

The Regular Board Meeting of the Commissioners of the Housing Authority of the County of Lake, Illinois, was held October 24, 2019, at the Lake County Housing Authority Central Office, 33928 North US Highway 45, Grayslake, IL 60030.

(Physically present unless noted otherwise.)
Present: Dr. H. Lee Jordan, Jr., Chairman
John Idleburg, Vice Chairman
Kevin Considine, Commissioner
Susan Malter, Commissioner
Diana O'Kelly, Commissioner

Absent: Beverly Mull, Commissioner
Curtis Robinson, Commissioner

LCHA Staff: Lorraine Hocker, Executive Director/CEO
Khadija Darr, Chief Financial Officer
Kent Britton, Director of Capital Improvements & Procurement
Jeff Zimmermann, Director of Information Technology
Valerie Rogers, Executive Secretary

Others Present: Jean Kenol, Authority Attorney

Posting of the notice of this rescheduled meeting and agenda complied with the requirements of the Open Meetings Act (5 ILCS 120/2.02(a)). The notice and agenda were posted prior to 12:30 p.m. on Tuesday, October 22, 2019 at the principal office, 33928 North US Highway 45, Grayslake, IL 60030 and on the Agency's website, www.lakecountyha.org. (See Exhibit 35)

ROLL CALL

Noting that a quorum of Commissioners was present, Chairman Jordan called the meeting to order at 12:33 p.m. Roll call was taken, and the following Commissioners were present: Considine, Idleburg, Malter, O'Kelly, Jordan. Absent: Mull, Robinson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Chairman Jordan opened the floor for public comment. No one requested to be heard.

MINUTES – 9/19/19 REGULAR MEETING

MINUTES – 9/19/19 EXECUTIVE SESSION - Personnel Matters and Pending & Probable Litigation

After discussion, Commissioner Considine moved, seconded by Vice Chairman Idleburg, to approve the Minutes of the September 19, 2019 Regular Meeting and Executive Session-Personnel Matters and Pending & Probable Litigation. The Board voted as follows: Ayes: Considine, Idleburg, Malter, O'Kelly, Jordan. Absent and Not Voting: Mull, Robinson. Motion Carries.

FINANCE REPORT

The Board of Commissioners of Lake County Housing Authority requests that all bills are paid in a manner appropriate to avoid late fees. In addition, to facilitate a smooth, responsible financial operation the Board acknowledges disbursements may be made prior to the regular scheduled monthly Board meeting.

The list of bills and financial report was submitted by Chief Financial Officer Khadija Darr. (See Exhibits 8, 9)

Khadija reported total list of bills for the month is \$305,580.

Low rent collections were 100%. YTD, there is an Operating surplus of \$393,000.

She stated we submitted our 2018 Maintenance Wage Rate Survey to HUD.

Public Housing Operating reserves are doing well.

Housing Choice Voucher was funded at about 74% for administrative. Housing Assistance subsidy was funded at 98% based on a snapshot of last year's lease-up.

Fraud revenue collected YTD is \$149,000.

Our Restricted Net Position is doing well. LCHA has been notified by HUD they will be offsetting our November Housing Assistant Payments by \$212,000. She explained this is due to having an excess of Housing funding based on a low utilization/leasing rate.

Central Office Cost Center (COCC) is reflecting a minimal operating deficit. COCC reserves are at about 1 month. HUD typically wants about 2-3 months in reserve.

She said the Housing Counseling program secured additional funding and are now a self-sustaining program. Housing counseling reserves are favorable.

Khadija reported business activities operating expenses exceeded the income because, as a result of the OIG audit, LCHA was required to make repayments to HUD from non-federal dollars. She stated the reserves for business activities remains favorable.

After discussion, Vice Chairman Idleburg moved, seconded by Commissioner O'Kelly to approve the list of bills as presented. The Board voted as follows: Ayes: Considine, Idleburg, Malter, O'Kelly, Jordan. Absent and Not Voting: Mull, Robinson. Motion Carries.

REPORTS

The following reports for September 2019 were provided.

Capital Improvements,..... Kent Britton, Director of Capital Improvements
Procurement & Procurement
(Exhibit 01)

Public Housing Program, Rentals Aaron Broeski, Director of Public Housing

Maintenance, Public Housing Inspections	(Exhibit 02)
Housing Choice Voucher Program FUP ¹	Gilma Beachem, Dir. of Housing Choice Voucher (Exhibit 03)
Compliance	Jennifer Clemons-Ferguson, Director of Compliance (Exhibit 04)
FSS ² , Housing Counseling	Heidi Semenek, Dir. of FSS & Special Programs (Exhibit 05)
Human Resources	Lefran Elgezdi, Director of Human Resources (Exhibit 06)
FOIA/OMA ³ , Travel-Training	Valerie Rogers, Executive Secretary/FOIA & OMA (Exhibit 07)

Other Matters

1. Chief Financial Officer Khadija Darr and ED/CEO Lorraine Hocker attended a four-day training on PHA Accounting, Budgeting and Finance conducted by BDO. Ms. Hocker stated it was an essential foundation upon which to build a more comprehensive understanding. BDO, or Binder Dijker Otte, is an international network of public accounting, tax, consulting and business advisory firms which perform professional services under the name of BDO.

NEW BUSINESS

Approval of Travel/Training Expenses for Executive Director and/or Commissioners

Ofelia Navarro, Deputy Director

6/2/19 - 6/6/19, PHADA 2019 Annual Convention, Ft. Lauderdale, FL

Commissioners and the Executive Director/CEO must complete and submit a Travel Authorization Form or an Expense Report Form to the Board for approval by a roll call vote at an open meeting. A roll call vote by the Board is also required when combined travel expenditures for any one event is greater than \$4,000.00. The attached Expense Report Form is presented for your approval.

After discussion, Commissioner O’Kelly introduced the following Resolution:

RESOLUTION 2020-01

APPROVAL OF TRAVEL REPORT EXPENSES FOR

COMMISSIONERS AND/OR EXECUTIVE DIRECTOR

¹ Family Unification Program

² Family Self-Sufficiency Program

³ Freedom of Information Act. Open Meetings Act.

WHEREAS, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, on 2/16/17 By Resolution 2017-54 the Board approved the policy governing the combined travel, meal, and lodging expenses for any one travel event, incurred by its employees and officers to be effective 3/2/17; and

WHEREAS, expenses for travel, meals and lodging of the Executive Director/Chief Executive Officer and any member of the Board of Commissioners of the Lake County Housing Authority may only be approved by roll call vote at an open meeting of the Board of Commissioners of the Lake County Housing Authority;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the County of Lake hereby grants approval of the Expense Reports as attached here for a member of the Board of Commissioners and/or for the Executive Director.

(See Exhibits 10, 11)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Considine to adopt Resolution 2020-01.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Approval of Memorandum of Understanding – Lake County Workforce Development Board/Job Center of Lake County

The Lake County Workforce Development Board approached LCHA to execute a Memorandum of Understanding. The MOU describes cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA⁴ (§678.705). The MOU is between 16 federally funded programs delivered by 11 partner agencies and the Workforce Development Board and has been approved by the Lake County Board.

