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# CALL FOR PROJECTS

## HOUSING STABILITY SERVICES FUND

Funds Available  
Up to \$1,000,000.00

**APPLICATION LINK**

<https://www.zoomgrants.com/gprop.asp?donorid=2150&limited=5238>

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### PROGRAM GUIDELINES

#### I. PURPOSE

The Housing Stability Services Fund (HSSF) was established to make available funding to local service agencies that provide housing stability services for low to moderate income households to maintain or obtain housing.

The HSSF makes funds available to provide the following type of services:

- Housing Counseling
- Fair Housing Counseling
- Specialized housing services for individuals w/ disabilities
- Specialized housing services for seniors
- Housing Services for survivors of Domestic Abuse or Human Trafficking
- Legal Services related to rental housing

The fund is administered by the Kane County Office of Community Reinvestment with funds provided by the U.S. Department of Treasury under the Emergency Rental Assistance Program#2 which was authorized by the American Rescue and Recovery Plan Act.

These guidelines are intended to create a unified set of standards for all housing stability services provided thru the HSSF.

Program Timeline:

May 20, 2024	Release applications
June 17, 2024	Applications Due
August 13, 2024	Organizations Approved
September 1, 2024	Program Start Date
August 31, 2025	Program End Date
September 12, 2025	All Final Payment Requests & Reporting Due

#### II. GENERAL COMPLIANCE WITH FEDERAL REGULATIONS

Project Sponsors must comply with all applicable requirements of ERA FAQ's as provided by the US Treasury Department, all applicable portions of 2 CFR Part 200 OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all other federal requirements and policies issued pursuant to these regulations, including, but not limited to, those set forth herein. Project Sponsors shall be responsible for complying with all applicable changes or additions to the requirements currently set forth in said regulations. Project Sponsors must comply with all other applicable federal, state and local laws and regulations governing the funds provided by the County.

### **III. PERIOD OF PERFORMANCE**

HSSF funding is a **one-time** allocation of funding, it is not anticipated that additional funds will be available after this funding round. Funds provided thru the HSSF must be fully expended by August 31, 2025. Any funds not expended by this date will be forfeited.

### **IV. SERVICE AREA**

All persons assisted with HSSF program funds must be located within Kane County.

### **V. ELIGIBLE/INELIGIBLE USE OF HSSF FUNDS**

1. Eligible Costs: Funds may be used to pay the following costs related to implementing eligible activities' listed above:
  - a. Staff Salaries
  - b. Staff health insurance paid by employer
  - c. Staff payroll taxes paid by employer
  - d. Staff retirement benefits paid by employer
  - e. Staff Workers Compensation insurance
  - f. Staff unemployment costs
2. Ineligible Costs: Funds may not be used for the following:
  - a. Building costs
  - b. Equipment costs
  - c. Mileage
  - d. Staff Bonuses or incentives

### **VI. DETERMINING INCOME ELIGIBILITY**

Households assisted thru the HSSF must have a household income at or below 80% of area median income. Income will be determined using the 1040 Adjusted Method. Detailed guidance on determining income and sample forms can be found in HUD's *Technical Guide for Determining Income and Allowances for the HOME Program* (Publication HUD-1780-CPD, January 2005).

### **VII. REPORTING**

Project Sponsors will need to report on a **monthly** basis, all reports are due by the 5<sup>th</sup> of each

month. The reports will need to include the cumulative number of unique participant households that received housing stability services under the HSSF between the date of receipt of the ERA2 award and the end of the current reporting period. Data to be reported is defined below:

1. UEI # or EIN#
2. Household Unique Identifier (No Names)
3. Address, City, State, Zip
4. Date of Service
5. Race/Ethnicity
6. Gender
7. Household Size
8. Household income
9. Any other information as required by the U.S. Department of Treasury

No disbursement of funds will occur until reporting is up to date.

### **VIII. PAYMENT PROCEDURES**

The County will pay the Project Sponsors consistent with the project budget and based on requests submitted by the Project Sponsor on forms provided by the County on a monthly basis. Such requests shall be accompanied by the appropriate documentation required by the County. The Project Sponsor may not request the disbursement of funds until the funds are needed for the reimbursement of eligible costs. The amount of each request must be limited to the amount needed for such costs at the time the request is submitted to the County. Advance disbursements of HSSF funds are not permitted under this program.

### **IX. OTHER REQUIREMENTS**

1. Equal Opportunity: No person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Program funds. All entities applying for funds through the Program will provide certification of compliance with all federal requirements under the Equal Opportunity legislation. In addition, funds must be made available in accordance with the following:
  - a. The requirements of the Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 100: Executive Order 11063, as amended, (Equal Opportunity in Housing) and implementing regulations at 24 CFR part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (non-discrimination in Federally Assisted programs) and implementing regulations issued at 24 CFR Part 1;
  - b. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146.
  - c. The prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8;
  - d. The requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations at 41 CFR Chapter 60;

- e. The requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that:
    - i. To the greatest extent feasible, opportunities for training and employment arising in connection with the planning and carrying out of any project assisted with Program funds be given to low-income persons residing within the general area in which the project is located; and
    - ii. To the greatest extent feasible, contracts for work to be performed in connection with any such project be awarded to businesses, including but not limited to, individuals or firms doing business in the field of planning, consulting, design, architecture, building construction, rehabilitation, maintenance, or repair, which are located in or owned in substantial part by persons residing in the same metropolitan area of the project.
  - f. The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women’s Business Enterprise). Consistent with HUD’s responsibilities under these Orders, each applicant must make efforts to encourage the use of minority and women’s business enterprises (M/WBE) in connection with AHF funded activities. The Consortium maintains an M/WBE directory of firms available for bidding on projects and each applicant must comply with the County’s M/WBE Outreach Program, which is further described in Appendix E.
2. Conflicts of Interest: The following conflict of interest provisions apply:
- a. For units of general local government, 24 CFR Part 85.36;
  - b. For non-profit organizations, Uniform Grant Guidelines 2 CFR 200;
  - c. For all others, 24 CFR Part 92.356.

## **X. FUND ADMINISTRATION**

The Kane County Office of Community Reinvestment is responsible for the administration of the Housing Stability Services Fund. Questions regarding the program may be directed to the Kane County Office of Community Reinvestment, 143 First Street; Batavia, Illinois 60510. For further information, please call Josh Beck, Assistant Director for Community Development, at 630-444-2960.

Provision Regarding the Waiver of Program Guidelines: The County may waive compliance with any provision of these Program Guidelines if to do so does not violate federal, state, county, or municipal laws or regulations, and is in the best interest of the County.