



MEMORANDUM

DATE: July 13, 2026

TO: Ald. Kevin Frost, Chair, Finance and Personnel Committee

FROM: Anquetette Parham, Executive Director, Health & Human Services Department

RE: Establishment of City of Rockford Mass Displacement Assistance Fund

The City of Rockford Mass Displacement/Relocation Assistance Fund is being established to provide relocation assistance to multiple households of City of Rockford residents who are displaced simultaneously, and would otherwise overwhelm the City's current delivery of homeless prevention services.

To qualify, all residents must be determined eligible for assistance by HHS prior to receipt of services. HHS staff assist low to moderate-income persons, with costs related to relocating to adequate/affordable housing. Families and/or individuals become potentially eligible to receive help with relocation costs when they have been forced to vacate their home(s) or apartment(s) as a result of a mass displacement event recognized by the City of Rockford. HHS Staff may be notified by other City Departments such as Property Standards, City of Rockford Police or Fire Departments, or the Winnebago County Health Department that an incident or circumstances have led to a mass displacement.

If provided reasonable notice in advance of the displacement, staff may be present to provide information to individuals and/or families that are being displaced.

Relocation Assistance Funds must be accessed within 30 days following the displacement, but should be sought as soon as the resident has identified applicable needs. Any applications open beyond 30 days will require income recertification.

Qualified participants must reside and relocate within the City of Rockford.

Eligible costs may include future rent, deposits, moving or storage costs, utility deposits or establishment. Moving companies may be approved for senior/disabled households.

Any approved reimbursements will require prior approval from staff.

Funds may not be used to pay any rental arrearages, or outstanding debts to the property owner.

Consumer Responsibility

- **To provide HHS Staff with the following documentation:**

- Proof of all persons residing at the affected address. This may include a lease identifying the individual/family as a tenant residing at the address, tax documents, approved applications for other government assistance, etc.
- Current/Valid State of Illinois Photo ID for head of household;
- Copies of Social Security Cards or printouts for all members residing in the household;
- Proof of household income from all sources for 30 days;
- Current medical card and proof of monthly SNAP benefit (if applicable);
- Rental Request Form completed by landlord of the property to which the individual/family will be relocating, and copy of their lease.
- Mortgage documents (if applicable)
- Eligible costs must be documented with invoices, receipts dated after HHS intake, quotes, etc.
- Proof of any additional assistance from any other agency/organizations must be provided at time of intake

HHS Staff Responsibility

- **To verify and submit required documentation**
 - Complete the Stars Intake with dislocated person(s);
 - Provide applicant with a Rental Request and W9 forms to take to perspective landlord with Property located within the Rockford city limits.
 - Inform applicant that future rent should be no more than 50% of the household's monthly income if utilities are not included in the rent.
 - Obtain displacement documentation from appropriate City department, organization, or property owner.
 - Contact landlord when applicant returns with a completed Rental Request Form and verify the information on the Rental Request Form is accurate.
 - Signed and completed STARS Intake Forms – consisting of STARS Intake required documentation and demographics completed in STARS agency database.
 - **Verification of Ownership from WINGIS and Landlord registration in Tolemi**– new landlord;
 - **Verification of Ownership from WINGIS** –property being vacated;

- **Applications are not considered complete until all items listed under Consumer and Staff responsibilities are included and complete.**

Upon approval, HHS staff will notify both tenant and landlord of the approval and submit payment requests to the Finance Department.

COMMITTEE REPORT

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval** of the request to use up to \$200,000.00 of Casino Funds to assist in qualified relocation funds. The Legal Director shall prepare the appropriate ordinance.

Kevin Frost (Chair)

Chad Tuneberg (Vice chair)

Frank Beach

Dawn Granath

Jaime Salgado

Committee Action Taken:

Frost:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Salgado:	Ayes:___	Nays:___	Absent:___