	Improving Public Facilities and Infrastructure
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Building infrastructure construction at the JOURNEY'S facility in Palatine, Illinois.
	<b>Target Date</b>	PY 2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted

	<b>Location Description</b>	
	<b>Planned Activities</b>	Likely activities may include building activities for this facility operated by the non-profit JOURNEY'S organization. Village funding will be used as part of a collaboration with other entitlement communities and Cook County for large scale rehabilitation and construction activities.
4	<b>Project Name</b>	Single Family Home Rehabilitation (SFR)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Owner Occupied Rehabilitation – Single Family Rehabilitation Program
	<b>Needs Addressed</b>	Reducing the Housing Cost Burden
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	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.
	<b>Target Date</b>	PY 2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 Low/Moderate Income Housing Units
	<b>Location Description</b>	
	<b>Planned Activities</b>	Single family home rehabilitation loans issued with CDBG funds, in order to reduce the cost burden for low to moderate residences. Loans are intended to be used to make code updates to the homes. Northwest Housing Partnership will continue to administer this program with the Village.

5	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$49,000
	<b>Description</b>	Throughout the course of this program year, the Village intends to use funds for planning and administration related to the administration of the CDBG program. This includes ongoing administration of the CDBG program, coordination of the Joint CAC Repair Project, 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 (AFH), CAPER, and Annual Action Plans.
	<b>Target Date</b>	PY 2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Planning and Administration



<b>6</b>	<b>Project Name</b>	Public Services – Utility and/or rental assistance; Covid response (CDBG-CV)
	<b>Target Area</b>	Village Wide
	<b>Goals Supported</b>	Prevent, prepare for, and respond to the Coronavirus
	<b>Needs Addressed</b>	Covid response for low/mod income residents
	<b>Funding</b>	CDBG: \$58,053
	<b>Description</b>	Throughout the course of this program year, the Village intends to use funds for planning and administration related to the administration of the CDBG program. This includes ongoing administration of the CDBG program, coordination of the Joint CAC Repair Project, 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 (AFH), CAPER, and Annual Action Plans.
	<b>Target Date</b>	PY 2019 through PY 2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Services for Low/Moderate Individuals Benefit: 10 Persons Assisted
	<b>Location Description</b>	Village Wide
	<b>Planned Activities</b>	Public services: financial relief. The program will include utility and/or rental assistance, in response to the Covid pandemic. The program may be administered by the Village directly through Health and Human Services (HHS) Department and the Development Services Department, and/or outside agencies.

<b>7</b>	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	Village Wide
	<b>Goals Supported</b>	Prevent, prepare for, and respond to the Coronavirus
	<b>Needs Addressed</b>	Covid response for low/mod income residents
	<b>Funding</b>	CDBG: \$58,000
	<b>Description</b>	Throughout the course of this program year, the Village intends to use funds for planning and administration related to the administration of the CDBG program. This includes ongoing administration of the CDBG program, coordination of the Joint CAC Repair Project, 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 (AFH), CAPER, and Annual Action Plans.
	<b>Target Date</b>	PY 2019 through PY 2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Services for Low/Moderate Individuals Benefit: 25 Persons Assisted
	<b>Location Description</b>	Village Wide
	<b>Planned Activities</b>	Public services: health and human services. The program will include counseling, referrals, and other resident assistance in response to the Covid pandemic. The program may be administered by the Village directly through Health and Human Services (HHS) Department and the Development Services Department, and/or outside agencies.

<b>8</b>	<b>Project Name</b>	Planning and Administration
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<b>Target Area</b>	Village Wide
<b>Goals Supported</b>	Prevent, prepare for, and respond to the Coronavirus
<b>Needs Addressed</b>	Covid response for low/mod income residents
<b>Funding</b>	CDBG: \$29,000
<b>Description</b>	Throughout the course of this program year, until the CDBG-CV funding expires September 30, 2022, the Village intends to use funds for planning and administration related to the administration of the CDBG program for Covid response. This includes ongoing administration of the CDBG program, monitoring of Covid public service programs, and the creation of substantial amendments to the Citizen Participation Plan, the Consolidated Plan, and the 2019 Annual Action Plan for Covid response.
<b>Target Date</b>	PY 2019 through PY 2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
<b>Location Description</b>	Village Wide
<b>Planned Activities</b>	Planning and Administration for Covid CDBG-CV funds



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

**SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE**  
**BY: Jenny Horn, Director of Planning & Transportation** *JH*

**July 6, 2020**

**PLANNING AND ZONING COMMISSION MEETINGS**

**June 17, 2020 Meeting**

- Mariano's/Hoffman Village – Special Use and Site Plan to add new gas station (**DENIED**)
- ComEd, 2480 Pembroke – Site Plan for new small equipment building at existing substation (**VARIATION DENIED, SITE PLAN APPROVED**)

**July 1, 2020 Meeting**

- Bell Works – Variation for temporary on-site leasing sign (**APPROVED**)

**Upcoming July 15, 2020 Meeting**

- Sears Centre Arena – Master Sign Plan Amendment – sign modification and future name change

**CURRENT ACTIVE PROJECT REVIEWS**

- Sears Centre Arena – Master Sign Plan Amendment – sign modifications and future name change
- Bell Works – Variation for temporary on-site leasing sign Variation
- SEC Rohrssen Road & Golf Road – Annexation, Zoning, Plat, Site Plan for Hindu Wellness Center & Temple and single family
- Walnut Pond/Airdrie Estates – Individual lot review for new homes on existing platted lots, Subdivision Agreement
- BK Equities/Hoffman Technology Park, north side of Lakewood Blvd. – Concept plan for multi-lot Business Park or possibly a new single-user data center
- 5a7, LLC, IL Rt. 72 near Old Sutton Rd – Water and Sanitary Sewer Crossing of Rt. 72
- WT Engineering, 2601 Pratum – Special Use and Site Plan Amendment for parking lot expansion office/brewery
- Adesa Expansion (Beverly Road & PSP) – site plan, plat, rezoning for parking storage lot expansion
- Ala Carte Entertainment, 2575 Higgins Road (former Macaroni Grill) – concept plan for new restaurants/gas station
- 75/85 Golf Road – potential site plan for purchase from Village and new development
- Parcels 20/21 Prairie Stone (Higgins/Forbs/Old Sutton) – site plan for possible apartment development
- Fountain Crossing Lot 7b, Site Plan for speculative industrial building
- Hoffman Plaza, East Side Roselle Road (outlot 3) – site plan for new outlot building

**POTENTIAL UPCOMING PROJECTS**

- Bell Works – Site Plan and Subdivision to construct new townhomes and apartments
- Bell Works – Site Plan for Phase 2 building re-occupancy
- Vequity, 2 E. Higgins Rd – Site Plan for new gas station and convenience store
- WT Properties, 80 W Higgins Rd, former Hoffman Lanes – Site Plan and Subdivision for redevelopment
- BP Gas Station – 2598 W Higgins Rd – Site Plan Amendment for redevelopment
- Quality Inn, 2075 Barrington Rd – Special Use for change in ownership and Site Plan amendment for building addition
- WT Properties, Roselle Road area (east side) storm sewer replacement – Site Plan and Plat

- Moretti’s Restaurant Mall, Barrington/Higgins – Master Sign Plan
- Fulcrum Bioenergy, SW corner Higgins/Beverly – Site Plan for new industrial building
- Beacon Pointe Phase 2, Beverly/Shoe Factory – discussions on potential development
- 2354 - 2360 Hassell Rd. Offices – Site Plan Amendment for retail uses sidewalks, landscaping and other site changes
- Zoning Code Text Amendments –Uses, Accessory Structures, Signs, etc.

