

**Department of Planning and Development
McHenry County Government Center - Administration Building**

2200 North Seminary Avenue
Woodstock, Illinois 60098



815 334-4560 Fax 815 337-3720
www.co.mchenry.il.us

AGENDA
HOUSING COMMISSION
Tuesday, September 20, 2011 at 8:30 a.m.
McHenry County Administration Building
667 Ware Road
Room 207F
Woodstock, Illinois 60098

- 1.0 Call to Order
- 2.0 Roll Call of Commission Members
- 3.0 Review and Approval of Minutes from –August 30, 2011
- 4.0 Public Participation
- 5.0 Presentation- HOME Project Financing
- 6.0 Committee Reports
 - 6.1 Executive – August 30, 2011
 - 6.2 Legislative –No report
 - 6.3 Education – September 7, 2011
- 7.0 Old Business
 - 7.1 Review of Staff Report
- 8.0 New Business
 - 8.1 Analysis of Impediment Proposal Status- Discussion
 - 8.2 HOME 2011 Notice’s of Funding Availability (NOFA’s) –Discussion, Action
 - 8.3 UDO Commission Impact Update-Discussion
- 9.0 Members’ Comments, Miscellaneous Business, and Announcements
- 10.0Adjournment

HOUSING COMMISSION

McHenry County Government Center – Administration Building
667 Ware Road – Conference Room 270F
Woodstock, IL 60098

Minutes of 30 August 2011

CALL TO ORDER

Chairman John Boyd called the Housing Commission meeting to order at 8:39 a.m. and asked that roll be called.

ROLL CALL/ATTENDANCE

Members Present: John Boyd (Chairman), Elise Livingston, David Alarcon, , Sue Draffkorn, Julie Biel-Claussen, Tom Stephani, Corey Brackmann, Evert Evertsen, Jerry Monica, Fred Broling, and Dave Henry.

Members Absent: Virginia Peschke, Jean Schober and Mary Anne Weltch

Staff Present: Maryanne Wanaski, Deputy Director/ Community Development Administrator, Sarah Ciampi, Community Development Coordinator, and Karen Calendo, Community Development Specialist

Ms. Ciampi called the roll and declared a quorum was present.

3.0 REVIEW AND APPROVAL OF MINUTES

Motion by Commissioner Evertsen seconded by Commissioner Draffkorn to approve the minutes with changes for Commission meeting of July 19, 2011

4.0 PUBLIC PARTICIPATION

None

5.0 COMMITTEE REPORTS

Executive Committee Meeting- No Report

Legislative Committee Meeting:

The Committee worked with Community Development staff regarding the review of the RFP for the Analysis of Impediments. The Committee members provided feedback regarding the Analysis of Impediment proposals. Commissioner Evertsen discussed how there were six (6) applications submitted and five (5) were review. Ms Ciampi stated that of the six (6) submitted applications only five (5) met the minimum qualifications. Ms. Ciampi explained the RFP process of having a high and low candidate and three in the middle. Ms. Ciampi stated that more discussion would be covered under line item 7.3

6.0 OLD BUSINESS

Staff report was given. The areas covered in the staff report included the HOME Program calendar dates, the Fair Housing community education event, and the Analysis of Impediments (AI) proposal approval. Commissioner Broling asked what was the NSP program. Ms. Ciampi explaining the NSP program and the success the County has had since it has taken over the program with eight (8) properties sold and under contract on two (2) additional properties.

7.0 NEW BUSINESS

7.1 HOME Calendar Dates-

Discussion centered around separating the general HOME application and the Home CHDO application round by a week. Commissioners further discussed whether one or two rounds would be more or less confusing for applicants. Ms Ciampi said it would provide for more adequate staff review time as well providing more time for applicants interested in applying under both NOFA's as proposed. Ms. Ciampi spoke about having two phases: 1) an allocation phase- were funding letters are sent and 2) an obligation phase in which actual contracts are signed. The following proposed schedule was approved.

Date	Activity
September 20, 2011	Approval of 2011 HOME NOFA's and basic review criteria
September 21, 2011	Release of 2011 HOME CHDO Reserve NOFA
September 28, 2011	Release of 2011 HOME General Project NOFA
October 21, 2011	2011 HOME CHDO Reserve Application round closes
October 28, 2011	2011 HOME General Project round closes
November 15, 2011	Hearing for all 2011 HOME Projects
November, 2011	Meeting of Housing Commission (and CDBG Commission if applicable) to make project allocations
December 13, 2011	Finance and Audit Review/Approval
December 1, 2011 or December 15, 2011	Planning and Development Committee Review/Approval
December 20, 2011	County Board Review/Approval
January, 2012	Contracting begins for FY2011

7.2 Fair Housing Community Education Event-

Ms. Ciampi suggested that the Community Education Event on Fair Housing be moved until we receive our new Analysis of Impediments (AI). This idea was well received by the Commission to wait for the AI before having a Fair Housing Education event. It was recommended that the Education Commission meet and select a new topic for a education event.