The MOU will be used as an essential tool for achieving a key goal of WIOA – establishing an integrated and effective local workforce delivery system that produces the skilled workers that businesses in Lake County and regional economies require. The MOU is intended to reflect the shared vision and commitment of the Workforce Development Board and required partners to high-quality workforce development systems and centers and be consistent with the vision articulated by the Federal government

⁴ The Workforce Innovation and Opportunity Act (WIOA) (Pub.L.113-128)

and State, regional and local planning priorities. This is a cost sharing agreement – facility costs are shared by all partners based on an FTE (Full Time Equivalent) methodology.

After discussion, Commissioner O’Kelly introduced the following Resolution:

RESOLUTION 2020-02

APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN

LAKE COUNTY HOUSING AUTHORITY & LAKE COUNTY WORKFORCE

DEVELOPMENT/JOB CENTER OF LAKE COUNTY

WHEREAS, on July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA); and

WHEREAS, WIOA provides resources, services and leadership tools for the workforce system that improves employer engagement and competitiveness for success in the global marketplace by helping individuals find good jobs, retain employment and advance job-related skill sets; and

WHEREAS, Lake County has been designated as a local workforce development area by the State of Illinois; and

WHEREAS, WIOA requires Lake County to develop and submit workforce compliance plans in order for Lake County to receive WIOA Formula funding; and

WHEREAS, the Memorandum of Understanding, in cooperation with its partners, establishes a collaborative framework encouraging cooperation, collaboration, communication, policy and technical guidance and governance to assist with the efficient and effective participation in the WIOA implementation in Lake County, Illinois; and

WHEREAS, Lake County and the Lake County Workforce Development Board have reviewed and approved the Job Center of Lake County Memorandum of Understanding; and

WHEREAS, Lake County Housing Authority’s Family Self Sufficiency Program is a voluntary program for participants who wish to improve their financial situation emphasizing employment as well as education and training; and

WHEREAS, Lake County Housing Authority wishes to participate as a partner in the Memorandum of Understanding;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of LCHA hereby approves the Executive Director and/or her designee to execute the Memorandum of Understanding between Lake County Housing Authority and Lake County Workforce Development/Job Center of Lake County in substantially the form attached hereto and incorporated herein by reference.

(See Exhibits 12, 13)

After discussion Commissioner O’Kelly moved, seconded by Vice Chairman Idleburg to adopt Resolution 2020-02.

Roll Call Vote:

Ayes:Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:Considine

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Approval of The Regional Housing Initiative (RHI) Intergovernmental Agreement and The RHI Supplemental Administration Plan

To address the region's housing challenges, BRicK Partners, Chicago Metropolitan Agency for Planning (CMAP), the Metropolitan Planning Council (MPC), Illinois Housing Development Authority (IHDA), and ten housing authorities in the region are collaborating through the Regional Housing Initiative (RHI) to support affordable and mixed-income housing developments in opportunity areas.

Since 2002, the public housing authorities participating in RHI have pooled a portion of their available rental assistance vouchers to provide long-term support for the rehabilitation or construction of multifamily, affordable rental homes in opportunity communities across the region. That means RHI can adapt to the changing housing market and economic climate more flexibly than current federal funding flows permit. For example, despite the growing need for affordable housing in the suburbs, the Chicago and Cook County Housing Authorities receive higher levels of voucher subsidies than the suburban housing authorities. By allowing nine housing authorities to pool their resources, RHI created a mechanism through which a suburban housing development can receive subsidies even if the local housing authority lacks resources.

This innovative structure has led to the development of more than 500 apartments in 33 developments in 22 different communities around the region. The Chicago and Cook County Housing Authorities see clear benefits in contributing vouchers to other communities in the region because waiting list families from all nine geographies are offered expanded housing opportunities. This shared list, combined with the voucher portability pilot, is helping more low-income families find homes in attractive communities across the region. It also removes some of the administrative inefficiencies and barriers experienced by participating housing authorities.

On /21/2002, the Board approved Resolution 2002-24 to participate in the first RHI Intergovernmental Agreement (IGA). In order to update and establish protocols related to RHI, the parties to the Original IGA intend to restate the Original IGA in its entirety by entering the RHI Intergovernmental Agreement attached and to adopt the RHI Supplemental Administrative Plan (the “RHI Administrative Plan”), also attached, as an addendum to our respective Administrative Plans to establish policies for the administration of project-based vouchers under the RHI program. All partners of the RHI Intergovernmental Agreement will also be obligated for a financial contribution for the upcoming 18-month period as per the attached RHI Operating Plan. For LCHA, the amounts are \$2,250 for the transition period (through 12/31/19) and \$3,500 for period 2 (CY 2020).

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION NO. 2020-03

APPROVAL OF THE REGIONAL HOUSING INITIATIVE (RHI)

INTERGOVERNMENTAL AGREEMENT AND

THE RHI SUPPLEMENTAL ADMINISTRATION PLAN

WHEREAS, Lake County Housing Authority is a party to that certain Intergovernmental Agreement on August 22, 2002 (the “**Original IGA**”) establishing the Regional Housing Initiative program (“**RHI**”) to promote a more equitable distribution of affordable housing opportunities and encourage the development, rehabilitation, and preservation of quality rental housing throughout the Chicago metropolitan region; and

WHEREAS, in order to update and establish protocols related to RHI, the parties to the Original IGA intend to restate the Original IGA in its entirety by entering the Intergovernmental Agreement attached hereto as Exhibit xx (the “**RHI Intergovernmental Agreement**”); and

WHEREAS, pursuant to the RHI Intergovernmental Agreement, each of the public housing authorities that are a party to the RHI Intergovernmental Agreement have agreed to adopt the Regional Housing Initiative Supplemental Administrative Plan (the “**RHI Administrative Plan**”), attached hereto as Exhibit xx, as an addendum to each of their respective Administrative Plans to establish policies for the administration of project-based vouchers under the RHI program;

NOW, THEREFORE, BE IT RESOLVED, Lake County Housing Authority hereby approves the RHI Intergovernmental Agreement and authorizes the Executive Director or his/her designee to execute the RHI Intergovernmental Agreement on behalf of Lake County Housing Authority and Lake County Housing Authority hereby adopts the RHI Administrative Plan as an addendum to the Lake County Housing Authority’s Administrative Plan.

(See Exhibits 14, 15, 16)

After discussion Commissioner Considine moved, seconded by Commissioner Malter to adopt Resolution 2020-03.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Approval of Amended HCV Administrative Plan – Chapter 17 Project Based Vouchers, Adding Part X RHI Supplemental Administrative Plan

The HCV Administration Plan needs to be amended to add the required section on RHI policies.

