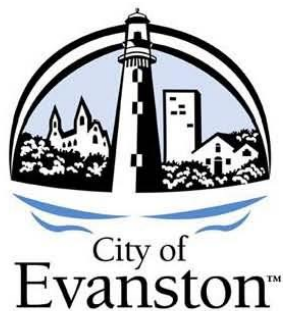


City of Evanston 2016 Action Plan



Approved by the Evanston City Council
March 28, 2016



Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Evanston's 2016 One-Year Action Plan implements the second year of the City's 2015-2019 Consolidated Plan using CDBG, HOME and ESG funds. The Action Plan addresses three federal statutory goals to improve living conditions for primarily low- and moderate-income residents by:

- Providing decent housing
- Providing a suitable living environment
- Expanding economic opportunities.

The goals and strategies of the Consolidated Plan and Action Plan, developed in a collaborative process involving residents, businesses, employers, non-profits, elected officials, City staff and other community stakeholders, are consistent with, and complementary to, City Council goals for the City of Evanston. The activities that will be carried out with Federal entitlement funds make an important contribution to achieving the City's vision of being the most livable city in America for its diverse population.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Affordable housing: Housing continues to be the City's highest priority. However, maintaining and increasing the supply of affordable rental units through acquisition, rehab or new construction is increasingly difficult due to reductions in funding and increases in the cost of real property. by addressing code and life safety issues and preventing displacement. Code enforcement is an important tool to maintain decent safe housing and address blight from vacant and poorly maintained rental and ownership properties.

Homelessness: The City will continue to use HOME funding for its Tenant-Based Rental Assistance (TBRA) program for families with children under the age of 18. In combination with education, job training and other supports, TBRA enables parents to develop self-sufficiency skills to support themselves and their families, lifting two generations out of poverty. Emergency Solutions Grant funds will continue to address the needs of individuals and families who are homeless or at high risk of homelessness, including victims of domestic violence, by providing emergency housing, prevention and rapid re-housing services, and street outreach.

Creating livable communities: The City will continue to use CDBG funding to improve public facilities that serve primarily low- and moderate- income residents. In 2016, this includes funds for a new youth facility in the City's NRSA that will improve service delivery to low-income teens and put a site that has long been vacant into productive use. Infrastructure improvements, including alley and street paving, improved street lighting, sidewalks, and parks in low- and moderate-income neighborhoods helps revitalize challenged neighborhoods. Alley Special Assessment Assistance will continue to be provided to help reduce the financial burden of infrastructure improvements for income-eligible homeowners

Economic development: Economic development is a lower priority of this plan in terms of funding levels, but only because the City also uses resources from its Economic Development Fund and Tax Increment Financing. There continues to be an unmet need for technical assistance to very small businesses and individuals seeking to start their own businesses. The City continues to evaluate ways to address this need, particularly in the City's Neighborhood Revitalization Strategy Area. CDBG entitlement allocated for economic development in prior years may be used to support technical assistance programs for micro-enterprises. Grants and loans made to for profit businesses will continue to be evaluated and would be funded through the City's Economic Development Revolving Loan Fund before entitlement funds are used, as required.

Public Services: Expanding the availability of and increasing access to needed services is a key goal of the City. Services include, but are not limited to, mental health, job training and youth programs. Drastic reductions in State of Illinois funding, particularly for child care, the homeless, the disabled, mental health and substance abuse programs has reduced vital services and expanded unmet needs among our most vulnerable residents. In addition, the stability of numerous social services agencies is threatened. Despite potential revenue losses from the State of Illinois that would affect core municipal services, the City of Evanston is maintaining local funding for social services at the same level as in 2015 through its Mental Health Board allocations, in coordination with its CDBG Public Services and ESG funding.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Evanston uses its HUD funding effectively to address a broad range of housing and community development needs and leverage outside resources to achieve the goals and objectives in the 2015-2019 Consolidated Plan. 2015 housing activities included progress on the substantial rehab of two Housing Authority of Cook County properties comprising 199 units for seniors and disabled persons through the Rental Assistance Demonstration (RAD) program. The City and Cook County formed a HOME collaboration to provide gap funding for the project and leverage over \$170 in external funding for every Evanston HOME dollar invested. The City's Housing Rehabilitation program, whose primary goal is to help low- and moderate-income homeowners maintain decent, sanitary housing using below market rate loans, was redesigned in 2015 to address HUD monitoring findings and concerns primarily relating to the environmental review process. With the exception of emergency rehabs to address immediate

life safety issues that would result in a property being determined uninhabitable, the program is focused on more comprehensive rehabs and the length of time before additional funding was increased from three to ten years.

The release of 2015 entitlement funds in early July of 2015 created challenges in the implementation of CDBG funded capital activities and resulted in the carryover of several Public Facilities and Infrastructure projects to 2016. However, several capital projects funded in prior years were completed in 2015.

An economic development milestone in 2015 was the opening of Valli Produce in the shuttered Dominick's space in the Dempster-Dodge shopping center in July 2015. Valli provides much improved access to groceries to residents of west Evanston. Staff continue to work to fill vacant storefronts in this important retail center and City-owned properties on Howard Street to continue revitalization of that important corridor. CDBG funding is being evaluated for these projects, as well as a technical assistance program for micro-enterprises and entrepreneurs in the NRSA.

The City continued to use CDBG and local funds for social services for low and moderate income residents. Evanston agencies face increasing challenges to provide services to meet the high demand and maintain organizational stability due to delayed payments by the State of Illinois and the lack of a 2016 State budget. Agencies directly impacted include Connections for the Homeless, Infant Welfare Society and Child Care Center of Evanston. Changes in Head Start and Early Head Start funding from the Department of Education have further reduced funding for full day care in center based programs that is essential to enable lower income parents to work and maintain self-sufficiency.

The City continued to fund Connections for the Homeless and the YWCA with ESG to address the needs of individuals and families who are homeless or at high risk of homelessness. Funding was prioritized for rapid re-housing, following the HEARTH Act priority, however the increasing cost to rent in Evanston has made it difficult for ESG recipients of re-housing or prevention funds to locate units. ESG also supported street outreach and emergency shelter, including for domestic violence victims. In 2016, CDBG funding has been allocated for emergency overnight shelter to address the increasing number of unsheltered homeless on nights when weather conditions threaten their safety.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Evanston sought Public Comment on the 2016 Action Plan from October 19, 2015 to November 17, 2015. Citizen feedback could be made via email, written mail, or in person at the Housing and Community Development Act Committee Meeting on November 17, 2015 at 7pm.

Many local organizations and City departments were consulted during the 2015-2019 consolidated planning process, and their suggestions also contributed to making this year's 2016 Action Plan. Particularly, the City of Evanston's Health and Community Development Departments devised a strategy

for combining the Mental Health Board and CDBG funding application processes in order to better track efforts and successes in addressing public service needs.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No citizen comment was received by the City either in written format or in person at the meeting on November 17, 2015.

6. Summary of comments or views not accepted and the reasons for not accepting them

Not applicable, as no comments were received.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	EVANSTON	Community Development
HOME Administrator	EVANSTON	Community Development
ESG Administrator	EVANSTON	Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Evanston's Housing and Grants division, part of the Community Development Department, is the administrator for the Community Development Block Grant, HOME, and Emergency Solutions Grant programs.

Consolidated Plan Public Contact Information

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Housing and Grants Administrator
2100 Ridge Avenue
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sflax@cityofevanston.org
847.448.8684

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

In order to develop the 2016 Action Plan, the City of Evanston’s Community Development Department consulted with numerous City departments, Public Works, Health, Parks and Recreation, Utilities, Economic Development, and the Housing Authority of Cook County, Alliance to End Homelessness in Suburban Cook County Continuum of Care, local and regional nonprofit service providers, housing providers, and community residents. Data are from consulted organizations, the United States Census Bureau and HUD.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Evanston’s Community Development Department regularly coordinates with public and assisted housing providers along with private and governmental health, mental health, and service agencies. Notifications of recent updates and developments are sent to an interested parties email list, including nonprofit service providers, governmental agencies, community residents, and representatives from various City departments.

The Community Development Department regularly attends meetings and other events involving the community and various stake holders. Staff is aware of any major impacts, such as State of Illinois funding reductions, that affect vulnerable community residents. Engaging with nonprofit service providers on a regular basis will continue to foster an environment where the City works in tandem with the community towards better development. Continuing to work with local and regional stakeholders will only serve the best interests of the Evanston community.

The City of Evanston’s Health Department hosts an annual Health Summit attended by community and government organizations. The purpose of the Evanston Health Summit is to asses existing community health priorities, determine which areas of need are most urgent, and identify how to mobilize community resources in order to improve these areas. Coordination established at the Evanston Health Summit between public and assisted housing providers and private and governmental health, mental health and service agencies will only help to better serve the Evanston Community.

In 2015, the City combined the application process for CDBG Public Services and City’s Mental Health Board funding. This will better allocate funds towards the highest priority needs of the community and ensure collaboration amongst community partners.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Evanston works with the Alliance to End Homelessness in Suburban Cook County (Alliance), the lead agency for the Suburban Cook County Continuum of Care, to address the needs of homeless persons and persons at risk of homelessness in Evanston. Evanston's Housing and Grants Administrator currently serves on the board of directors and the Finance Committee of the Alliance To End homelessness in Suburban Cook County. Staff members of Evanston agencies who are Alliance members, including Connections for the Homeless and Housing Options for the Mentally Ill, participate on the HMIS, Prevention and other standing committees. The City of Evanston's strategy for addressing homelessness and The City works closely with service providers, including the YWCA Evanston-Northshore and Connections for the Homeless to address the needs of chronically homeless individuals and families, families with children, veterans, and unaccompanied youth.

Connections for the Homeless and City of Evanston staff participated in the 2015 Point in Time count and use the Vulnerability Index (VI-SPDAT) to ensure that chronically homeless individuals and families are part of the Alliance ranking based on vulnerability, so have access to permanent supportive housing, rapid re-housing and other interventions. City staff are participating in the Coordinated Entry system process with the Alliance and members of the Continuum.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Evanston continues to work with the Alliance to End Homelessness in Suburban Cook County Continuum of Care, local agencies that serve the homeless and people at risk of homelessness and other advocacy organizations to develop and maintain policies and procedures to coordinate provision of emergency shelter, street outreach, homeless prevention and rapid re-housing assistance, mainstream and other services and housing providers. Connections for the Homeless, the primary recipient of City of Evanston ESG funds participates very closely with the Alliance on many levels. Connections staff participate on the HMIS Committee meeting, the monthly prevention meeting and the 150 HOME subcommittee meetings. The City's Housing and Grants Administrator is currently an Alliance Board member. Participation across the Board and committees help to ensure clear communication of goals and priorities and decrease redundancies as they relate to ESG funding. Funds may be used for staff salaries and benefits for HMIS management, HMIS licenses and computer security assessments.

Coordination among ESG recipients is facilitated through the use of the Universal Intake and Eligibility Form developed by the Alliance whose use was implemented in February 2013 and updated in April

2014. This is an important first step in developing a more coordinated process for intake and will help determine targeting and prioritization for services.

The City of Evanston recognizes that the demand is greater than available resources to provide essential services, emergency shelter, prevention and re-housing that meet all needs. The City and Alliance also recognize that individuals and households must be prioritized to ensure that these limited resources available are allocated in the most efficient and appropriate manner. As stated above, the City of Evanston and the Alliance continue to work on policies and procedures to assess, prioritize and reassess individuals and families' needs for all ESG-funded services, including essential services for those in emergency shelter, rapid re-housing and homeless prevention activities.

While the Alliance works to finalize the priorities, the City of Evanston will continue to prioritize households that require shorter, shallower subsidies and have the potential to become self-sufficient in that short time frame. Due to the nature and amount of ESG funds, this population is best served by this type of funding. The City works closely with the Health Department that has recently absorbed the responsibilities of the Evanston Township. The Health Department is now responsible for administering General Assistance funds. There is a large overlap of populations served by both General Assistance and ESG, and staff will be working to ensure funds are spent in the most efficient manner.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	HOUSING AUTHORITY OF COOK COUNTY
	Agency/Group/Organization Type	Housing PHA Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and provided data for relevant sections of the 2016 Action Plan
2	Agency/Group/Organization	MCGAW YMCA
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and other related 2016 Action Plan sections.
3	Agency/Group/Organization	YWCA EVANSTON/NORTH SHORE
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and other related 2016 Action Plan sections.
4	Agency/Group/Organization	MEALS AT HOME
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and other related 2016 Action Plan sections.
5	Agency/Group/Organization	James B. Moran Center for Youth Advocacy
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and other related 2016 Action Plan sections.
6	Agency/Group/Organization	FAMILY FOCUS
	Agency/Group/Organization Type	Services-Children Services-Education

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and other related 2016 Action Plan sections.
7	Agency/Group/Organization	CONNECTIONS FOR THE HOMELESS
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Attended planning meetings to develop needs assessment and other related 2016 Action Plan sections.

8	Agency/Group/Organization	ILLINOIS HOUSING DEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Housing Services - Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted to provide data/input for relevant 2016 Action Plan sections.
9	Agency/Group/Organization	EVANSTON
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Civic Leaders

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Various City departments attended planning meetings to develop needs assessment and provided data for relevant 2016 Action Plan sections. Departments included Community Development, Public Works, Parks, Health, and Economic Development. Specifically, a Health Summit meeting was held in January 2015 to discuss consolidation of Mental Health Board and CDBG grant application processes.
10	Agency/Group/Organization	Chicago Metropolitan Agency for Planning (CMAP)
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted to provide data/input for relevant 2016 Action Plan sections.

