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# Citizen Participation Plan

*For the Lake County Consortium's  
Housing & Community Development Plans*

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Lake County, Illinois  
North Chicago, Illinois  
Waukegan, Illinois

# Citizen Participation Plan

## Contents

- I. Introduction ..... 1
- II. Structure of Housing and Community Development Programs ..... 2
  - A. Function and Role of the Lake County Housing & Community Development Commission ..... 2
  - B. Function and Role of the Lake County Partners (for HUD-funded economic development activities) ..... 2
  - C. Function and Role of Lake County as a Consortium Member ..... 3
  - D. Function and Role of the City of North Chicago as a Consortium Member ..... 3
  - E. Function and Role of the City of Waukegan as a Consortium Member ..... 4
- III. Citizen Participation Compliance ..... 5
  - A. Participation ..... 5
  - B. Access to Meetings ..... 6
  - C. Technical Assistance ..... 7
  - D. Publications ..... 7
  - E. Public Hearings ..... 7
  - F. Access to Information ..... 9
    - 1. Freedom of Information Act (FOIA) ..... 10
  - G. Complaints and Inquiries ..... 10
  - H. Substantial Change/Amendment Process ..... 11
    - 1. Assessment of Fair Housing ..... 11
    - 2. Consolidated Plan ..... 11
    - 3. Annual Action Plan ..... 12
    - 4. All Other Plans ..... 12

- IV. Housing and Community Development Public Hearings ..... 13
  - A. Assessment of Fair Housing (AFH) ..... 13
    - 1. Introduction of HUD-provided Data & Supplemental Information ..... 13
    - 2. AFH Adoption ..... 13
    - 3. AFH Submission ..... 13
  - B. Consolidated Plan ..... 13
    - 1. Needs Statement ..... 13
    - 2. Strategic Plan ..... 13
  - C. Annual Action Plan ..... 14
  - D. Consolidated Annual Performance & Evaluation Report (CAPER) ..... 14
- V. Activities Exempt from Citizen Participation Requirements ..... 14
- VI. Technical Assistance ..... 15
  - A. Lake County ..... 15
  - B. City of North Chicago ..... 15
  - C. City of Waukegan ..... 15
- ~~I. Introduction~~ ..... 1
- ~~II. Structure of Housing and Community Development Programs~~ ..... 2
  - ~~A. Function and Role of the Lake County Housing & Community Development Commission~~ ..... 2
  - ~~B. Function and Role of the Lake County Partners (for HUD-funded economic development activities)~~ ..... 2
  - ~~C. Function and Role of Lake County as a Consortium Member~~ ..... 3
  - ~~D. Function and Role of the City of North Chicago as a Consortium Member~~ ..... 3
  - ~~E. Function and Role of the City of Waukegan as a Consortium Member~~ ..... 4
- ~~III. Citizen Participation Compliance~~ ..... 5
  - ~~A. Participation~~ ..... 5
  - ~~B. Access to Meetings~~ ..... 6

- C. Technical Assistance ..... 7
- D. Publications ..... 7
- E. Public Hearings ..... 7
- F. Access to Information ..... 9
  - 1. Freedom of Information Act (FOIA)..... 9
- G. Complaints and Inquiries ..... 10
- H. Substantial Change/Amendment Process ..... 10
  - 1. Assessment of Fair Housing ..... 10
  - 2. Consolidated Plan ..... 11
  - 3. Annual Action Plan ..... 11
  - 4. All Other Plans ..... 12
- IV. Housing and Community Development Public Hearings ..... 12
  - A. Assessment of Fair Housing (AFH) ..... 12
    - 1. Introduction of HUD provided Data & Supplemental Information ..... 12
    - 2. AFH Adoption ..... 12
    - 3. AFH Submission ..... 13
  - B. Consolidated Plan ..... 13
    - 1. Needs Statement ..... 13
    - 2. Strategic Plan ..... 13
  - C. Annual Action Plan ..... 13
  - D. Consolidated Annual Performance & Evaluation Report (CAPER)..... 14
- V. Technical Assistance ..... 14
  - A. Lake County..... 14
  - B. City of North Chicago ..... 14
  - C. City of Waukegan ..... 15

## I. Introduction

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The Lake County Consortium’s Housing and Community Development Citizen Participation Plan (CPP) will allow the County and its Consortium members (the Cities of North Chicago and Waukegan) to adopt a coordinated approach to obtain citizen comments by:

- providing policies and procedures for Citizen Participation,
- identifying the process of prioritizing housing and community development needs,
- describing how the Consolidated Plan will be developed to address the identified needs and allocate housing resources geographically within the Consortium and to set forth strategies and actions consistent with the goals and other elements identified in an Assessment of Fair Housing (AFH);
- describing how the annual Action Plan(s) will be developed to identify activities to be undertaken in the next year to address fair housing issues identified in the AFH; and
- disseminating the performance report (CAPER) for Community Development Block Grant (“CDBG”) Program, HOME Investment Partnerships (“HOME”) Program and Emergency Shelter Grant (“ESG”) Program funded activities.