**KEY ACTIVITIES**

- **FOIA:** The Planning Division processed 1 FOIA and 2 Zoning Verification Letters in June.
- **Outdoor Dining:** The Planning Division developed guidelines and a simple site plan authorization process for restaurants interested in providing temporary outdoor dining during Phase 3 and 4 of the Restore Illinois Plan. The Planning Division granted 17 site plan authorizations to restaurants in June.
- The Planning Division worked with the Economic Development Division to update the list of restaurants providing drive-through, carry-out and outdoor dining options located on the Village’s website.
- **Village Green Ad Hoc Committee & Master Plan:** On June 8 the Village Board approved the Village Green Master Plan as recommended by the Village Green Ad Hoc Committee, granted Site Plan approval for Phase One Construction (including mass grading and utilities), and authorized approval of Addendum #1 to the contract with Tria Architecture.
- **Barrington Road & I-90 Sub Area Plan:** The public input charrette was put on hold due to COVID-19. Plan efforts are expected to resume in the coming months.
- **Central Square (Community Development) Software Transition:** A 5-day on-site training for planning and other department members is scheduled for the week of July 13 (postponed from April due to COVID-19).
- **Staff Recruitment:** The recruitment for the vacant Development Services Technician position that was put on-hold in April due to COVID-19 has been reactivated.

Site Plan Review Process	June		2nd Quarter		Year to Date	
Number of administrative site plan cases completed	0	N/A completed administratively	0	N/A completed administratively	0	N/A completed administratively
Number of PZC site plan cases completed	0		0		0	
Annual goal is to complete at least 65% of site plan cases through administrative review process						

Site Plan Review Timing	June		2nd Quarter		Year to Date	
Number of cases processed within 105 days	0	N/A completed within 105 days	0	N/A completed within 105 days	0	N/A completed within 105 days
Annual goal is to complete 100% of cases within 105 days						

Coordinating Planning & Code Efforts*	June	2nd Quarter	Year to Date	Year Target
Number of staff coordination Site Plan meetings held	4	12	22	48

\*Site Plan and other internal meetings are being held remotely using video conferencing software

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

- Prepared substantial amendments to the Citizen Participation Plan, Consolidated Plan 2015-2019, and Annual Action Plan 2019, in order to utilize the Village’s anticipated \$145,053 allocation of CDBG-CV funds that the Village will receive as a result of the CARES Act. The amendments are being brought to this Committee on July 6, 2020, after a 5-day public comment period from July 1<sup>st</sup> to July 6<sup>th</sup>. Proposed activities include utility or rent assistance, health and human services, and planning and administration.
- Draft documents were completed and a public notice was issued on June 19<sup>th</sup> for the Village’s proposed 5-year Consolidated Plan 2020-2024 and Annual Action Plan (AAP) 2020. A public comment period for citizen input began for the period of June 19<sup>th</sup> through July 20<sup>th</sup>. Staff communicated with interested agencies and that information will be included in the proposed plan. A public hearing to discuss the proposed plans is scheduled for July 14<sup>th</sup> at 4:00 p.m. The plans will be brought to this Committee for review on July 20, 2020. The plans must be submitted to HUD by August 15<sup>th</sup>. The Village’s 2020 CDBG allocation is anticipated to be \$246,577.
- Staff participated in virtual meetings with members of the Northwest Suburban CDBG Network to discuss CV funding regulations, potential Covid-response activities, and the Consolidated Plan process.
- Participated in virtual meetings with the Cook County Consortium regarding CV funds, the Assessment of Fair Housing (AFH) process, and Consolidated Plans.
- Participated in AFH conference calls with the Cook County Consortium and Enterprise Partners to review and discuss proposed AFH goals. The AFH process has been delayed by pandemic and a final draft may not be ready for review until late summer or fall.
- Staff discussed upcoming CDBG rehab projects with the Executive Director of the Children’s Advocacy Center (CAC). Planned projects at the facility this summer include re-grading at the exterior, replacement of the front concrete stoop, and lead paint remediation at the chimney. The grading and concrete work will be the final phase of the Joint CAC Project, which includes CDBG funding from the Village as well as from the villages of Arlington Heights, Schaumburg, Mount Prospect, Palatine, and Cook County.
- Submitted Consolidated Plan story for inclusion in the July Citizen.

The information below is for the 2019 CDBG Program Year (October 1, 2019 through September 30, 2020):

<b>CDBG Expenditures and Reporting Ratio</b>	<b>June</b>	<b>3<sup>rd</sup> Quarter*</b>	<b>Year to Date</b>	<b>Current Reporting Ratio</b>
	\$0	\$0	\$192,211.22	1.44
"Current Reporting Ratio" equals ratio of unspent funds to total allocated funds in program year. Permitted to hold up to 1.5 of yearly allocation.				

<b>Housing Program Goals</b>	<b>June</b>	<b>3<sup>rd</sup> Quarter*</b>	<b>Year to Date</b>	<b>Year Target</b>
Rehabilitation Projects completed	0	0	0	3
Housing & related issues education pieces released	0	1	2	5

\*The 3<sup>rd</sup> quarter of the CDBG Program Year runs from April 1 through June 30.



