



Revised August 24, 2011

Citizen Participation Plan

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

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 Community Development Commission 2
 - B. Function and Role of the Lake County Affordable Housing Commission 2
 - C. Function and Role of the Lake County Partners (for HUD funded economic development activities) 3
 - D. Function and Role of Lake County, as a Consortium Member 3
 - E. Function and Role of the City of North Chicago as a Consortium Member 4
 - F. Function and Role of the City of Waukegan as a Consortium Member 4
- III. Citizen Participation Compliance 6
 - A. Participation 6
 - B. Access to Meetings 6
 - C. Technical Assistance 6
 - D. Public Hearings 6
 - E. Access to Information 7
 - 1. Freedom of Information Act (FOIA)..... 8
 - F. Complaints and Inquiries 8
 - G. Substantial Change/Amendment Process 9
 - 1. Annual Action Plan 9
 - 2. All Other Plans 9
- IV. Housing and Community Development Public Hearings 10
 - A. Consolidated Plan 10

- 1. Needs Statement 10
- 2. Strategic Plan 10
- B. Annual Action Plan 10
- C. Consolidated Annual Performance & Evaluation Report (CAPER)..... 10
- V. Technical Assistance 11
 - A. Lake County..... 11
 - B. City of North Chicago..... 11
 - C. City of Waukegan 11

I. Introduction

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 to assist in the development of housing and community development needs,
- coordinating the annual receipt of local project applications,
- consolidating the submission of entitlement and Consortium funding requests, 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 Community Development Commission (“CDC”) approves policies and procedures for Lake County entitlement funded CDBG Program activities and county-wide Lake County Consortium funded HOME Program and ESG Program activities. The CDC 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 Stewart B. McKinney Homeless Assistance Act, of 1988, as amended.

To enable and assure involvement of private citizens in the consolidated planning and implementation of the CDBG, HOME and ESG Programs, the 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.

II. Structure of Housing and Community Development Programs

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

It is the purpose and intent of the Lake County Community Development Commission (CDC) 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 Stewart B. McKinney Homeless Assistance Act, as amended. These plans and programs, as approved by the CDC, are then submitted to the Lake County Board for consideration and approval.

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

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

The CDC 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 CDC public meetings.

The CDC's By-laws and Policies are available for public review 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. Function and Role of the Lake County Affordable Housing Commission

It is the purpose and intent of the Lake County Affordable Housing Commission (AHC) to act as a representative body of elected officials and local citizens to advocate the increase of affordable housing throughout Lake County by educating the general public, elected and appointed officials, and other interested groups regarding affordable housing issues and to plan, design, finance and produce affordable housing in Lake County as necessary or appropriate to accomplish the purposes of the National Affordable Housing Act, as amended. Members of the Affordable Housing Commission are appointed by the Chairman of the Lake County Board. The AHC is composed of County Board members, municipal representatives, and private citizens.

The AHC currently assists in reviewing HOME/CDBG funded housing applications for affordable housing projects and makes recommendations and decisions on project selection and funding levels. The plans for the selected projects are presented to the AHC for informational purposes only, and are then submitted to the CDC for approval. These plans, as approved by the CDC, are then submitted to the Lake County Board for consideration and approval.

The AHC's By-Laws and Policies are available for public review by contacting:

Executive Director
Lake County Affordable Housing Commission
1590 S. Milwaukee Avenue, Suite 312
Libertyville, IL 60048
(847) 263-7478
www.ahclc.org

C. 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
28055 Ashley Circle
Suite 212
Libertyville, IL 60048
(847) 247-0137
lcp@lakecountypartners.com

D. 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 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 statement, 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 community needs statement, application and project award procedures, 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

E. 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 community needs statement, application and project award procedures, and its own project administration of its CDBG entitlement funded projects.

The City of North Chicago 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 community needs statement, application and project award procedures, 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
1850 Lewis Avenue
North Chicago, Illinois 60064
(847) 596-8674

F. 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 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 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 community needs statement, application and project award procedures, 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:

Department Director
Waukegan CDBG Department
410 Robert V. Sabonjian Place
Waukegan, Illinois 60085
(847) 599-2532

III. Citizen Participation Compliance

To enable and assure involvement of private citizens in the development of the Consolidated Plan, the Annual Action Plan, the Performance Report, and in the planning and implementation of the CDBG, HOME, and ESG Programs, the CDC 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

The CDC encourages citizen participation; particularly that of low-, moderate-, very low- and poverty 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 impairments by contacting groups and agencies that represent or serve these populations.