Identify any Agency Types not consulted and provide rationale for not consulting

All major agencies providing a full range of services in and around the City of Evanston were consulted or contacted to request comments/input.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Alliance to End Homelessness in Suburban Cook County	The Continuum of Care provides the framework and services for many of the activities provided locally to bring assistance and housing to homeless individuals and families.
2015 Annual Comprehensive Housing Plan	Illinois Housing Development Authority	The City of Evanston works with IHDA to ensure continued access to affordable housing for Evanston's low and moderate income residents.
Red and Purple Line Modernization	Chicago Transit Authority	Furthering access to employment opportunities is integral to community development and fostering greater economic growth. The modernization of the Red and Purple Line trains will serve to provide greater accessibility for those with disabilities and the elderly.
Go To 2040	Chicago Metropolitan Agency for Planning	CMAP's Go to 2040 Plan strives for regional growth in the Chicago area. Evanston is an important component of the Chicago metropolitan region; coordinated growth and development with the region will improve the quality of life for Evanston's residents.
2000 Evanston Comprehensive General Plan	City of Evanston	The current Evanston Comprehensive General Plan was adopted in 2000. It establishes long range planning goals and objectives in functional areas of General Land Use, Public Facilities, Circulation, and Community Environment. An update to the plan is due shortly to address the changed economic landscape.
West Evanston Master Plan 2007	City of Evanston	The West Evanston Master Plan is the capstone for the neighborhood planning initiatives in West Evanston since 2000. The plan clearly communicates the neighborhood and City's vision of the context and form for future infill projects so that they and their residents become fully integrated with the existing community. West Evanston encompasses an area of the City where low and moderate income community members reside.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
West Side Neighborhood Planning - 2005	City of Evanston	This report documents the community consultation and planning process guided by the Neighborhood Committee of the Evanston Plan Commission. The final report identifies community concerns and issues in the West Side neighborhood, examines the opportunities presented by redevelopment projects and presents action recommendations.
Evanston Climate Action Plan	City of Evanston	The Evanston Climate Action Plan is organized into nine focus areas and outlines more than 200 strategies for reducing Evanston's greenhouse gas emissions. The nine focus areas are: Transportation & Land Use, Energy Efficiency & Buildings, Renewable Energy Resources, Waste Reduction & Recycling, Forestry, Prairie & Carbon Offsets, Food Production & Distribution, Policy & Research, Education & Engagement and Communications & Public Relations.
Plan for Affordable Housing	City of Evanston	Evanston's Plan for Affordable Housing looks at how to effectively and efficiently meet Evanston residents need for housing that is affordable. In addition the plan looks at the best ways to use federal and local funds to increase affordable housing opportunities in Evanston.
Analysis of Impediments to Fair Housing Choice	City of Evanston	The City contracted with the independent consultants Mullin and Lonegan in 2013 to produce the Analysis of Impediments to Fair Housing Choice Report. The report discusses the nature of Evanston's barriers to fair housing choice and provides recommendations to lift these barriers.
Cook County Consolidated Plan 2015-2019	Cook County	The City of Evanston is a jurisdiction within Cook County and is impacted by the goals and priorities put forth in the Consolidated Plan of Cook County. Public housing, homelessness, and affordable housing are some of the fields where Evanston and Cook County work in coordination to address.
HACC 5 Year PHA Plan and Annual Plan	Housing Authority of Cook County	The City of Evanston works with the Housing Authority of Cook County to ensure that their public housing goals are in coordination with those of Evanston in this Consolidated Plan. The HACC owns and operates public housing units in Evanston as well as the Housing Choice Voucher Program.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Evanston works cooperatively and in coordination with various public entities. The City cooperates and coordinates various aspects of the Consolidated Plan and shared regional interests with the neighboring local governments of Chicago, Wilmette, Skokie, and other North Shore communities. Evanston works with the Alliance to End Homelessness in Suburban Cook County, the municipality's Continuum of Care, in implementing its homeless and near homeless programs and goals.

The City also actively engages with the Housing Authority of Cook County (HACC) which manages public housing within Evanston and surrounding Cook County. The Community Development Department is consciously aware of the quality and quantity of public housing within Evanston and cooperates with the HACC to implement any strategic goals put forth in the Consolidated Plan. In addition, attention is paid to Cook County's Consolidated Plan in order to ensure an understanding of the focus areas and community development efforts of the entire County. Evanston coordinates with the Illinois Housing Development Authority to ensure their housing strategies and goals are reflected in the Consolidated Plan governing Evanston.

The City of Evanston is served by the Evanston Health Department which was consulted throughout the 2016 Action Plan process to provide relevant data on the health needs of Evanston's population. This includes information on health services available within the community through partners or other organizations targeted to HIV/AIDS, youth, families, elderly, homeless, special needs, veterans, and all other populations.

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The public comment period for the City's 2016 Action Plan was from October 19 to November 17, 2015. The Action Plan was available for viewing on the City's website and in print at the Lorriane H. Morton Civic Center. Before closing the public comment period, the City of Evanston's Housing & Community Development Act Committee conducted a public meeting to hear comment on the draft of the 2016 Action Plan on Tuesday, November 17, 2015.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	Housing and Community Development Act Committee had a meeting on November 17, 2015 to hear public comment on the 2016 Action Plan.	No comments were received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	Announcement that the 2016 Action Plan draft would be available on the City's website and in printed format at the Civic Center beginning October 19, 2015 for comment was made to the public via a newspaper ad which ran on October 15, 2015.	No comments were received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	Announcement that the 2016 Action Plan draft would be available beginning October 19, 2015 for comment was made to the public via the city website and email.	No comments were received.		http://www.cityofevanston.org/news/2015/10/city-of-evanston-seeks-public-comment-on-2016-action-plan/
4	Public Meeting	Applicants	Pre-application meetings for Public Facilities and Public Services CDBG applicants were held on June 24, July 7 and 8, 2015.	No comments were received.		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The anticipated resources section of the strategic plan describes the City of Evanston’s financial resources for the duration of the 2016 Action Plan. The financial resources listed are not all encompassing but serve to illustrate the City’s ability to use federal and local funding to address the priority needs and goals put forth in this plan. The funds are anticipated to be utilized by various regional and local government entities as well as the service providers which serve Evanston.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,603,225	198,671	1,453,500	3,255,396	4,200,000	\$1,453,500 is carryover funding allocated to activities in prior years or reallocated to new activities in 2016. This includes the revolving loan fund.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	276,362	33,633	476,300	786,295	570,000	Prior year resources include \$278,000 in unallocated funds from prior years, \$80,000 for TBRA, \$68,300 for 1620 Washington, and \$50,000 for the HACC Senior Redevelopment Project

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public-federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	144,459	0	90,900	235,359	397,000	\$90,900 in prior year carryover funds
Competitive McKinney-Vento Homeless Assistance Act	public-federal	Conversion and rehab for transitional housing Overnight shelter Transitional housing	1,200,000	0	0	1,200,000	3,600,000	
LIHTC	public-federal	Multifamily rental rehab	7,875,000	0	0	7,875,000	0	Equity generated by the LIHTC for the HACC Senior Redevelopment Project

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Tax Credits	public-state	Multifamily rental rehab	0	0	0	0	0	
Other	public-federal	Multifamily rental rehab	0	0	0	0	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public-local	Acquisition Admin and Planning Conversion and rehab for transitional housing Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership Rental Assistance Services Transitional housing	474,000	0	0	474,000	800,000	Programs funded include landlord-tenant services, HMIS support, and the Handyman Program for small-scale repairs for seniors. Funds may be used for a wide range of housing development programs and projects.
Other	public-local	PublicServices	700,000	0	0	700,000	2,100,000	Local funding to be spent on mental health and other social services

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funding will leverage private, state and local funds by enabling the City of Evanston to serve those with the greatest need at the highest capacity. Additionally, federal funds will serve as gap financing for City programs or service providers applications that require additional funding in order to have their program, project, or service come to fruition. The grant money provided by HUD will allow organizations and the City to successfully meet the needs of the community's most vulnerable members.

Evanston's ESG funds will be matched on a one to one basis using Mental Health Board funds from the City's general fund and Evanston Township, State funds and other resources, including in-kind contributions, depending on the agencies funded, to meet the match requirement for ESG. HOME matching funds may be from the Affordable Housing Fund and sources such as the Federal Home Loan Bank and/or developers' contributions.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Evanston owns some properties and land, which may be used to address the needs identified in the plan are located in the more economically depressed areas of Evanston, primarily on the South and West sides of the City. Vacant properties located along Howard Street will be geared toward commercial redevelopment meant to revitalize the Howard Street commercial corridor. Additionally, there are four lots located in the 8092 census tract which may be used to meet future affordable housing goals, including being landbanked.

Discussion

The City of Evanston will continue to pursue additional funding opportunities which will be used in order to complement existing resources.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2015	2019	Affordable Housing	Entire Jurisdiction	Access to Rental Housing Maintain and Improve Rental Housing Homeownership	CDBG: \$1,297,387 HOME: \$461,969	Rental units rehabilitated: 156 Household Housing Unit Homeowner Housing Rehabilitated: 12 Household Housing Unit Buildings Demolished: 1 Buildings Housing Code Enforcement/Foreclosed Property Care: 2000 Household Housing Unit
2	Homelessness	2015	2019	Homeless		Access to Rental Housing Public Facilities Public Services	CDBG: \$10,000 HOME: \$280,000 ESG: \$216,325	Tenant-based rental assistance / Rapid Rehousing: 30 Households Assisted Homeless Person Overnight Shelter: 300 Persons Assisted Homelessness Prevention: 5 Persons Assisted Other: 200 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Creating Livable Communities	2015	2019	Non-Housing Community Development	Entire Jurisdiction	Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing Public Infrastructure Public Facilities	CDBG: \$1,042,080	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 25000 Persons Assisted
4	Economic Development	2015	2019	Non-Housing Community Development	CDBG TARGET AREA Entire Jurisdiction Evanston NRSA - Proposed	Economic Development	CDBG: \$325,000	Businesses assisted: 5 Businesses Assisted
5	Public Services	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Entire Jurisdiction	Public Services	CDBG: \$260,284	Public service activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted
6	Planning and Administration	2015	2019	Planning and Administration			CDBG: \$320,645 HOME: \$44,326 ESG: \$19,034	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	The City of Evanston aims to increase, maintain, and improve affordable housing. The advanced age of Evanston's housing supply necessitates the need for rehabbing of existing housing. Sustaining safe, decent, and affordable housing will allow low and moderate income residents the opportunity to remain in the community.
2	Goal Name	Homelessness
	Goal Description	The City of Evanston aims to support services to prevent homelessness and to assist those currently experiencing homelessness. These services include but are not limited to street outreach, rapid rehousing, and tenant based rental assistance. During 2016, emphasis will continue to be placed on the housing first model (providing housing as opposed to homeless shelters).
3	Goal Name	Creating Livable Communities
	Goal Description	Creating livable communities through improvements to public facilities and infrastructure. Maintaining and improving the quality of Evanston's existing infrastructure and public facilities is instrumental to ensuring a safe, clean, and livable environment.
4	Goal Name	Economic Development
	Goal Description	Economic development will promote the vitality of Evanston's economy in depressed areas of the City. Fostering growth in these areas will in turn provide greater opportunities for the City's low and moderate income residents. Economic development activities may include but are not limited to workforce development/job training, and technical and financial assistance to businesses.
5	Goal Name	Public Services
	Goal Description	Improving access to quality public services for residents is a key goal of the City. Community participation and consultation indicated there is a high need for these services. Public services include but are not limited to mental health, senior services, youth services, and services to address homelessness.

6	Goal Name	Planning and Administration
	Goal Description	Administration of CDBG, ESG, and HOME.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

AP-35 Projects – 91.220(d)

Introduction

The City has identified the following projects to be implemented in 2016 to achieve the goals in the Consolidated Plan. This includes activities funded in prior years which will be completed and or funds disbursed in 2016. The Emergency Solutions Grant project will address the needs of homeless individuals, families and households fleeing domestic violence. The Tenant Based Rental Assistance (TBRA) project will address the needs of homeless families with children with direct rental and utilities assistance. The Rental Housing project combines both HOME and CDBG activities, both which are for rental rehabilitation.