After discussion, Commissioner Considine introduced the following Resolution:

RESOLUTION 2020-04

AMENDING THE HCV ADMINISTRATIVE PLAN

REGIONAL HOUSING INITIATIVE

WHEREAS, from time to time it becomes necessary to clarify policies and procedures; and

WHEREAS, clarifying compliance requirements ensures equitable application and understanding for clients and the agency;

NOW, THEREFORE, BE IT RESOLVED that the Section 8 Housing Choice Voucher Administrative Plan be and is hereby amended by making the following changes; and

BE IT FURTHER RESOLVED, the amended Sections are effective November 1, 2019.

**Chapter 17. PROJECT-BASED VOUCHERS
INTRODUCTION**

Add after the last underlined header: **PART-X: Regional Housing Initiative (RHI)**

REMOVE: The Regional Housing Initiative (RHI) section will be removed in its entirety.

REPLACE WITH:

PART-X: Regional Housing Initiative (RHI)

17-X.A. Overview of Regional Housing Initiative

An important part of implementing recommendations for increasing the range of housing options, particularly options that promote housing affordability in areas near transit, is coordinating resources that guide development decisions. Such resources can be used to implement local plans.

To address the region's housing challenges, BRicK Partners, Chicago Metropolitan Agency for Planning (CMAP), Metropolitan Planning Council (MPC), Illinois Housing Development Authority (IHDA), and housing authorities in the region are collaborating through the Regional Housing Initiative (RHI) to support affordable and mixed-income housing developments in “opportunity areas”.

Since 2002, the public housing authorities participating in RHI have pooled a portion of their available rental assistance vouchers to provide long-term support for the rehabilitation or construction of multifamily, affordable rental homes in opportunity communities across the region.

In an effort to continue realigning regional housing mobility efforts with the housing priorities and plans of the Chicago metropolitan region and the state of Illinois, the participating Housing Authorities (PHAs), the Chicago Metropolitan Agency for Planning (CMAP), and the Illinois Housing Development Authority (IHDA) have agreed to establish a revised plan. Operating a renewable, Regional Housing Initiative

(RHI) that currently includes a place-based program with IHDA as a financing partner in most but not all RHI developments, with future plans for a people-based program described in (REGIONAL TENANT-BASED PROGRAM)

17-X.B. REGIONAL PROJECT-BASED PROGRAM

The place-based component of the RHI or Regional Project-based Voucher (PBV) Program, increases the supply of rental housing in priority areas regionwide for people on regional PHA HCV waiting lists, providing PBVs for up to 25% of the units in new and existing housing sites that meet the Selection Criteria in both low-poverty areas of opportunity near good schools, jobs and transit, as well as revitalizing areas engaged with a range of public and private sector partners.

17-X.C. Voucher Commitment

As a participating RHI PHA, LCHA, has committed an allotment of Housing Choice Vouchers for utilization under the RHI. The number of vouchers contributed is determined by funding, availability, the Inter-Governmental Agreement (IGA) between the parties, RHI Supplemental Administrative Plan and any RHI Operating Plan.

17-X.D. Administration

Unless an Operating and Management Agreement and/or Memorandum of Understanding (MOU) stipulates otherwise, the Local PHA will be responsible for all aspects of the administration of RHI units located in its jurisdiction, including but not limited to:

- conducting the initial, interim, and annual re-examinations;
- conducting initial, interim, and annual unit HQS inspections; and,
- ensuring family and Unit Owner compliance with all applicable policies and regulations.

Unless the Operating and Management Agreement stipulates otherwise, the Local PHA will be responsible for administering the RHI Vouchers in accordance with the administrative plan policies of LCHA whose voucher assistance is associated with a unit. Local PHA will be responsible for notifying LCHA of any change in circumstances related to the vouchers provided by the Supporting PHA. To ensure there is no over or under-payment under the Donor PHA’s HAP Contract, the Local PHA will provide timely notice to the Donor PHA in the manner and timeframe consistent with HUD’s portability policies for the tenant-based voucher program.

17-X.E. REGIONAL TENANT-BASED PROGRAM

A Regional Tenant-Based Voucher Program (the “Regional TBV Program”) component of RHI, if funded, will focus on families with children who want their next moves with a HCV to help them leave high poverty neighborhoods for areas of opportunity. The Regional TBV Program will streamline the portability process for households moving from one jurisdiction to an opportunity area in another jurisdiction, and will support outreach to opportunity area property owners and managers, as well as educational briefings, housing search assistance and mobility counseling to HCV holders

RHI Supplemental Administrative Plan

Regional Housing Initiative Supplemental Administrative Plan

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Section I. REGIONAL HOUSING INITIATIVE OVERVIEW

1.1 Introduction to the Regional Housing Initiative

The Regional Housing Initiative (“RHI”) is a regional collaboration between public housing authorities in the Chicago metropolitan region to promote (i) housing and economic mobility,

(ii) governmental and administrative efficiencies, and (iii) interjurisdictional collaboration and coordination between local housing authorities. Specifically, RHI seeks to leverage the project-based voucher allocation of the participating housing authorities to facilitate the development, rehabilitation, and preservation of quality rental housing in opportunity and/or revitalization areas that advance local and regional priorities throughout metropolitan Chicago. Initially established in August 2002, RHI has grown from three public housing authorities to eleven public housing authorities. RHI is currently governed by the Intergovernmental Agreement (the “**Intergovernmental Agreement**”) by and between Chicago Housing Authority (“**CHA**”), DuPage Housing Authority (“**DHA**”), Housing Authority of Cook County (“**HACC**”), Housing Authority of Joliet (“**HAJ**”), Housing Authority of Park Forest (“**HAPF**”), Kendall County Housing Authority (“**KCHA**”), Lake County Housing Authority (“**LCHA**”), McHenry County Housing Authority (“**MCHA**”), Oak Park Housing Authority (“**OPHA**”), and Waukegan Housing Authority (“**WHA**”) (collectively, the “**Participating PHAs**” and each a “**Participating PHA**”).

1.2 Purpose of the Supplemental Administrative Plan

The purpose of the Supplemental Administrative Plan is to establish the policies and procedures by which the Intergovernmental Agreement will be implemented by the Participating PHAs. The Supplemental Administrative Plan will be periodically reviewed and revised by the Participating PHAs in accordance with the Intergovernmental Agreement. Any revisions to the Supplemental Administrative Plan will be approved by the board of directors (or equivalent government body) of each Participating PHA and adopted as part of each Participating PHA’s Administrative Plan in accordance with the applicable agency policies and HUD rules and regulations. The Supplemental Administrative Plan is intended to allow RHI to function within the regulatory framework of the HUD rules and regulations, including but not limited to, 24 CFR 983; however, in the event that the policies and procedures established in the Supplemental Administrative Plan conflict with applicable HUD rules and regulations, HUD rules and regulations apply. Additionally, for any details not specified in the Supplemental Administrative Plan, HUD regulation and respective PHA administrative plans will apply.

