



**MCHENRY COUNTY**  
**COMMUNITY DEVELOPMENT AND HOUSING GRANT COMMISSION**  
**AGENDA • JUNE 21, 2017**

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**Public Meeting**

**Conference Room B**

**8:30 AM**

667 Ware Rd., Woodstock, IL 60098

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**1. CALL TO ORDER**

*Roll Call*

**2. PUBLIC COMMENT**

**3. MINUTES APPROVAL**

1. Community Development and Housing Grant Commission - Public Meeting - Apr 19, 2017 8:30 AM

**4. NEW BUSINESS**

- 4.1 Community Development University - Discussion
- 4.2 Overview of the scoring process - Discussion
- 4.3 Hearings for 2018 HOME Funding Round & Contingency for Leftover CDBG Funds - Hearing Schedule
- 4.4 Recommendations of Funding for 2018 HOME & Contingency for Leftover CDBG Funds

**5. MEMBERS' COMMENT, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS**

**6. ADJOURNMENT**



**MCHENRY COUNTY**  
**COMMUNITY DEVELOPMENT AND HOUSING GRANT COMMISSION**  
**MINUTES • APRIL 19, 2017**

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**Public Meeting** **Dorr Township Office** **8:30 AM**  
1039 Lake Ave, Woodstock, IL 60098

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**1. CALL TO ORDER**

Chairman Smith called the meeting to order at 8:35 a.m. and requested roll call be taken.

Meeting called to order at: 8:35 AM by Larry W Smith.

PRESENT: Smith, Nwogu, Haussmann, Grammer, Bartmann, Diaz, Peschke, Levin, Naylor, Kamla  
ABSENT:

Staff Present: Hans Mach, Zak Klehr, Jena Hencin and Lynnsey Osborne

The Commissioners made introductions and provided brief backgrounds about themselves and why they joined this Commission. Chairman Smith stated that he is the new chair of this Commission after Ms. Draffkorn was not re-elected to the County Board. There were two new Commissioners, Mr. Didier Kamla and Mr. George Nwagu.

**2. MINUTES APPROVAL**

- 1. Community Development and Housing Grant Commission - Public Meeting - Jul 27, 2016 8:30 AM

Motion by Commissioner Bartmann seconded by Commissioner Naylor to approve the minutes from the July 27, 2016 CDHG meeting. All members present voted aye and the minutes were accepted.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Phil Bartmann
<b>SECONDER:</b>	Roger Naylor
<b>AYES:</b>	Smith, Nwogu, Haussmann, Grammer, Bartmann, Diaz, Peschke, Levin, Naylor, Kamla

**3. PUBLIC COMMENT - NONE**

**4. OLD BUSINESS - NONE**

**5. NEW BUSINESS**

**5.1 Overview of CDBG & Home - Training**

Mr. Mach took a moment to introduce the CD Staff members to the Commission. Mr. Mach explained the two entitlement HUD funds for which this Commission will be making recommendations to the Public Health and Community Services Committee. Mr. Mach provided an overview of the process for the funding rounds for both the CDBG and HOME grants. Mr. Mach also explained the eligible activities based upon the County's Five Year Consolidate Plan (Con Plan), and noted the current plan is for years 2015 thru 2019. Mr. Mach next explained the new eligible CDBG activities that were added per the recent Consolidated Plan Amendment. Those activities were: microenterprise,

Minutes Acceptance: Minutes of Apr 19, 2017 8:30 AM (Minutes Approval)

slum/blight demolition/clearance, down payment assistance through CDBG, and historic preservation/façade treatments. Mr. Mach also told the Commission that HUD was onsite at the County last week conducting an audit on some of the CDBG projects funded in 2015.

Ms. Jena Hencin described which activities/goals in the current Con Plan that the Commission has thus far awarded. Ms. Hencin advised the Commission which Con Plan goals have not yet been met, and should be addressed or removed during the last 2 years of the current Con Plan, years 2018 & 2019.

Mr. Mach detailed the changes to the application process for FY18 CDBG funds. Mr. Mach said the HOME application has remained the same as last year's contingency round. Mr. Mach said HOME funds can be paired with CDBG funds for Tennant Based Rental Assistance (TBRA) Programs, and he noted that the minimum award for CDBG has been lowered to \$5,000 from \$20,000. Mr. Mach briefly explained the TBRA program, the eligible activities that can receive funds under TBRA, and how TBRA could be operated by an agency.