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

**SUBMITTED TO: PLANNING, BUILDING & ZONING COMMITTEE**  
**BY: Bryan Ackerlund, Director of Building & Code Enforcement BA**

**July 2020**

**GENERAL ACTIVITIES / COVID-19 RESPONSE**

- On June 4, 2020, David Banaszynski attended his State Board of Health meeting.
- During June, David Banaszynski along with help from the Code Enforcement Officers canvassed outdoor dining establishments, indoor dining reopening's and daycare center reopening's. The visits were to confirm that the facilities were in compliance with State guidelines.
- David Banaszynski continues his involvement in daily, multi-agency meetings and webinars related to COVID-19. He also provided resources to Code Enforcement Officers to assist with training opportunities.
- Residential Rental License inspections continue to operate under a revised procedure to accommodate inspections of all registered properties.
- Kala Kuttentberg is working with the Police Department on the process of switching to the DACRA citation computer system. The tentative "go-live" date is July 22, 2020.
- Illinois moved into Phase 4 of the Restore Illinois Plan which allowed indoor dining to resume operations at limited capacity on June 26, 2020. In order to verify businesses were following the Governor's guidelines, David Banaszynski, along with the Code Enforcement Officers, inspected all local food service establishments.
- In preparation for the new Community Development software, Building Inspection staff continues to close open permits from prior construction seasons that never had final inspections called in by the applicants.
- Jeff Mattes continued coordination with the Project Managers of the new construction subdivisions to facilitate the process of final certificates of occupancy issuance.
- Bryan Ackerlund was involved in department budget meetings and prepared the Code Enforcement division's annual budget and CIP budget.
- Building staff conducted several inspections of a drive-in movie theater on the Sears Center Arena parking lot.
- Staff conducted interviews to hire a replacement for the retired Mechanical/Electrical Inspector (Tim Meyer). A candidate was selected and offered the position with an expected start date of July 6, 2020.
- A total of 7 new single family homes are in various stages of construction – home builders continue to work as essential businesses during the Pandemic.

**Bell Works Construction Update:**

- Phase 1 of construction continues to progress. Office spaces are being defined with glass partitions and the center atrium is beginning to take shape. Ownership is targeting a late summer occupancy for its first tenant.
- Division staff continues to hold regular meetings with the on-site team to monitor the status of the build-out. The pandemic has not affected the timeline of construction and the team continues to operate with safety measures in place.
- Bryan Ackerlund met with Somerset Development to discuss the areas of the property which will be effected by phase 1 occupancy. The ownership team is developing a proposal to present to the Village which will address these areas.

**Central Square Community Development Software Conversion (formerly TRAKiT)**

- The first round of implementation and training remains scheduled for mid-July. Staff has begun re-visiting prior meeting notes and documents to better prepare for this training.

2020 Code Enforcement Freedom of Information Act Requests Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
49	52	37	45	55	73	0	0	0	0	0	0	311

2020 Code Enforcement GovQA Questions & Complaints Processed

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
4	13	8	10	28	23	0	0	0	0	0	0	86

2020 Construction Inspections

Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Structural	76	103	149	125	66	97	0	0	0	0	0	0	616	1313
Electrical	99	107	59	12	22	33	0	0	0	0	0	0	332	543
Plumbing	69	99	33	27	15	37	0	0	0	0	0	0	280	741
Mechanical	48	102	27	6	10	12	0	0	0	0	0	0	205	333
Other	130	184	53	18	37	60	0	0	0	0	0	0	482	663
Fence	12	12	11	8	19	13	0	0	0	0	0	0	75	172
Roof/Siding	163	141	229	197	13	34	0	0	0	0	0	0	777	400
Patio/Driveway	63	44	41	61	62	148	0	0	0	0	0	0	419	841
Deck	6	3	2	4	10	5	0	0	0	0	0	0	30	298
Shed	2	2	8	2	2	6	0	0	0	0	0	0	22	41
Sewer	5	5	7	0	1	4	0	0	0	0	0	0	22	42
<b>2020 Total</b>	<b>673</b>	<b>802</b>	<b>619</b>	<b>460</b>	<b>257</b>	<b>449</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3260</b>	
<b>2019 Total</b>	<b>340</b>	<b>285</b>	<b>309</b>	<b>406</b>	<b>447</b>	<b>476</b>	<b>560</b>	<b>656</b>	<b>544</b>	<b>582</b>	<b>438</b>	<b>344</b>		<b>5387</b>

\* Note: Construction inspections include review and closure of older permits that had not yet had a final inspection.

**RENTAL HOUSING LICENSE AND INSPECTION PROGRAM**

- Staff is performing modified inspections for properties that did not have an open inspection report prior to March 17, 2020.
- There are currently 2,064 rental properties registered. This includes 1,403 single family and townhome units (68%) and 661 condominium units (32%). This number fluctuates based on new registrants and owners who choose to no longer rent their properties.
- Renewal notifications were mailed on November 26<sup>th</sup> to all rental properties. The deadline to submit payment and update registration information was January 17, 2020.
- As of July 1<sup>st</sup>, 2,046 properties (99%) have renewed.

2020 Rental Inspections

Inspection	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Annual	161	243	212	19	63	147	0	0	0	0	0	0	845
Reinspections	86	85	71	2	57	94	0	0	0	0	0	0	395
<b>Total</b>	<b>247</b>	<b>328</b>	<b>283</b>	<b>21</b>	<b>120</b>	<b>241</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1240</b>

\*Most new Rental Inspections suspended March 17<sup>th</sup> through April 30<sup>th</sup>, however follow-up inspections continued for certain properties with existing violations.

Inspection Services Performance	June	2 <sup>nd</sup> Quarter	Year to Date**	Year Target
Percentage of building inspections within 24 hr. notice	98%	98%	98%	95% within 24 hr. notice
Percentage of annual rental inspections completed	7%	11%	41%	100% of total*

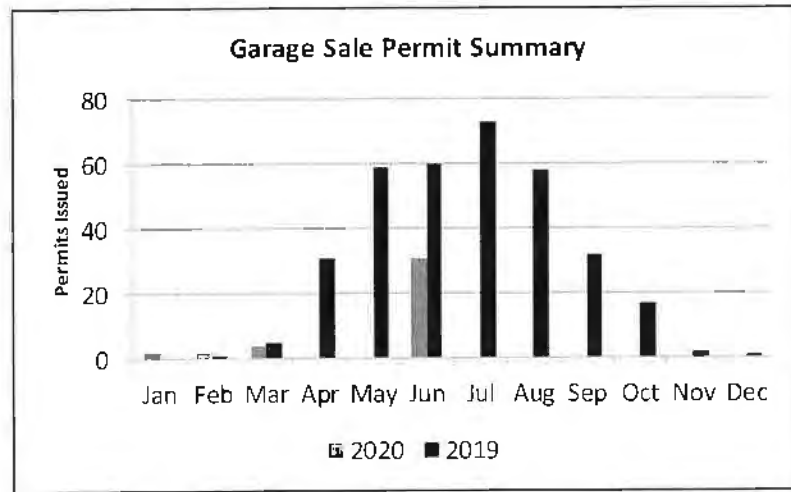
\* Note: The total number of properties registered fluctuates and therefore this percentage does not equal 100% at year-end.