#	Project Name
1	ESG
2	Tenant Based Rental Assistance (TBRA)
3	Rental Housing
4	Homeowner Rehabilitation
5	Code Enforcement
6	Public Services
7	Economic Development
8	Public Facilities and Infrastructure
9	Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	ESG
	Target Area	Entire Jurisdiction
	Goals Supported	Homelessness
	Needs Addressed	Access to Rental Housing
	Funding	ESG: \$235,359
	Description	Homeless prevention, rapid rehousing, street outreach, and overnight shelter. Administration of ESG program.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	There will be 500 families who benefit from ESG activities; these families consist of single persons, couples, households with children and households fleeing from domestic violence.
	Location Description	The activities will be throughout the City of Evanston.
	Planned Activities	Direct rental assistance, supportive services, shelter operations, street outreach and HMIS support.
2	Project Name	Tenant Based Rental Assistance (TBRA)
	Target Area	Entire Jurisdiction
	Goals Supported	Homelessness

	Needs Addressed	Access to Rental Housing
	Funding	HOME: \$280,000
	Description	Direct rental and utility assistance.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	Homeless families (with children) and families that are fleeing domestic violence - a total of 10 new families will benefit in 2016 from this activity.
	Location Description	Throughout the City of Evanston, where the families are able to locate safe, sanitary and affordable housing.
	Planned Activities	Direct rental and utility assistance, with wrap around case management (not financially supported through HOME), will be provided to the families.
3	Project Name	Rental Housing
	Target Area	Entire Jurisdiction
	Goals Supported	Affordable Housing
	Needs Addressed	Maintain and Improve Rental Housing
	Funding	CDBG: \$518,987 HOME: \$461,969
	Description	Rental housing development or rehabilitation.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is expected that 6 households will benefit from the activities, and the types of households will vary depending on who applies for the unit.
	Location Description	Addresses will be identified as the year progresses.

	Planned Activities	Rehabilitation of several rental units throughout the city.
4	Project Name	Homeowner Rehabilitation
	Target Area	Entire Jurisdiction
	Goals Supported	Affordable Housing
	Needs Addressed	Maintain and Improve Owner Occupied Housing
	Funding	CDBG: \$778,400
	Description	Rehabilitation of owner-occupied homes throughout Evanston, owned by low and moderate income populations.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 12 households will be served, with no particular demographic being targeted.
	Location Description	Throughout the City of Evanston, owner-occupied single-family and condominium units.
	Planned Activities	Homeowner Rehabilitation Program, including direct rehabilitation loans and program administration.
5	Project Name	Code Enforcement
	Target Area	CDBG TARGET AREA
	Goals Supported	Affordable Housing
	Needs Addressed	Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing
	Funding	CDBG: \$325,000
	Description	Code enforcement inspections in the CDBG Target Area, including necessary building demolition/clearance or rehabilitation as identified by code enforcement inspectors.
	Target Date	12/31/2016

	Estimate the number and type of families that will benefit from the proposed activities	There will be 2,000 unit inspections conducted in 2016, with additional re-inspections occurring as needed.
	Location Description	Throughout the City, but the CDBG funded portion will be solely located in the CDBG Target Area.
	Planned Activities	Code enforcement inspections in the CDBG Target Area, including necessary building demolition/clearance or rehabilitation as identified by code enforcement inspectors.
6	Project Name	Public Services
	Target Area	Entire Jurisdiction
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$270,284
	Description	Public services to low- and moderate- income residents throughout the City of Evanston, particularly for youth programs, senior services, legal services, graffiti removal, housing services and domestic violence services.
	Target Date	12/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3000 persons will benefit from the public services funded through CDBG, including all demographics from youth, seniors and everything in between.
	Location Description	Public services are available throughout the City of Evanston.
	Planned Activities	The following activities are the public services allocated CDBG grants in 2016: Target Area Graffiti Removal, Summer Youth Employment Program, Certificate of Rehab Program, Future Focus Youth Program, Evanston legal services, home delivered meals, legal & social services for youth, Grandparents Raising Grandchildren, Art and Action, youth workforce training, I-WORK program, youth employment programs and domestic violence case management & services.

7	Project Name	Economic Development
	Target Area	Entire Jurisdiction
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$325,000
	Description	Economic development activities aimed at assisting businesses and creating new businesses.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that technical/financial assistance will be given to 5 businesses.
	Location Description	Unknown at this time.
	Planned Activities	The City of Evanston has a CDBG funded economic development loan fund, which is used to assist low and moderate income business owners and startups.
8	Project Name	Public Facilities and Infrastructure
	Target Area	CDBG TARGET AREA Entire Jurisdiction Evanston NRSA - Proposed
	Goals Supported	Creating Livable Communities
	Needs Addressed	Public Infrastructure Public Facilities
	Funding	CDBG: \$1,042,080
	Description	Improvements made to public facilities and infrastructure.
	Target Date	12/31/2017

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated approximately 25,000 persons will benefit from the activity, primarily low- and moderate-income persons.
	Location Description	The activities will take place throughout the City, but in areas that are low- and moderate- income areas (the designated service area will qualify at or above 45.13% LMI). It is anticipated many of the improvements will take place in the CDBG Target Area and/or the proposed NRSA.
	Planned Activities	The activities allocated funds for 2016 are: improvements to the Wessbourd-Holmes Center, lighting at CJE, construction of the new Y.O.U. headquarters, Over the Rainbow parking lot resurfacing, alley special assessment assistance, street resurfacing, and lighting renovations at Foster Field. Also using prior year carryover for funds.
9	Project Name	Administration
	Target Area	Entire Jurisdiction
	Goals Supported	Planning and Administration
	Needs Addressed	Access to Rental Housing Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing Economic Development Public Infrastructure Public Facilities Public Services Homeownership
	Funding	CDBG: \$320,645 HOME: \$44,326
	Description	Administration of CDBG and HOME.
	Target Date	12/31/2016

	Estimate the number and type of families that will benefit from the proposed activities	N/A - administration of all programs.
	Location Description	N/A
	Planned Activities	Administration and financial management of CDBG and HOME grants.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

It is estimated that over 90% of all CDBG, and 100% of HOME and ESG funding, will be allocated to benefit persons who are low- and moderate- income. Some activities, such as public services and homeowner rehabilitation, are provided throughout our jurisdiction, while Code Enforcement and Graffiti Removal are limited to the CDBG Target Area (local target area). Public Infrastructure improvements are concentrated in the Neighborhood Revitalization Strategy Area (NRSA). Additionally, it is expected that a significant amount of housing and economic development funds will be spent in the NRSA and CDBG Target Area, which are on the west and south sides of Evanston and have a concentration of low- and moderate income and minority residents.

Geographic Distribution

Target Area	Percentage of Funds
CDBG TARGET AREA	40
Entire Jurisdiction	20
Evanston NRSA - Proposed	40

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The nature of the project or activity is a primary factor in where it will take place. For example, public services are offered at multiple sites throughout the community in order to serve low - and moderate-income persons throughout the community and be accessible to all who qualify for services. Area benefit activities such as public infrastructure improvements must qualify as low - and moderate- income areas; most, but not all eligible census block groups are within the CDBG Target Area and/or NRSA. It is likely housing and area-benefit activities will have significant investments made in those areas, which are also the areas with the highest needs.

Discussion

See Geographic Priorities section of the Consolidated Plan (SP-10) for more information regarding the CDBG Target Area and NRSA, their boundaries and types of activities that will take place within the areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	32
Special-Needs	1
Total	53

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	35
The Production of New Units	0
Rehab of Existing Units	18
Acquisition of Existing Units	0
Total	53

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

There are a number of housing activities that will be continued in 2016 for homeless, non-homeless and special-needs residents in need of safe and affordable housing. Housing rehabilitation and rental subsidies through tenant-based rental assistance, rapid re-housing and prevention programs will impact the largest number of persons or households and serve two very different, yet vital housing needs for low- and moderate- income residents of Evanston. New construction and acquisition continues to be an important need, but difficult to accomplish due to funding limitations.

AP-60 Public Housing – 91.220(h)

Introduction

The Housing Authority of Cook County (HACC) serves suburban Cook County, including Evanston. The HACC administers the Housing Choice Voucher program in Evanston and has two buildings for seniors and the disabled, as well as scattered site units for families, as well as seven project-based Section 8 units in Emerson Square.

Actions planned during the next year to address the needs to public housing

In 2016, the HACC will complete the substantial rehab of the Walchirk and Perlman apartments, comprising 199 units. The rehab of these properties includes development of 20 accessible, 20 adaptable and 4 sensory impairment units and will result in greater accessibility for current and future residents. Wait lists for both buildings were opened recently to fill vacant units as their rehab is completed.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The HACC has a Resident Advisory Board (RAB) established at one of its sites in Evanston, the Walchirk building. The RAB's functions include, but are not limited to: assisting residents with access to computers, offering in-house services such as change for laundry, copies, and postage. RAB activities are somewhat limited during the rehab of Walchirk and Perlman buildings and are also affected by reduced occupancy.

HACC's Resident Service Coordinators work closely with other agencies, including the City's Levy Center, to help its residents access services and participate in activities throughout the community. Additional services are always being considered and added when possible.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The HACC is not designated as troubled.

Discussion

The City will continue to actively engage and communicate with HACC to ensure that the needs of residents assisted by that agency are met and services are coordinated with other agencies for efficient and effective use of all community resources.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The homeless and special needs activities that will be undertaken in Evanston in 2016, the second year of the 2015-2019 Consolidated Plan, are a continuation of those undertaken in 2015. However, the scope of some activities has been affected by funding cuts from the State of Illinois. Descriptions of changes are included below.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Connections for the Homeless continues to be the primary provider of outreach services to Evanston's homeless population, including the unsheltered homeless. Connections' street outreach team works with the Evanston police department, hospitals, the public library and other places where homeless individuals are known to congregate, and uses the VI-SPDAT to prioritize chronically homeless persons for housing through the Suburban Cook County Continuum of Care. Cuts in funding by the State of Illinois necessitated the elimination of laundry and showers that were available to anyone seeking those services. Connections is working with Interfaith Action and other providers on other ways to meet these needs, if possible. Connections' case managers develop individualized case plans for each client; assist them to obtain housing and access services that may include employment counseling/placement, health services, substance abuse counseling and education. Resources are focused on clients who were committed to coming off the street and working towards becoming stable, rather than those who accessed drop-in services only for basic needs on an intermittent basis.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City uses ESG funds for operating support of Hilda's Place, Connections for the Homeless' 20-bed congregate shelter, and the YWCA Evanston-North Shore's 34-bed domestic violence shelter. CDBG funds are also used to fund the YWCA's domestic violence services. Both shelters provide housing for up to 90 days for their clients. Hilda's Place provides housing for approximately 120 single adults annually and the YWCA houses approximately 250 women and children who are victims of domestic violence. These same levels of services are projected for 2016.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were

recently homeless from becoming homeless again

The City will use ESG funds for re-housing as its primary strategy to reduce the amount of time that individuals and families experience homelessness. The City expects that 20 households will be served with rapid re-housing from ESG in 2016.

The City plans to renew its HOME funded Tenant Based Rental Assistance program for households with children under the age of 18, including those with children enrolled in Evanston schools, that are homeless or unstably housed, including doubled-up/couch surfing. The City expects to enroll 10 new households in 2016, thereby facilitating access for homeless individuals and families to affordable housing units. In addition to rent subsidies, TBRA households receive case management and other needed services, including education and job training, as part of their individualized self-sufficiency plans. Some households that are completing their second year in the TBRA program but are not yet able to support themselves will be evaluated for a renewal contract.

ESG funds will be used to prevent individuals and families who were recently homeless from becoming homeless again. ESG-supported programs are required to provide case management and supportive services, and to connect clients with mainstream resources to increase their likelihood of achieving long-term housing stability. ESG-funded clients will receive follow-up contact to determine their housing status 6 and 18 months after termination of assistance as required and provide additional supports as needed to prevent households from becoming homeless again, as well as determine program outcomes. The City expects Connections will serve 10 households in 2016.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

ESG Prevention funds will be used as described above to help households with incomes below 30% of area median income avoid becoming homeless and re-housing funds will be used to help low-income households achieve housing stability. 2016 ESG Prevention funds are expected to help 15 households.

Evanston has two large Institutes of Mental Disease (IMDs) with a total of 562 beds whose residents are being evaluated for the capacity to live in community-based settings according to the terms of the Williams Consent Decree. City staff works with mental health agencies and the State of Illinois to identify potential housing options for eligible clients who choose to live in Evanston. The Alliance to End Homelessness in Suburban Cook County has a working group that is developing discharge policies and procedures for the region. In addition, Connections for the Homeless works and the police department work to help transition people being released from publicly funded institutions and hospitals.

All agencies receiving ESG funds are required to connect households to mainstream benefits as available and appropriate for their needs. In addition, the City’s Mental Health Board evaluates the effectiveness of collaborations/referrals of agencies applying for funds as a criterion for funding. For 2016, the MHB and CDBG Public Services applications were combined to streamline the application process for agencies applying for both sources of funds and to provide information to the Housing and Community Development Act Committee and Mental Health Board to better assess total funding levels being considered for programs and identify gaps in services.

The Evanston Cradle to Career initiative is a collective impact effort to mobilize our community assets to make a lasting difference in the lives of our community's children, youth and families. Its vision is that by the age of 23, all Evanston young adults will be leading productive lives, building on the resources, education, and support that they and their families have had to help them grow into resilient, educated, healthy, self-sufficient, and socially responsible adults. Member organizations include School Districts 202 and 65, the City of Evanston, the United Way, Youth & Opportunity United and more than 20 other service providers.