1.3 Roles and Responsibilities

Administrative Agency. The Intergovernmental Agreement dictates that RHI will be administered on a day-to-day basis by a lead agency, which may be a Participating PHA, an Illinois not-for-profit corporation, or a state or municipal unit of government in the State of Illinois (the “**Administrative Agency**”). As noted in the Intergovernmental Agreement, the Administrative Agency may subcontract all or a portion of its responsibilities, subject to the approval of the Oversight Committee (as defined in the Intergovernmental Agreement). The Administrative Agency will be primarily responsible for:

- Referral List Administration, as outlined in Sections III of this Supplemental Administrative Plan;
- Overseeing the request for proposal and selection process, as outlined in Section II of this Supplemental Administrative Plan; and,
- Assisting Participating PHAs to agree on and document RHI policies and procedures.

The Chicago Metropolitan Agency for Planning has served as the Administrative Agency since January 2015, and is under contract in this role through June 30, 2019.

The Local and Donor Public Housing Authorities. Any Participating PHA whose jurisdiction includes a housing site with RHI Vouchers, whether or not that PHA has contributed vouchers to the site, is referred to as the “**Local PHA.**” Any Participating PHA whose vouchers are committed to a certain RHI Development (as defined below) is referred to as a “**Donor PHA.**” Depending on the capacity and location of the Local PHA and the Donor PHA(s) for an RHI Development, such PHAs may choose to utilize an **Operating and Management Agreement** (per Section 2.6 below) to delineate which agency shall be responsible for certain administrative tasks, including, but not limited to:

- Conduct initial Applicant screening, as outlined in Sections III of this Supplemental Administrative Plan;
- Initial, Annual, and Interim Tenant Re-Examinations, as outlined in Sections IV of this Supplemental Administrative Plan;
- Unit Inspections, as outlined in Sections IV of this Supplemental Administrative Plan; and,
- Provide each Donor PHA with a copy of all tenant documents to facilitate HUD reporting, as outlined in Section IV of this Supplemental Administrative Plan.

The Donor PHA’s responsibility with respect to any project it has committed vouchers to shall include the following, which may not be delegated to another Participating PHA:

- Execute AHAP and HAP Contracts with respect to any vouchers it commits as a Donor PHA, as outlined in Sections II of this Supplemental Administrative Plan;
- Submit the HUD-50058 and any other reports required by HUD, as outlined in Section IV of this Supplemental Administrative Plan.
- Pursuant to the Operating and Management Agreement, pay the Management Fee (as defined below) to the Local PHA pursuant, as outlined in Section IV of this Supplemental Administrative Plan; and,

1.4 Voucher Commitments

Each of the Participating PHAs will commit a portion of its project-based voucher authority (the “**RHI Vouchers**”) to be included as part of RHI. The RHI Vouchers will then be “drawn down” as they are awarded to housing sites in the manner set forth below. As vouchers are “drawn down,” the Participating PHAs may commit additional voucher authority pursuant to the Intergovernmental Agreement. Each Participating PHA is responsible for ensuring that the Participating PHA’s voucher commitment will not result in the Participating PHA exceeding the maximum number of project-based vouchers the agency is permitted under 24 CFR 983.6, as amended by any subsequent HUD regulations or guidance.

Section II. RHI DEVELOPMENT SELECTION

2.1 Overview of Selection Process

The Administrative Agency will oversee a competitive selection process in accordance with HUD regulations and this Supplemental Administrative Plan. At least once annually, the Administrative Agency will publish a Request for Proposals (the “**RFP**”). The RFP will be advertised by the Administrative Agency in accordance with its contract and by each of the Participating PHAs in accordance with each agency’s public notice policies. In addition to advertising the RFP, the Administrative Agency will (i) meet with interested developers for a briefing prior to proposal submission, (ii) coordinate any certifications or documentation required by other agencies providing funds to the proposed developments, (iii) disseminate the proposals to Participating PHAs, (iv) receive and summarize each proposal, (v) present a review of the developments seeking RHI Vouchers for the Oversight Committee to score, (vi) coordinate with other financing sources as appropriate, and (vii) coordinate the execution between the owners of developments receiving RHI Vouchers (the “**RHI Development Owners**”) and the Local and Donor PHAs.

2.2 Soliciting Proposals

The Administrative Agency and the Participating PHAs will work together to announce each RHI RFP to the development community, local governments, and the general public. The Participating PHAs will advertise the RFP on each of the agencies’ websites and on the Administrative Agency’s website. Each Participating PHA will be responsible for ensuring the RHI RFP is marketed in accordance with the agency’s policies for soliciting PBV proposals.

The RHI RFP will be drafted by the Administrative Agency with input from the Oversight Committee and will be approved by the majority vote of the Oversight Committee.

The RHI RFP will include the manner and timeframe in which Development Owners may submit proposals and the applicable scoring criteria or submission requirements. The Administrative Agency will primarily review proposals for developments located in the services areas of the Participating PHAs. This currently includes Cook, DuPage, Kendall, Lake, McHenry and Will Counties.

2.3 Selection of Proposals to Receive RHI Funding

The Administrative Agency will review and analyze each proposal received according to the scoring policies set forth in the RHI RFP. The Administrative Agency will provide a summary of each proposal to the Oversight Committee, which will score the proposals. Based on those scores, the Administrative Agency will make a recommendation on which proposals should be selected for RHI Vouchers (the “**RHI Developments**”). The Oversight Committee will vote by a majority vote on whether to accept the Administrative Agency’s recommendation. In order for a proposal to be approved, the Local PHA and Donor PHA for such proposal must vote in favor of the proposal. If the Oversight Committee does not approve the Administrative Agency’s recommendation, the Oversight Committee may award the RHI Vouchers to any other development approved by the majority vote of the Oversight Committee; provided that, in all cases the Local PHA and Donor PHA must approve any proposal before Oversight Committee approval.

Prior to submitting recommendations to the Oversight Committee, the Administrative Agency will also determine whether the PBV proposal complies with HUD program regulations and

requirements, including but not limited to, a determination that the property is eligible housing (24 CFR 983.53 and 983.54), complies with the cap on the number of PBV units per development (24 CFR 983.56), meets the site selection standards (24 CFR 983.57), and will not result in excess public assistance (24 CFR 983.55). Once an RHI Development is selected, the Administrative Agency will identify and work with the Local PHA and any Donor PHA to ensure compliance with HUD rules and regulations is properly documented.

2.4 AHAP Contract

Development Owners of new construction or substantial rehabilitation developments must execute an *Agreement to enter a Housing Assistance Payment* (“**AHAP**”) contract consistent with 24 CFR 983.152 and any other applicable HUD regulations or guidance. A separate AHAP must be executed with each Participating PHA providing voucher assistance to the RHI Development Owner’s development. The Local PHA and any Donor PHAs will enter into an AHAP only with respect to the units connected to their voucher commitment.

2.5 HAP Contract

Upon completion of construction/rehabilitation or upon PHA selection for existing housing, the Development Owner will enter into the Housing Assistance Payment (“**HAP**”) Contract consistent with 24 CFR 983.204. A separate HAP Contract will be executed with each Participating PHA providing voucher assistance to the Development Owner, as specified in the Operating and Management Agreement. The HAP Contract must identify which units in the RHI Development are associated with a particular Participating PHA’s committed vouchers.

