

City of Evanston 2018 Action Plan



Approved by the Evanston City Council
May 29, 2018



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Executive Summary

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

1. Introduction

Evanston's 2018 Action Plan implements the fourth year of the City's 2015-2019 Consolidated Plan using CDBG, HOME and ESG funds. Three federal statutory goals to improve living conditions for primarily low- and moderate-income residents are addressed:

- Provide decent housing
- Provide a suitable living environment
- Expand economic opportunities

The City of Evanston's 2018 Action Plan has been updated to include 2018 actual grant amounts following their release on May 1, 2018. The language included below was in the City's draft 2018 Action Plan submitted for public comment based on the estimated grant amounts listed below. The draft Action Plan provided an explanation for how the City of Evanston would make adjustments based on the actual 2018 grant amounts.

This draft 2018 Action Plan was developed using estimated amounts (\$1.5 million for CDBG, \$260,000 for HOME and \$140,000 for ESG) as the timing of the 2018 federal budget and appropriations are unknown. The City develops its draft Action Plan based on estimated grant amounts and follows its Citizen Participation Plan for the 30-day public comment period prior to January 1, 2018 to fulfill the requirements to be able to charge pre-award costs to our federal grants. The plan will be updated to include 2018 actual grant amounts following their release.

The Citizen Participation Plan defines a substantial amendment to the Action Plan as:

- A change in funding among the Goals used in the development of the plan (AP-20) that is greater than 20% of the total allocated towards the Goal
- The deletion of a Goal included in the plan
- The addition of a Goal not currently included in a plan

Following receipt of the 2018 CDBG grant amount, staff will develop recommendations for the Housing and Community Development Act Committee's consideration to either increase or decrease funding allocated by that committee at its meeting on September 26, 2017 to specific activities. If the actual grant amount is larger than estimated, funding would not increase for all activities on a pro rata basis. Factors affecting the award of additional funding would include, but not be limited to, whether an activity was awarded less than its full request or if declines in funding from other sources would affect viability. No new activities would be funded. If the actual CDBG grant amount is less than the estimate, reductions to activity funding would be considered on a case-by-case basis, taking into account the same factors.

HOME and ESG funding is not allocated to specific activities until the City receives its grant amounts; changes to those amounts would not constitute a substantial amendment unless the amounts were to be so substantial that funding for any goal were increased or decreased by more than 20%.

In the event any adjustment to the draft Action Plan were to trigger a substantial amendment, a second 30-day public comment period would be conducted to seek input and comment on the proposed changes. The amended Action Plan would be approved by the Housing and Community Development Act Committee and submitted to City Council for approval prior to its submission to HUD. Any public comments received during either of the comment periods would be summarized in the Action Plan, including any comments or views that are not accepted and the reasons for which they are not accepted.

Any changes to the Action Plan based on receipt of the City's entitlement grant amounts for 2018 that change funding for a goal by less than 20% shall be considered "non-substantial" and will be approved by the Housing & Community Development Act Committee, Planning & Development Committee or Human Services Committee, as appropriate, based on the program affected. These changes would not trigger a second public comment period.

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, and increasing construction costs to prevent displacement of low- and moderate-income households by addressing code and life safety violations. Code enforcement in the CDBG Target Area remains an important tool to maintain decent, safe housing and address blight from vacant and poorly maintained properties and neighborhoods.

Homelessness: The City plans to 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. ESG funds will continue to be used to identify individuals and households who are homeless or at high risk of homelessness through street outreach, and to provide emergency housing, homeless prevention and rapid re-housing services.

Creating livable communities: The City will continue to use CDBG funding to improve public infrastructure and facilities to revitalize neighborhoods and improve service delivery. In 2018, this includes funds for street and alley improvements in primarily low- and moderate-income neighborhoods, as well as rehabilitation of a community facility in the City's NRSA. In addition, several Public Facilities projects funded in 2017 are expected to be completed in 2018.

Economic Development: In addition to CDBG, the City uses resources from its Economic Development Fund and Tax Increment Financing to expand economic development opportunities to small businesses. CDBG grants and loans to for-profit businesses will continue to be evaluated throughout the year by the City's Economic Development Committee in order to maximize effectiveness of use of all resources to support economic development in the City; recommendations from the Economic Development Committee are then submitted to City Council for approval.

Public Services: Maintaining and expanding the availability of, and increasing access to, needed services are key goals of the City. Services include, but are not limited to, mental health, dependent care and youth programs, and job training. 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; continued lack of state funds threatens the stability of numerous agencies. As a result, an unprecedented number of agencies applied to the City of Evanston for 2018 grants. The City reduced local funding allocated by the Mental Health Board for social services by 4% due to reductions in City general fund revenues, mirroring the reductions being made to the City's overall 2018 budget.