Discussion

The City of Evanston will continue to collaborate with the Alliance to End Homelessness in Suburban Cook County Continuum of Care in order to address the needs of homeless individuals and families in Evanston.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City of Evanston continues to address the barriers to affordable housing in Evanston identified in the Analysis of Impediments to Fair Housing Choice as described in the discussion section below. The AI may be found at <http://www.cityofevanston.org/assets/EvanstonAI4414.pdf>

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

City of Evanston Community Development staff held a community meeting to elicit feedback from developers, affordable housing advocates, realtors, landlords, financial entities and residents on proposed amendments to the City's existing inclusionary housing ordinance. The amendments are designed to strengthen the existing ordinance and provide more affordable housing units in new for sale and rental construction, as well as residential conversions. Additional revisions based on that input will be proposed for introduction at the October 26 meeting of the Planning and Development Committee. These include lowering the unit threshold for developments subject to inclusionary requirements from 25 to 5 or 10, depending on location; development bonuses only when affordable units are included on-site, higher fee in lieu of on-site units in transit oriented developments, Other means of generating additional funds for affordable housing that were discussed at the community meeting will be further evaluated and may be proposed in 2016.

Discussion

The primary barrier to affordable housing is the growing mismatch between incomes and housing costs in Evanston. The City's inflation-adjusted median household income dropped 10.2% between 2000 and 2011, outpacing 2.4% and 3.7% reductions in median housing value and gross rent, respectively. Evanston lost 70.7% of its units renting for less than \$700 between 2000 and 2011, while the number of units renting for more than \$1,000 increased by two-thirds. Minimum-wage, single income households and those depending on SSI payments cannot afford an apartment renting at the fair market rate in Cook County, and property taxes continue to represent an affordability concern for residents, particularly those with fixed incomes.

High property costs, particularly in predominantly single family neighborhoods with larger lot sizes and transit oriented corridors, has resulted in the concentration of affordable housing in west and south Evanston neighborhoods rather than being dispersed evenly. The stigma associated with affordable housing can be a barrier to siting affordable housing in areas of the City where currently none exist.

Another barrier to affordable housing within Evanston is the shortage of decent, affordable and

accessible housing for persons with disabilities. The supply of affordable housing accessible to persons with physical disabilities is due in large part to the age of housing stock, most of which was built before the Americans with Disabilities Act was passed. Much of the City's older homes are difficult to retrofit for accessibility because they are multi-story units with stairs. This is true of smaller two-to-four flats as well as larger three or four-story walk-ups built in the 1930s and 1940s. Some facilities designed to accommodate people with mobility disabilities exist in Evanston, including two buildings HACC is updating per its Section 504 Transition Plan. However, stakeholders and HACC waiting list data suggest that the unmet need for affordable accessible housing will continue to be significant.

The City's occupancy standards for rental housing that limits the number of unrelated persons residing in a single housing unit can be an additional barrier to affordable housing, particularly for non-traditional households. The City is evaluating an amendment to the ordinance; considerations include adopting a more open and inclusive definition of family or household, and basing occupancy on square footage and the configuration of the housing unit, which could expand the availability of affordable housing options and help maintain Evanston's socio-economic diversity.

AP-85 Other Actions – 91.220(k)

Introduction

The following are actions will be undertaken by the City of the Evanston to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

Through consultation, three needs were identified as underserved:

- Youth programming and services
- Education and employment related services for young adults
- Energy efficiency improvements.

In addition to the social services funded by the City to address youth programming needs, the Cradle to Careers collective impact initiative is working to develop a community-wide method of assessing unmet needs and progress to address them so that all Evanston youth get the education and other supports they need to be independent, self-sufficient members of society by age 23. This is focused heavily on youth services, with an additional focus on job training and skills for young adults transitioning into independence.

The City's cross departmental taskforce that was formed in 2014 to identify gaps in services for all at-risk populations in the City, continues to meet on a quarterly basis. Topics include addressing individual residents with complex needs, as well as situations like hoarding that affect multiple City staff and departments. One of the initiatives from that group is how to use the City's 311 service to more effectively direct callers to resources, whether at the City or in the community.

Community Development continues to work with the City's Sustainability division to help businesses and residents to capitalize on existing incentives and rebate programs offered by ComEd, Nicor and others to make environmentally- and economically-friendly improvements to their properties. Where possible, these will be incorporated into the CDBG Housing Rehab Program.

Concerned about the advancing crisis of climate change, Evanston signed the U.S. Mayors Climate Protection Agreement in 2006, pledging to reduce greenhouse gas (GHG) emissions by 13% by 2012 relative to a 2005 baseline. That goal was achieved in mid-summer of 2013, not by mobilizing Evanston residents to make their homes more energy efficient or to change their day-to-day behaviors, but rather through the City's initiatives to reduce its own energy use and by the decision of voters and the City Council to embrace 100% renewable energy for Evanston residents and small businesses. The more ambitious goal of the Livability Plan is a 20% reduction in GHG emissions by 2016. This aligns with the

GHG Mitigation objective in the STAR Community Rating System and is key to Evanston's livability goals of healthy citizens and a healthier environment for all of Evanston. The plan was developed in collaboration between the City of Evanston Office of Sustainability and Sustain Evanston, a network of citizens and over 20 organizations that support initiatives and projects to improve the sustainability of Evanston. Strategies to achieve this goal include energy retrofits of 280 single-family homes each year, as well as multi-family housing and business/commercial retrofits. Energy Impact Illinois, a program offering low-cost home energy assessments and generous instant rebates to cover the cost of weatherization improvements, is a key tool to achieving this, but low and moderate income homeowners often lack the resources to participate in this and similar programs. Staff continues to work on a funding strategy to address this to improve the condition and affordability of Evanston's housing stock.

Actions planned to foster and maintain affordable housing

Evanston has supported alternative housing options, such as homesharing, for some time, and continues to research new and alternative ways to expand affordable housing. The City works with Open Communities, the HUD fair housing agency for 16 north Chicago suburbs, including Evanston, to foster and maintain both fair and affordable housing.

The City of Evanston has a locally funded Affordable Housing Fund, which is used for development and rehab of affordable housings for persons up to 100% of the area median income. This can provide funding for development in addition to CDBG and/or HOME funds, providing or maintaining critical affordable housing throughout Evanston. As discussed above, the City is working to strengthen its inclusionary housing ordinance and to develop additional funding sources for affordable housing. In addition, concepts including multi-generational housing, micro units and tiny houses that offer new ways to address housing affordability are being evaluated.

Actions planned to reduce lead-based paint hazards

The City of Evanston's grant from Cook County's Lead Poisoning Prevention Program to abate lead-based paint hazards in dwellings occupied by families with young children. Currently, the City receives \$100,000 per year to continue lead based paint hazard prevention. The funding is used for stand-alone projects that mitigate lead hazards and layered with CDBG loan funds in Housing Rehab projects for eligible households.

The City is a delegate agency for the State of Illinois and enforces its lead act and codes. City staff receives lead test information for children residing in Evanston, investigates all cases when elevated lead levels are found and takes appropriate action. Children with Elevated Blood Lead (EBL) levels above 5 mg/dl (micrograms/deciliter) receive case management services to educate the families about potential sources and lead safe practices. Any child with an EBL between 6 and 9 is contacted by the Health Department and an assessment of the home is performed if requested by a physician. The Health

Department contacts the parent or guardian of any child testing at a level of 10 mg/dl or greater and performs a lead assessment of the property. Lead Assessments are performed by the City's Licensed Lead Assessors in the Health Department. In addition, families concerned about lead that have children under 6 years of age may have their home tested.

Health Department staff responds to complaints from residents about demolition and rehab projects to determine if lead is present and ensure safe practices. Staff also files affidavits when windows are being replaced in buildings constructed before 1978 to ensure proper lead procedures and disposal of contaminated materials.

Additionally, all housing activities with federal funding must meet or exceed lead-based paint requirements. All housing rehabilitation projects have a lead assessment and require a lead clearance if lead-based paint hazards are identified.

Actions planned to reduce the number of poverty-level families

There are a variety of actions the City undertakes throughout the year in an effort to reduce the number of poverty-level families and increase self-sufficiency. The programs funded through CDBG and / or HOME that work towards this goal are the tenant-based rental assistance (TBRA) program, Certificate of Rehab program and a variety of other job training and education programs aimed at youth and young adults. Additionally, the City's investment in the Cradle to Career program demonstrates its commitment to ensuring that Evanston residents are prepared for the workforce.

Additionally, the City's Economic Development Department works diligently to grow the City's economy, specifically by working to redevelop vacant or underperforming commercial corridors. Developing a variety of businesses in Evanston is critical to providing living-wage jobs for a diverse population with multiple jobs skills and experiences. Economic Development is accomplished by utilizing many different funding sources including, but not limited to, the CDBG Economic Development Fund, tax-increment financing (TIF) and other local funds.

Actions planned to develop institutional structure

City staff works throughout the year to develop and coordinate capacity to address needs, both within the City and throughout our partner agencies. Staff provides technical assistance on federal grant management requirements, including the new Omni circular, Davis-Bacon, financial management and other grant management procedures. Staff maintains contact with partner agencies throughout the year, offering referrals for funding and training opportunities where appropriate.

The City combined the application process for CDBG Public Services and Mental Health Board funds for 2016 using ZoomGrants, an online grants application and management system, to improve efficiency and effectiveness for both the City and agencies receiving funding. Additionally, investments are made in technology that assists departments within the City to more effectively and efficiently manage grant

programs. One example is CDM, which is the City's management software program for all housing-related projects that require project or loan management and ongoing compliance. Staff also attends relevant training and conferences on all aspects of grant and project management.

Actions planned to enhance coordination between public and private housing and social service agencies

The City is heavily invested in collaborations throughout the community, as evidenced by Cradle to Career, the Task Force for At-risk populations and other initiatives. The City has successfully paired with multiple health-service providers, including Erie Family Health Center, a federally qualified health center that provides bi-lingual medical, dental and mental health services to the community, regardless of the person's ability to pay. This has been a critical partnership that has increased access to quality, affordable healthcare for low- and moderate-income residents.

Additionally, the City's General Assistance program is being evaluated to see where opportunities exist to coordinate better between the City, public agencies and social service providers to better address the needs of underserved residents. These efforts are critical to furthering Consolidated Plan and City Council goals to make Evanston the most livable city for everyone who lives or works here.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

Housing and Grants staff is responsible for ensuring compliance with all program specific requirements, as well as for program monitoring and reporting. In addition, staff ensures that federal cross-cutting requirements, including the Omni Circular, Davis-Bacon and Related Acts, Uniform Relocation Act, and Section 3, are met.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

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as follows:

The City has not approved use any other form of investment beyond those listed in Section 92.205 for 2016. However, its local Affordable Housing Fund revenues may be approved to address affordable housing needs for households with incomes between 80% and 120% of the area median. Although these households' incomes exceed the eligibility level for HOME and CDBG funding, they may be housing cost burdened, paying more than 30% of gross income for housing, because Evanston is a high cost housing market in the Chicago metro area.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City does not plan to use HOME funds for homebuyer activities in 2016; HOME resources will be focused on rental housing needs, primarily of households whose incomes do not exceed 60% of the area median income.

If homebuyer activities were to be undertaken, the City would use recapture provisions to maintain long-term affordability for ownership projects with direct homebuyer subsidies in the form of down payment or closing cost assistance, or purchase price reductions (soft second mortgages) used to maintain compliance. The length of the affordability period would be based on the amount of HOME subsidy and forgiven on a pro-rata basis as long as the property remains the owner's primary residence. The balance is due only if the property is sold or ceases to be the buyer's primary residence before the end of the affordability period, subject to net proceeds.

The City's recapture terms are based on the minimum HOME requirements. Subsidies of \$14,999 per unit or less are subject to recapture for five years, subsidies between \$15,000 and \$39,999 are subject to recapture for ten years and subsidies over \$40,000 are subject to recapture for 15 years.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

If homebuyer activities were undertaken, the City would record a Junior Mortgage and Land Use Regulatory Agreement (LURA) deed restriction that acts as the Affordable Housing Restriction to ensure that the HOME funds are subject to recapture if the unit does remain the principal residence of the purchaser for the length of the affordability period. Buyers would also sign an Agreement with the City describing the HOME subsidy. The City considers requests to subordinate its junior mortgage in a refinance of the first mortgage as long as the borrower does not receive any cash back as part of the refinancing and the new loan amount does not exceed the original first mortgage with allowances for generally accepted financing costs. The City will not subordinate to a negative amortization loan or any loan it deems to be predatory.

Loan principal would be forgiven:

- At the rate of 1/60th per month for a 5 year term
 - At the rate of 1/120th per month for a 10 year term
 - At the rate of 1/180th per month for a 15 year term
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds may be used to refinance existing debt secured on multi-family rehab projects, excluding projects whose debt is made or insured by any federal program. The City may consider using HOME funds to refinance existing debt in specific situations using the following guidelines:

- To ensure that rehabilitation is the primary eligible activity, HOME funds may be used only to refinance the rehabilitation portion of a loan and up to 40% of acquisition financing.
- The property must be inspected to ensure disinvestment has not occurred.
- The Project pro forma will be reviewed to ensure that the long-term needs of the project can be met and that serving the targeted population is feasible.
- It must be stated whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
- Whether the length of the affordability will extend beyond the minimum 15 years will be determined and specified before HOME funds are invested.
- The project must be located in Evanston.
- HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

**Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

Please see attached ESG Policies and Procedures. Also included is the Coordinated Entry Protocol for Suburban Cook County from the Alliance to End Homelessness in Suburban Cook County. As part of the Alliance, the City of Evanston and all ESG subrecipients work to incorporate the protocols outlined by both documents.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The City of Evanston is part of the Suburban Cook County Continuum of Care. The Alliance to End Homelessness in Suburban Cook County, lead agency for the Cook County CoC has developed a common intake form and data entry standards for HMIS.