This CPP operates as both a Lake County document and a Lake County Consortium document. Lake County’s Housing & Community Development Commission (“HCDC”) approves policies and procedures for Lake County entitlement-funded CDBG Program activities and countywide Lake County Consortium-funded HOME Program and ESG Program activities. The HCDC secondarily approves the use of North Chicago entitlement CDBG Program activities and the use of Waukegan entitlement CDBG Program activities after North Chicago and Waukegan follow their own Citizen Participation Plans.

It is the policy of Lake County and its Consortium members to encourage public participation in the planning and implementation of the CDBG Program, the HOME Program and the ESG Program. Funds for these programs are provided to Lake County and its Consortium members on an annual basis by the U.S. Department of Housing and Urban Development (“HUD”) as established by the Housing and Community Development Act of 1974, as amended, the National Affordable Housing Act of 1990, as amended, and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, as amended.

To enable and assure involvement of its citizens, including minorities and non-English speaking persons, in the AFH and consolidated planning and implementation of the CDBG, HOME and ESG Programs, the Housing & Community Development Commission has adopted this CPP for the Lake County Consortium’s Housing and Community Development Consolidated Plan. Separate Citizen Participation Plan documents are available for the Cities of North Chicago and Waukegan. Program contact information is provided in Section II “Structure of Housing and Community Development Programs” below.

Lake County Consortium members shall ensure that all aspects of community participation are conducted in accordance with fair housing and civil rights laws, including title VI of the Civil Rights Act of 1964 and the regulations at 24 CFR part 1; section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable.

## II. Structure of Housing and Community Development Programs

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### A. Function and Role of the Lake County Housing & Community Development Commission

It is the purpose and intent of the Lake County Housing & Community Development Commission (HCDC) to act as a representative body of elected officials and local citizens in ascertaining facts, preparing plans and programs, coordinating activities, setting funding priorities, and undertaking activities as necessary or appropriate to accomplish the purposes of the Housing and Community Development Act, The National Affordable Housing Act, and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, as amended. These plans and programs, as approved by the HCDC, are then submitted to the Lake County Board for consideration and approval.

The Housing & Community Development Commission is appointed by the Chairman of the Lake County Board to represent the interests of the citizens of Lake County. The HCDC is composed of five County Board members, five local government officers (mayors, village presidents or township supervisors) and seven private citizens.

The HCDC will have the responsibility for approval of the Lake County Consortium's Assessment of Fair Housing (AFH), Housing and Community Development Consolidated Plan and Annual Action Plan and for submitting the AFH, Consolidated Plan and Action Plan to the Lake County Board for consideration and approval. The HCDC will also have the responsibility for approval and submittal of the Lake County Consortium's Consolidated Annual Performance & Evaluation Report (CAPER) to HUD.

The HCDC oversees the administration of the Lake County entitlement-funded CDBG Program and the Consortium-funded HOME and ESG Programs by Lake County staff and makes recommendations and decisions on project selection and funding levels. Any public concerns regarding CDBG, HOME and ESG procedures are heard and acted upon at HCDC public meetings.

The HCDC's By-laws and Policies are available for public review by contacting:

Community Development Executive Secretary  
Lake County Planning, Building and Development Department  
500 W. Winchester Road, Unit 101  
Libertyville, IL 60048  
(847) 377-2150  
[communitydevelopment@lakecountyil.gov](mailto:communitydevelopment@lakecountyil.gov)

### B. Function and Role of the Lake County Partners (for HUD-funded economic development activities)

The objectives of the Lake County Partners ("Partners") are to: assist existing industries in finding the resources needed for expansion, provide market information to new and expanding industries, create new job opportunities and attract new industries to the County. Partners may be consulted during the evaluation of HUD-funded economic development activities, depending on the type of project requested.