7.3 Analysis of Impediments Proposal Approval-

A review of the proposals were provided by Ms. Ciampi and Ms. Calendo. M&L had very good references with extensive experience. References stated that M&L continued to communicate after the submission of the AI. J-Quad also had good references however responsibilities between J-Quad and the County were not clear. Unlike M& L which made the responsibilities and expectations very clear. Commissioner Livingston stated how she liked M&L after review all the proposals. Commissioner Evertsen stated the AI methodology was more current to the American Community. The Commission agreed with the Legislative Committee that M&L was the best proposal for McHenry County. CD staff expressed their appreciation to the Legislative Committee for their hard work reviewing all the AI proposals.

The Commission then discussed the amount of funding that would be needed to be requested for this project. Ms. Ciampi explained \$10,000 was approved CDBG funds. The CDBG funds would be used for media cost. Both Commissioners Stephani and Henry thought additional funds should be request beyond the M&L proposed budget. They had concerns something important may need to be added to the scope of work that was not originally ask for in the RFP. Also, a concern that if additional funds were needed quickly the County funding process is long. Commissioner Evertsen suggested that the \$10,000 CDBG funds could be used if additional fund were needed quickly. The Commissioners agreed. Commissioner Livingston motioned that the exact amount of \$39,949 be requested from the County second by Commissioner Weltch; on a roll call vote all agreed; motion carried.

7.4 Committee Appointments

Commissioner Monica, Commissioner Broling, and Commissioner Henry were all appointed to the Education Committee which meets on the first Wednesday of each month at 8:30 a.m.

MEMBERS' COMMENTS, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS

None

ADJOURNMENT

Commissioner Stephani made a motion to adjourn seconded by Commissioner Henry at 9:40 a.m. On a voice vote all members voted aye and the motion carried.

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DIVISION STAFF REPORT

To: John Boyd, Chairman
Members, McHenry County Housing Commission

From: Community Development Division Staff

Date: September 20, 2011

I. Division Activity Summary:

During the month of September The Development-Community Development Division hosted a public meeting regarding the DRAFT 2012 Annual Action Plan. The purpose of this meeting was to allow interested residents and organizations the opportunity to provide input for inclusion into the draft plan. The meeting was held on September 9, 2011 at 10:00 a.m. with attendance of three CD staff; five community representatives also attended.

CD Staff presented to both the Planning and Development Committee and the Finance & Audit Committee Analysis of Impediment to Fair Housing choice study. The dollar amount of \$39,949 a proposal to contract with Mullins and Lonergan to complete was approved by both Committees. The resolution will be on the County Board on September 20, 2011 agenda.

II. Division Financial Report:

HOME 2010: Habitat for Humanity – CHDO entered into a contact for the funding of a \$125,000 to purchase land and to construct a single family home in the City of McHenry

III. Special Projects:

None

IV. A. HOME 2011 Notice of Funding Availability (NOFA) General

Action Requested:

Staff recommends funding for a multi-family development or rehabilitation project.

Background:

September 28, 2011 will be the release for the 2011 HOME General Project NOFA. The project round will close on October 28, 2011. Staff will then review each application with the intent of providing the Commission with a summary and recommendations for the HOME funding.

Discussion:

The Commission will need to address the type of funding project that would benefit the residents of McHenry County. The Commission will look at and determine if the HOME funding should be targeted to a special population or just be noticed as a general project round

IV. B. HOME 2011 Notice of Funding Availability (NOFA) CHDO Reserve

Action Requested:

The Commission will make recommendation for the notification for the 2011 HOME round for CHDO Reserve funding.

Background:

September 21, 2011 will be the release for the 2011 HOME CHDO Project NOFA. The project round will end on October 21, 2011. Staff will then review each application with the intent of providing the Commission with a summary and recommendations.

Discussion:

The Commission will discuss HOME funding for CHDO Reserve and direct CD staff appropriately.

V. Commissioner Information Series-Agenda Item 5:

September - HOME Project Financing

Staff will provide an overview of HOME Project Financing as it applies to the County and the HOME Program.

VI. Attachments/Appendices:

None