The Alliance to end Homelessness in Suburban Cook County has initiated a process that includes members of the Continuum of Care to refine and improve its coordinated intake system. The process coordinates intake from multiple access points, including phone/internet, walk-ins at agencies, shelters and street outreach and uses a pre-screen to assign individual cases to:

- Diversion/Prevention with case management only
- Prevention funding and case management
- Referral to parallel systems such as Veterans and DV programs
- Short-term intervention combining case management and shelter for homeless
- Medium-term intervention combining case management with bridge housing (rapid re-housing), Safe Haven or transitional housing
- Long-term intervention combining case management with permanent supportive housing or rapid re-housing or transitional housing, as available.

All cases qualified as needing short-, medium, or long-term interventions would use the VI-SPDAT and be ranked for housing based on vulnerability.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

City Staff develops recommendations for ESG allocations that are reviewed by the Housing and Homelessness Commission (HHC). Staff then takes recommendations to the Human Services Committee or Planning and Development Committee of City Council. The recommendation of that committee is reviewed and approved by the Evanston City Council.

All recommendations are discussed at public meetings, whose agendas are published in advance, as required by the Open Meetings Act.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Evanston is part of the Alliance to End Homelessness in Suburban Cook County and the Suburban Cook County Continuum of Care. The Alliance has homeless or formerly homeless persons on its Board of Directors and in its working groups.

5. Describe performance standards for evaluating ESG.
 - Engagement rate: the percent of persons exiting shelter where the destination is known
 - Percent of persons exiting shelter who used 30 shelter-nights or fewer
 - Percent of persons exited to permanent housing
 - Follow up contact to determine housing status 6 months after termination of assistance

Discussion

Attachments

Grantee Unique Appendices

City of Evanston Emergency Solutions Grant Program (ESG) Policies and Procedures Manual

I. Overview

The Emergency Shelter Grant program provides funding for a broad range of activities that addresses the needs of people who are homeless or at risk of homelessness. ESG was one of 20 programs established by the Stewart B. McKinney Vento Homeless Act of 1987 (P.L. 100-77), the Nation's first comprehensive response to homelessness. The City of Evanston has received ESG funds since 1989.

In 2009, Congress approved the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act to better coordinate resources and address the growing problem of homelessness. The implementation of HEARTH includes changing the Emergency Shelter Grant to the Emergency Solutions Grant to include eligible activities based on the ARRA-funded Homelessness Prevention and Rapid Re-housing Program (HPRP).

The Emergency Solutions Grant Interim Rule regulations which took effect in 2012 direct entitlement communities to use funding for primarily re-housing and homeless prevention activities, following the "housing first" strategy of the HEARTH Act. The name change from the Emergency Shelter to the Emergency *Solutions* Grant highlights the focus on permanent housing rather than short-term shelters. Re-housing for people who are homeless is strongly prioritized. HUD adopted 24 CFR 91 and 24 CFR 578 establishing the definition of "chronically homeless" to be used by all recipients, subrecipients and the Continuum of Care Program participants beginning January 15, 2016. This rule focuses on households and individuals with the longest histories of homelessness and who may also have the highest need. The new rule also establishes procedures for documenting homelessness and maintaining records. Under the current ESG regulations, funds may be used for the Homeless Management and Information System (HMIS), use of which is now required for all ESG-funded services by all service providers (excluding domestic violence shelters) to ensure consistency of data points and reduce duplication of services among providers.

Evanston receives ESG funds based on the needs of its residents and its goal is to provide housing and services in Evanston to the greatest extent possible. At present, all shelters and essential services funded with ESG are located in Evanston. Prevention funds are limited to eligible households living in Evanston. In order to be eligible for Re-housing funding, an individual or household's last permanent address must be in Evanston or they are residing in a homeless shelter in Evanston. Due to the shortage of affordable housing in Evanston, particularly larger units, a household eligible for Re-housing may choose rental housing located outside of Evanston's boundaries if no appropriate rental housing is identified in Evanston. Clients must continue to meet with their case manager and fulfill requirements of their case plan for the period in which rental assistance is provided.

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Below, is a brief listing of eligible expenses by category. Additionally, Evanston continues to work with the Alliance to End Homelessness in Suburban Cook County. The City incorporates policies and procedures established in partnership with the Alliance. Included is the Coordinated Entry Protocol for Suburban Cook County.

Homeless Management Information System (HMIS)

Funds may be used for staff salaries and benefits for HMIS management, HMIS licenses and computer security assessments.

Emergency Shelter Operational Costs

Funds may be used for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, furnishings and costs of staff.

Street Outreach

Funds may be used for services relating to employment, health, drug abuse, and education and may include (but are not limited to):

1. Assistance in obtaining permanent housing
2. Medical and psychological counseling and supervision
3. Employment counseling, job placement and job training
4. Nutritional counseling
5. Substance abuse treatment and counseling
6. Assistance in obtaining other Federal, State and local benefits such as mental health benefits; employment counseling; medical assistance; Veteran's benefits; SSI/SSDI, TANF, General Assistance, LINK/SNAP; etc.
7. Other services such as child care and transportation
8. Salaries of program staff to provide the above services

Rapid Re-housing

Funds may be used for Direct Tenant Based Rental and Utilities Assistance, Housing Relocation and Stabilization Services, and case management.

Homeless Prevention

Funds may be used for Direct Tenant Based Rental and Utilities Assistance, Housing Relocation and Stabilization Services, and case management.

II. Eligibility Criteria for Prevention and Re-housing Funds

The City of Evanston's ESG program policies and procedures are based on its HPRP policies and procedures, modified to include the new HUD definition of Chronically Homeless as outlined in 24 CFR 91. Households will be reviewed and approved for the program by the ESG Program Review Committee.

To receive **Rapid Re-Housing assistance:**

- A. Household must be homeless as defined under categories 1, 2, or 3 of the homeless definition, §91
- B. Head(s) of household must be a U.S. citizen or legal resident whose last permanent residence prior to becoming homeless was an Evanston address at which they resided for six or more months (exception may be made to this requirement for households fleeing domestic violence)
- C. The household must have undergone at least an initial consultation and eligibility assessment with a case manager or other authorized representative who is responsible for determining eligibility and the type and level of assistance needed
- D. Based on assessment at intake, household has likelihood of maintaining housing and becoming self-sustaining following the receipt of short- or medium-term assistance, estimated at 3 – 6 months
- E. Head(s) of household must agree to follow the case management plan developed working with the case manager
- F. Head(s) of household must agree to meet with the designated case manager at least once a month while receiving assistance, including at least one home visit
- G. Head(s) of household must agree to follow-up contact at specified intervals following receipt of assistance. The City is working with the Alliance and ESG subrecipients to determine the most effective timing of follow-up contacts.

To receive **Prevention assistance:**

- A. Household must be at risk of homelessness as defined by §576.2 or at risk of moving into an emergency shelter or another place not meant for human habitation, a safe haven or an emergency shelter as defined by §91.5 paragraph (1)(i)
- B. Households must have an income below 30% of the Area Median Income (AMI) at initial assessment
- C. Head(s) of household must be a U.S. citizen or legal resident and an Evanston resident of six months or more.
- D. The household must have undergone at least an initial consultation and eligibility assessment with a case manager or other authorized representative who is responsible for determining eligibility and the type and level of assistance needed
- E. Based on assessment at intake, household has likelihood of maintaining housing and becoming self-sustaining following the receipt of medium-term assistance
- F. Household income must be reassessed at 3-month intervals and remain under 30% of AMI to continue to receive Prevention assistance
- G. Head(s) of household must agree to follow the case management plan developed working with the case manager
- H. Head(s) of household must agree to meet with the designated case manager at least once a month while receiving assistance, including at least one home visit
- I. Head(s) of household must agree to follow-up contact at specified intervals following receipt of assistance. The City is working with the Alliance and ESG subrecipients to determine the most effective timing of follow-up contacts.

III. Standards for targeting and providing essential services related to street outreach

Street outreach takes place in locations in Evanston where homeless are known to be, such as soup kitchens, churches, hospitals, police departments, libraries and other locations. Case managers engage with eligible people to educate them about housing and supportive services options available. Referrals to services can also come from the Homeless Hotline for the northern suburbs of Cook County. Callers are screened to assess needs and directed to available services in the area. This includes scheduling callers for intake into local housing programs.

Referral

Clients are given referrals to mainstream services based on needs. Common referral services case management services below.

Available Essential Services

Case Management services:

1. Obtaining ID
2. Applying for benefits, GA, SSI, SSDI, veterans benefits, SNAP, Section 8 housing vouchers, VASH vouchers
3. Locating housing
4. Applying for housing assistance: IDHS Prevention funds and City of Evanston ESG
5. Applying for Medicaid
6. Creating an individual service plan with goals and implementation steps and timeframes

Health Care services:

1. Physical
2. Vaccinations
3. Psycho-social assessment
4. Psychiatric evaluation and prescription of medication
5. Monitoring medication
6. Health education
7. Establishing a primary health care provider and physician.
8. Creating a coordinated care plan.

Employment services:

1. One-on-one counseling
2. Job clubs
3. Assistance with resumes
4. Job readiness training programs
5. Job referrals

Education services:

1. TABE (Test of Adult Basic Education) testing
2. Career counseling

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3. Remedial education/GED
4. Assistance in applying for training programs or education programs
5. Tutoring
6. Tuition assistance

Discharge

Providers use a harm reduction and trauma-informed model for services. The philosophy of *harm reduction* promotes and supports the right of people who use substances and engage in other risky behaviors to be treated with dignity and respect, including their right to exercise self-determination related to use and their right to expect and receive collaboration in therapeutic relationships. *Trauma-Informed Systems* are those in which all components of a given service system have been reconsidered and evaluated in light of a basic understanding of the role that violence plays in the lives of people seeking mental health and addictions services.

IV. Emergency Shelter: Admission, Diversion, Referral, and Discharge Policies

There are two overnight shelters located in Evanston: Hilda’s Place, Connections for the Homeless’ 20-bed transitional shelter, and the YWCA Evanston-North Shore’s 34-bed domestic violence shelter. Both are supported by the City with ESG and Mental Health Board funds. Each provides shelter for up to 90 days. Hilda’s Place serves an estimated 120 single adults and the YWCA provides shelter for an estimated 250 women and children who are victims of domestic violence each year.

Hilda’s Place Admission, Diversion, Referral and Discharge Policies:

Admission

Open to any homeless individual over the age of 17.

- Must be able to function in a congregate setting.
- Cannot be disruptive.

Individuals seeking admittance go through an intake process that requires an interview with case managers. Case managers review the application and approved clients may move in the following day, or as scheduled based on availability.

Diversion & Referral

Clients who are turned away from the shelter are referred to the nearest shelter and provided with transit/bus fare to get there.

Discharge

Clients may be discharged for three reasons.

1. They have stayed 90 nights at Hilda’s Place.
2. They have completed their case plan, found housing, and moved out.
3. They can be discharged for cause, which includes:
 - a. Violent behavior that is a danger to others or to themselves;
 - b. Persistent no shows for their shelter bed without an acceptable explanation;
 - c. Persistent violation of the curfew causing a disturbance in the shelter.

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YWCA Evanston-North Shore Domestic Violence Shelter Admission, Diversion, Referral and Discharge Policies:

Admission

Admissions are done over the 24-hour crisis hot line.

- Client must be a victim of domestic violence

Diversion & Referral

Clients who are turned away from the shelter because it is full are referred to the Illinois Help Line (877-863-6338). Clients that call the YWCA hotline and are suicidal are referred to the nearest hospital for assessment before intake can proceed. Male children over the age of 12 cannot stay at the shelter. If a family with a male child 12 or older would like to stay together, the household will be referred to Greenhouse or Family Rescue, which accepts families with male children up to 17 years.

Discharge

Clients can be discharged for the following reasons.

1. Violence
2. Safety Violations
3. Drug or Alcohol use
4. Repeated failure to follow the rules

In all cases, clients are assisted in finding an alternative shelter and given bus, train or cab fare to travel.

V. Coordination

The City of Evanston continues to work with the Alliance to End Homelessness in Suburban Cook County ("The Alliance"), local agencies that serve the homeless and people at risk of homelessness and other advocacy organizations to develop and maintain policies and procedures to coordinate provision of emergency shelter, street outreach, homeless prevention and rapid re-housing assistance, mainstream and other services and housing providers. Connections, the primary recipient of City of Evanston ESG funds participates very closely with the Alliance on many levels. Connections is a member of the Alliance and participates in its north council, known as AHAND. Connections staff participates in the HMIS Committee meeting, the monthly Prevention Committee and the SubCook Zero: 2016 Team, which each meets monthly. The City's Housing and Grants Administrator is currently an Alliance Board member. Participation across the Board and committees help to ensure clear communication of goals and priorities and decrease redundancies as they relate to ESG funding.

Coordination among ESG recipients is facilitated through the use of the Universal Intake and Eligibility Form developed by the Alliance whose use was implemented in February 2013 and updated periodically since then. This is an important first step in developing a more coordinated process for intake and will help determine targeting and prioritization for services.