The Lake County Partners' By-Laws and Policies are available for public review by contacting:

Executive Director  
Lake County Partners  
100 Tri State International #122  
Lincolnshire, IL 60069  
(847) 597-1220  
lcp@lakecountypartners.com

### C. Function and Role of Lake County as a Consortium Member

Pursuant to 24 CFR 91.401 of the Consolidated Plan Regulations, the Lake County Consortium's CPP must provide for citizen participation within each CDBG entitlement community, either by the Consortium itself or by the CDBG entitlement community, in a manner sufficient for the CDBG entitlement community to certify that it is following a citizen participation plan.

Lake County, through the County's Housing & Community Development Commission, has adopted this CPP in compliance with the appropriate HUD regulations of 24 CFR 91.105 in order to receive and administer its own CDBG entitlement funds. Lake County, therefore, follows this CPP for the development of community needs assessment, application and project award procedures, and its own project administration of its CDBG entitlement funded projects.

The County, as lead agency, participates in the development of the Consortium's Consolidated Plan and Annual Action Plans for countywide HOME and ESG entitlement funds for Lake County. Lake County, therefore, is a participant with the Cities of North Chicago and Waukegan and follows this Consortium CPP for the development of procedures for identifying, releasing and awarding projects, and for the County's administration of HOME- and ESG-funded projects.

Requests for information regarding Lake County entitlement-funded CDBG activities and Lake County Consortium-funded HOME and ESG activities can be addressed to:

Community Development Administrator  
Lake County Planning, Building and Development Department  
500 W. Winchester Road, Unit 101  
Libertyville, IL 60048  
(847) 377-2475  
communitydevelopment@lakecountyil.gov

### D. Function and Role of the City of North Chicago as a Consortium Member

Pursuant to 24 CFR 91.401 of the Consolidated Plan Regulations, the Lake County Consortium's CPP must provide for citizen participation within each CDBG entitlement community, either by the Consortium itself or by the CDBG entitlement community, in a manner sufficient for the CDBG entitlement community to certify that it is following a citizen participation plan.

The City of North Chicago has adopted their own Citizen Participation Plan in compliance with the appropriate HUD regulations of 24 CFR 91.105 in order to receive and administer its own CDBG entitlement funds. The City of North Chicago, therefore, follows its own Citizen Participation Plan for the development of procedures for identifying, releasing and awarding projects, and its own project administration of its CDBG entitlement-funded projects.

The City of North Chicago has entered into an Intergovernmental Agreement with Lake County for Lake County to provide CDBG administration services, so on the City of North Chicago's behalf, Lake County participates in the development of the Consortium's Consolidated Plan and Annual Action Plans for countywide HOME and ESG entitlement funds for Lake County. The City of North Chicago, therefore, is a participant with the City of Waukegan and Lake County and follows this Consortium CPP for the development of procedures for identifying, releasing and awarding projects, and for the County's administration of HOME- and ESG-funded projects.

Requests for information regarding North Chicago entitlement funded CDBG activities can be addressed to:

CDBG Program Administrator  
North Chicago CDBG Department  
c/o Lake County Community Development  
500 W Winchester Road, Unit 101  
Libertyville, IL 60048  
847-377-2150

## E. Function and Role of the City of Waukegan as a Consortium Member

Pursuant to 24 CFR 91.401 of the Consolidated Plan Regulations, the Lake County Consortium's CPP must provide for citizen participation within each CDBG entitlement community, either by the Consortium itself or by the CDBG entitlement community, in a manner sufficient for the CDBG entitlement community to certify that it is following a citizen participation plan.

The City of Waukegan has adopted its own Citizen Participation Plan in compliance with the appropriate HUD regulations of 24 CFR 91.105 in order to receive and administer its own CDBG entitlement funds. The City of Waukegan, therefore, follows its own Citizen Participation Plan for the development of community needs statement, application and project award procedures, and its own project administration of its CDBG entitlement funded projects.

The City of Waukegan participates in the development of the Consortium's Consolidated Plan and Annual Action Plans for countywide HOME and ESG entitlement funds for Lake County. The City of Waukegan, therefore, is a participant with the City of North Chicago and Lake County and follows this Consortium CPP for the development of procedures for identifying, releasing and awarding projects, and for the County's administration of HOME- and ESG-funded projects.

Requests for information regarding Waukegan entitlement funded CDBG activities can be addressed to:

Director  
Waukegan CDBG Department  
100 N. Martin Luther King Jr. Ave  
Waukegan, Illinois 60085  
(847) 599-2532

### III. Citizen Participation Compliance

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To enable and assure involvement of private citizens in the development of the Consolidated Plan, the Annual Action Plan, the Performance Report, the Assessment of Fair Housing (AFH), and in the planning and implementation of the AFH and CDBG, HOME, and ESG Programs, the HCDC has adopted the following general principles in compliance with Section 104 (A) of the Housing and Community Development Act of 1974, as amended.