Ms. Hencin provided the process of the project scoring that Staff will perform when an agency submits an application for funding. The main items covered under the scoring overview were: capacity, implementation, measurements & outcomes, and systemic impact. Mr. Mach reviewed what the awarded agency's requirements are post award of the CDBG funds as well as what the CD Staff's responsibilities are.

## ***5.2 Consolidated Plan Amendment - Proposed New Activities & Timeline - Discussion***

Mr. Mach said that since this was already discussed in detail during agenda item 5.1 he would not go into another discussion on this item unless any Commissioners had any further questions. No one had any further questions for Mr. Mach.

## ***5.3 Grant Funding Schedule for 2017/Concept Paper Process - Discussion***

Mr. Mach passed out a letter to the Commission that outlined the next two meetings of the CDGH Commission. These meetings will both have hearings and allocations that will occur during the meeting. The June 21st meeting will be for the 2018 HOME funds and any additional 2017 CDBG funds that remain available. The September 20th meeting will be for 2018 CDBG grant funds. Funds allocated in advance Mr. Mach indicated that it was important that the Commission members attend these meetings, and he requested that Staff be notified if a Commission member is unable to attend either meeting.

## ***5.4 Review of Previously Funded Projects & Statuses - Discussion***

Mr. Klehr reviewed program year 2016 funding allocations and the progress of each of the funded projects. Mr. Klehr also reviewed the 2017 CDBG allocations, and noted that the HUD funds have not been received yet, and Staff anticipates those funds to be received sometime in August, similar to last year's awards.

## ***5.5 Results of 2017 HUD-CDBG Monitoring - Discussion***

Mr. Mach noted that a representative from HUD conducted an on-site visit to the County last week to monitor some of the County's 2015 CDBG funds. Mr. Mach reported that HUD did not have any findings during their monitoring. Mr. Mach stated that there was only one area of concern, which Staff

had already identified before HUD found the concern, and Mr. Mach said Staff is already in the process of correcting this mistake.

### **5.6 Holding Account for OOR Projects -Discussion & Direction to Staff**

Mr. Mach explained the CDBG spend-down ratio that must occur annually based on a HUD regulation. Mr. Mach said that if the County was able to have a holding account for the Owner Occupied Rehab (OOR) projects under CDBG, it would allow the County to show a spend down of the OOR projects from the HUD IDIS system. Mr. Mach said that this would help ensure that the County hits the spend down ratio by November because of the amount 2017 funds awarded to OOR projects. Chairman Smith asked Staff to detail the process and inform the Commission which other County Department would be involved should we move forward with a holding account. Mr. Mach provided a brief overview of how the spending of HUD funds works, how the holding account would operate, and which other County Departments would be involved in this process. Chairman Smith directed Staff to look into this further and have something drafted up for the Commission at the June 21<sup>st</sup> CDHG meeting. Mr. Mach agreed to complete this request.

## **6. MEMBERS' COMMENT, MISCELLANEOUS BUSINESS AND ANNOUNCEMENTS**

Commissioner Peschke asked Staff to distribute a list of the commonly used acronyms to the entire Commission, because there are a few new Commission members that may not be aware of the acronyms that are commonly used during these meetings. Staff agreed to e-mail the list to the Commissioners before the next meeting.

Mr. Mach informed the Commission that this week had been proclaimed Community Development week by the County Board, and he provided a schedule of events the CD division had set up during the week to celebrate some of the projects that received CDBG funding. Mr. Mach invited the Commission members to attend these events.

Mr. Mach informed the Commission that the next CDHG Commission meeting will be held on June 21, 2017 in the County Board Conference rooms.

## **7. ADJOURNMENT**

Motion by Commissioner Naylor seconded by Commissioner Peschke to adjourn the meeting. All members voted aye and the meeting adjourned at 10:37 a.m.

JUNE 21, 2017 CDHG - HEARING SCHEDULE



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

Community Development  
Division  
www.co.mchenry.il.us/cd  
P: 815-334-4560 F: 815-334-4608  
mchenrycountycomdev@co.mchenry.il.us

Hearing Time	Organization
9:00 AM	Habitat for Humanity of McHenry County
9:20 AM	McHenry County Housing Authority
9:40 AM	Housing Opportunity Development Corp.
10:00 AM	Pioneer Center for Human Services
10:20 AM	BREAK
10:35 AM	TLS Veterans
10:55 AM	Home of the Sparrow
11:15 AM	City of Woodstock
11:35 AM	Alano Club of Crystal Lake
11:55 AM	Village of Union
12:10 PM	BREAK
12:30 PM	DELIBERATIONS