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In the Alliance's Draft Strategic Plan Action Steps 2014-2017, the goal to launch the use of a standardized assessment tool in suburban Cook County is clearly stated. The Alliance recently completed a six-month planning process for a full launch of Coordinated Entry within suburban Cook County. The Alliance and its member agencies have adopted the use of the VI-SPDAT (Vulnerability Index-Service Prioritization Decision Assistance Tool) as an evidence-based tool for determining acuity and matching homeless people to the interventions that fit their needs. The Alliance HMIS staff is reviewing the VI-SPDAT functionality that Bowman has built into its ServicePoint HMIS product. Hines VA Hospital incorporated the VI-SPDAT tool into its HUD-VASH voucher prioritization in late 2013, allowing the Alliance to learn more about their experience with the tool. The Homeless Management Information System functionality includes the VI-SPDAT for prioritization of homeless individuals for permanent supportive housing since November 2014. The Coordinated Entry protocols call for the adoption of the Family VI-SPDAT and Transition Age Youth (TAY) VI-SPDAT later in 2016.

VI. Prioritization

The City recognizes that the demand is greater than available resources to provide essential services, emergency shelter, prevention and re-housing that meet all needs. The City and Alliance also recognize that individuals and households must be prioritized to ensure that these limited resources available are allocated in the most efficient and appropriate manner. As stated above, the City of Evanston and the Alliance continue to refine policies and procedures to assess, prioritize and reassess the needs of all individuals and households participating in ESG-funded services, including essential services for those in emergency shelter, rapid re-housing and homelessness prevention activities.

Assessment tools and protocols, in use by all agencies receiving ESG, CoC and other homeless program funding within the Continuum, conform to the requirements established by the Alliance, ESG recipients and City of Evanston staff. These tools and protocols create consistency in assessment and provide the basis for appropriate agency referrals and for targeting and prioritization by program. All ESG subrecipients use this system to help identify immediate needs of participants: emergency shelter, homelessness prevention resources, diversion and stabilization services, or referral to specialized services to determine the individual or family need for emergency shelter or other ESG-funded assistance. Individuals and families in need can undergo the pre-screen over the phone or in person.

Street outreach and emergency shelter are intended to be low-barrier, and the prioritization work focuses on getting people the right housing intervention as needed, not on deciding who gets access to shelter or outreach services. Approximately half of seasonal shelter guests served in suburban Cook County stay 7 shelter nights or fewer, so the Alliance will focus on persons who spend longer in shelter when assessing them for a potential housing intervention.

The Alliance manages a central, by-name vulnerable list for the region, maintained within HMIS. Connections uses HMIS; clients are prioritized by vulnerability factors, and subpopulations are

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ranked by different factors including, but not limited to: length of time homeless, lack of access to family and/or community support, and number of previous homeless episodes.

The Housing Authority of Cook County (HACC) committed to creating up to 75 FLOW vouchers in 2014 and 25 more in each of the following three years, for people who are ready to move up from permanent supportive housing into a unit paid for with a Housing Choice Voucher. Residents in permanent supportive housing are assessed for their readiness to move into a less intensive environment, thus freeing up that PSH unit for other people who are experiencing homelessness and currently vulnerable.

The City's Health and Human Services Department is now responsible for administering General Assistance funds. There is a large overlap of populations served by both General Assistance and ESG, and staff will be working to ensure funds are spent in the most efficient manner. City staff gained access to HMIS in early 2016 and hired a dedicated Human Services Specialist to further coordinate and track services.

Essential services for clients in emergency shelter

ESG funding may be used to provide essential services to individuals and families who are in an emergency shelter. This may include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

ESG subrecipients are responsible for assessing an individual or family's initial need for shelter and must re-assess that need on an ongoing basis to ensure that only those with the greatest need receive ESG-funded emergency shelter assistance. Shelters that serve families must serve all eligible families and may not refuse services based on the age of children or the size of the family.

Rapid Re-Housing: Homeless households whose last permanent address was in Evanston, who resided there for a minimum of six months, and who demonstrate potential to retain permanent housing following a medium-term subsidy of up to six months are eligible for ESG Re-housing.

Risk factors for Rapid Re-housing assistance include, but are not limited to:

- Individuals/Households who lack a fixed, regular, and adequate nighttime residence, meaning:
 - Primary nighttime residence is a public or private place not meant for human habitation; or
 - Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or

- Exiting an institution where (s)he has resided for 90 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
- Any individual or family who:
 - Is fleeing, or is attempting to flee, domestic violence;
 - Has no other residence; and
 - Lacks the resources or support networks to obtain other permanent housing

Prevention: Evanston households with incomes under 30% of area median that have potential of remaining stability housed following a medium-term subsidy will be targeted for Prevention. Risk factors for Prevention assistance include but are not limited to:

- Individual or family at imminent risk of losing their primary nighttime residence:
 - Residence will be lost within 14 days of the date of application for Prevention assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks needed to obtain other permanent housing
- Unaccompanied youth under 25 years of years of age, or families with children and youth who do not otherwise qualify as homeless under this definition, but who:
 - Are defined as homeless under the other listed federal statutes;
 - Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 - Have experienced persistent instability as measured by two moves or more in the preceding 60 days; and
 - Can be expected to continue in such status for an extended period of time due to special needs or barriers
- An individual or family who:
 - Has an annual income below 30% of median household income for the area based on HUD Part 5 definition; and
 - Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; and
 - Meets one of the following conditions:
 - Has moved two or more times because of economic reasons during the 60 days immediately preceding the application for assistance; OR
 - Is living in the home of another because of economic hardship; OR
 - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance; OR
 - Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR

- Lives in an SRO or efficiency apartment unit in which more than 2 persons reside or in a larger housing unit in which more than one and a half persons per room reside; OR
- Is exiting a publicly funded institution or system of care; OR
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Consolidated Plan
- A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
- An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

VII. Rent and Utilities Subsidy

Each household's case will be reviewed by a case manager to assess its capacity to pay a portion of rent and utilities. A household's contribution to rent and/or utilities generally should not exceed 50% of the gross household income using the HUD Part 5 definition. Subsidies may be deep or shallow based on the unique circumstances of each recipient; the amount of subsidy will be reassessed each month. ESG funds may be used for rent and utilities arrearages on a one time basis, security and utility deposits, first and last month's rent and rent and utility subsidies as allowed. The City does not consider any funds for security deposits that are refunded as Program Income and does not expect the Subrecipient to return any such funds.

VIII. Length of Assistance

Initially, Evanston's ESG program was to focus assistance on households that demonstrate likely capacity to maintain stable housing following short-term (up to three month) support. The guideline for length of assistance per household has been extended from up to three months to up to six months, and generally estimated at up to \$10,000 for families with children and up to \$6,000 for single adults or couples. This change was made based on in-market experience in 2014 due to the following factors:

1. Households have not been able to maintain their housing independently following three months of assistance
2. Landlords are unwilling to write leases for clients based on their history of housing and financial instability. Extending the potential timeframe for households from three months to six months (with the potential to go up to twelve months) with clients required to maintain compliance with their case plan in order to qualify for direct assistance, will help overcome this.

All households will be re-evaluated at the end of the three month period and extension of funding may be approved by the Program Review Committee based on need and the availability of funding. It is anticipated that assistance will not exceed six months; no client will receive more than 24 months of assistance in a three-year period.

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IX. Type, amount, and duration of housing stabilization and/or relocation services

Housing relocation and/or relocation services provided to the participant will include basic case management. Housing search, placement, legal services, mediation, and credit repair may be a component to case management or referred out to other service providers.

X. Application Process

A household may enter the ESG program through several avenues, including:

1. Referral from City or other sources including those outlined by the Alliance's Coordinated Entry Protocol
2. By contacting subrecipient(s) directly

After an initial intake screening has been conducted to determine program fit, a potential client will be referred to a case manager who will conduct a full intake application (including initial budget review). Once all information is gathered from the applicant the case manager will present the eligible case to the Program Review Committee. The Review Committee will meet monthly or as needed to review and approve applicants for assistance through ESG or for referral to other programs or sources. Once an applicant is approved for assistance, case managers will develop a case management plan for each client household. This plan may include referrals to other agencies for needed services (e.g., legal, financial literacy, etc.).

XI. Agency Compensation

Agencies providing ESG eligible services may request reimbursement once funds are spent. Funds may be requested as frequently as once a month, but in no case less than once a quarter. A draw down request form must be submitted along with a match report and source documents for all expenses, including time and activity tracking for staff costs. No funds will be disbursed until all required reports and substantiating documentation are submitted.

XII. Reporting/Data Collection

Performance Standards: The following are preliminary performance standards established by the Suburban Cook County Continuum of Care to measure the goals of reducing and eliminating homelessness.

- Engagement rate: the percent of persons exiting shelter where the destination is known
- Percent of persons exiting shelter who used 30 shelter-nights or fewer
- Percent exited to permanent housing, for each component type (shelter, HP, RRH)
- Follow up on housing status at 6 month following the end of assistance

Reporting requirements for ESG have not been finalized. Once requirements are established, the City of Evanston will work with Subrecipients to establish compliance.

Case Management Requirements

Case managers will be expected to:

- Conduct an initial intake
- Complete full application with client
- Collect and store verification documents
- Maintain confidentiality as described in the subrecipient agreement for a period of four (4) years following the termination of said agreement.
- Participate in the ESG Program Review Committee, as appropriate
- Assess client needs and coordinate/facilitate the case management service plan
- Follow up with each client to gauge compliance with case management service plan
- Keep case notes for each household served
- Input client level data into HMIS. It is recommended that information be input into HMIS immediately following client contact or service provision.
- Meet with the client(s) at least once a month
- Conduct a home visit at least once during the period of time in which a household is receiving direct assistance
- Conduct a follow up with each client household 6 months after their exit from the ESG program to determine if the client retains their housing and other measures of stability.

All clients should, in addition to the initial case management budget session, receive budgeting help as part of case management or be referred to an approved budget counseling program, such as Money Management International (workshop or telephone consult) or the YWCA Evanston/North Shore (workshop).

Although assistance may be approved for up to six months, case managers may recommend early termination of assistance if it is determined that a household requires less assistance. Assistance must be terminated for any Prevention client whose income equals or exceeds 30% of AMI at their three month evaluation. Either lack of compliance with their case management plan or if information provided in the initial application was false constitutes grounds for immediate termination of assistance.



Coordinated Entry Protocol
for Suburban Cook County

2016 Edition

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1. Overview of Coordinated Entry

The Alliance to End Homelessness in Suburban Cook County is developing and launching a new coordinated entry system in 2016. Coordinated entry is a community-wide system that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness access shelter, housing, and homeless resources.

Coordinated entry will help suburban Cook County better target the limited resources provided by the homeless assistance system to people who are experiencing homelessness and need them the most. By standardizing the intake process across the region, by sharing information in real-time, and by adopting uniform prioritization policies, homeless service agencies will be able to refer people to the right program based on their preferences and level of need.

The coordinated entry planning committee adopted the following four goals for the system:

1. The coordinated entry system will match participants to resources based on their preferences and needs within the capacity of the available community resources.
2. The coordinated entry system will improve access to all homeless-specific resources, particularly rapid re-housing, homelessness prevention, and permanent supportive housing.
3. The coordinated entry system will promote low-barrier and Housing First principles in all programs that work with people experiencing homelessness or who are at imminent risk of homelessness.
4. The coordinated entry system will meet HUD's requirements and will be responsive to the needs of the community.

The coordinated entry system in suburban Cook County is designed to be comprehensive and accessible to everyone in the region who experiences a housing crisis. In compliance with HUD's requirements, all programs funded by the Continuum of Care (CoC) and the Emergency Solutions Grant are required to participate in coordinated entry. Over time, other housing programs will be invited to participate in coordinated entry, and the system will be open to all programs regardless of funding source.

A nonprofit partner agency or a consortium of nonprofit partner agencies will administer the coordinated entry system in suburban Cook County. The purpose of this Coordinated Entry Protocol is to outline the components, processes, and expectations of the coordinated entry system, the lead agency/agencies, and all the participating agencies.

2. Access Points

One of the primary goals of suburban Cook County's coordinated entry system is for the system to be easily accessible and welcoming to the wide range of people who may experience a housing crisis in our region. Therefore, the coordinated entry lead agency will be expected to develop and staff multiple types of access points for people experiencing or at imminent risk of homelessness. The intake and referral process will be consistent across all access points, so that participants receive the same care regardless of which access point they use to enter the system.

Phone

Coordinated entry is a welcome opportunity to improve upon the current Virtual Call Center (VCC), the current system by which participants access homelessness prevention resources. The phone access point in the new coordinated entry system will have expanded hours beyond the current VCC, including nights, with priority given to times when the walk-in centers are closed in order to expand accessibility. Features of the phone access point should include, but are not limited to:

- All calls to be answered live during open hours.
- During closed hours, a recorded message instructing callers to call back later, rather than the option to leave a voice mail which may overload staff capacity.
- A contracted translation service in order to serve people who speak languages other than English.
- A procedure for efficiently handling repeat callers.
- Ideally, the ability to do three-way calling in order to complete a warm hand-off to a referring agency.

The coordinated entry lead agency and oversight committee (described in Section 8) should review call volume data on a regular basis to shift staffing and operating hours to peak call times.