#### A. Participation

##### **All Lake County Citizens**

The HCDC encourages citizen participation; particularly that of low-, moderate-, and very low- income residents of areas impacted by CDBG, HOME and/or ESG projects. Special efforts will be made to encourage participation of minorities, non-English speaking persons and persons with disabilities by contacting groups and agencies that represent or serve these populations.

The HCDC's procedure for assessing its language needs will occur every five years at the start of development of each Lake County AFH. [Updates to this section regarding languages spoken at home may occur more frequently.](#) Census data\*\* will be used to evaluate which language (besides English), if any, is the primary language of more than 10% of Lake County residents. If such a predominant language other than English is identified, then translations into that language will be available upon request. A seven-day advance notice is required for a translation.

According to [Lake County's Analysis of Impediments to Fair Housing \(November 2014\) based on 2012 2018](#) American Community Survey (ACS) [1-Year Estimates](#) data, **16.5618.2% of Lake County residents speak Spanish at home.** (Of these, some may be fluent in English.) As a result, Spanish translations of some HCDC meetings (as specified below) and of all HCDC agendas and minutes will be available upon request. Lake County Consortium public notices and required housing and community development plans - including the AFH – will be available (effective immediately) in both English and Spanish.

##### **All Local and Regional Institutions**

The Lake County Consortium shall encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the AFH and the Consolidated Plan.

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\*ACS id census data is outdated

**Public Housing Agencies & Residents**

The Lake County Consortium shall encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils and resident management corporations) in the process of developing and implementing the AFH and the Consolidated Plan, along with low-income residents of targeted revitalization areas in which the developments are located. The Lake County Consortium shall make an effort to provide information to local Public Housing Authorities (PHA) about the AFH, affirmatively furthering fair housing strategy, and Consolidated Plan activities related to PHA developments and surrounding communities so that the PHAs can make this information available at the annual public hearing(s) required for the PHA Plan.

**Protected Classes and Representatives of Protected Classes<sup>2</sup>**

To ensure that the Assessment of Fair Housing (AFH) is informed by meaningful community participation, program participants must give the public reasonable opportunities for involvement in the development of the AFH and in the incorporation of the AFH into the Consolidated Plan and other required planning documents.

Specifically in the development of – but not limited to – the Assessment of Fair Housing (AFH), the Lake County Consortium shall consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws, such as State or local fair housing enforcement agencies, to the extent that such entities operate within its jurisdiction. This consultation will help provide for a better basis for the jurisdiction’s AFH, its certification to affirmatively further fair housing and other portions of the Consolidated Plan concerning affirmatively furthering fair housing.

Such consultation must occur in the development of both the AFH and the Consolidated Plan, and consultation on the Consolidated Plan shall specifically seek input into how the goals identified in an accepted AFH inform the priorities and objectives of the Consolidated Plan.

**B. Access to Meetings**

The HCDC intends to provide citizens with reasonable and timely access to local and countywide meetings, information and records relating to the Consortium’s proposed use and actual use of CDBG, HOME and ESG funds employing communication means designed to reach the broadest audience.

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<sup>2</sup>Federal and State protected classes are Race and color; Gender; Age; Religion; Physical and mental disability; National origin and ancestry; Sexual orientation; Marital status; Military status and Unfavorable Military Discharge; Familial status; Victims of sexual harassment; and Individuals with orders of protection (for victims of domestic violence)

All HCDC Meetings are open to the public. The HCDC by-laws outline how individuals may address the HCDC. In addition, all agendas and minutes are available on the County's website and as required by the Illinois Open Meetings Act.

Live Spanish translation of HCDC meetings containing select Public Hearings (specified in Section IV below) will be available.

The HCDC may choose to hold virtual meetings when in-person physical meetings are not feasible due to concerns over public health and safety and when permitted by law. Virtual meetings shall utilize available technology to provide real time streaming audio made available to the general public. Meetings which include a public hearing, technology must provide a mechanism that allows questions in real time with answers coming directly from HCDC members. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

### C. Technical Assistance

Technical assistance will be provided to communities, groups and persons representing low-, moderate-, and very low-income persons and families or groups that request assistance as described in Section V "Technical Assistance" of this document.

### D. Publications

The Lake County Consortium must publish the proposed AFH and the proposed Consolidated Plan in a manner that affords its residents, public agencies and other interested parties a reasonable opportunity to examine its content and to submit comments.