\*\* Note: Rental inspections suspended March 17<sup>th</sup> through April 30<sup>th</sup>



Garage Sales

Year	2020	2019
Jan	2	0
Feb	2	1
Mar	4	5
Apr	0	31
May	0	59
Jun	31	60
Jul	0	73
Aug	0	58
Sep	0	32
Oct	0	17
Nov	0	2
Dec	0	1
<b>Total</b>	<b>39</b>	<b>339</b>

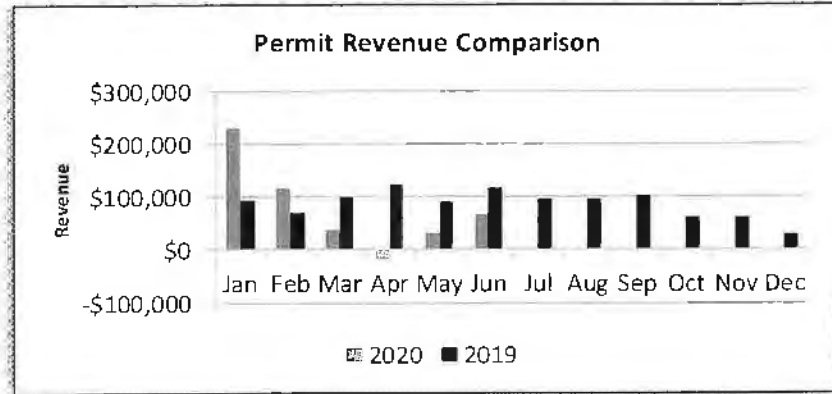


2020 Building and Fire Permits Issued

Permit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
<b>Building Permits</b>														
Commercial Remodeling	12	7	6	7	1	3	0	0	0	0	0	0	36	85
Community Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	3	0	2	0	1	1	0	0	0	0	0	0	7	13
Driveways	0	0	3	55	27	75	0	0	0	0	0	0	160	297
Electrical	68	94	7	4	7	3	0	0	0	0	0	0	183	227
Fences	6	3	9	17	18	54	0	0	0	0	0	0	107	203
Mechanical	6	12	11	7	9	19	0	0	0	0	0	0	64	257
Miscellaneous Permits	28	18	16	18	15	66	0	0	0	0	0	0	161	458
Multi-Family Remodeling	1	0	0	0	0	0	0	0	0	0	0	0	1	6
New Commercial	0	3	0	0	1	0	0	0	0	0	0	0	4	4
Plumbing	13	13	21	10	6	13	0	0	0	0	0	0	76	220
Pools	0	0	0	1	3	9	0	0	0	0	0	0	13	14
Residential Decks & Patios	1	1	9	21	39	64	0	0	0	0	0	0	135	539
Residential Garages	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Residential Remodeling	8	8	10	4	7	12	0	0	0	0	0	0	49	154
Residential Sheds	0	0	2	5	4	11	0	0	0	0	0	0	22	46
Roofs/Siding	8	7	57	22	37	74	0	0	0	0	0	0	205	472
Signs	7	2	3	3	1	2	0	0	0	0	0	0	18	100
Solar Panel System	7	6	4	6	6	8	0	0	0	0	0	0	37	119
New Single Family Residences	2	0	0	0	0	0	0	0	0	0	0	0	2	61
<b>Fire Permits</b>														
Automatic Fire Alarms	5	3	3	4	8	1	0	0	0	0	0	0	24	51
Fuel Storage Tanks	0	1	0	0	0	0	0	0	0	0	0	0	1	1
Hood & Duct	0	3	0	1	1	1	0	0	0	0	0	0	6	10
Automatic Sprinklers	15	8	7	3	1	3	0	0	0	0	0	0	37	117
Lock Boxes	3	0	1	0	0	1	0	0	0	0	0	0	5	14
Other	0	1	1	1	0	0	0	0	0	0	0	0	3	32
<b>2020 Total</b>	<b>193</b>	<b>190</b>	<b>172</b>	<b>189</b>	<b>192</b>	<b>420</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1356</b>	
<b>2019 Total</b>	<b>143</b>	<b>108</b>	<b>169</b>	<b>318</b>	<b>312</b>	<b>322</b>	<b>487</b>	<b>470</b>	<b>361</b>	<b>399</b>	<b>248</b>	<b>168</b>		<b>3505</b>

Permit Revenue

Year	2020	2019
Jan	\$231,652	\$93,164
Feb	\$117,478	\$70,614
Mar	\$37,374	\$98,580
Apr	-\$17,604	\$123,746
May	\$32,761	\$91,454
Jun	\$68,056	\$116,955
Jul	\$0	\$96,153
Aug	\$0	\$95,839
Sep	\$0	\$101,834
Oct	\$0	\$61,625
Nov	\$0	\$61,622
Dec	\$0	\$28,699
<b>Total</b>	<b>\$469,717</b>	<b>\$1,040,285</b>



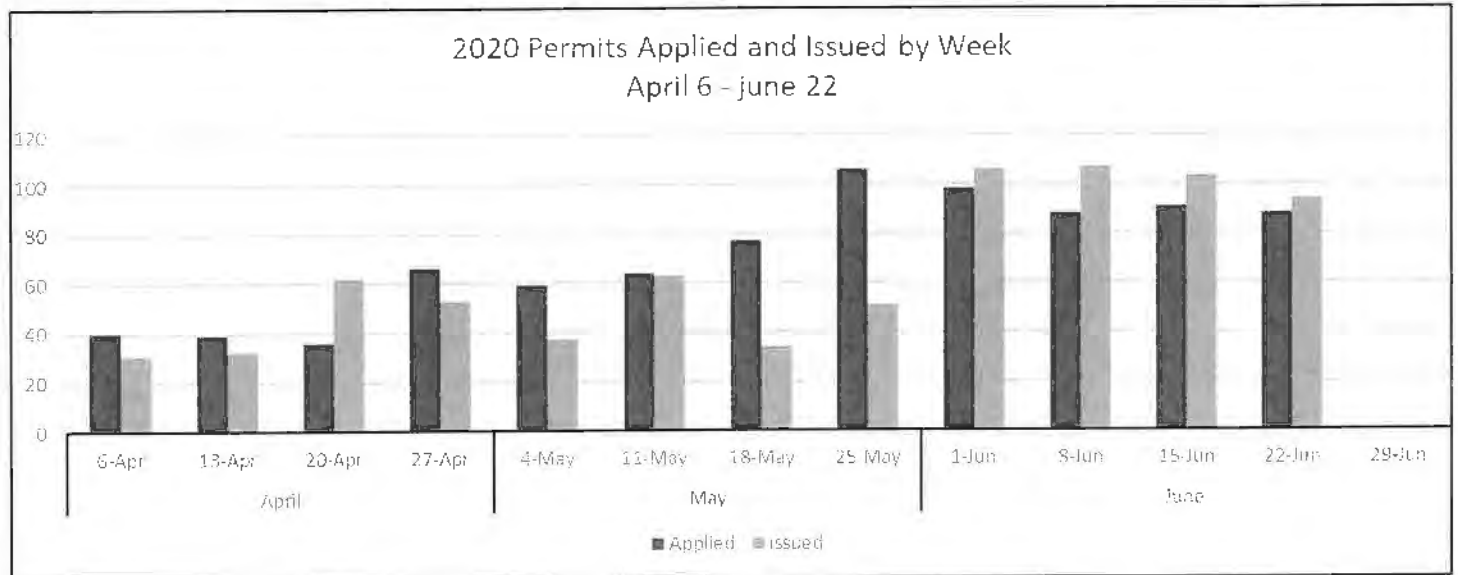
2020 Budget: \$1,075,000

Total Revenue includes building permits, fire permits and Temporary Certificates of Occupancy.

