

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Minutes Report - Draft

Thursday, June 1, 2017

1:00 PM

2nd floor Conference Room - Central Permit Facility
500 W. Winchester Road, Libertyville, IL 60048

Housing and Community Development Commission

1. ROLL CALL

Chairman Rose called the meeting of the Housing and Community Development Commission (HCDC) to order at 1:02 p.m.

Due to technical difficulties, the following members were present but not included within the Roll Call listing: Ray Rose and Harriet Rosenthal. Their votes were included for each item presented, but their titles were not; Ray Rose is the Chairman and Harriet Rosenthal is a Commissioner.

Guests: Mary Ellen Tamasy of Lake County Residential Development Corporation

Staff: Eric Waggoner, Jodi Gingiss, Monika Bobo, Dominic Strezo and Laura Walley

Present 8 - Glenn Swanson, Dan Venturi, Janet Swartz, Joel Sikes, Carol Calabresa, Mary Cunningham, Linda Pedersen and Diane Hewitt

Excused 4 - Joe Mancino, Virginia Mulligan, Sandy Hart and Michael Meehan

2. APPROVAL OF MINUTES

2.1 17-0558

Approval of the April 12, 2017 Minutes

Attachments: [4.12.17 Minutes.pdf](#)

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to approve the April 12, 2017 minutes. The motion carried by the following vote:

Aye 7 - Rosenthal, Commissioner Venturi, Commissioner Swartz, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

Abstain 3 - Rose, Commissioner Swanson and Commissioner Sikes

3. CHAIR'S REMARKS

Chairman Rose stated that he'd attended a meeting with County Board Chairman Lawlor and Planning, Building and Development staff about filling the current HCDC vacancies. He expressed his plan to update the HCDC on potential members as well as the future direction of the HCDC.

4. PUBLIC COMMENTS (items not on the agenda)

There were no public comments.

5. OLD BUSINESS

There was no old business.

6. NEW BUSINESS

6.1 17-0557

Joint resolution authorizing additional 2017 grant awards from the Lake County Affordable Housing Program (AHP).

- The Housing & Community Development Commission (HCDC) was charged with developing 2017 funding recommendations for the Lake County Affordable Housing Program (AHP). In the 2017 application round for affordable housing, there were more than \$4.5 million in requests for the available \$1.9 million in housing grants available.
- Initial recommendations by the HCDC for investment of Lake County AHP funds were approved by the Lake County Board on March 14, 2017.

- With demand for housing funds far outpacing supply, several 2017 housing projects were recommended for funding, but there were not sufficient funds available. One such project was the potential 78-unit "Towering Oaks" affordable housing development by True Homes in Island Lake. This project scored 73% of available points in the 2017 housing application round, but the HCDC lacked funds with which to assist the project. Staff was instructed by the Affordable Housing Advisory & Recommendation Committee (ARC) to find means of supporting the development.
- Staff has identified \$49,789.62 in previously unspent AHP funds available plus \$9,818.38 in AHP program income for a total of \$57,808 of housing funds available. While this amount pales in comparison to the gap funding still needed by recommended 2017 projects, staff has learned that commitment now of \$36,000 in AHP funds for future rental assistance will help True Homes obtain a better score on its application for Low-Income Housing Tax Credits due in June. If True Homes receives an allocation of housing tax credits, it can be considered again for development funding.
- Staff recommends additional AHP 2017 grants of \$36,000 for True Homes (for future rental assistance) and the remaining \$21,808 for Catholic Charities Rapid Rehousing Program. This amount for Rapid Rehousing would be in addition to an original \$75,000 AHP allocation to assist the Program in meeting federal match requirements and in helping more families exit homelessness to housing.

Attachments: [TRUE HOMES Towering Oaks Commitment Letter.pdf](#)

Presented by Monika Bobo, Housing Grant Administration Specialist

A motion was made by Commissioner Venturi, seconded by Commissioner Swartz, to approve the Joint Resolution authorizing additional 2017 grant awards from the Lake County Affordable Housing Program. The motion carried by the following vote:

Aye 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

6.2 17-0608

Grant Performance Update - Family First CDBG 2015

- Family First, a Waukegan Based non-profit, was awarded \$90,750 in PY 2015 Community Development Block Grant (CDBG) funds for the installation of an elevator in their building.
- The contractor hired by Family First, Gregory Enterprises, sub-contracted with Schindler Elevator Corporation. Two significant errors were made by these entities resulting in delay in full payment and delivery of the elevator, resulting in a \$7,000 cost increase for storage fees.
- The contractor has committed to a repayment plan to reimburse Family First for the amount owed on the elevator project to effectuate delivery.
- Staff requests HCDC recommendation to the Lake County Board at its June meeting approval of an escrow account to be used for future payments on the project and potentially at its July meeting approval of an additional \$7,000 of CDBG funds to complete the project. Any future payment(s) of Lake County CDBG funds is contingent on full satisfaction of outstanding debt.