To ensure the AFH, the Consolidated Plan and any plan incorporated therein are informed by meaningful community participation, Lake County will employ communications designed to reach the largest audience. To ensure that the AFH is informed by meaningful community participation, Lake County must give the public reasonable opportunities for involvement in the development of the AFH and in the incorporation of the AFH into the Consolidated Plan and other required planning documents.

The Lake County Consortium shall publish the availability of the Assessment of Fair Housing (AFH), Consolidated Plan and Annual Action Plan (drafts and final versions) in the ~~publically~~publicly available meeting notices available on the Lake County website and in accordance with Open Meetings Act (OMA) requirements. Such meeting notices are also distributed to newspapers and other County agencies per OMA requirements. In addition to a link in the meeting agenda, the Assessment of Fair Housing (AFH), Consolidated Plan and Annual Action Plan (drafts and final versions) shall be posted in the Community Development section of the Lake County Department of Planning, Building & Development website.

In addition, a summary of each document will be published in at least one English language and one Spanish language newspaper of general circulation, posted on Lake County's and other Consortium members' website(s), and as well at libraries, government offices and public places. The summary must describe the content and purpose of the AFH or the Consolidated Plan and must include a list of the locations where copies of the entire proposed document may be examined (See Section F.). In addition, the Lake County Consortium must provide a reasonable number of free copies of the plan or the AFH to residents and groups that request it.

### E. Public Hearings

Public Hearings, called for specific purposes and/or formally soliciting comments from the general public, will be identified as such by the HCDC following established procedures.

The HCDC will conduct Public Hearings for the following purposes after adequate notice and at times and locations assumed to be convenient to potential or actual project beneficiaries. The hearings will be accessible to people with disabilities. Within reason, all non-English speaking citizens' needs and persons with impairments will be accommodated for adequate participation in all stages of the process. As further described in Section IV, Public Hearings will be held to obtain citizens' views and to respond to proposals and comments at all stages of the Assessment of Fair Housing (AFH) and Consolidated Plan submission process:

1. identifying housing and community development needs;
2. prioritizing strategies to address those needs while also addressing the fair housing needs identified in the AFH;
3. reviewing proposed use of funds; and
4. reviewing program performance.

There will be a minimum of two separate eastern and western Public Hearings in different geographical areas of the County, at the first stage in the development of the Consolidated Plan (identification of housing and community development needs). A minimum of one Public Hearing will be held at each subsequent stage (review of proposed use of funds and review of performance).

Public and private agencies, social service agencies, child welfare agencies, public housing authorities and other County agencies will also be consulted to identify community development and housing needs. In addition, local public housing authorities shall be consulted regarding public housing needs and the housing authorities' Comprehensive Grant Program(s). The County will also notify adjacent units of government when preparing the description of non-housing community development needs.

Staff will hold discussions and make presentations to Lake County Partners (when deemed necessary), the Cities of North Chicago and Waukegan (on elements specific to housing when deemed necessary), and the Housing & Community Development Commission on the elements and drafts of the Assessment of Fair Housing (AFH), Consolidated Plan, the Annual Action Plan and the Performance Report for review and comment.

Prior to submission of any substantial changes in the Consolidated Plan and/or the Annual Action Plan for approval to HUD, citizens will have reasonable notice of and opportunity to comment on the proposed amendment(s).

1. Special purpose HCDC meetings will be considered Public Hearings and will be advertised in a newspaper of general circulation. Public attendance, comments and participation in all HCDC meetings are, however, encouraged.
2. Special purpose HCDC Public Hearings will be announced in a newspaper of general circulation at least 10 days prior to the meeting.
3. Notices of HCDC Public Hearings will be given to all recent applicants and local community groups who serve the needs of low-income populations at least 10 days prior to the Public Hearing.
4. All HCDC meetings and special purpose Public Hearings will take place at locations to be established by the HCDC. When more than one public meeting is to take place on the same topic or on the same phase in the development of the Consolidated Plan, such meetings shall be held in different geographical areas throughout the County.

5. Should the need present itself, a qualified translator will be made available at all HCDC meetings where a significant number of non-English speaking persons or interest groups notify the staff at least three business days prior to the meeting or Public Hearing.
6. Should the need present itself, Lake County staff shall make special arrangements for the attendance of people with disabilities who notify the staff at least three business days prior to the meeting or Public Hearing.
- ~~6.7.~~ In the event of a virtual public hearing, technology must provide a mechanism that allows questions in real time with answers coming directly from HCDC members. During a virtual public hearing real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

## F. Access to Information

This CPP will be referenced annually with Lake County CDBG entitlement applications, Lake County Consortium ESG entitlement applications and with Lake County Consortium HOME/CDBG Housing Fund applications. This CPP will be available at Housing & Community Development Commission meetings and it will also be available on the County's web page, [www.lakecountyil.gov](http://www.lakecountyil.gov), accessible through the Planning, Building and Development Department section. It will also be available at all group meetings such as application workshops, technical assistance sessions and post-award workshops.