2.6 Operating and Management Agreement

If an RHI Development includes RHI Vouchers committed by a Donor PHA, then the Donor PHAs providing vouchers will enter into an agreement clarifying which administrative responsibilities (the “**Operating and Management Agreement**”) the Local and Donor PHA will assume. As set forth in Section 4, the Operating and Management Agreement will, at a minimum, establish ongoing voucher administration responsibilities, information sharing requirements, and Administrative Fee payments.

Section III. RHI REFERRAL LIST

3.1 Organization of the Referral List

The Administrative Agency will establish and maintain a single, centralized regional referral list for RHI units (the “**RHI Referral List**”). The RHI Referral List will be comprised of households referred from the HCV, Public Housing, PBV, and/or other comparable low-income housing waiting lists of each of the Participating PHA’s, and will be open exclusively to individuals and families (the “**Applicants**”) on such waiting lists. Because the RHI Referral List is only comprised of individuals already on a waiting list, there will be no public notice for the RHI Referral List.

The Administrative Agency will periodically replenish the RHI Referral List by asking the Participating PHAs to refer Applicants to the RHI Referral List. Households referred from the

Participating PHAs will be sent information about RHI, asked to review which RHI Developments are available, and identify their preferred sub-region and/or the special needs housing options for which they believe they are eligible. Applicants that respond within the same outreach window will be randomized, assigned a waiting list number, and added to the RHI Referral List. The RHI Referral List will be further organized by the Applicants' sub-regional preferences. Applicants may choose to be on the referral list for as many or as few sub-regions in which they would be interested in accepting an RHI unit (the "**Applicant's Regional Selection**"). Applicants will only be offered units in the sub-regions they select on the application. The regions currently include:

- Lake County (includes Waukegan and North Chicago)
- McHenry County
- Will County (Joliet included)
- DuPage and Kendall Counties (and potentially Aurora)
- North Cook County (north side of Chicago included)
- South Cook County (south side of Chicago and Park Forest included)
- West Cook County (west side of Chicago and Oak Park included, and potentially Elgin, Cicero and Maywood as well)

3.2 Tenant Preferences

When an RHI unit becomes available, applicants with bedroom requirements that match the development's unit mix will be queried from the RHI Referral List for the following factors and preferences:

- The Applicant's Regional Selection;
- Applicants referred to the RHI Referral List by the Donor PHA for the RHI Development, until 50% of the units contributed by such Donor PHA are occupied by such Applicants (the "**Donor PHA Preference**");
- Applicants referred to the RHI Referral List by the Local PHA for the RHI Development, until 25% of the units in the applicable RHI Development are occupied by such Applicants (the "**Local PHA Preference**");
- Applicants that work within a 12-mile radius of the site, or have convenient access to alternative transit. For this preference, "work" is defined as being: (i) employed by a local employer for at least the past three months and working at least 30 hours a week or (ii) enrolled in a training program certified or endorsed by the local Workforce Development Board that will likely end with employment within a 12 mile radius; and, (iii) access to convenient alternative transportation options. Individuals who are unable to work solely due to age or disability status will be deemed to have met the Local Work Preference. The 12-mile radius may be extended in rural jurisdictions (the "**Local Work Preference**"); and,
- RHI may establish additional site-specific eligibility criteria related to supportive housing sites, as well as for other site-specific preferences such as for veteran housing or elderly and disabled housing ("**Site Specific Criteria**").

The above preferences will be applied in the following order (the "**Order of Preferences**"):

- First, Applicants receiving the Donor PHA Preference (up to the 50% limit) in the following order:
 - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development and who meet the Local Work Preference.
 - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development but do not meet the Local Work Preference.
 - Applicants whose Applicant's Regional Selection does not align with the location of the RHI Development and do not meet the Local Work Preference
- Second, Applicants receiving the Local PHA Preference (up to the 25% limit) in the following order:
 - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development and who meet the Local Work Preference.
 - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development but do not meet the Local Work Preference.
 - Applicants whose Applicant's Regional Selection does not align with the location of the RHI Development and do not meet the Local Work Preference
- Third, to all Applicants on the RHI Waiting List in the following order:
 - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development and who meet the Local Work Preference.
 - Applicants whose Applicant's Regional Selection aligns with the location of the RHI Development but do not meet the Local Work Preference.
 - Applicants whose Applicant's Regional Selection does not align with the location of the RHI Development and do not meet the Local Work Preference

To the extent there are Site-Specific Criteria, the Order of Preferences will be applied only to individuals meeting the Site-Specific Criteria. Upon doing so, if the developer is unable to fill the RHI Development through referrals from the RHI Referral List, the developer must notify the Administrative Agency. The Administrative Agency will then notify the Participating PHAs and provide a window of opportunity for the PHAs to refer eligible households from their existing lists. Once all efforts are exhausted, the developer may select from a site-based waiting list, provided that any Applicant selected for occupancy is eligible for PBV assistance under HUD regulations and the policies the Administrative Agency.

3.3 Tenant Applications

The Administrative Agency will provide the Participating PHAs with informational materials on RHI to be provided to Applicants at the time of their initial application to a Participating PHA. Each Participating PHA will include as part of their PBV and HCV applications the option for the Applicant to be included on the RHI Referral List. For Applicants interested in RHI, upon request by the Administrative Agency, the Participating PHA will forward the contact information of all interested Applicants to the Administrative Agency. The Administrative Agency will both mail and email one copy of an application to be added to the RHI Referral List, as well as further information about RHI, its properties, and relevant resources to promote housing and economic mobility.

Applicants must complete an application for the RHI Referral List. Applicants complete an application that confirms their willingness to participate in the program and the evaluation and acknowledges that the household is on one of the Participating PHA's waiting lists. The application will serve as an intake form and will capture the household data needed, such as:

- Current address
- Household size and composition
- Income and assets
- Employment status, name of employer, and employer address
- Supportive housing opportunities will be listed so households can self-identify
- Veteran Status
- Identify location of employment, training facility or school attended
- Contact information (specify email/cell phone)
- Sub-regional preferences

In event the Applicant provides updated information to a Participating PHA, the Participating PHA shall provide that information to the Administrative Agency in order to update the RHI Referral List.

3.4 Communication with Applicants

In the event the Administrative Agency, a Participating PHA, or a Development Owner must contact an Applicant, such communication shall be in a manner consistent with the Applicant's preferred means of communication, as indicated on the Applicant's initial application to the Participating PHA. Generally, the Administrative Agency will first attempt to contact each Applicant via email and, when the outreach is about lease-up opportunities, by text. If the Applicant does not respond within five (5) business days from the date the email or text is sent, the Administrative Agency will call and send such communication via mail.

3.5 Selection from the Referral List

The Administrative Agency will identify ten (10) Applicants per available unit with the highest RHI Referral List based the Order of Preferences. The Administrative Agency will provide the names of such Applicants to the RHI Development Owner. The Administrative Agency will also notify the Applicants of the opening and to expect the RHI Development Owner to contact them.