Walk-In

The coordinated entry system will include multiple sites where participants can walk in and meet with an intake professional in person. Maintaining the human touch, especially in times of crisis, is an important part of our community's values. The locations and hours of the walk-in centers will be determined by the coordinated entry lead agency and approved by the oversight committee. Ideally, the walk-in centers will provide some evening hours and weekend availability in order to be fully responsive to the needs of the community. The walk-in centers should also take into account the needs of the entire geographic area and proximity to public transportation, where available. Walk-in centers may be housed within homeless service agencies or other providers of safety net services.

Web

The coordinated entry system will also have a public website that provides information about accessing the in-person and phone access points. In the nascent stages of coordinated entry, it is expected that the website will be static and provide contact information only. As the system matures, it may be possible to have a more interactive public site that conducts assessments and provides referrals electronically. The coordinated entry system will feature an online resource database available to the Alliance, the lead agency, and homeless service providers that shares information about real-time availability of housing resources (see Section 3: Resource Database).

Other Access Points and Resource Availability

In addition to the access points run by the lead agency detailed above, the coordinated entry system will also rely on the services provided by emergency shelters and street outreach providers. Individuals and families who present at emergency shelters or who are found via street outreach will access the coordinated entry system through these access points. These access points will be managed by existing providers, not the coordinated entry lead agency, and will be assessed for services and housing through a parallel path. Please see the coordinated entry diagram (Appendix) and Section 4: Assessment and Referral Processes (page 5) for more detail.

It is important to note that the coordinated entry system will only be able to offer those resources that are currently available within the homeless service system, and that the current supply of resources does not match demand. Therefore, not all those who present at a coordinated entry access point will be eligible for or will receive assistance. The goal of coordinated entry is to better target the limited resources available to those who need it most.

3. Resource Database

In addition to the public website, the coordinated entry system will utilize the Homeless Management Information System (HMIS) to provide agencies with information about available community resources. The resource database will initially only be available to HMIS users and should be used to enhance the case management services provided by housing agencies.

The following resources should be included in the database, and updated at least biannually:

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- Coordinated entry access points
- Emergency shelter
- Free medical providers
- Food pantries
- Crisis lines
- Resources for specific subpopulations (youth, survivors of domestic violence, Veterans, etc.)

Some online resource databases already exist in the region, so the lead agency will want to coordinate efforts in order not to duplicate work.

4. Assessment and Referral Processes

The coordinated entry system in suburban Cook County will utilize a phased assessment approach so as to assess individuals and families over time and only as necessary. The goal of the phased assessment process is to gather and share, with appropriate consent, only as much information as necessary to make a successful referral.

Pre-Screen Tool

Participants who present at the walk-in centers or call the hotline will be assessed using a brief pre-screen tool. The pre-screen tool is designed as a decision tree that helps identify the participant's immediate needs: emergency shelter, homelessness prevention resources, diversion and stabilization services (described in Section 5), or referral to specialized services (e.g., Veterans). The coordinated entry intake worker will conduct a brief 5-10 minute conversation with the participant in order to complete the tool and to determine what the appropriate referral should be.

Determining Eligibility for Short-Term Resources

After completing the pre-screen tool, participants will be assigned to a diversion and stabilization services, shelter, or homelessness prevention track. Once a participant is recommended for homelessness prevention resources or emergency shelter, the intake worker will complete a short eligibility questionnaire with the participant. Only if the participant meets the eligibility requirements for the program will he or she be referred. If the participant is deemed ineligible, the intake worker will provide other options to the participant, including offering a stabilization service appointment when appropriate. If the participant is eligible for homelessness prevention resources but no resources are available at that time, he or she will also be offered a stabilization service appointment. Whenever

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possible, stabilization service appointments will immediately follow the completion of the pre-screen tool.

VI-SPDAT

The VI-SPDAT is an additional assessment tool that will be used by the coordinated entry system to prioritize participants based on vulnerability factors and determine what housing intervention best fits the participant's needs. All persons must sign a VI-SPDAT consent form before the VI-SPDAT is completed. Those who are already in emergency shelter or engaged with street outreach do not also need to complete a pre-screen. They will be directed to the VI-SPDAT when appropriate. For adult-only households, the VI-SPDAT will be completed when the household has been homeless for seven (7) days or more; for families with children and for transition-age youth, the VI-SPDAT will be completed at the point of literal homelessness. The coordinated entry oversight committee will review this policy annually and update if necessary.

Determining Eligibility for Housing Interventions

It is important to remember that the coordinated entry system is striving to be low-barrier and to uphold Housing First principles. Therefore, in gathering eligibility criteria from providers and in determining eligibility for participants, the coordinated entry system will make every effort to screen participants "in" to services, rather than screen participants "out." The community is looking to all participating providers to embrace these same principles.

Housing Intervention Referral Process

A quick and successful referral process will be one of the key measures of success of the new coordinated entry system. The referral process will be guided by a combination of participant preference, project eligibility, and program availability. Referrals to housing providers with vacancies should be as seamless as possible, and supportive of the needs and preferences of participants.

Once eligibility is determined, the participant will be offered the housing interventions that are available at that time, and the referral will be made based on the participant's preference. Generally, the process of receiving programs locating the participant should require not more than a few days. Receiving programs should take no more than two weeks (14 days) to locate the participant and begin the housing placement process. If the receiving program is having trouble locating a participant, the agency will work with regional street outreach teams and housing navigators to assist in their search.

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While the coordinated entry system will rely on HMIS, it will also be important for the lead agency to employ a referral coordinator to oversee the referral process. The referral coordinator adds the human element to the process and will be able to troubleshoot any issues that arise. This position will also ensure compliance with the referral process and be able to make key program decisions based on available data.

Since coordinated entry is a new process for suburban Cook County, the system will need to remain flexible for the rare circumstances that referrals are unsuccessful. Receiving programs will have the opportunity to return referrals to the coordinated entry lead agency only when the eligibility screening was not accurate, the agency cannot locate the participant, or the participant declines admission to the program. In extremely rare cases, receiving programs can appeal referrals to the coordinated entry oversight committee if the participant does not seem to be a good fit for the program. The receiving program must provide clear evidence on their reason for declining admission. The oversight committee will adjudicate appealed referrals on a case-by-case basis.

Prioritization for Housing Interventions

As stated above, the current supply of homeless assistance resources does not match demand. For several years now, the system of care in suburban Cook County has used a participant’s level of vulnerability to target limited resources to those who need them most. The coordinated entry system will continue using this prioritization mechanism to allocate housing interventions.

The Alliance manages a central, by-name vulnerability list for the region, maintained within HMIS. Participants are placed on the by-name list after their VI-SPDAT is completed. The list is prioritized by vulnerability factors, and subpopulations are ranked by different factors as outlined in the table below.

Vulnerability Factors Used to Prioritize for Housing Interventions		
Single Adults	Families	Youth
<ul style="list-style-type: none">• VI-SPDAT score• Chronic Status• Length of time homeless• Age• Tri-morbidity	<ul style="list-style-type: none">• Family VI-SPDAT score• Number of previous homeless episodes• Head of household with disabling condition• Dependent with disabling condition that prevents head of household from working	<ul style="list-style-type: none">• Transitional Age Youth VI-SPDAT score• Length of time homeless• Lack of access to family and/or community supports

The individual or family who is most vulnerable will be at the top of the list and will be prioritized for housing openings as they become available. Permanent supportive housing

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programs will receive up to three referrals at a time per open slot in order to increase the likelihood that an eligible participant will be located and housed quickly. Care will be taken to ensure that no participants are taken off the list until they are housed or deemed "inactive," which means 3-6 months of no contact with an outreach provider.

Housing navigators meet monthly with Alliance staff to oversee progress on housing placements for participants on the by-name list who are the most vulnerable. This process has successfully housed hundreds of vulnerable people over the past few years and will continue under the coordinated entry system.

5. Diversion and Stabilization Services

Short-term stabilization services are defined as short-term, solutions-focused, non-financial assistance. The goal of the stabilization service is to help participants solve problems, navigate systems of care, and get connected to alternative resources as quickly as possible. Stabilization services are designed to be a short-term intervention and complement existing services in the community.

Diversion—an example of stabilization services—is a strategy being used by high-performing communities to help people seeking shelter avoid homelessness altogether. By helping individuals and families identify alternative housing arrangements and connecting them with mainstream and community resources, some people may be able to maintain their housing and prevent homelessness altogether.

The stabilization service staff will be employed by the coordinated entry lead agency, and their services will be offered, after the pre-screen tool is completed, to the following populations seeking help:

- **Participants who are not literally homeless, but who are living in an unstable housing situation and need support to stabilize their situation so they do not need to utilize emergency shelters.** For example, if a participant is staying with family and the family is asking him to leave, services could include helping the participant find an alternative living situation or mediating between the participant and host family to find a short-term solution.
- **Participants who are eligible for homelessness prevention financial assistance, but for whom no resources are currently available, or for participants who are ineligible for homelessness prevention.** These

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participants need very light touch services to troubleshoot their crisis so they do not become homeless. One example is a participant who is behind in her rent but who has income. She may need assistance with budgeting and negotiating with her landlord to develop a repayment plan.

- **Participants who score into the “self-resolve” categories of the VI-SPDAT.**

These participants are literally homeless, but have scored low enough on the vulnerability assessment not to be eligible for long-term housing assistance. Participants in this category will be offered emergency shelter and short-term stabilization services. These participants may already be engaged in case management services through emergency shelter or other programs; the coordinated entry system can offer a stabilization service appointment in addition to or in the absence of other case management options.

The target is for participants to work with their stabilization service provider by attending 1 to 3 sessions, either in person or on the phone, within a 30 day period. Stabilization services can address a wide variety of issues that best meets the participant’s needs. Options include, but are not limited to: budgeting; landlord mediation; family mediation; applying for mainstream benefits; identifying community financial resources to resolve the crisis; and linkage with affordable housing, employment, or health care resources.

This new service option will expand the number of participants who receive at least a light touch from the homeless service system, and will greatly reduce the number of times the system will be forced to turn participants away with no resources whatsoever.

6. Special Populations

As stated above, the coordinated entry system will be comprehensive and accessible to all. However, special populations may have unique needs that the coordinated entry system will need to be designed to address.

Youth

Youth experiencing homelessness require developmentally appropriate outreach and services in order to successfully interact with the coordinated entry system. The lead agency should consider how access points will be youth-friendly to both minors (under 18 years of age) and transition-age youth (18 to 24 years old). Youth are more likely to take

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advantage of access points that are open in the evenings and on weekends, and they may also be more comfortable accessing services via text, phone apps, or social media.

Survivors of Domestic Violence

Confidentiality and safety are of utmost concern to survivors of domestic violence. Before the pre-screen tool is completed, all participants who come to walk-in centers or call the phone line will be asked if they are attempting to flee domestic violence or experiencing intimate partner violence. If yes, none of the participant's information will be entered into HMIS, and referrals will immediately be made to domestic violence-specific resources. Participants in domestic violence programs will be able to complete the VI-SPDAT and become eligible to receive RRH and/or PSH through the coordinated entry system. Whether participants choose to access domestic violence-specific or general homeless assistance resources, they must be able to choose whether their personal information is locked down. In addition, the by-name list should use a different identification number than the HMIS identification number for survivors of domestic violence.

Veterans

The pre-screen tool will identify if a participant seeking assistance is a Veteran. Veterans will be offered Veteran-specific resources or general homeless assistance. If a Veteran chooses to be connected to Veteran-specific resources, he or she will be quickly referred to the Hines VA or a Supportive Services for Veteran Families (SSVF) provider. The VA is a long-time and effective partner of the Continuum of Care and has a wide variety of housing and health care resources available to Veterans experiencing homelessness. If a Veteran chooses not to be referred to the VA or a SSVF provider, he or she will be served by CoC resources. Veteran participants in Veteran-specific transitional housing programs will be able to complete the VI-SPDAT and become eligible to receive housing assistance through the coordinated entry system.

7. Staffing

The coordinated entry system will require a talented and dedicated staff of direct service and program management professionals in order to be successful. While the exact staffing pattern and division of responsibilities will be designed by the coordinated entry lead agency, the following staff responsibilities should be included:

Direct Service Staff Responsibilities

- **Intake (Phone):** First point of contact at the call center. Responsible for entering all data into HMIS, conducting pre-screen assessments, and making referrals to homelessness prevention, housing interventions, stabilization services, or other mainstream and community resources.
- **Intake (Walk-In):** First point of contact at the coordinated entry walk-in center. Responsible for entering all data into HMIS, conducting pre-screen assessments, and making referrals to homelessness prevention, housing interventions, stabilization services, or other mainstream and community resources.
- **Stabilization Services:** Responsible for providing short-term, solutions-focused crisis intervention and resource advocacy to participants who are not eligible for homeless system resources or for whom no resources are currently available.
- **Street Outreach:** Responsible for outreaching to locations where people experiencing homelessness spend their nights (overpasses, parks, bus stations, etc.) Outreach staff will serve as an additional access point to coordinated entry for those who may not call the phone line or visit a walk-in center.