Citizens, public and private agencies and other interested parties, including those most affected, will have the opportunity to receive information, review and submit comments on any proposed submission concerning the amount of funds available, including the estimated amount proposed to benefit low- and very low-income residents.

As soon as feasible after the start of the AFH public participation process, the Lake County Consortium will make the HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its AFH available to its residents, public agencies and other interested parties. The Lake County Consortium may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website. These data shall be posted publicly in the HCDC agenda for the Public Hearing prior to the publication of the proposed AFH.

Citizens, public and private agencies and other interested parties will also have access to the County's plans to minimize displacement and assist with those displaced, upon request.

Copies of this CPP will be kept on file at the following Lake County public libraries:

Highland Park Public Library – 494 Laurel Ave, Highland Park  
 North Chicago Public Library – 2100 Argonne Dr, North Chicago  
 Round Lake Area Public Library – 906 Hart Rd, Round Lake  
 Wauconda Public Library – 801 N. Main St, Wauconda  
 Waukegan Public Library – 128 N. County St, Waukegan

Copies of this CPP, the Consolidated Plan, the Annual Action Plan, the Assessment of Fair Housing (AFH) and the Consolidated Annual Evaluation & Performance Report are also available from the:

Community Development Administrator  
 Lake County Planning, Building and Development Department  
 500 W. Winchester Road, Unit 101 – Libertyville, IL 60048  
 (847) 377-2475

communitydevelopment@lakecountyil.gov

## 1. Freedom of Information Act (FOIA)

The Illinois Freedom of Information Act (FOIA) is designed to ensure that Illinois residents can obtain information about their government. FOIA is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).

FOIA questions and requests regarding the Lake County Housing & Community Development Commission should be submitted to the FOIA Officer for the Lake County Planning, Building & Development Department:

FOIA Officer: Lake County Department of Planning, Building & Development  
500 Winchester Rd, Suite 101 – Libertyville, IL 60048  
Phone: (847) 377-2136  
Fax: (847) 984-5771  
Planning@lakecountyil.gov

## G. Complaints and Inquiries

All public inquiries and grievances regarding the CDBG, HOME and ESG programs will be provided a written answer, if so requested by the respondent, within fifteen (15) working days where practicable. Complaints and Inquiries can be addressed to individual program participants as outlined in Section V “Technical Assistance” of this document.

During the development of the Annual Action Plan, organizations that were not initially recommended for funding may request reconsideration from the Housing & Community Development Commission. These requests shall be made during the Public Comment Period for the Annual Action Plan.

The public shall also have the right to appeal any decision made by the Housing & Community Development Commission and/or staff. Anyone who has found irresolvable differences with any portion of Lake County's Community Development procedures can begin grievance procedures with a presentation to Community Development staff. After presentation and review with staff members, the grievant may request permission to appear on the agenda of the Housing & Community Development Commission Executive Committee to present its position at the Executive Committee's next regular (or specially called) meeting. This request may not be denied. A staff recommendation will accompany the presentation by the grievant.

Following such presentation to the Executive Committee, the Executive Committee members will render judgment and present their decision to the full Commission. The decision of the Executive Committee shall be the final decision of the Commission (i.e., the grievant may not appeal to the full Commission). The grievant may appeal to the Lake County Board, per its defined procedures.

If the difference has not been resolved to the grievant's satisfaction, further appeal may be directed to Lake County's Area Representative, Community Planning and Development, U.S. Department of Housing and Urban Development, Chicago Office, Region V, 77 W. Jackson Boulevard, Chicago, IL 60604-3507.

## H. Substantial Change/Amendment Process

### 1. Assessment of Fair Housing

The Lake County Consortium shall amend its Assessment of Fair Housing whenever it proposes:

- a. A material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), in the program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the participant's jurisdiction; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders.
- b. Upon HUD's written notification specifying a material change that requires the revision. A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.

The proposed amended AFH shall be published and available to the general public with a thirty-day public comment period prior to submission to HUD, unless otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600. In the event a waiver is issued, the public comment period will be reduced to the minimum specified by the waiver. Reasonable notice and an opportunity to comment on substantial amendments will be advertised in one English language and one Spanish language general circulation newspaper. Any comments received during the public comment period will be considered during the amendment process. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the substantial amendment of the AFH.