In the event no Applicant on the RHI Referral List meets the screening criteria of an RHI Development with an opening, the Administrative Agency shall notify all Participating PHAs of the opening and the applicable screening criteria. The Participating PHA may then provide the names of any additional applicants on any of their respective waiting lists that meet the applicable screening criteria.

3.6 Developer and Participating PHA Screening

The RHI Development Owner will contact the Applicant in a manner consistent with Section 3.4 of this Supplemental Administrative Plan. An outreach log and copy of all communication

with the Applicant must be provided simultaneously to the Administrative Agency and the Local PHA (unless provided otherwise in the Operating and Management Agreement).

After the RHI Development Owner assesses the applicant's qualification for housing on the basis of the applicant's tenancy history using the Tenant Selection Plan, the Local PHA (unless provided otherwise in the Operating and Management Agreement) qualifies/screens the households for the voucher program using:

- Income eligibility determination,
- Criminal background checks,
- Past due PHA monies
- Housing composition appropriateness
- Additional PHA requirements

If multiple households passed the PHA and developer screening, the household that comes first on the referral lists is given the unit and moves towards leasing.

3.7 Screening Determination

If the Participating PHA responsible for screening determines that the Applicant is ineligible for assistance under 24 CFR 983, then such PHA shall notify the Applicant and the Administrative Agency of the Applicant's ineligibility and the reason for ineligibility. The Administrative Agency will remove the Applicant from the RHI Referral List. However, if the Administrative Agency determines the Applicant was ineligible due to a discretionary administrative plan policy not mandated by HUD, the Applicant will be returned to the RHI Referral List in its original position.

If the Participating PHA responsible for screening determines that the Applicant is eligible for assistance, but the Development Owner determines the Applicant is not a suitable tenant, then the Development Owner shall notify the Administrative Agency, such PHA, and the Applicant. The Applicant will be returned to the RHI Referral List in its original position.

If both the Participating PHA responsible for screening and the Development Owner determine the Applicant is eligible and suitable for tenancy, the Development Owner should mail a notice of unit offer to the Applicant with a copy to the Local PHA (unless provided otherwise in the Operating and Management Agreement). If multiple Applicants are approved for tenancy, the unit offer should be mailed in the order of the Applicants referral list position. Any Applicant offered a unit should accept or reject the unit in accordance with **Section 3.8**.

If the Developer determines that the Applicant is not suitable for tenancy, but the Applicant is determined eligible by the Participating PHA responsible for screening, the Applicant will be returned to the RHI Referral List in its original position.

3.8 Applicant Acceptance/Rejection

If an Applicant is approved for tenancy by the Development Owner and the Local PHA, the Applicant will be provided seven (7) business days to accept or reject the unit they have been offered. If the Applicant accepts the unit offer, then the Applicant and the RHI Development Owner should proceed to lease-up in accordance with **Section 4.1**.

If the Applicant rejects the unit offer, such rejection will be recorded by the Administrative Agency. An Applicant may reject no more than two (2) units. Upon an Applicant's third (3rd) rejected unit, the Applicant will be removed from the RHI Referral List. An Applicant's removal from the RHI Referral List will not affect their status on the waiting list of any of the Participating PHAs, except that an Applicant may be removed from a Participating PHA's waiting list once the Applicant occupies an RHI-assisted unit.

3.9 Updating the RHI Referral List

The Administrative Agency may update the RHI Referral List periodically by sending Applicants a notice to confirm their continued interest in being on the RHI Referral List. Such notices shall be sent in a manner consistent with **Section 3.4** on Communication with Applicants. Applicants who fail to respond to such notice will be removed from the RHI Referral List. An Applicant's removal from the RHI Referral List will not affect their status on the waiting list of any of the Participating PHAs. The Administrative Agency may also send a list of Applicants on the RHI Referral List to the Participating PHAs in order to identify families that have been housed by the Participating PHA under a separate waiting list.

Section IV. ADMINISTRATION OF RHI VOUCHERS

4.1 Lease-Up and Occupancy

After an Applicant accepts a unit offer, the Applicant and the Development Owner must enter into a written lease agreement signed by both parties. The Local PHA (unless provided otherwise in the Operating and Management Agreement) will be responsible for ensuring that the form of lease provided by the Development Owner contains all provisions required by HUD. The Local PHA will provide to each Donor PHA a copy of all documents used for the income screening and lease-up and any other documents necessary for the Donor PHA to complete the initial HUD submission.

4.2 Administration of Vouchers

Unless an Operating and Management Agreement stipulates otherwise, the Local PHA will be responsible for all aspects of the administration of RHI units located in its jurisdiction, including but not limited to:

- conducting the initial, interim, and annual re-examinations;
- conducting initial, interim, and annual unit HQS inspections; and,
- ensuring family and Unit Owner compliance with all applicable policies and regulations.

Unless the Operating and Management Agreement stipulates otherwise, the Local PHA will be responsible for administering the RHI Vouchers in accordance with the administrative plan policies of the Donor PHA whose voucher assistance is associated with a particular unit. As described in **Section 4.6**, the Local PHA will be responsible for notifying any Donor PHA of any change in circumstances related to the vouchers provided by the Supporting PHA. To ensure there is no over or under-payment under the Donor PHA's HAP Contract, the Local PHA will provide

timely notice to the Donor PHA in the manner and timeframe consistent with HUD's portability policies for the tenant-based voucher program.

4.3 Family Right to Move

Pursuant to 24 CFR 983.261, all PBV families have the right to terminate their lease after the first year of occupancy, and, if vouchers are available, the PHA must offer any family who terminates its lease the opportunity to receive assistance under tenant-based rental assistance. For RHI Vouchers, the family's offer for tenant-based assistance must be provided by the Donor PHA whose voucher is associated with that family's unit.

4.4 HUD Submissions

Each Participating PHA remains responsible for any HUD submissions, including but not limited to the HUD-50058, associated with vouchers they have committed to an RHI Development. Towards that end, the Local PHA (unless provided otherwise in the Operating and Management Agreement) for each RHI Development is responsible for providing to each Donor PHA a copy of all initial, interim, and annual tenant income re-examinations, unit inspections, tenant notices, and any other documentation associated with the units funded with that Donor PHA's vouchers. The manner and timing of these transmissions shall be dictated by the Management and Operating Agreement and should be consistent with all HUD reporting timelines.

4.5 Maintenance of Tenant Files

The Local PHA, Donor PHA, and the RHI Development Owner should each maintain a tenant file consistent with HUD rules and regulations. The Local PHA (unless provided otherwise in the Operating and Management Agreement) will provide a copy of all tenant documents in a manner set forth in the Management and Operating Agreement.

4.6 HAP Payments and Administrative Fee

The payments due to the RHI Development Owner will be paid directly to the RHI Development Owner by the Participating PHA that is party to the HAP Contract for a particular unit. As a result, if an RHI Development has multiple HAP Contracts with different Donor PHAs, the RHI Development Owner will receive payments from multiple agencies.