3. Evaluation of past performance

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

Evanston uses funding to address needs and leverage outside resources to achieve goals and objectives in the Consolidated Plan. In 2017, the City allocated HOME and local Affordable Housing Funds (AHF) for acquisition and rehab of two affordable rental units by Community Partners for Affordable Housing (CPAH). The rehab will complete in 2018. One of the units is funded with HOME and AHF dollars and will be available for households with incomes at or below 60% AMI. The other is funded with AHF dollars and will be rented to a household at or below 80% AMI.

The City's CDBG Housing Rehabilitation program continued to help income eligible homeowners maintain decent, sanitary housing using below market rate loans. Program priorities are to address code violations and immediate life safety issues that could result in a property being determined uninhabitable, as well as to address aging mechanical systems to insure a functional lifespan of ten years.

Late release of 2017 entitlement funds resulted in limited implementation of CDBG-funded capital activities; staff anticipates carryover of Public Facilities projects to 2018. The Youth & Opportunity United (YOU) Headquarters project funded in prior years was completed in 2017. YOU works with primarily low and moderate income youth. Other Public Facilities projects completed or substantially completed in 2017 include: resurfacing the parking lot for Over the Rainbow, an agency serving the disabled, a street resurfacing project on Dewey Avenue in census block group 8092.01 in the City's NRSA, an alley paving project and improvements to Brummel Park both in census block 8102.03.

Ongoing challenges include identifying projects that are clearly defined and shovel ready. Evanston continues to try to fund larger, more complicated projects, not deferred maintenance projects. CDBG funds allocated in 2016 to tuck point the Weissbourd-Homes family Focus Center were withdrawn and

are being reallocated in the 2018 CDBG Action Plan due to the potential sale of that property. Family Focus continues to provide services in the building and also to rent space to a number of other non-profits that serve primarily low/moderate income residents in the NRSA; Family Focus is working with Illinois Facilities Fund on the building disposition and remains committed to providing services in Evanston if the building is sold.

Staff continues to fill vacant storefronts in privately-owned and City-owned properties on Howard Street to revitalize that area. CDBG funding in the form of loans to two, for-profit businesses; Good To Go Jamaican Cuisine and Cafe Coralie are part of the financing to open new restaurants there; both openings are anticipated in early 2018. Additionally, the City funded Sunshine Enterprises for a second year to provide technical assistance to entrepreneurs and micro enterprises in the City's NRSA.

The City continued to use CDBG and local funds to support a wide range of social services. Evanston agencies are challenged to meet the increasing demand for services and maintain organizational stability given cuts in State of Illinois funding and delayed payments on reduced State contracts. Additionally, the City continued to fund Connections for the Homeless and the YWCA Evanston-North Shore with ESG to address the needs of individuals and families who are homeless or at high risk of homelessness. Following federal priorities, ESG funds were prioritized for rapid re-housing, however the increasing rents in Evanston makes it difficult for ESG recipients to locate affordable units and necessitates longer subsidies to enable households to gain self-sufficiency. Connections for the Homeless and other providers continue to expand private fundraising efforts to maintain street outreach and day services.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

A draft of the Consolidated Plan and/or Action Plan is posted on the City's website and printed copies are available at the Lorraine H. Morton Civic Center during the required 30-day comment period. Public input on the plan is sought by the Housing & Community Development Act Committee at a public meeting and in written form during the 30-day comment period; that committee recommends approval of the plans to City Council following the public comment period and consideration of any comments received. City Council meetings, at which action to adopt or approve the plans is decided, also offers opportunity for public comment. Any comments received during the public comment period, including at the public meeting after which the public comment period closes, are summarized and attached to the Consolidated Plan and/or Action Plan prior to its submission to HUD, with an explanation of any comments or views that are not accepted and the reasons for which they are not accepted.

Consolidated Plans and Action Plans must be submitted to HUD by November 15 of the preceding year, unless directed otherwise by HUD. Action Plans will be based on estimated grant amounts as required in order to hold the public comment period prior to the start of the City's fiscal year on January 1.

The City of Evanston invites public participation at all stages of the Consolidated Planning process. The City is committed to making reasonable and timely access to the needs assessment, strategy development and budget recommendation process for all members of the community, particularly low- and moderate-income persons.

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.