Attachments: [Grant Performance Update Policy Graphic.pdf](#)
[Proposed CDBG Escrow Agreement.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Commissioner Venturi, to approve the formation of an escrow account to be used for future payments for Family First's PY2015 CDBG elevator installation project and an increase of \$7,000 to complete the project, with an aggressive attempt to be made to recoup the storage fees from Gregory Enterprises. The motion carried by the following vote:

- Aye** 8 - Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham and Commissioner Hewitt
- Nay** 2 - Rosenthal and Vice-Chairman Pedersen

6.3 17-0554

Resolution Approving the First Amendment to the 2015-2019 Consolidated Plan for Housing & Urban Development (HUD)

- An amendment to the 2015-2019 Consolidated Plan for Housing & Community Development is required by the U.S. Department of Housing & Urban Development (HUD). This current five-year plan represents the first time that Lake County and its Consortium Members - North Chicago and Waukegan - report accomplishments using HUD's electronic format, and several issues with the electronic reporting format are resolved in this amendment.
- In April of 2016, HUD provided guidance on the pairing of grant-funded activities (e.g. owner-occupied housing rehabilitation) with HUD's Goal Outcome Indicators (e.g. # units of homeowner housing rehabilitated). The revised five-year plan incorporates the suggested pairings and recalibrates the five-year targets.
- At the start of planning for each new program year, the Housing & Community Development Commission (HCDC) assesses how funding trends support or detract from achieving the Plan's five-year goals. This first amendment to the 2015-2019 Plan shifts prospective funding away from infrastructure goals that have already been exceeded to housing goals that, but for additional funding, would not be projected to meet the five-year targets as required by HUD.

Attachments: [2015-2019 ConPlan First Amendment.pdf](#)

Presented by Dominic Strezo, Environmental Project Coordinator

A motion was made by Commissioner Rosenthal, seconded by Commissioner Calabresa, to approve the resolution approving the First Amendment to the 2015 - 2019 Consolidated Plan. The motion carried by the following vote:

- Aye** 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

6.4 17-0563

Joint resolution approving Fourth Amendment to the 2015 Housing and Urban Development (HUD) Action Plan.

- HUD requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal housing and community development funding for each year of grant funding.
- The Lake County HOME Investment Partnership (HOME) Consortium is comprised of Lake County and the Cities of Waukegan and North Chicago; all three jurisdictions receive

Community Development Block Grant (CDBG) funding.

- The proposed Action Plan amendment shifts \$100,000 of HOME funding from a planned rehabilitation of a to-be-determined scattered site rental unit for which an address was not identified on a timely basis to the owner-occupied rehabilitation program. In housing assistance programs, HOME funds can be committed immediately, meeting the June 30, 2017 HOME commitment deadline. Given substantial unmet demand for owner-occupied rehabilitation, this \$100,000 in HOME funds will be spent before the HOME spending deadline in 2019.

Attachments: [2015 4th Amendment HCDC Version.pdf](#)

Presented by Monika Bobo, Housing Grant Administration Specialist

A motion was made by Commissioner Swartz, seconded by Commissioner Cunningham, to approve the Joint Resolution approving the Fourth Amendment to the 2015 Annual Action Plan. The motion carried by the following vote:

Aye 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

6.5 17-0562

PUBLIC HEARING - 2016 Consolidated Annual Performance & Evaluation Report (CAPER) & 2017 Annual Action Plan for the U.S. Department of Housing & Urban Development (HUD)

Presented by Jodi Gingiss, Community Development Administrator

Motion: To open the Public Hearing at 1:41 p.m.

Motion Made By: Mary Cunningham

Motion 2nd By: Janet Swartz

Motion approved

There were no public comments.

Motion: To close the Public Hearing at 1:42 p.m.