Any Management and Operating Agreement between Donor and Local PHAs for an RHI Development may provide that the Donor PHAs will provide a portion of the Administrative Fee they receive from HUD to the Local PHA in recognition of the fact that the Local PHA is administering vouchers on behalf of the Participating PHA (the "**Management Fee**"). Consistent with HUD's portability policies, this Management Fee will be 80% of the administrative fee received by the Donor PHA for each voucher the Local PHA is administering on behalf of the Donor PHA.

Section V. PARTICIPATING PHA CONTACT INFORMATION

Each Participating PHA has identified a primary contact person for any issue arising out of the administration of RHI. In the event, any Applicant, participant, Participating PHA, or RHI Development Owner seeks to contact a specific Participating PHA, the below contact information should be used.

(See Exhibit 17)

After discussion Commissioner Considine moved, seconded by Vice Chairman Idleburg to adopt Resolution 2020-04.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Approval of Amended HCV Administrative Plan –Chapter 8, Housing Quality Standards and Rent Reasonableness Determinations

Ms. Hocker explained the main changes involved the definition of life-threatening conditions.

After discussion, Commissioner Malter introduced the following Resolution:

RESOLUTION 2020-05

AMENDING THE HCV ADMINISTRATIVE PLAN

HOUSING QUALITY STANDARDS & RENT REASONABLENESS DETERMINATIONS

WHEREAS, from time to time it becomes necessary to clarify policies and procedures; and

WHEREAS, clarifying compliance requirements ensures equitable application and understanding for clients and the agency;

NOW, THEREFORE, BE IT RESOLVED that the Section 8 Housing Choice Voucher Administrative Plan be and is hereby amended by making the following changes; and

BE IT FURTHER RESOLVED, the amended Sections are effective November 1, 2019.

8-1.B. ADDITIONAL LOCAL REQUIREMENTS

LCHA may impose variations to the HQS as long as the additional criteria are not likely to adversely affect the health or safety of participant families or severely restrict housing choices for families. HUD approval is required for variations to the HQS. HUD approval is

not required if the variations are clarifications of HUD's acceptability criteria or performance standards

[24 CFR 982.401(a)(4)].

Thermal Environment [HCV GB p.10-7]

LCHA must define a "healthy living environment" for the local climate. This may be done by establishing a temperature that the heating system must be capable of maintaining, that is appropriate for the local climate.

LCHA Policy

The heating system must be capable of maintaining an interior temperature pursuant to local ordinance.

Clarifications of HUD Requirements

LCHA Policy

LCHA will follow its Housing Quality Standards manual (Exhibits 8-3 and 8-4) when performing inspections on assisted units.

8-I.C. LIFE-THREATENING CONDITIONS [24 CFR 982.404(a)]

HUD requires LCHA to define life-threatening conditions and to notify the owner or the family (whichever is responsible) of the corrections required. The responsible party must correct life-threatening conditions within 24 hours of LCHA notification.

LCHA Policy

The following are considered life-threatening conditions:

- Any condition that jeopardizes the security of the unit
- Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling
- Structural hazard including imminent structural collapse
- Natural or LP gas or fuel oil leaks
- Any electrical problem or condition that could result in shock or fire
- Any electrical hazard within the reach of family members that poses a risk
- Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.
- Utilities not in service, including no running hot water
- Conditions that present the imminent possibility of injury
- Obstacles that prevent safe entrance or exit from the unit
- Absence of a functioning toilet in the unit
- Inoperable or missing smoke detectors

- Open sewage in the unit
- Severely broken window panes that are within the reach of family members

If an owner fails to correct life-threatening conditions as required by LCHA, LCHA will enforce the HQS in accordance with HUD requirements. See 8-II-G.

If a family fails to correct a family caused life threatening condition as required by LCHA, LCHA will enforce the family obligations. See 8-II.H.

The owner will be required to repair an inoperable smoke detector unless LCHA determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

(See Exhibit 19)

After discussion Commissioner Malter moved, seconded by Commissioner Considine to adopt Resolution 2020-05.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Adopting New Tenant Paid Utility Allowance Schedule

Ms. Hocker said this agenda item will be tabled until the next meeting.

A Resolution Adopting and Authorizing Subordination Agreements and Certain Documents Related to the Regency at Coles Park and Brookstone At Coles Park Developments

The Board approved a subordination of loans for Regency and Brookstone at the 9/19/19 meeting. The formal resolution was not available at the time and is being presented now for reaffirmation.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION NO. 2020-07

ADOPTING AND AUTHORIZING SUBORDINATION AGREEMENTS AND

CERTAIN DOCUMENTS RELATED TO THE

REGENCY AT COLES PARK AND BROOKSTONE AT COLES PARK DEVELOPMENTS

WHEREAS, the Housing Authority of the County of Lake, Illinois (“LCHA”) is a lender for two (2) affordable housing developments located in North Chicago, Illinois known as Regency at Coles Park and Brookstone at Coles Park (collectively the “Project”); and

WHEREAS, the Project required additional capital to complete construction; and

WHEREAS, the Illinois Housing Development Authority (“IHDA”) has agreed to provide additional financing to the Project in the form of a loan in the amount of \$2,000,000 (Brookstone TF Loan) and a loan in the amount of \$500,000 (Regency FAF Loan) (collectively the “IHDA Financing”); and

WHEREAS, IHDA has requested that LCHA subordinate its mortgage loans to the Project (\$1,545,455 and \$293,625 – Brookstone; \$454,545 – Regency) to the IHDA Financing; and

WHEREAS, LCHA desires to assist in the completion of the Project by subordinating its loans to the IHDA Financing; and

WHEREAS, LCHA has agreed to execute certain other documents related to the Project, including but not limited to a Consent to Assignment of HAP Contract.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois as follows:

SECTION 1.

The foregoing recitals are incorporated as if fully set forth herein in this Section 1.

SECTION 2.

The Housing Authority of the County of Lake, Illinois Board of Commissioners hereby authorizes the execution, filing and recording of subordination agreements and other necessary documents in order to facilitate the IHDA Financing for the Regency at Coles Park and Brookstone at Coles Park Projects.

SECTION 3.

That Lorraine Hocker, Chief Executive Officer of the Housing Authority of the County of Lake, Illinois be and is hereby authorized, empowered and directed to enter into, execute and deliver on behalf of the Housing Authority: any and all loan agreements, mortgage agreements, subordination agreements, security agreements, and any and all other documents, agreements, or financing documents as may be requested or required in connection with securing the IHDA Financing; and

SECTION 4.

That Lorraine Hocker, Chief Executive Officer of the Housing Authority of the County of Lake, Illinois be and is hereby authorized, empowered and directed to deliver to IHDA or any other Project funder any and all due diligence and documentation that is reasonably requested in order to secure the IHDA Financing;

SECTION 5.

This Resolution shall be in full force and effect from and after its passage.