The following public input was received at the November 21, 2017 meeting of the Housing and Community Development Act Committee. Sue Loellbach, representing Connections for the Homeless and Joining Forces, said she reviewed the plan in some detail and was very comfortable with it. She also recognized the work that City Council, HCDA Committee and HHHRC have undertaken to address affordable housing needs in the community. She noted that having an up to date Comprehensive Plan increases the likelihood that affordable housing will be developed and said that her organizations would be advocating for that action. She also acknowledged this would be an expensive but important undertaking.

Two residents commented on items other than the draft 2018 Action Plan:

- Ray Friedman commented he attended the meeting to discuss affordable housing needs and how fees in lieu of on-site units would be used and how compliance with the City's Inclusionary Housing Ordinance (IHO) was being maintained.
- Doreen Price spoke about the needs of seniors such as herself who want to age in place but are ineligible for help through existing programs due to having reverse mortgages.

Staff noted that no public comment on the draft 2018 Action Plan had been submitted in writing, however, updates were made to the description of homeless services provided by Connections for the Homeless in section AP-65 of the plan, including that homeless persons could be housed for up to a year at Hilda's Place. In addition, section AP-75 that described the plan to participate in a regional Assessment of Fair Housing with Cook County, the City of Chicago, and other entities required to conduct an AFH was changed to reflect the cancellation of those plans. Committee members discussed possible next steps in light of this change and it was agreed this would be a topic of discussion at a meeting in Q1 2018. Staff will contact the City of Chicago, which has the same fiscal year, to determine if there is any potential for a smaller scale collaborative AFH.

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

There were no comments or views that were not accepted.

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

1. Introduction

The City of Evanston's Community Development Department consulted with numerous City departments (Public Works, Health, Parks and Recreation, Utilities, Economic Development), as well as 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 to develop the 2018 Action Plan. 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(I))

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, which affect vulnerable residents. Engaging with nonprofit service providers on a regular basis fosters an environment where the City works in tandem with the community to achieve better outcomes.

The City of Evanston's Health and Human Services Department implemented a community health improvement plan (EPLAN) based on goals identified through a nationally recognized Mobilizing for Actions through Planning and Partnerships (MAPP) model. These goals were defined and agreed upon in partnership with residents, private and governmental health, mental health and social service agencies in the beginning of 2016 and will define the City's health priorities for the next four years.

The City continues to combine the application process for 2018 CDBG Public Services and City's Mental Health Board funding to allocate funds to the highest priority needs of the community and encourage collaboration among community partners. Additionally, reporting and monitoring practices are unified for agencies receiving local and/or federal funds to ensure clear programmatic and financial record keeping, compliance and transparency.

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 serves on the Finance and Governance Committees of the Alliance. Staff members of Evanston agencies that are Alliance members, including Connections for the Homeless and Impact Behavioral Health Partners (formerly Housing Options for the Mentally Ill), participate on the board of directors, HMIS, Coordinated Entry, Prevention and other standing committees. The City of Evanston works closely with service providers, including the YWCA Evanston-Northshore and Connections for the Homeless, in order 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 2017 Point in Time count; Connections and other agencies serving the homeless will continue to use the Vulnerability Index (VI-SPDAT) to ensure that chronically homeless individuals and families are part of the Alliance ranking based on vulnerability, so that they have access to permanent supportive housing, rapid re-housing and other interventions. City staff is participating in the Coordinated Entry System process with the Alliance and members of the Continuum. Goals for 2018 include the continued use of the Housing Match and By Name Referrals list managed by the Alliance and developed to prioritize families for housing assistance and to more successfully provide short term stability case management and shelter diversion services. In 2018 the Alliance will continue with branding and marketing efforts. Additionally, the Alliance will begin matching households eligible for Prevention and Rapid Re-Housing using HMIS and evaluate the collective impact approach to assisting those in most need.

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 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 agree that individuals and households must be prioritized to ensure that the limited resources available are allocated in the most efficient and appropriate manner. 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. Use of HMIS is critical to this process. It is unclear whether InfoNet, the system used by organizations supporting households affected by domestic violence, will be able to integrate with IDIS to report 2018 outcomes.

The City of Evanston continues to work with the Alliance and agencies that serve the homeless and people at risk of homelessness, as well as other advocacy organizations. Connections for the Homeless, the primary recipient of City of Evanston ESG funds, works closely with the Alliance on many levels. Connections staff participate on the HMIS Committee meeting and the monthly prevention meetings. Participation on 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.

As discussed previously, the City prioritizes rapid re-housing. One of the goals of Coordinated Entry is to explore using rapid re-housing funds as bridge funding for individuals/ households approved for

permanent supportive housing or on the waitlist for housing choice vouchers. Due to high rent costs in Evanston, people housed with rapid re-housing often require a longer subsidy than other parts of the Continuum to become self-sufficient.

