

Lake County Illinois

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



Minutes Report - Draft

Wednesday, November 15, 2017

2:30 PM

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

Housing and Community Development Commission - Executive Committee

1. ROLL CALL

Chairman Pedersen called the Housing and Community Development Commission (HCDC) Executive Committee (EC) meeting to order at 2:32 p.m.

Guests: Celeste Flores of Faith in Place; and Mary Cunningham and Michael Meehan of the Housing and Community Development Commission

Staff: Jodi Gingiss, Eric Foote, Dominic Strezo and Laura Walley

Present 5 - Dan Venturi, Janet Swartz, Carol Calabresa, Steve Carlson and Linda Pedersen

Excused 1 - Ray Rose

2. APPROVAL OF MINUTES

2.1 17-0340

Approval of the February 15, 2017 Minutes

Attachments: [2.15.17 Exec Minutes.pdf](#)

A motion was made by Commissioner Swartz, seconded by Vice-Chairman Venturi, to approve the February 15, 2017 minutes. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

3. CHAIR'S REMARKS

Chairman Pedersen had no remarks.

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 17-1297

Appointment of Advisory & Recommendation Committee (ARC) members

- Advisory & Recommendation Committees (ARCs) are responsible for reviewing applications or requests for funding; making recommendations of projects to be funded to the Executive Committee; and providing feedback to Community Development staff on scoring and ranking decisions in order for appropriate technical assistance to be provided to applicants.
- There are four standing ARCs: 1) Public Improvement ARC; 2) Affordable Housing ARC; 3) Public Services ARC; and 4) Homeless Assistance ARC.
- This action appoints two new Commissioners to ARCs and shifts several longstanding Commissioners to different ARCs so that each ARC has at least three members.
- According to the HCDC by-laws, the HCDC Chair typically doesn't serve on an ARC. As several ARC vacancies still exists awaiting new Commissioners to be appointed by the Lake County Board, the HCDC Chair is temporarily assigned to an ARC.

Attachments: [ARC Membership 2017.pdf](#)

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Vice-Chairman Venturi, to approve the ARC membership recommendations as presented. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

6.2 17-1292

Revised Lake County Consortium Property Rehabilitation Standards

- Property Rehabilitation Standards ("Rehab Standards") for homes built and rehabilitated with federal grant funds invested by the Lake County Consortium (Lake County, North Chicago and Waukegan) are required by the U.S. Department of Housing & Urban Development (HUD).
- Last December 20, 2016, HUD published a new rule, "Narrowing the Digital Divide Through Installation of Broadband Infrastructure in HUD-Funded New Construction and Substantial Rehabilitation of Multifamily Rental Housing." This rule requires installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing that is funded or supported by HUD.
- In addition to this major addition to the Rehab Standards, small revisions are proposed to clarify requirements for developers and property inspectors of HUD-funded housing.

Attachments: [Lake County HOME Consortium Property Rehabilitation Standards Novem](#)

[Lake County HOME Consortium Property Rehabilitation Standards Novem](#)

Jodi Gingiss, Community Development Administrator, informed the EC that Monika Bobo had left Lake County and will be working for the Illinois Housing Development Authority as a member of its staff counsel. Prior to leaving Lake County, Ms. Bobo revised the County's Consortium Property Rehabilitation Standards, which the Administrator then presented.

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Calabresa, to forward the revised Lake County Consortium Property Rehabilitation Standards to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

6.3 17-1291

Zion Woods Rental Housing Development

- Zion Woods is a proposed affordable housing development in Deerfield, IL. Developed by Housing Opportunity Development Corporation (HODC) and Brinshore Partners, the proposed building would have 25 affordable units of which 12 would be reserved for people with disabilities.
- To allow adequate time for the zoning approval process, the project will be considered by the Illinois Housing Development Authority (IHDA) for 2018 Low Income Housing Tax Credits, which causes the project to be delayed by a year.
- Lake County has allocated \$1.2 million in Community Development Block Grant (CDBG) funds to this project, with \$600K in the 2017 Action Plan and \$600K in the 2018 Action

Plan. Given the year delay, it is recommended that the 2017 CDBG funds in this project be reallocated and replaced by \$600K of 2019 Action Plan funds. As 2019 is the remaining year of the current 5-year Consolidated Plan for the U.S. Department of Housing & Urban Development (HUD), this project would remain part of the current 5-year plan.

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the proposed reallocation and replacement of funds for the Zion Woods Rental Housing Development project to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