Note: Negative permit revenue in April was due to an adjustment made to a prior permit payment where the applicant overstated the construction cost.

\*Permit activity has been monitored closely during the Village Hall Closure (March 19-May 31) and Stay at Home Order. Submittals continue to rebound and applied and issued permits remain

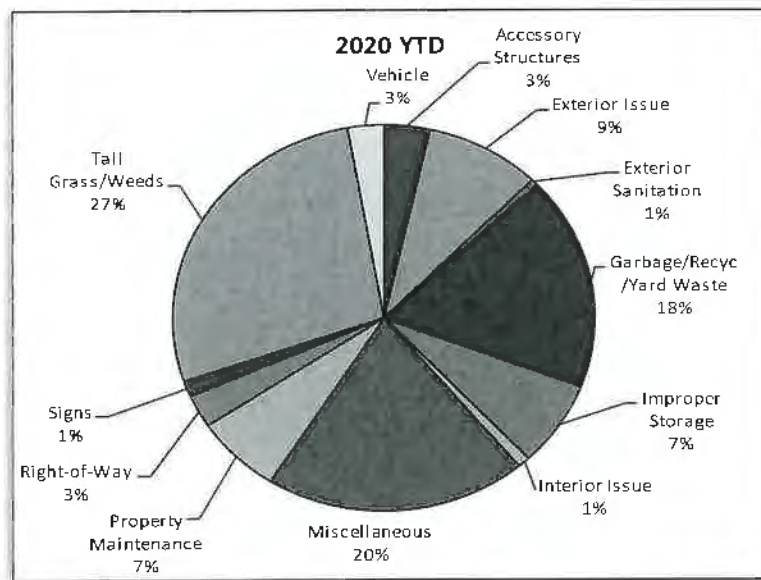
Week of:	April				May				June				
	6-Apr	13-Apr	20-Apr	27-Apr	4-May	11-May	18-May	25-May	1-Jun	8-Jun	15-Jun	22-Jun	29-Jun
Applied:	40	39	36	66	59	64	77	106	98	88	91	88	n/a
Issued:	31	32	62	53	37	63	34	51	106	107	103	94	n/a



Building Permit Processing Performance	June	2 <sup>nd</sup> Quarter	Year to Date	Year Target
Percentage of permits entered in computer within 24 hours of submittal	97%	97%	98%	95% within 24 hours
Percentage of permit plan reviews completed within 10 business days	97%	97%	98%	95% within 10 days
Percentage of permits processed for issue within 48 hours of plan approval	97%	98%	98%	90% within 48 hours

2020 Property Maintenance Summary Report

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 YTD	2019 Total
Accessory Structures	1	3	0	6	4	5	0	0	0	0	0	0	19	52
Exterior Issue	2	0	7	16	14	9	0	0	0	0	0	0	48	24
Exterior Sanitation	1	1	0	1	0	0	0	0	0	0	0	0	3	6
Garbage/Recyc/Yard Waste	5	3	8	46	28	7	0	0	0	0	0	0	97	69
Improper Storage	5	7	10	4	4	9	0	0	0	0	0	0	39	139
Interior Issue	2	1	1	0	1	0	0	0	0	0	0	0	5	17
Miscellaneous	21	27	6	19	22	14	0	0	0	0	0	0	109	221
Property Maintenance	3	10	8	0	7	8	0	0	0	0	0	0	36	181
Right-of-Way	1	0	3	5	3	3	0	0	0	0	0	0	15	75
Signs	1	2	3	0	1	0	0	0	0	0	0	0	7	18
Tall Grass/Weeds	0	0	0	0	96	53	0	0	0	0	0	0	149	434
Vehicle	1	3	2	1	5	3	0	0	0	0	0	0	15	51
<b>2020 Total</b>	<b>43</b>	<b>57</b>	<b>48</b>	<b>98</b>	<b>185</b>	<b>111</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>542</b>	
<b>2019 Total</b>	<b>34</b>	<b>42</b>	<b>107</b>	<b>112</b>	<b>342</b>	<b>238</b>	<b>92</b>	<b>97</b>	<b>108</b>	<b>48</b>	<b>39</b>	<b>28</b>		<b>1287</b>



There are several reasons property maintenance activity has decreased during the spring of 2020, including, a seasonal inspector has not been hired (budget limitations) and Code Officers have had to perform numerous inspections supporting COVID-related issues, such as restaurants operations and business re-openings. Primary focus has been on the most significant violations during the COVID-19 Pandemic.

2020 Citations Issued

Violation	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Business License	20	27	0	0	0	0	0	0	0	0	0	0	47
Code	32	54	41	0	26	37	0	0	0	0	0	0	190
Rental	89	60	0	0	61	39	0	0	0	0	0	0	249
<b>Total</b>	<b>141</b>	<b>141</b>	<b>41</b>	<b>0</b>	<b>87</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>486</b>

\*Issuance of new citations were halted due in part to the suspension of rental inspections and hearing postponement.

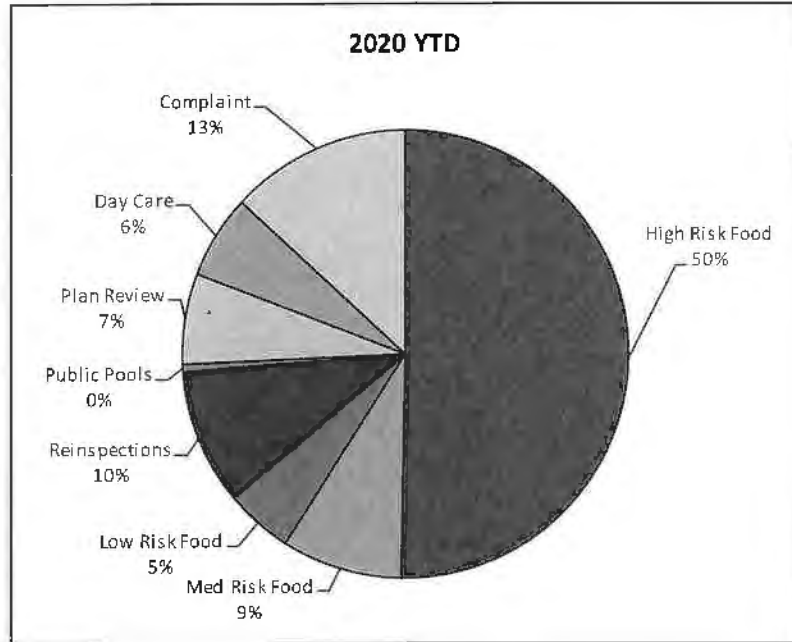
2020 Adjudication Court Dockets - Citations Presented