While the Alliance works to finalize the priorities, the City of Evanston will continue to prioritize households that demonstrate the potential to become self-sufficient in a 3 to 6 month time frame. Due to the nature and amount of ESG funds, this population is best served by this type of funding. There is a significant overlap in the populations served by General Assistance (GA) and ESG, GA staff has access to HMIS in order to identify people receiving services through the Continuum and eliminate duplication of services. The City’s Human Services Specialist, hired in 2016, continues to further coordinate housing, health, mental health, and other social services for low- and moderate-income residents and at-risk residents.

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 2018 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 2018 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 2018 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 2018 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 2018 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 2018 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 2018 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 2018 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 2018 Action Plan sections. Departments included Community Development, Public Works, Parks, Health, and Economic Development.
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 2018 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.
2016 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 live for Evanston's residents.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
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.
Evanston Plan 2030	City of Evanston	The update to the 2000 Evanston Comprehensive General Plan establishes long range planning goals and objectives in the functional areas of General Land Use, Public Facilities, Circulation, and Community Environment.
STAR Community Rating System	STAR Communities	Framework for sustainability goals, objectives and evaluation measures that define best practices to improve community conditions. Goals center on improving the following: built environment, climate & energy, economy & jobs, education, arts & community, equity & empowerment, health & safety, and natural systems.
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 it and its residents become fully integrated with the existing community. West Evanston encompasses an area of the City where low- and moderate-income community members reside.
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.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
EPLAN 2016-2021 Community Health Assessment	City of Evanston	The City's EPLAN began with a five-year strategic planning process to improve the effectiveness and efficiency of the public health system in Evanston. Interventions to improve the health of residents were identified in partnership with public health officials, community leaders, residents, and service providers based on the following four assessments: community themes and strengths, forces of change, local public health system and community health status. The EPLAN provides a strategic five-year health improvement plan.
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 Lonergan, 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.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
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 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, its Continuum of Care, to implement its homeless and prevention programs.

The City also actively engages with the Housing Authority of Cook County (HACC) the Public Housing Authority for Evanston and Cook County. The Community Development Department is 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 its housing strategies and goals are reflected in the Consolidated Plan governing Evanston.

The City of Evanston’s Health and Human Services Department was consulted for the 2018 Action Plan to provide information on 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. Additionally, Evanston is in the process of renewing its STAR Communities Rating; STAR communities Rating System is the nation’s leading framework and certification program for local sustainability. STAR, or Sustainability Tools for Assessing & Rating Communities, measures progress across social, economic and environmental performance areas. STAR has seven areas of focus: built environment; climate and energy; economy and jobs; education, arts and community; equity and empowerment; health and safety; and natural systems. These areas align with the goals set in the City’s 2015-2019 Consolidated Plan. The City currently has a four-star rating and is working to maintain that or raise that to a five-star, the highest level, in 2018.

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

Many local non-profit organizations and City departments were consulted during the 2015-2019 Consolidated planning process and in the development of the 2018 Action Plan.

The City of Evanston invites public comment on the draft 2018 Action Plan in a 30-day period from October 23 to November 21, 2017 following its Citizen Participation Plan. The public comment period was advertised via a display ad in the Evanston RoundTable, a newspaper of general circulation, notice on the homepage of the City's website, articles in the City's e-newsletter that reaches over 30,000 emails, and on Twitter and Facebook. People could provide feedback via email to cdbg@cityofevanston.org, respond on Twitter and Facebook, submit written comments on paper to staff, or provide input in person at the Housing and Community Development Act Committee Meeting on November 21, 2017 at 7pm.

All comments received on the 2018 Action Plan are summarized in Section 5. Summary of Public Comments, above.

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 meeting November 21, 2017 at 7pm in room 2402 of the Morton Civic Center to hear public comment on the 2018 Action Plan. Five individuals attended the meeting. the other people in attendance did not provide any input.	Sue Loellbach, representing Connections for the Homeless and Joining Forces, said she reviewed the plan in some detail and was very comfortable with it. She also recognized the work that City Council, HCDA Committee and HHHRC have undertaken to address affordable housing needs in the community. She noted that having an up to date Comprehensive Plan increases the likelihood that affordable housing will be developed and said that her organization would be advocating for that action. She also acknowledged this would be an expensive but important undertaking. Two residents commented on unrelated items.	There were no comments or views that were not accepted.	https://www.cityofevanston.org/government/agendas-minutes/special-council-committees/housing-community-development-act-committee