Program Management Staff Responsibilities

- **Project Management:** Responsible for the successful implementation of coordinated entry, including all access points and the referral process. Provides leadership to staff, operational support, and appropriately engages with community stakeholders. Actively participates in the coordinated entry governance structure.
- **Due Process:** Responsible for developing and maintaining a process to receive and respond to grievances of participants and providers. Grievances that cannot be resolved by the coordinated entry lead agency and all provider appealed referrals will be forwarded to the oversight committee for resolution.
- **Outcome Measurement:** Oversees data entry, tracks system progress as defined by the coordinated entry performance metrics, and runs performance reports and shares them with community stakeholders.
- **Partner Coordination:** Responsible for facilitating homeless service providers' participation in coordinated entry to ensure full participation, communication, and coordination. Identifies additional organizations that can receive referrals from coordinated entry for non-homeless assistance services and works with them to ensure quality and appropriate referrals from the coordinated entry system.
- **Referral Coordination:** Facilitates the housing referral process and ensures that the referral process is smooth and successful for both participants and receiving agencies.

8. Oversight and Governance

The coordinated entry lead agency will be responsible for day-to-day implementation and evaluation of the coordinated entry system. In addition, a coordinated entry oversight committee made up of Alliance staff, representatives from nonprofit partner agencies, and community representatives will provide governance and oversight of the system. Participation in the oversight committee is open to all interested community partners. The oversight committee will have two co-chairs elected annually by the committee; co-chairs may not work for or be affiliated with the coordinated entry lead agency.

The oversight committee is responsible for:

- Providing general oversight and support to the coordinated entry system.
- Receiving, investigating, and resolving grievances from participants and providers that cannot be resolved by the coordinated entry lead agency.
- Adjudicating appealed referrals from housing programs.
- Evaluating the efficiency and effectiveness of the coordinated entry process by reviewing performance data on a regular basis.
- Conducting an annual review of the Coordinated Entry Protocol.
- Recommending policy changes or protocol improvements to the Continuum of Care Board of Directors for final approval.
- Regularly providing updates to the Continuum of Care and community partners to ensure the transparency of the coordinated entry system.

9. Evaluation

In order to ensure that the system is meeting the community's goals and operating at maximum efficiency, coordinated entry will be regularly evaluated according to the following performance metrics, adopted by the oversight committee in February 2016:

- **System Capacity:** These outcomes will measure participant entries and exits, program occupancy rates, and system outputs in order to capture how efficiently the coordinated entry system is running and to compare system capacity to level of system demand.
- **System Performance:** These outcomes will measure how well the coordinated entry system is meeting the CoC's expectations as outlined in this protocol, as well as HUD system performance measures such as decreasing overall homelessness,

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length of homelessness, and repeats of homelessness. Where possible, performance data will be used to compare system performance pre-coordinated entry and post-coordinated entry—and over the time of implementation—in order to document system improvements. For example, one metric might be to measure the length of time from a participant requesting help to being housed.

- **Characteristics of Persons Seeking Services:** These metrics will keep a careful watch on the types of persons seeking services, which entry point they use and when, and how long they receive services. The system will regularly evaluate this data to ensure that participant needs are being served to the best of the community's ability, the system is as responsive as it can be, and bottlenecks are resolved as quickly as possible.

Evaluation mechanisms will be built into system operations and will include:

- Monthly review of performance metrics prepared by the lead agency and reviewed by the oversight committee.
- Quarterly performance reports, prepared by the lead agency, reviewed by the oversight committee, and provided to the Continuum of Care Board of Directors.
- Regular participant satisfaction feedback, either through surveys, focus groups, or other best practices.

The coordinated entry lead agency, oversight committee, and CoC Board will use the opportunity of regular system evaluation to change procedures as necessary and better meet the needs of participants and the community.

10. Glossary of Terms

Continuum of Care (CoC): a community planning body, as required by the U.S. Department of Housing and Urban Development, to organize and deliver housing and services for a specific geographic region; develop a long-term strategic plan for preventing and ending homelessness; and to apply for federal resources.

Emergency Solutions Grant (ESG): a program of the U.S. Department of Housing and Urban Development to provide emergency shelter to homeless individuals and families living on the street; rapidly re-house homeless individuals and families; and prevent individuals and families from becoming homeless.

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Homeless Management Information System (HMIS): Computerized data collection system designed to capture client-level information on characteristics and services needs; and help communities identify service gaps, improve performance, and plan for emerging needs.

Homelessness Prevention (HP): Short-term financial assistance and stabilization services to prevent shelter entrance and promote housing retention.

Housing First: Rather than moving homeless individuals and families through different “levels” of housing until they are “housing ready,” this evidence-based best practice moves households immediately from the streets or emergency shelter into their own housing with wraparound services.

Rapid Re-Housing (RRH): Short-term housing subsidy and strategic case management provided to persons who are homeless in order to reduce the length of time households spend homeless and increase the rate at which households are placed into permanent housing.

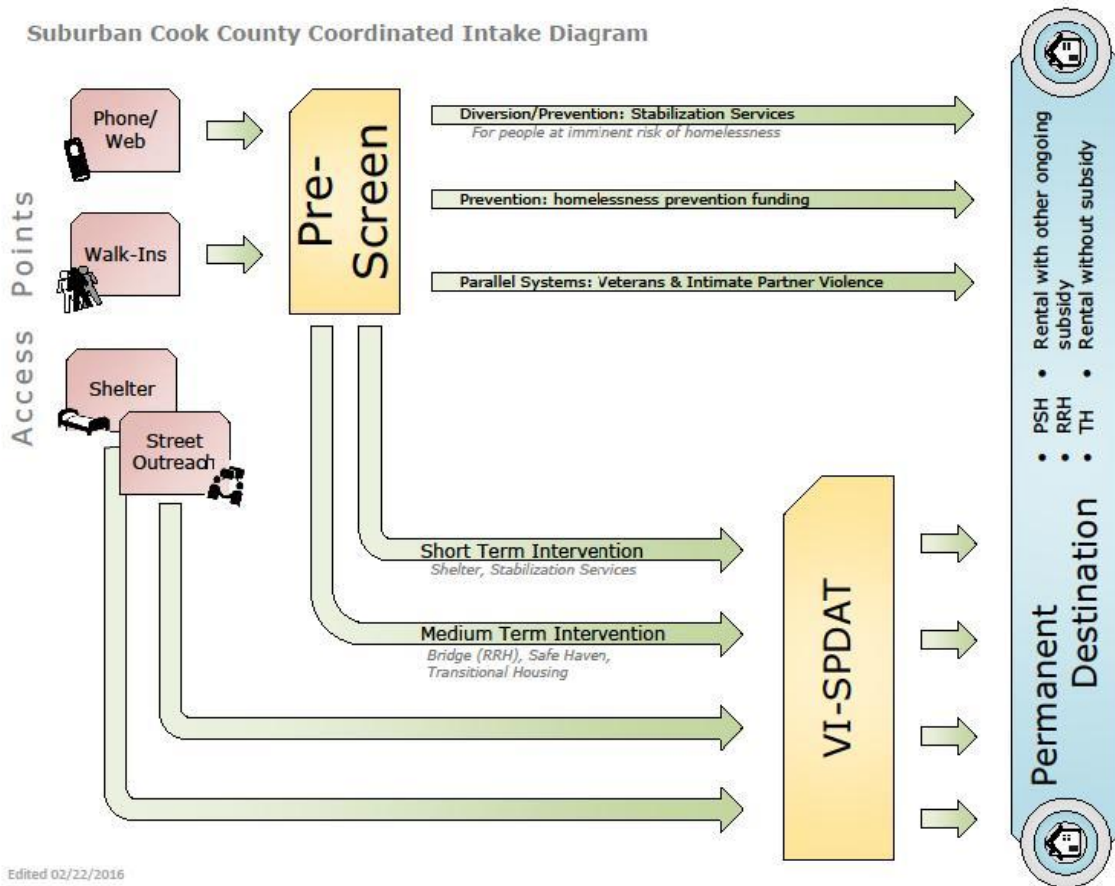
Permanent Supportive Housing (PSH): Long-term rental assistance with supportive services. Majority of programs serve people with disabilities or people experiencing chronic homelessness, but requirements vary by subsidy source.

Supportive Services for Veteran Families (SSVF): a program of the U.S. Department of Veterans Affairs to provide supportive services to very low-income Veteran families living in or transitioning to permanent housing.

Virtual Call Center (VCC): A rotating, volunteer-run call center with limited hours serving as the current access point for homelessness prevention resources in suburban Cook County.

VI-SPDAT: An evidence-based assessment tool that combines the Vulnerability Index (VI) to determine the chronicity and medical vulnerability of homeless individuals, and the Service Prioritization Decision Assistance Tool (SPDAT) to help service providers allocate resources in a logical, targeted way.

11. Appendix: Coordinated Entry Diagram



Grantee SF-424's and Certification(s)

OMB Number: 4040-0004
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: 36-6005870	
5a. Federal Entity Identifier: IL172238 EVANSTON	5b. Federal Award Identifier: 616MC170012	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Evanston		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 36-6005870	* c. Organizational DUNS: 0743909070900	
d. Address:		
* Street1: 210C Ridge Avenue	Street2: <input type="text"/>	
* City: Evanston	County/Parish: <input type="text"/>	
* State: IL: Illinois	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 60201-2716	
e. Organizational Unit:		
Department Name: Community Development	Division Name: Housing and Grants	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Sarah	
Middle Name: <input type="text"/>	* Last Name: Flax	
Suffix: <input type="text"/>	Title: Housing and Grants Administrator	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 847-448-8684	Fax Number: 847-448-8126	
* Email: sflax@cityofevanston.org		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.231"/>	
CFDA Title: <input type="text" value="Emergency Solutions Grant Program"/>	
* 12. Funding Opportunity Number: <input type="text" value="615MC170012"/>	
* Title: <input type="text" value="Emergency Solutions Grant Program"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/>	
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="City of Evanston 2016 ESG Program"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: * b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	144,459.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	90,900.00
* f. Program Income	0.00
* g. TOTAL	235,359.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="36-6005870"/>	
5a. Federal Entry Identifier: <input type="text" value="IL172238 EVANSTON"/>	5b. Federal Award Identifier: <input type="text" value="M16MC170012"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Evanston"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="36-6005870"/>	* c. Organizational DUNS: <input type="text" value="0743909070000"/>	
d. Address:		
* Street1: <input type="text" value="2106 Ridge Avenue"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Evanston"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="IL: Illinois"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="60201-2716"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Community Development"/>	Division Name: <input type="text" value="Housing and Grants"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Sarah"/>	Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Flax"/>	Suffix: <input type="text"/>	
Title: <input type="text" value="Housing and Grants Administrator"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="847-448-8684"/>	Fax Number: <input type="text" value="847-448-8126"/>	
* Email: <input type="text" value="sflax@cityofevanston.org"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="checkbox"/> City or Township Government	
<p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/>	
<p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/>	
<p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14.219"/>	
<p>CFOA Title:</p> <input type="text" value="HOME Program"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="16MC170012"/>	
<p>* Title:</p> <input type="text" value="HOME Investment Partnerships Program"/>	
<p>13. Competition Identification Number:</p> <input type="text"/>	
<p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Add Attachment Delete Attachment View Attachment </div>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="City of Evanston 2016 HOME Investment Partnerships Program"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <div style="display: flex; justify-content: space-around;"> Add Attachments Delete Attachments View Attachments </div>	

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: * b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="276,362.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="476,360.00"/>
* f. Program Income	<input type="text" value="33,633.00"/>
* g. TOTAL	<input type="text" value="786,295.00"/>

* 18. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

** I AGREE

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Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: _____	4. Applicant Identifier: 36-6005870	
5a. Federal Entity Identifier: IL172238 EVANSTON	5b. Federal Award Identifier: B16NC170012	
State Use Only:		
6. Date Received by State: _____	7. State Application Identifier: _____	
B. APPLICANT INFORMATION:		
* a. Legal Name: City of Evanston		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 36-6005870	* c. Organizational DUNS: 0743909070000	
d. Address:		
* Street1: 2100 Ridge Avenue	Street2: _____	
* City: Evanston	County/Parish: _____	
* State: IL: Illinois	Province: _____	
* Country: USA: UNITED STATES	* Zip / Postal Code: 60201-2716	
e. Organizational Unit:		
Department Name: Community Development	Division Name: Housing and Grants	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Sarah	
Middle Name: _____	* Last Name: Flax	
Suffix: _____	Title: Housing and Grants Administrator	
Organizational Affiliation: _____		
* Telephone Number: 847-448-8684	* Fax Number: 847-448-8126	
* Email: sflax@cityofevanston.org		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.218"/>	
CFDA Title: <input type="text" value="Community Development Block Grant/Entitlement Grant"/>	
* 12. Funding Opportunity Number: <input type="text" value="B16MC170012"/>	
* Title: <input type="text" value="Community Development Block Grant"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="City of Evanston 2016 Community Development Block Grant Program"/>	
Attach supporting documents as specified in agency instructions. <div style="display: flex; justify-content: space-around;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: * b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	1,663,225.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	1,453,500.00
* f. Program Income	198,611.00
* g. TOTAL	3,255,396.00

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** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.


Signature: Authorized Official

Date

3-30-16

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan – Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan – It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds – It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015, _____ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force – It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws – The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws – It will comply with applicable laws.

Wally Bailey 3-30-16
Signature/Authorized Official Date

City Manager
Title

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Wally Manning 3-30-16
Signature/Authorized Official Date

City Manager
Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance – If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs – it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance – before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Wally Smyg 3-30-16
Signature/Authorized Official Date

City Manager
Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Wally Borkman
Signature/Authorized Official

3-30-16
Date

City Manager
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.