

**DUPAGE HOUSING AUTHORITY**  
**RESOLUTION NO. 2021-04**  
**APPROVAL OF CONTRACT WITH DUPAGE COUNTY**  
**FOR FAMILY SELF-SUFFICIENCY PROGRAM 2021**


***BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY (DHA), as follows:***


**Section 1:** It is in the best interests of the DuPage Housing Authority to take the following action:

Approve the attached contract with DuPage County dated February 18, 2021 for the Family Self-Sufficiency Program 2021.

**Section 2:** This Resolution is effective upon its adoption.

*Approved by the DuPage Housing Authority Board of Commissioners on this 18th day of February, 2021.*

  
Sherrin R. Ingram  
Chair

  
Dru J. Bergman  
Secretary/Treasurer

Ayes: 6

Nays: 0

Abstain: 0



Family Self-Sufficiency Program  
**SERVICE CONTRACT**

DuPage Housing Authority  
&  
DuPage County Community Services

Background: The DuPage Housing Authority has been administering the Family Self-Sufficiency program in cooperation and coordination with the DuPage County Department of Community Department of Housing and Urban Development (HUD) under the Public and Indian Housing Family Self-Sufficiency (FSS) program. Acceptance of this award requires the DuPage Housing Authority to administer the FSS Program in accordance with HUD regulations and requirements in 24 CFR part 984 and must comply with HCV program requirements, notices, and guidebooks.

Purpose: This service agreement between the DuPage Housing Authority (DHA) and the DuPage County Department of Community Services (COUNTY) seeks to define the relative roles and responsibilities of each partner in this program during the contract period.

Contract Period: This agreement shall be effective from January 1, 2021 through December 31, 2021.

Scope of Project: The DuPage Housing Authority administers the Family Self-Sufficiency program and in this role is responsible for the maintenance of the waiting list for the program, client eligibility determinations and redeterminations, completion of the Contract of Participation for each client, unit inspections, maintenance of client escrow accounts, program accounting, grant management and other administrative functions. In addition, the DHA will ensure that the Program Coordinating Council convenes at least annually and that the FSS Action Plan is updated as required.

The COUNTY will continue to coordinate the FSS program using rental assistance under the Housing Choice Voucher Programs together with public and private resources to provide supportive services to enable participating families to achieve economic independence and self-sufficiency. These services include the development of the client Individual Training and Service Plan (also called the Personal Development Plan), case management and supportive service referral activities, service plan updates, home visits with program participants and other direct services.

The COUNTY will hire, train, and supervise FSS Coordinators. The COUNTY will comply with program requirements of FSS Program Coordinator Role, Staffing Guidelines and Other Requirements.



HUD Fiscal Year: 2020

PHA Tracking ID Number: FSS21IL3573-01-00

February 18, 2021

Reporting Requirements: The DHA shall grant to the COUNTY, as payment for all HUD eligible expenses for activities performed by the COUNTY pursuant to the Agreement, compensation not to exceed **\$121,726.00** for salary of program coordinator. DHA will pay compensation to the COUNTY in equal monthly installments not to exceed \$10,144.00 as payment for any one month. The COUNTY will invoice DHA monthly, making every effort to submit invoices no later than 30 calendar days after receiving compensation, except the COUNTY will submit the invoice for the final month of the contract along with the previous month's invoice.

FSS program coordinators will continue to provide annual progress reports on FSS participants.

Term and Termination: Either party can terminate the agreement and its respective responsibilities after notifying the other party, in writing, of its intent to terminate in thirty (30) days. In the event of termination by either party, the sole remedy to each shall be according to quantum meruit for services performed under this agreement.

Retention of Records: The COUNTY shall maintain records to show actual time devoted and cost incurred with respect to services under this agreement. Upon fifteen (15) days' notice from the DHA, all time sheets, billing and other documentation, used in preparation of monthly billings shall be made available for inspection, copying or auditing by the DHA at any time during normal billing hours at 421 N. County Farm Road, Wheaton, Illinois. All records in connection with this project shall be retained by COUNTY for a period of three years following project completion. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

Audit and Inspection of Records: The COUNTY shall, as often as deemed necessary by the DHA or any of their duly authorized representatives, grant full access and the right to examine any pertinent books, documents, papers and records of this grant for three years from the date of submission or the final expenditure report or until all audit findings have been resolved, whichever is later.

Exchange of Information: The parties of this agreement are committed to strict standards of confidentiality with regard to interagency communication concerning people in need of rental assistance and the Family Self-Sufficiency Program service and will observe both agencies' confidentiality policies as well applicable confidentiality laws. All clients enrolled in the FSS shall



sign an authorization to exchange information that identifies all of the organizations and agencies who will be supporting the individual and their need to exchange information.

Legal status. This Agreement does not create any agency, employment, joint employer, joint venture or partnership between the parties and neither party will have the right, power or authority to act for the other in any manner.

{signature page to follow}





FSS Service Contract  
HUD Fiscal Year: 2020  
Grant #: FSS21IL3573-01-00

February 18, 2021

Terms of the agreement accepted and agreed to:

DuPage Housing Authority  
711 E. Roosevelt Road  
Wheaton, IL 60187  
630.690.3555

DuPage Housing Authority  
711 E. Roosevelt Road  
Wheaton, IL 60187  
630.690.3555

By:   
Name: Sherrin R. Ingram  
Title: Chair DHA Board of Commissioners

By:   
Name: Kenneth E. Coles  
Title: Director

DuPage County Community Services  
421 N. County Farm Road  
Wheaton, IL 60187  
630.407.6500

By:   
Name: Mary A. Keating  
Title: Director