B. Access to Meetings

The CDC intends to provide citizens with reasonable and timely access to local and county-wide meetings, information, and records relating to the Consortium's proposed use and actual use of CDBG, HOME and ESG funds.

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

C. Technical Assistance

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

D. Public Hearings

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

The CDC 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. Public Hearings will be held to obtain citizens' views and to respond to proposals and comments at all stages of the Consolidated Plan submission process:

1. identifying housing and community development needs;
2. reviewing proposed use of funds; and
3. 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 the Affordable Housing Commission, the Lake County Partners (when deemed necessary), the Cities of North Chicago and Waukegan (on elements specific to housing when deemed necessary), and the Community Development Commission on the elements and drafts of the 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 CDC meetings will be considered Public Hearings and will be advertised in a newspaper of general circulation. Public attendance, comments and participation in all CDC meetings are, however, encouraged.
2. Special purpose CDC Public Hearings will be announced in a newspaper of general circulation at least 10 days prior to the meeting.
3. Notices of CDC 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 CDC meetings and special purpose Public Hearings will take place at locations to be established by the CDC. 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 CDC meetings where a significant number of non-English speaking persons or interest groups notify the staff at least three 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 days prior to the meeting or Public Hearing.

E. 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 Community Development Commission meetings and it will also be available on the County's web page, www.lakecountyl.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, very low and poverty-income residents.

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, 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 Community Development Commission should be submitted to the FOIA Officer for the Lake County Planning, Building & Development Department:

FOIA Officer: Megan Krueger
500 Winchester Rd, Suite 101 – Libertyville, IL 60048
Phone: (847) 377-2114
Fax: (847) 984-5771
mkrueger@lakecountyil.gov

F. 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 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 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 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 (ie, 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 Division, U.S. Department of Housing and Urban Development, Chicago Office, Region V, 77 W. Jackson Boulevard, Chicago, IL 60604-3507.

G. Substantial Change/Amendment Process

1. 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 subrecipient; 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:
 - a. the project budget changes by more than 25%;
 - b. a change in the project location outside the original census tract block group in which the project was located;
 - c. 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. Any comments received during the public comment period will be considered during the amendment process.

The CDC 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.

2. All Other Plans

The Lake County Consortium may propose amendments to any of its other plans (including but not limited to the Consolidated Plan, Citizen Participation Plan, and Consolidated Annual Performance & Evaluation Report) for public input. These amendments shall be proposed at the discretion of the 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. 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 CDC 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

A. 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, a summary of the needs statement will be published, and a Strategic Plan will be developed.

2. Strategic Plan

In conjunction with the Needs Statement, a Strategic Plan will be prepared every five years. The CDC will establish objectives, a list of eligible projects, and funding priorities for the five-year period to be covered by the Consolidated Plan. A summary of the Strategic Plan will be published.

B. Annual Action Plan

Following the evaluation of applications submitted for CDBG, HOME and ESG funding, the CDC 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.

Public Hearings will be held as part of the Annual Action Plan process to further solicit public comments.

Public comments on the Draft Action Plan will be considered by the CDC as part of the selection of projects. The CDC will recommend the projects and the level of funding to the County's committee responsible for oversight of the Community Development Division 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).

C. Consolidated Annual Performance & Evaluation Report (CAPER)

On an annual basis, the CDC and Lake County staff will conduct a Public Hearing regarding the activities of the CDC 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 CDC 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 CDC and the appropriate subrecipients by Lake County staff.

V. 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
1850 Lewis Avenue
North Chicago, Illinois 60064
(847) 596-8674

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
410 Robert V. Sabonjian Place
Waukegan, Illinois 60085
(847) 599-2532

ADOPTED BY THE LAKE COUNTY COMMUNITY DEVELOPMENT COMMISSION ON

AUGUST 24, 2011