6.4 17-1293

Staff Recommendation: Reallocation of 2017 CDBG Housing Grant Funds

- Due to the proposed shift of CDBG funds for Zion Woods affordable housing, CDBG 2017 funds totaling \$600K must be reallocated by future amendment to the 2017 Action Plan. The public hearing for a proposed 2017 Action Plan Amendment is planned at 3:30pm at the January 17 meeting of the Housing & Community Development Commission.
- It is preferable to allocate 2017 dollars to projects with immediate needs rather than waiting for the 2018 application round. Staff proposes reallocation of 2017 CDBG housing grant dollars for the following three immediate needs. If it prefers, the HCDC can opt to delay reallocation until the 2018 application round.
- A Safe Place (Domestic Violence Shelter) Chair Lift: \$69,660 CDBG 2017 Housing Grant Funds. This is a proposed budget increase of a \$50,000 grant of 2016 CDBG to a total of \$115,660 for accessibility enhancements to an emergency shelter for victims of domestic violence and their families. The initial 2016 grant was planned for the replacement of a chair lift on the staircase to the second floor, but that technology was no longer available. The budget increase to \$117,660 is necessary to build and install a chair lift in a newly created shaft next to the stairs.
- Affordable Housing Corporation of Lake County (AHC) Home Accessibility Program (HAP): \$100,000 CDBG 2017 Housing Grant Funds. This is a proposed budget increase of a \$100,000 grant of 2017 CDBG to a total of \$200,000 to help low-income seniors and persons with disabilities make accessibility improvements in order to remain in their homes. This budget increase would eliminate the need for the HCDC to consider 2018 funding for this program, making the 2018 grant funds stretch farther.
- Flood Recovery Improvements (To Be Determined): \$430,340 CDBG 2017 Housing Grant Funds. Staff will present a detailed allocation plan in January 2018 for these dollars proposed for the ongoing recovery from the July 2017 floods in Lake County. Potential uses of these CDBG dollars for this purpose include: Green infrastructure for improving stormwater drainage, acquisition and demolition of buildings necessary for improved stormwater drainage and repair of existing affordable homes of low-income families lacking insurance dollars for repair.

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to forward the reallocation proposal for the 2017 CDBG Housing Grant Funds to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

6.5 17-1294

Staff Recommendation: Reallocation of 2015 CDBG Job Creation Funds

- Job creation was introduced as a new Community Development goal in the 2015-2019 Consolidated Plan. Since the target funding amount for Goal #9 (Create Low/Mod Income Jobs) is limited and the applicant pool for this new goal has been small (due to low stakeholder awareness), the Public Improvements Advisory & Recommendation Committee (ARC) has for the first two years (2015 & 2016) recommended different pilot funding initiatives ranging from manufacturing hiring incentives to small business loans to façade rehabilitation.
- The 2015 CDBG investment of \$118,200 in Job Creation was intended to create new manufacturing jobs by offering employers hiring incentives to do "On the Job Training" through Lake County Workforce Development. When reviewing planned 2015 CDBG activities, however, the U.S. Department of Housing & Urban Development (HUD) clarified that salaries are not an eligible use of CDBG economic development dollars. This grant must be reallocated by future amendment to the 2015 Action Plan. A public hearing for a proposed 2015 Action Plan Amendment is planned at 3:30pm at the January 17 meeting of the Housing & Community Development Commission. If it prefers, the HCDC can opt to delay reallocation until the 2018 application round.
- It is preferable to reallocate 2015 dollars to projects with immediate needs rather than waiting for the 2018 application round. Staff proposes reallocation of 2015 CDBG job creation dollars to the Black Chamber of Commerce of Lake County for additional small business loans. This is a proposed budget increase from \$69,741 in 2016 CDBG funds to \$187,941 (in combined 2015-16 funds) to be invested in small business loans over three years. At a rate of four new loans per year, the Black Chamber of Commerce could expand on its initial success of four loans in 2017 with an additional four loans in each 2018 and 2019.

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Calabresa, to forward the 2015 Job Creation reallocation proposal to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

6.6 17-1296

Joint resolution authorizing reallocation of 2017 grant award and program income 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 applied for but failed to receive an allocation of 2017 Low Income Housing Tax Credits

(LIHTC) from the State of Illinois. One such project was the potential 78-unit "Towering Oaks" affordable housing development by True Homes in Island Lake. On June 13, 2017, the Lake County Board approved \$36,000 in AHP funds for future rental assistance at Towering Oaks. Without tax credits, however, the Towering Oaks project will not be developed and the AHP grant of \$36,000 must be reallocated. In addition, \$13,282.57 of AHP program income is available for reinvestment.

- Staff recommends an additional AHP 2017 grant of \$49,282.57 for Catholic Charities' Emergency Housing Assistance Programs. This grant would cover security deposit and rental assistance for housing insecure low-income families, a program that periodically runs out of funds several times each year. Catholic Charities' previous Emergency Housing Program grant was shifted to Motel Vouchers to assist flood victims in the summer of 2017.

Presented by Jodi Gingiss, Community Development Administrator

A motion was made by Commissioner Swartz, seconded by Vice-Chairman Venturi, to forward the joint resolution authorizing reallocation of 2017 grant award and program income from the Lake County AHP to the HCDC for approval. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen

7. STAFF REPORTS

Dominic Strezo, Environmental Project Coordinator, reported that applications for two \$300,000 U. S. Environment Protection Agency (EPA) Brownfields Assessment grants were being finalized for submission. The applications would be submitted by a coalition consisting of Waukegan, North Chicago, Zion, Mundelein, Fox Lake and Lake County. Funding decisions are expected in May of 2018, with the funds to be used to assess contaminated sites.

Eric Foote, Grant Administration Specialist, provided an update on the status of the Family First elevator project, which is nearing completion. The contractor still owed \$3,000, after which repayment the elevator installation will be completed by the sub-contractor.

8. ADJOURNMENT

A motion was made by Vice-Chairman Venturi, seconded by Commissioner Swartz, to adjourn the meeting at 3:12 p.m. The motion carried by the following vote:

Aye 5 - Vice-Chairman Venturi, Commissioner Swartz, Commissioner Calabresa, Ex-Officio Member Carlson and Chairman Pedersen