Court	Jan	Feb	Mar	Apr*	May*	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Code/Bus. Lic.	84	66	68	0	0	72	0	0	0	0	0	0	290
Rental	29	23	43	0	0	34	0	0	0	0	0	0	129
<b>Total</b>	<b>113</b>	<b>89</b>	<b>111</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>419</b>

Inspection Services Performance	June	2 <sup>nd</sup> Quarter	Year to Date	Year Target
Percentage of property maintenance inspections completed within 24 hours of notice	98%	98%	98%	95% within 24 hr. notice

2020 Environmental Health Inspection Report

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
High Risk Food	39	33	0	11	7	2	0	0	0	0	0	0	92
Med Risk Food	1	0	9	1	2	3	0	0	0	0	0	0	16
Low Risk Food	2	1	1	2	3	0	0	0	0	0	0	0	9
Reinspections	1	0	0	14	2	1	0	0	0	0	0	0	18
Public Pools	0	0	0	0	0	1	0	0	0	0	0	0	1
Plan Review	1	1	3	3	3	1	0	0	0	0	0	0	12
Day Care	0	0	1	0	1	9	0	0	0	0	0	0	11
Complaint	5	0	5	3	4	7	0	0	0	0	0	0	24
<b>Total</b>	<b>49</b>	<b>35</b>	<b>19</b>	<b>34</b>	<b>22</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>183</b>



Food establishments are divided into the risk categories of high, moderate or low, and planned inspections are performed three, two, or one time each year respectively. A high risk establishment presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. There are approximately 285 facilities that require a total of approximately 525 planned inspections throughout the year (this number fluctuates based on businesses opening/closing).

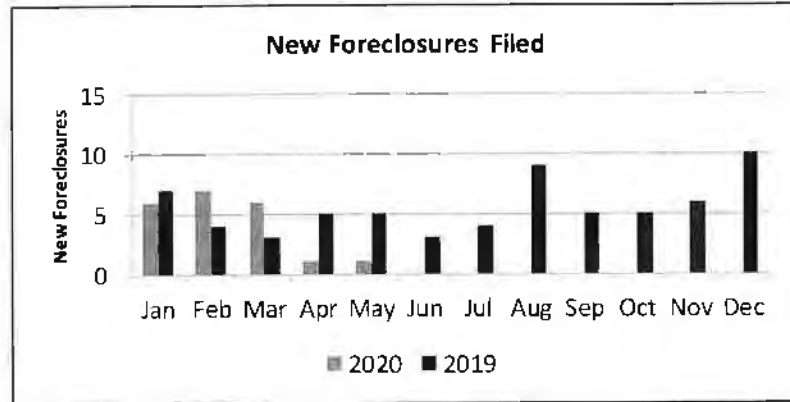
Health Inspections Performance	June**	2 <sup>nd</sup> Quarter**	Year to Date**	Year Target
Percentage of annual food health inspections completed	1%	6%	22%*	100% of total

\*Note: The total number of inspection properties fluctuates and therefore the year to date number may not equal 100%.

\*Due to State's Stay At Home Order, routine inspections have been rescheduled to allow focus on enforcement of the COVID-related issues.

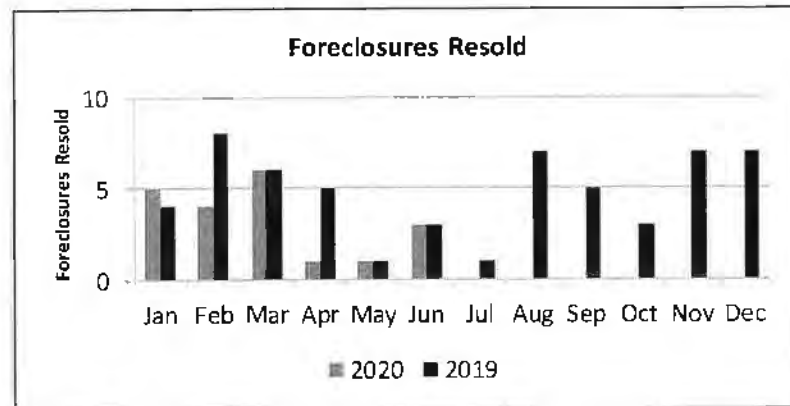
**New Foreclosures Filed**

Year	2020	2019
Jan	6	7
Feb	7	4
Mar	6	3
Apr	1	5
May	1	5
Jun	0	3
Jul	0	4
Aug	0	9
Sep	0	5
Oct	0	5
Nov	0	6
Dec	0	10
<b>Total</b>	<b>21</b>	<b>66</b>



**Foreclosures Resold**

Year	2020	2019
Jan	5	4
Feb	4	8
Mar	6	6
Apr	1	5
May	1	1
Jun	3	3
Jul	0	1
Aug	0	7
Sep	0	5
Oct	0	3
Nov	0	7
Dec	0	7
<b>Total</b>	<b>20</b>	<b>57</b>



**Historical Foreclosure Information**

	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Foreclosures Filed</b>	312	620	208	139	81	68	90	79	66

# ECONOMIC DEVELOPMENT & TOURISM MONTHLY REPORT

July 2020



## Economic Development

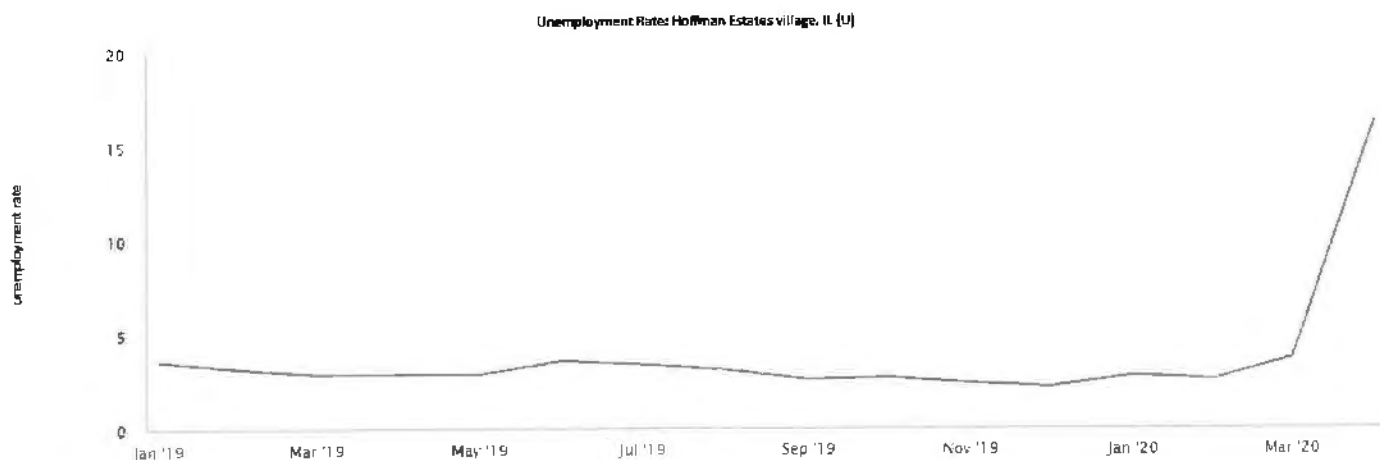
### Regular Economic Development Duties:

- Continued to update the available properties online database on the Village's website.
- Ongoing calls, emails and meetings with land owners, brokers and property owners about potential development or issues in Hoffman Estates.
- Worked with Corporation Counsel to draft a purchase and sale agreement for 75-85 Golf Road to a developer and operator of a fast-food restaurant. This agreement should appear before this committee in the next month.
- Continued to promote NLNW with the design team and marketing team. One Hoffman Estates business has submitted an application (House Doctors Inc.) and will pitch to the panel at the end of July while the other business is waiting for the COVID-19 restrictions to lessen before pitching to be in the program.
- Continued reviewing a reimbursement submittal for the Higgins-Hassell TIF District related to the Poplar Creek Bowl façade renovations, public infrastructure around the Buona Beef rebuild, and other TIF eligible improvements around the site.
- Calls with Auto Dealers in town to support their operations and redevelopment of vacant sites.
- Worked with Staff to coordinate with Tria Architects on Phase I of the Village Green improvement work.
- Continued working with Legal to draft a redevelopment agreement to bring utilities to the Higgins-Old Sutton TIF district. Held a phone call with the developer to discuss the project and timing. This agreement should come to the committee within the next month or two.
- Connected with members of Pine Tree Commercial regarding refilling the former Sports Authority space.
- Met with the Economic Development Commission chairman to discuss the future direction of the committee. Then began working on the outline for a working session for the commission.
- Completed a draft budget for the Economic Development Division, Arts Commission, Economic Development Commission and all 5 TIF districts for the 2021 budget year.
- Met with a board member of a museum that is looking for a site in Illinois. Their interest surrounded Bell Works and possibly taking space there. A future meeting with board members and a tour of the Arena is expected in the next month or two.

- Managed the Development Services intern who worked on a redesign of the VisitHoffman.com website, the Economic Development division webpages and the quarterly economic development e-newsletter. These changes should be made formal in the early part of July.
- Prepared a business survey and letter to all business retention visit contacts to check in and understand how businesses in Hoffman Estates are being effected and adapting to the coronavirus economy. This survey is expected to go out in July now that Phase 4 has been implemented and most businesses have been allowed to reopen again.
- Economic Development staff attended the:
  - Monthly Bell Works Check-in Call
  - Monthly Next Level Northwest Board Meeting
  - Monthly Hoffman Estates Chamber Membership Committee Meeting
  - Quarterly Hoffman Estates Chamber New Member Breakfast Virtual Meeting
  - Quarterly CMAP Economic Development Committee Meeting

COVID-19 Specific Economic Development Duties & Tasks:

- Updated the business resource and “open restaurants’ pages on the Economic Development page of the Village website to inform our local businesses of the Federal, State, County and local resources available to them and residents of which restaurants are open for pick up, delivery, outdoor dining and limited indoor dining.
- The pandemic has certainly effected many businesses but it’s also affected our resident population. The unemployment rate for Hoffman Estates in December 2019 was 2.2% but by the end of April 2020 it had risen to 16.3%, according to the U.S. Bureau of Labor Statistics. Hoffman Estates has around 30,247 residents employable in the labor force (age 16+) so last December only around 665 residents were unemployed. That compares to nearly 5,000 residents now out of work, according to ESRI data compiled from a variety of sources.



- This month's news, article and forecasting from the commercial real estate world focuses on small businesses affected by COVID-19. Even with things starting to open back up it's very tough for small businesses who now face the added cost of PPE, sanitizing and other health safety measures. The article from ICSC shines light on a recent survey of just how many businesses might have to close this year.
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## Tourism

- The Tourism Office sends a recap of each webinar to every hotel to offer insights into how each can be more visible and enhanced when large corporate travel RFPs start to come out again. This direction allows the Village to be proactive and prepared to welcome travelers back as restrictions are lifted.

### **Webinar Sponsored by Business Travel Network (BTN) "Travel Policy Priorities after COVID-19"**

Participants included speakers from Takeda Pharmaceutical, Cargill, EAB, GoldSpring Consulting, and BTN. Each speculated they would experience an increase in room rates because of the new occupancy restrictions imposed on hotels. They also forecasted a decrease in business travel by 40-60% for 2020.

Companies that mandate/coordinate business travel will require 100% compliance more than ever before. Travel Management Coordinators (TMCs) will contact hotels prior to their travelers' arrival to ensure the hotel is practicing increased cleaning standards. Inquiries included the following: Is the property spacing occupancy to ensure no one is roomed with an occupied room next door? Will the traveler be issued a room that was not occupied 24 hours previously? What are the cleaning protocols and social distancing policies? Are masks being worn by staff and guests? How is air circulated in each guest room? Are incremental AC/heating unit filters being cleaned/sanitized after each guest? Do you have exterior corridors and/or entrances?

Travelers are being interviewed after hotel stays to ensure they are experiencing a property that practiced enhanced cleaning procedures, social distancing, and mask adherence. Negative reviews result in that property being excluded from future business.

Take away: Hotels will be selected based upon their ability to ensure a safe experience which include their cleaning and occupancy standards and personal protection policies. Are the people answering hotel phones and emails aware of the personal protection protocols? Can they include their protocols on the landing page of their hotels unique websites? While many brands have issued policy statements, TMCs found from traveler interviews that not all hotels are in compliance. Now is the time to highlight personal protection protocols, not beautiful spacious rooms and amenities. Also, alert travelers if your on-site food and beverage options are closed.

### **Webinar Sponsored by Business Travel Network (BTN) and RoomIt Solutions Carlson Wagonlit Travel (CWT). "Hotel program success in a changed world"**

Speakers included Harriet Washburn (Arthur J. Gallagher), Eric Brown (National Instruments), Pauline Robin (RoomIt Solutions).

Gallagher traditionally selected preferred hotels based upon their campus locations and client locations. Today the changing environment might dictate changes to that approach. For instance, their campus in Rolling Meadows has been utilized in the past to host meetings that drove 80% of their travel, the remaining travel followed client locations since their traveling workforce were sales people meeting in person with existing or desired customers. Until the "return to office" is implemented, the workforce is working remotely and the Rolling Meadows campus will have to restructure their internal conference center to accommodate social distancing and occupancy restrictions. They are looking to "roll over" rates negotiated for 2020 into 2021. They are utilizing software that tracks hotel spend to ensure all preferred properties were compliant to their "fixed" rate agreement. All travelers are interviewed to ensure the hotel was compliant to PPE and



enhanced cleanliness and social distancing standards. They plan to reduce the number of hotels they bring into their program going forward to consolidate spend.

