AGENDA

CDBG Public Hearing

Thursday, April 2, 2026
2:00 PM
Conference Room 120, Temporary Village Hall, 1000 Woodfield Road, Schaumburg, Illinois

VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

A G E N D A

I. CALL TO ORDER

II. NEW BUSINESS

A. Draft 2025 CDBG Action Plan Amendment

III. COMMENTS FROM THE PUBLIC

IV. ADJOURNMENT

V. NEXT MEETING

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the meeting will be accessible to individuals with disabilities. Persons requiring auxiliary aids and/or services should contact the Village Manager's Office at 847.923.4705, preferably no later than five days before the meeting.

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Draft 2025 CDBG Action Plan Amendment

04/02/26
CDBG Public Hearing

Presenter: Chidochashe Baker AICP, Community Planner
Lead Department: Community Development

Executive Summary:

The Village receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. Funds are to be used to assist low- and moderate- income persons. The Village approved the 2025 CDBG Action Plan in July of 2025. The 2025 CDBG Action Plan identified specific projects and activities to be undertaken during Program Year (PY) 2025 (October 2025 through September 2026). Staff proposes to reallocate unused prior year funds and program income to new and existing projects/ programs.

Recommended Action:

ATTACHMENTS:

- Draft 2025 CDBG Action Plan Amendment

Draft 2025 CDBG Action Plan Amendment

The Village receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. Funds are to be used to assist low- and moderate-income persons. The Village approved the 2025 Action Plan in July 2025. The 2025 CDBG Action Plan identified specific projects and activities to be undertaken during Program Year (PY) 2025 (October 2025 through September 2026).

HUD allows the Village to make minor amendments to the Consolidated Plan and Action Plan administratively. Substantial amendments must go through the public hearing process, which requires a 30-day public comment period and public hearing. Substantial amendments are defined in the Citizen Participation Plan, and required under the following circumstances:

1. To carry out an activity not previously described in the Consolidated Plan or Annual Action Plan; or
2. To make a substantial change in the purpose, scope, or location of an activity.
3. To increase a project or activity's budget by more than 25%.

The 2025 Action Plan estimated a total entitlement balance of $517,348.00 ($403,348 in program year 2025 entitlement funds and $114,000 in uncommitted prior year funds). At the beginning of PY2025, the Village had a total entitlement balance of $768,227.20 ($517,348 allocated to program year 2025 activities and $250,879.20 in unused prior year funds). Additionally, the Village has received $45,295 in program income from repayments of 2 residential rehab loans in PY2025. The additional program income increases the total available entitlement balance to $813,522.20. A total amount of $147,833.59 of unused prior year funds will remain allocated to ongoing programs and projects from program year 2024. Staff proposes to reallocate $148,340.51 in unused funds to new and existing projects/programs within the 2025 Action Plan for a new PY2025 budget of $665,688.51.

Based on the substantial amendment criteria above, only some of the projects require a formal Action Plan Amendment; however, staff also provided a comprehensive list of budget changes. Below is a summary of existing and new projects that are proposed to receive new funding or an increase/decrease in funding. A list of proposed budget changes in the 2025 Action plan is attached to the memo for review.

Minor Amendments

- ***Planning and Administration***
  HUD has a funding cap of 20% of the annual grant entitlement for funds allocated towards Planning and Administration of the CDBG Program. Staff recommends increasing the budgeted amount from $65,000 to $80,688, which is 20% of the entitlement grant for program year 2025. This amendment does not meet the Action Plan substantial amendment criteria and does not require a formal Action Plan Amendment.

Existing Projects – Funding Amount Changes

- **Handyworker Program**
  The Village's Handyworker Program assists seniors and persons with disabilities with eligible minor repairs and ADA improvements. Examples of eligible projects include repair of light switches, outlets, light fixtures, caulking, repair of windows/doors, and installation of ADA grab

bars and other accessibility improvements. The Village plans to assist a minimum of 8 households with minor repairs.