The HCDC may approve amendments to the AFH with a majority vote. The Lake County Board shall then review and approve the amendments per its defined procedures.

### 2. Consolidated Plan

The Lake County Consortium shall amend its Consolidated Plan whenever it proposes:

- a) to make a change in its allocation priorities or a change in the method of distribution of funds; or
- b) to add activity types not previously contained in the Consolidated Plan; or
- c) to materially change its AFH.

The proposed amended Consolidated Plan shall be published and available to the general public with a thirty-day public comment period prior to submission to HUD, unless otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600. In the event a waiver is issued, the public comment period will be reduced to the minimum specified by the waiver. Reasonable notice and an opportunity to comment on substantial amendments will be advertised in one English language and one Spanish language general circulation newspaper. Any comments received during the public comment period will be considered during the amendment process. A summary of these comments or views, and a summary of any

comments or views not accepted and the reasons why, shall be attached to the substantial amendment of the Consolidated Plan.

The HCDC may approve amendments to the Consolidated Plan with a majority vote. The Lake County Board shall then review and approve the amendments per its defined procedures.

### 3. Annual Action Plan

The Lake County Consortium shall amend its Annual Action Plan whenever it proposes:

1. to carry out a project or activity not originally listed in the Annual Action Plan; or
2. to not carry out a project or activity described in the Annual Action Plan, unless the decision to do so is that of the sub-recipient; or
3. to substantially change the purpose, location, scope or beneficiaries of a project. A substantial change is defined as one of the following occurrences:
  - i. the project budget changes by more than 25%;
  - ii. a change in the project location outside the original census tract block group in which the project was located;
  - iii. a decrease in the number or composition of the original group of project beneficiaries by more than 25%.

The proposed amended Annual Action Plan shall be published and available to the general public with a thirty-day public comment period prior to submission to HUD, [unless otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600. In the event a waiver is issued, the public comment period will be reduced to the minimum specified by the waiver.](#) Reasonable notice and an opportunity to comment on substantial amendments will be advertised in one English and one Spanish general circulation newspaper. Any comments received during the public comment period will be considered during the amendment process.

The HCDC may approve amendments to the Annual Action Plan with a majority vote. The Lake County Board shall then review and approve the amendments per its defined procedures.

### 4. All Other Plans

The Lake County Consortium may propose amendments to any of its other plans (including but not limited to the Citizen Participation Plan and the Consolidated Annual Performance & Evaluation Report) and will make those amendments available for public comment. These amendments shall be proposed at the discretion of the Housing & Community Development Commission and require a 2/3 vote in order to be considered.

Amendments shall be published and available to the general public with a minimum fifteen-day public comment period prior to submission to HUD, [unless otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600. In the event a waiver is issued, the public comment period will be reduced to the minimum specified by the waiver.](#) The comment period may be longer dependent on relevant federal requirements. Any comments received during the public comment period will be considered during the amendment process.

The HCDC may approve amendments to all other plans with a majority vote. The Lake County Board shall then review and approve the amendments per its defined procedures.

## IV. Housing and Community Development Public Hearings

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### A. Assessment of Fair Housing (AFH)<sup>3</sup>

#### 1. Introduction of HUD-provided Data & Supplemental Information

A Public Hearing will be held after the release of HUD-provided data and supplementation information to be incorporated into the AFH and before the publication of the draft AFH.

#### 2. AFH Adoption

A second Public Hearing will be held after the publication of the draft AFH and before final vote by the HCDC to recommend adoption of the AFH by the Lake County Board. The proposed AFH shall be published and available to the general public with a thirty-day public comment period prior to submission to HUD, unless otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600. In the event a waiver is issued, the public comment period will be reduced to the minimum specified by the waiver. Any comments received during the public comment period will be considered in preparing the final AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH.

#### 3. AFH Submission

A third Public Hearing will be held prior to final submission to HUD.

### B. Consolidated Plan

#### 1. Needs Statement

At least two regional Public Hearings will be held every five years to determine Housing and Community Development needs and priorities within the County. The purpose of these Public Hearings will be to solicit suggestions and comments from citizens regarding community development and housing policies.

Following the solicitation of citizen input, Housing and Community Development needs and allocation priorities will be published and a Strategic Plan will be developed.

#### 2. Strategic Plan

To address the identified Housing and Community Development needs and allocation priorities, the HCDC will establish objectives, a list of eligible projects and funding priorities for the five-year period to be covered by the Consolidated Plan.