(See Exhibit 23)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2020-07.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Amending the Procurement Policy

Ms. Hocker explained the amended policy will help LCHA procure items while adhering to the small, micro and other purchase procedures. Director of Capital Improvements and Procurement, Kent Britton explained LCHA is a part of Sourcewell®. Sourcewell® is an organization that helps not-for-profit entities secure the equipment and technology required to stay competitive, without facing the frustrations and potential issues involved with vendor selection or the RFP process. The primary purpose of Sourcewell® is to create a national cooperative of contract purchasing opportunities for products and services on behalf of its members. LCHA wishes to recognize Sourcewell® as an accepted competitive process in its Procurement Policy.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION NO. 2020-08

PROCUREMENT POLICY AMENDMENT

WHEREAS; the Lake County Housing Authority (“LCHA”) seeks to clarify the LCHA Procurement Policy and insert language from HUD 2 *CFR 200-317.26 Handbook No. 7460.8 REV 2*, the Procurement Handbook for Public Housing Agencies; and

WHEREAS; LCHA wishes to save time and money by joining a cooperative purchasing company who competitively solicits contracts and conducts procurement by, or on behalf of, one or more Public Procurement Units; and

WHEREAS; LCHA wishes the Procurement Policy to reflect this avenue of competitive solicitation; and

WHEREAS; LCHA wishes to increase the threshold under:

II. Procedural Policies (A.) 1. The Small Purchase Procedure;

- II. Procedural Policies (A.) 2. The Competitive Negotiation Procedure
- II. Procedural Policies (A.) 4. (a)(1) Procurement awarded without competition requiring prior written approval of HUD.
- II. Procedural Policies (A.) 6. Expenditures Requiring Standard Purchase Orders.
- III. Monitoring Procurement Actions, paragraph 3, Contracts awarded prior to Board approval.
- III. Monitoring Procurement Actions, paragraph 5, Contracts awarded prior to Board approval.
- IV. ARRA Grant Procurement Methods and Requirements (C) 1. Buying American

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Lake County Housing Authority (LCHA) hereby approves the revised LCHA Procurement Policy in substantially the form attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that these Amendments shall become effective November 1, 2019 and that the Board of Commissioners further authorizes the Executive Director/CEO, the Chairman and Vice Chairman to take all steps necessary including the execution of any necessary documents to effectuate the purpose of this Resolution, subject to review and approval by legal counsel.

(See Exhibits 25, 26)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner O’Kelly to adopt Resolution 2020-08.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Approving Public Housing Flat Rents

Ms. Hocker said this agenda item will be tabled until the next meeting.

Rescinding Bid Award (Operating) – Resolution 2019-91 Awarded 8/15/19
Electrical Infrastructure Wiring Awarded to Dean Investments for \$7,950.00

Director of Capital Improvements and Procurement, Kent Britton explained no work had begun and no contracts had been signed. The scope of the work changed significantly resulting in a less expensive project.

After discussion, Vice Chairman Idleburg introduced the following Resolution:

RESOLUTION 2020-10
RESCINDING BID AWARD
(OPERATING)
INFORMAL BID AWARD FOR PURCHASES OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
ELECTRICAL INFRASTRUCTURE WIRING – HCV/COCC
RESOLUTION 2019-91

WHEREAS, at the Authority’s Regular Board Meeting on August 15th, 2019 a bid for Electrical Infrastructure Wiring was awarded by Resolution 2019-91 to Dean Investments in the amount of \$7,950.00.00; and

WHEREAS, no work had begun, and the scope of work has changed from the original terms and conditions; and

WHEREAS, a new Statement of Work is in place at this time;

NOW, THEREFORE, BE IT RESOLVED, that the bid award made at the August 15th, 2019 Regular Board Meeting by Resolution 2019-91 be and is hereby rescinded.

(See Exhibit 29)

After discussion Vice Chairman Idleburg moved, seconded by Commissioner Considine to adopt Resolution 2020-10.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Bids

Operating Fund

1. License Agreement for VoIP Phone System – HCV, COCC, AMPs 2,3,4,5

After discussion, Commissioner O’Kelly introduced the following Resolution:

RESOLUTION NO. 2020-11

(OPERATING)

**INFORMAL BID AWARD FOR PURCHASE OF
EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES
A LICENSE AGREEMENT FOR VoIP PHONE SYSTEM**

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Comcast	Cloud Based Phone System Three (3) Year Contract	HCV, COCC AMPs 2,3,4,5	Not to Exceed \$43,242.03/3-Year Term Installation Fee \$2,488.50

(See Exhibits 31, 32)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-11.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

2. Lease Agreement for Cloud Data Storage – HCV, COCC, AMPs 2,3,4,5

After discussion, Commissioner O’Kelly introduced the following Resolution:

RESOLUTION NO. 2020-12

(OPERATING)

INFORMAL BID AWARD FOR PURCHASE OF

EQUIPMENT, MATERIALS, LABOR AND/OR SERVICES

LEASE AGREEMENT FOR CLOUD DATA STORAGE – HCV, COCC, AMPS 2 & 3

WHEREAS, it has been found and determined that the bids received and shown on the attached bid tabulation were informally solicited by telephone or in writing from at least three (3) suppliers or in the case of a sole source supplier the requisite certification has been made; and

WHEREAS, it has been determined that the following purchase and contract is in accordance with HUD Regulations; and

WHEREAS, the following contractor is determined not to be on the HUD Debarred Contractors list;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the County of Lake, Illinois, that the following bid is approved and the appropriate staff are authorized to issue purchase orders for said equipment, materials, labor and/or services.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Lentner Technology	Cloud Data Storage/3-Year Term	COCC, HCV, & AMPs 2 & 3	\$30,477.60

(See Exhibits 33, 34)

After discussion Commissioner O’Kelly moved, seconded by Commissioner Malter to adopt Resolution 2020-12.

Roll Call Vote:

Ayes:Considine, Idleburg, Malter, O’Kelly, Jordan

Nays:None

Absent:Mull, Robinson

Abstain:None

Motion:.....Carries

Adopted and passed by the Board of Commissioners of the Housing Authority of the County of Lake, Illinois on October 24, 2019.

Commissioner Roundtable - Discussion

This time scheduled for discussion of non-action items as initiated by members of the Board.

No topics for discussion were introduced by Commissioners.

Executive Session – Personnel Matters

At 1:12 p.m. Commissioner Malter moved, seconded by Vice Chairman Idleburg, to go into Executive Session to discuss Personnel Matters. The Board voted as follows: Ayes: Considine, Idleburg, Malter, O’Kelly, Jordan. Nays: None. Absent and Not Voting: Mull, Robinson. Motion Carries.

The Board returned to open session at 1:52 p.m. and roll call was taken. Present: Considine, Idleburg, Malter, O’Kelly, Jordan. Absent: Mull, Robinson.

The Board discussed Personnel Matters. No action was taken during the Executive Session.

ADJOURNMENT

There being no further business to come before the Board, Commissioner O’Kelly moved, seconded by Commissioner Malter to adjourn the meeting. The Board voted unanimously in favor of the motion. Motion Carries. Meeting adjourned at 1:53 p.m.

Dr. H. Lee Jordan, Jr.
Chairman

Lorraine Hocker, Executive Director/CEO
Secretary/Treasurer