During program year 2024, the Village lost the handy worker program contractor and was unable to secure a new contractor to fill the position. As a result, the Village was unable to spend any of the funds allocated to the program. For PY2025, the Village allocated $4,000 in CDBG funds for the Handyworker Program in the 2025 Action Plan. In order to secure a new contractor and to align costs with the construction industry standard, staff recently increased the maximum amount allocated per Handyworker project from $500 to $750. Since making changes to the program's funding amount per project and to the payment process, the Village has now contracted with a new handy worker for the program. Staff recommends increasing the budget by $2,000 for a total of $6,000. This increase will allow the program to maintain the same number of households to be assisted at the maximum cost per project amount.

- **Residential Rehab Program and Administration**
  The Village has contracted administration of the program to North West Housing Partnership (NWHP). NWHP conducts outreach, reviews applications, prepares bid specifications, manages the construction and contractors, coordinates closing documents and pays the contractor. Once construction is completed, NWHP assigns the mortgage to the Village.

  When the 2025 Action Plan was drafted, there was a total of approximately $111,233.00 in unused program year 2024 funds allocated to the Residential Rehabilitation Loan Program for construction costs and program administration. At that time, the Village allocated $50,000 for both rehabilitation construction cost and administration for program year 2025. Staff will continue to use the funds allocated in the 2024 Action Plan to fund the construction and administration expenses for projects in PY2025. As a result, staff recommends decreasing the budget amount in the 2025 Action Plan from $50,000 to $26,500 for residential rehab loan program construction and administration.

New Projects

- ***CDBG Sidewalk Replacement Program and Streets Improvements Program***
  A total of $227,848 was allocated for a future public infrastructure project (sidewalk, street improvements, or other needed improvements). At the time when the 2025 Action Plan was drafted, the location for the CDBG Sidewalk Replacement and Streets Improvement projects had not yet been determined. Staff has since coordinated to identify the area bounded by Barrington Rd to the east, N Holmes Way and W Schaumburg Rd to the south , the Village of Schaumburg corporate boundaries to the west , and Old Church Rd to the north for both projects. This area is eligible for CDBG funds. It is anticipated that work will be completed over the summer of 2026. Staff recommends allocating $199,000 for the Sidewalk Replacement Program and $183,000 for the Streets Improvements Program based on the locations for replacement and anticipated project cost.

Conclusion

The Village of Schaumburg will conduct a public hearing on Thursday, April 2, 2025, at 2:00 p.m. in Conference Room 120, Temporary Village Hall, 1000 Woodfield Road, Schaumburg, Illinois, to solicit feedback on the Village's CDBG 2025 Action Plan Amendment.

2025 CDBG Action Plan Amendment
Budget Changes

Project Type	Project	2025 Action Plan Budget	Budget Change	2025 Amended Action Plan Budget
Planning & Administration	CDBG Planning and Administration	$65,000	+ $15,688	$80,688
Public Services	Access To Care	$10,000	$0	$10,000
Public Services	Center for Enriched Living	$5,000	$0	$5,000
Public Services	Children's Advocacy Center	$5,850	$0	$5,850
Public Services	Clearbrook	$5,000	$0	$5,000
Public Services	Fellowship Housing Corporation	$7,000	$0	$7,000
Public Services	Journeys the Road Home	$11,325	$0	$11,325
Public Services	Life Span	$5,000	$0	$5,000
Public Services	Northwest Compass	$11,325	$0	$11,325
Housing	Handy Worker Program	$4,000	+ $2,000	$6,000
Housing	Residential Rehab Loan Program and Admin	$50,000	- $23,500	$26,500
Economic Development	Small Business Loan Program	$45,000	$0	$45,000
Economic Development	Micro Enterprise Assistance Program	30,000	$0	$30,000
Public Facility	Little City Foundation Renovation	$35,000	$0	$35,000
Public Infrastructure	Future CIP Project (Reserve Funds)	$227,848	- $227,848	$0
Public Infrastructure	CDBG Sidewalk Replacement (Previously identified as "Future CIP Project" in the 2025 Action Plan.)	$0	+ $199,000	$199,000
Public Infrastructure	CDBG Street Improvements	$0	+ $183,000	$183,000
Total		**$517,348**	**$148,340**	**$665,688**