Before the Lake County Consortium adopts a Consolidated Plan, it will make available to residents, public agencies and other interested parties information that includes the amount of assistance the Lake County Consortium expects to receive (including grant funds and program income) and the range of activities that

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<sup>3</sup> Public hearing requirement of the AFH is a minimum of 3 Public Hearings

may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income. This summary information shall be posted publicly in the HCDC agenda for Public Hearing prior to publication of the draft Consolidated Plan.

The proposed Consolidated Plan shall be published and available to the general public with a thirty-day public comment period prior to submission to HUD, unless otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600. In the event a waiver is issued, the public comment period will be reduced to the minimum specified by the waiver. Any comments received during the public comment period will be considered in preparing the final Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final Consolidated Plan.

~~Two~~ One Consolidated Plan public hearings will be held ~~both~~ prior to the HCDC's final vote and prior to initial submission to HUD.

### C. Annual Action Plan

Following the evaluation of applications submitted for CDBG, HOME and ESG funding, the HCDC shall determine which activities are to be included in the Annual Action Plan. This Plan will indicate the type of projects proposed for funding, the dollar amount of the funding and the nature of the project. Public comments will then be solicited regarding the proposed use of CDBG, HOME and ESG funds. Comments may be submitted in writing or may be presented during the Public Hearings, which will be held as part of the Annual Action Plan process. Public comments on the Draft Action Plan will be considered by the HCDC as part of the selection of projects. Prior to the initial submission of the Action Plan to HUD, two Action Plan Public Hearings will be held, except when the timing of HUD's final approved budget allocations precludes the timely adoption and administration of the Action Plan within the same program year, even though two public hearings were otherwise required under the Citizen Participation Plan.

The HCDC will recommend the projects and the level of funding to the County's committee responsible for oversight of Community Development and to the County's Finance and Administrative Committee for future approval by the Lake County Board.

Prior to submission of any substantial change(s) in the Annual Action Plan, citizens will have reasonable notice of, and opportunity to comment on, the proposed amendment(s).

### D. Consolidated Annual Performance & Evaluation Report (CAPER)

On an annual basis, the HCDC and Lake County staff will conduct a Public Hearing regarding the activities of the HCDC and implementation of the Consolidated Plan and the Annual Action Plan during the prior program year and invite citizen comments on the performance and accomplishments of the HCDC and its recipients.

This CAPER Hearing will be announced in the usual and customary manner consistent with this Plan. All public comments on performance will be forwarded to the HCDC and the appropriate sub-recipients by Lake County staff.

## V. Activities Exempt from Citizen Participation Requirements

It may be necessary to amend planning documents such as the Consolidated Plan and/or the Annual Action Plan during a declared disaster or emergency such as a severe storm, flood, terrorism, or any other declared disaster or emergency such as the spread of infectious diseases like the coronavirus disease 2019 (COVID-19) pandemic. Amendments proposed to include funding for activities to meet needs resulting from a declared emergency are subject to a 5-day reduced public comment period instead of a 30-day public comment period, which is otherwise required for substantial amendments. The reduced comment period will be 5-days, or the minimum period otherwise specified under the pertinent Federal regulation, including but not limited to regulatory waivers issued in accordance with 24 CFR 5.110 and 24 CFR 91.600.

## V.VI. Technical Assistance

Lake County staff will provide technical assistance, to the greatest extent feasible, to all applicants or potential applicants and their constituents. Assistance will be available upon request to Community Development staff. The nature and extent of such assistance will be at the discretion of the CD staff.

### A. Lake County

Assistance in developing grant proposals or operating Lake County entitlement-funded CDBG projects, Lake County Consortium HOME/CDBG Housing Fund projects and/or Lake County Consortium-funded ESG projects is available by contacting:

Community Development Administrator  
 Lake County Planning, Building and Development Department  
 500 W. Winchester Road, Unit 101  
 Libertyville, IL 60048  
 (847) 377-2475  
 communitydevelopment@lakecountyil.gov

### B. City of North Chicago

Assistance in developing grant proposals or operating North Chicago entitlement funded CDBG projects is available by contacting:

CDBG Program Administrator  
 North Chicago CDBG Department  
 c/o Lake County Community Development  
 500 W Winchester Road, Unit 101  
 Libertyville, IL 60048  
 847-377-2150

### C. City of Waukegan

Assistance in developing grant proposals or operating Waukegan entitlement funded CDBG projects is available by contacting:

Department Director  
 Waukegan CDBG Department  
 100 N. Martin Luther King Jr. Ave  
 Waukegan, Illinois 60085

(847) 599-2532