Motion Made By: Janet Swartz

Motion 2nd By: Harriet Rosenthal

Motion approved

6.6 17-0565

Resolution approving the Lake County Consortium Federal Violence Against Women Act (VAWA) Policy and Emergency Transfer Plan

- The 2013 reauthorization of the Violence Against Women Act ("VAWA") expands housing protections to all of HUD's housing programs, as well as provides enhanced protections and options for victims of domestic violence, dating violence, sexual assault, and stalking.
- HUD's Violence Against Women Reauthorization Act of 2013 Implementation Rule requires Lake County to complete an emergency transfer plan no later than May 15, 2017.
- This Policy and Plan identifies VAWA protections and limitations, tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security.
- This plan is based on a model emergency transfer plan published by the U.S. Department

of Housing and Urban Development (HUD), the Federal agency that oversees compliance for the HOME and Emergency Solutions Grant (ESG) Programs. This Policy is in the process of being reviewed by the Lake County States Attorney's Office.

Attachments: [VAWA Policy & Emergency Transfer Plan.pdf](#)

Presented by Monika Bobo, Housing Grant Administration Specialist

A motion was made by Commissioner Cunningham, seconded by Commissioner Hewitt, to approve the Resolution approving the Lake County Consortium Federal Violence Against Women Act Policy and Emergency Transfer Plan. The motion carried by the following vote:

Aye 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

6.7 17-0560

Joint resolution authorizing renewal of the HOME Investment Partnership Program Consortium Agreement with the cities of North Chicago and Waukegan.

- Pursuant to HUD requirements, Lake County must renew its HOME Investment Partnership Program Consortium Agreement with the cities of North Chicago and Waukegan every three years in order for all three jurisdictions to continue operating as a consortium, thereby increasing the level of available HOME funding.
- The current agreement (attached) runs through the end of program year (PY) 2017 and the draft agreement will cover PY 2018 through PY 2020.
- The draft agreement is currently under review by the States Attorney's Office and the Cities of Waukegan and North Chicago. It is anticipated that the agreement will be finalized in time for the June 13, 2017 Lake County Board meeting.
- A vote is requested from the Housing & Community Development Commission to recommend approval by the Lake County Board.

Attachments: [HOME Consortium Agreement FY18-20 - HCDC Markup.pdf](#)

[HOME Consortium Agreement FY18-20 - v04 FINAL.pdf](#)

Presented by Monika Bobo, Housing Grant Administration Specialist

A motion was made by Commissioner Venturi, seconded by Commissioner Rosenthal, to approve the Joint Resolution authorizing renewal of the HOME Investment Partnership Program Consortium Agreement. The motion carried by the following vote:

Aye 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

6.8 17-0561

Joint resolution authorizing an intergovernmental agreement for the provision of grant administration and management services for North Chicago Community Development Block Grant (CDBG) funds.

- For the past three years (2014-2017), the City of North Chicago and the U.S. Department of Housing and Urban Development (HUD) have asked Lake County to provide grant

administration and management services for the North Chicago Community Development Block Grant (CDBG) program. The initial agreement is attached.

- All parties desire to continue this arrangement for the next three years, which requires the execution of a second three-year agreement. This agreement will preserve CDBG funding in the approximate amount of \$226,000 for North Chicago, for program year (PY) 2018 to 2020.
- Lake County will receive approximately \$45,000 annually for planning, oversight and management on behalf of North Chicago.
- The draft agreement is under review by the States Attorney's Office and the City of North Chicago. It is anticipated to be ready for approval by the Lake County Board on June 13, 2017.
- A vote is requested from the Housing & Community Development Commission to recommend approval by the Lake County Board.

Attachments: [Lake County N Chi Joint Agreement 2017 FINAL.pdf](#)

Presented by Dominic Strezo, Environmental Project Coordinator

A motion was made by Commissioner Cunningham, seconded by Commissioner Hewitt, to approve the Joint Resolution authorizing an intergovernmental agreement for the provision of grant administration and management services for North Chicago CDBG funds. The motion carried by the following vote:

Aye 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt

7. STAFF REPORTS

Jodi Gingiss distributed a proposed meeting schedule revision, which detailed the cancelations of the June 14th, August 9th and December 13th HCDC and HCDC Executive Committee meetings. Due to a scheduled audit by the US Department of Housing and Urban Development, she asked for tacit approval to move the July 19th meeting to the Central Permit Facility, beginning at 2:30 p.m. due to the Conference Room's limited availability on that date. The July 19th HCDC Executive Committee meeting would be canceled as well. The HCDC provided consensus on the proposed meeting schedule revisions.

8. ADJOURNMENT

A motion was made by Commissioner Venturi, seconded by Commissioner Cunningham, to adjourn the meeting at 1:49 p.m. The motion carried by the following vote:

Aye 10 - Rosenthal, Rose, Commissioner Swanson, Commissioner Venturi, Commissioner Swartz, Commissioner Sikes, Commissioner Calabresa, Commissioner Cunningham, Vice-Chairman Pedersen and Commissioner Hewitt