NI is moving to implement a mandated travel program going forward. They also will seek to keep 2020 rates in place for 2021, if not reduce rates. They echo Gallagher in the top priority will be the hotel's compliance with "duty of care" protocols but are relying on the communications they have received from brands regarding detailed descriptions of enhanced cleaning, PPE, and social distancing.

RoomIT Solutions doubts that there will be global RFPS issued, advised their clients to limit number of preferred hotels selected, really communicate with travelers to ignore "squatters" to consolidate spend to only preferred hotels, and to reassess quarterly not annually and react to travelers preferences. They prefer a fixed corporate negotiated rate as opposed to dynamic pricing (brand wide discount offered off best available rate). Most brands have furloughed their National Account Managers which might result in programs going directly to hotels when negotiating.

#### **Holiday Inn Express - Meeting with Owners and Management Team**

- Met with ownership group and newly hired General Manager and Director of Sales to provide information on top and targeted accounts, leisure, social, and sports tournament markets. Provided overviews on new developments in anticipation of their July opening. Toured property. Ownership praised the support they have received from Village staff as they navigated through their first new construction project in Illinois. Thanks to that support, this group is considering building another hotel in Hoffman Estates.

#### **Checking In - Weekly Communications with Hoffman Estates Hotels**

- This month, the focus was uplifting spirits and gauging business travel occupancy results from May and any increases Village hotels were seeing for June. Who are their travelers? What are we doing to reach out to our past top accounts? Not to solicit reservations - more to check on how they are doing. Are they seeing any leisure travelers? As universities reopen their campuses, how can we become the place they stop on their way back to their schools in Wisconsin, Michigan, and Indiana? Here are some insights from three hotel properties:

"We have just over 150 total business travel guests for May, with a RevPar down almost 50% to Prior Year (PY). PY, we averaged 1200 BT room nights per month. Our booking window is 0-72 hours right now, so not much happening for June. We are forecasting June to be lower occupancy than May but slight increase in ADR due to the brand promotion ending May 31. We are not forecasting any group rooms until Q4. It's still going to be a rough Q3".

"You asked how we were doing. May Occ = 4.0%. June Occ = Forecasting 8.5%. It is a slow process. Food/beverage outlets remain closed. Transient and leisure are building. From a group standpoint - sports and weddings want to get back to normal now. Minimal interest from corporate group so far."

"As of now we are still under the same restrictions, our pool and fitness center are closed and we are offering breakfast to go bags. May was slow but things are getting a little better. We have been seeing an increase this month especially in same day reservations. Even with the low occupancy it has been very busy with the renovations here."

### Meetings/Activities

- Circulated marketing information to Village, hotels, Park District and Chamber on Hideaway Brew Garden.
- Circulated press releases and articles on new naming rights partner for SCA to hotels.
- Circulated marketing information on SCA hosting drive-in movies to hotels.
- Provided contacts to new management team at Poplar Creek Bowl, Bar Down Sports Bar & Grill.
- Circulated alert regarding Tony Robbins SCA event being postponed from July to have hotels release their group block.
- Monthly call with MEET Chicago NW CVB.
- Monthly call with Elgin/Fox Valley CVB.
- Provided marketing contacts to "Chicago Drive Inn" organizers.
- Conference call to discuss upgrades and updates to Tourism website.
- Distributed lists of universities invited to Midlands Wrestling Tournament (December 2020-SCA) to our hotels for their direct outreach to each.
- Researching program that would include on-site visits to create brief video clips of restaurants, hotels, and entertainment venues to highlight being a "Tourist in your own Town" in an effort to support and highlight our most challenged hospitality businesses.
- Researching universities in Wisconsin, Michigan, and Indiana as they reopen to determine how our hotel listings can be made available to their returning student families as a stopover during their travels.
- Provided listings to SCA of venues in the area that previously hosted meetings/events of 500 attendees or more and anticipating they will need to decrease their capacity diagrams due to social distancing restrictions. Perhaps we can relocate the activities to the SCA.



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Kevin Kramer, Director of Economic  
Development



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Linda Scheck, Director of Tourism & Business  
Retention

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## **ARFC Survey: 1.2 million businesses may close for good by September**

June 12, 2020

The America's Recovery Fund Coalition (ARFC), of which ICSC is a founding member, has released findings from a [new small business survey](#) on COVID-19's impact. The survey shows that without additional fiscal support, 1.2 million American small businesses could be closed for good by September. At this time, 62% of small businesses cannot rule out layoffs in the next 60 days — even as the economy begins to reopen.

“Last week we saw some changes to the Paycheck Protection Program (PPP), reducing the payroll requirement from 75% to 60%, but this is still not enough,” Trevor Hanger, Research Director for ARFC, said. “The pandemic requires businesses to take on additional overhead costs when reopening to adhere to new safety guidelines, and 47% of small businesses we surveyed said PPP did not give them enough funds to cover those costs.

Further, our survey found that businesses that are reopening are experiencing an 85% decrease in revenue. Bottom line: American enterprise is in grave danger. We need to do more.”

“America's Recovery Fund would allow businesses to reopen with certainty, providing grants to fill the gaps between expenses and revenue, through a simple, easy-to-use application,” Jennifer Platt, ICSC Vice President for Federal Relations, said. “Nearly 70% of shopping center tenants are small businesses that employ less than 10 people. This fund would help the many industries that make up our shopping centers, including retailers, restaurants, salons, gyms, health centers and service providers.”

“Without bold and immediate help, we are at risk of losing small businesses — the face of American enterprise,” said Nancy Hoffman Vanyek, Chief Executive Officer of the Greater San Fernando Valley Chamber of Commerce. “Our communities are suffering. 50% of businesses were closed longer than eight weeks, and over a quarter of businesses are still closed today. Reopening isn't as simple as flipping a sign in the window — 70% of SSBC members are having to invest even more money into overhead to buy personal protective equipment (PPE) in accordance with CDC guidelines. These unprecedented changes mean we need big ideas to keep businesses operating, from rehiring and keeping staff, to changing inventory, to creating new spaces for social distancing, to figuring out how to stay in business in the long run, we need America's Recovery Fund.”

### **Report Findings:**

- Of the 1,545 participating small businesses across 17 states surveyed, 47% said the Paycheck Protection Program did not provide enough funds to cover their overhead costs.
- Without additional fiscal support, 1.2 million American small businesses could be closed for good by September of 2020.
- At this time, 85% of businesses that have reopened say they are experiencing moderate to significant revenue decreases, with over half calling those decreases “significant.”
- According to 69% of small businesses trying to stay open during the pandemic, they need more capital in order to cover overhead costs.
- Even as the economy begins to reopen, 62% of businesses say they cannot rule out potential layoffs of employees in the next sixty days.

- Right now, 20% of small businesses surveyed said they would go out of business forever if they receive no additional help.

View the complete survey results here - <https://bit.ly/2ZrXLKN>