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	Minorities Non-targeted/ broad community	Display ad in the October 5, 2017 issue of the Evanston RoundTable, a newspaper of general circulation, that the draft 2018 Action Plan would be available on the City's website and in printed format at the Civic Center beginning October 23, 2017 for the 30-day public comment period. The ad also highlighted the meeting of the Housing and Community Development Act Committee on November 21, 2017, at which input from the public was being sought. The Evanston RoundTable is used because it is distributed free to residential addresses and reaches low/mod residents more effectively than any other newspaper.	There were no responses received.	There were no comments or views that were not accepted.	http://www.cityofevanston.org/2018actionplan

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	News item on the City's homepage and in an e-newsletter story that the 2018 Action Plan draft was available on the City website and also in printed format beginning October 23, 2017. No response could be attributed specifically to the internet outreach.	There were no responses received.		http://www.cityofevanston.org/2018actionplan
4	Internet Outreach	Non-targeted/ broad community people who are active on social media		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)
5	Bulletin board postings at community centers and the Public Library	Minorities senior citizens		No comments were received.		http://www.cityofevanston.org/2018actionplan
6	Outreach through ward alderman at ward meetings and via email	Minorities Ward has significant Black/ African-American and Hispanic population	No response can be attributed specifically to this outreach.	No comments were received.		http://www.cityofevanston.org/2018actionplan

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 2018 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.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	1,788,178	117,004	718,000	2,623,182	1,500,000	\$718,000 of prior year resources comprises \$100,150 unspent from completed activities that is reallocated as part of this Action Plan; \$587,951 is carryover funding allocated to activities in prior years that are underway or will be undertaken in 2018. This includes the revolving loan fund.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	384,889	27,509	475,000	887,398	260,000	Prior year resources include \$186,217 in unallocated funds from 2017, plus \$169,425 allocated to TBRA activities and \$46,673 allocated to development activities not yet drawn.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	146,023	0	147,300	293,323	140,000	\$147,300 in prior year carryover funds.
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Conversion and rehab for transitional housing Overnight shelter Transitional housing	1,100,000	0	0	1,100,000	1,000,000	Funding through the Continuum of Care for Evanston based projects and programs.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Acquisition Homebuyer assistance Housing Multifamily rental new construction Multifamily rental rehab New construction for ownership Overnight shelter Public Services Rental Assistance TBRA Transitional housing	750,000	0	0	750,000	1,000,000	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	Public Services	700,000	0	0	700,000	700,000	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 address the needs of the community's most vulnerable members.

Evanston's ESG funds will be matched on a one-to-one basis with Mental Health Board funds from the City's general fund, state funds and other resources, including in-kind contributions, depending on the agencies funded. HOME matching funds may be from the Affordable Housing Fund and sources such as the Federal Home Loan Bank, LIHTC, and/or developers' contributions, as well as with state and local funding such as the United Way and MHB for Tenant Based Rental Assistance.

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 in west and south Evanston that may be used to address the needs identified in this plan. Vacant properties on Howard Street are being developed as restaurants to continue the revitalization of the Howard Street retail/commercial corridor. In addition, a theater is being developed as the new home of Theo Ubique, designed by Carol Ross Barney Architects, to build on the success of several dining establishments assisted by the City and bring cultural and entertainment amenities to the neighborhood. The City is working to determine the disposition of two lots located in census tract 8092 that were acquired through the City's NSP2 program that will be redeveloped for housing and other community development needs. In addition, the City has applied for ten tax-delinquent vacant parcels, the majority of which are part of the abandoned Mayfair Railroad right of way, in west Evanston through the Cook County No Cash Bid program that are within the West Evanston Master Plan area. If acquired, these parcels would provide opportunity for redevelopment as housing, green space and other needs.

Discussion

The City of Evanston will continue to pursue additional funding opportunities to complement existing resources.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

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: \$824,261 HOME: \$393,073	Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Rehabilitated: 8 Household Housing Unit Buildings Demolished: 1 Buildings Housing Code Enforcement/Foreclosed Property Care: 2000 Household Housing Unit
2	Homelessness	2015	2019	Homeless	Entire Jurisdiction	Access to Rental Housing Public Services	CDBG: \$15,000 HOME: \$422,705 ESG: \$271,578	Tenant-based rental assistance / Rapid Rehousing: 20 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	Public Infrastructure Public Facilities	CDBG: \$1,075,288	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: \$77,957	Jobs created/retained: 2 Jobs
5	Public Services	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Entire Jurisdiction	Public Services	CDBG: \$270,777	Public service activities other than Low/Moderate Income Housing Benefit: 30000 Persons Assisted
6	Planning and Administration	2015	2019	Planning and Administration			CDBG: \$330,000 HOME: \$40,000 ESG: \$12,500	

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 2018, emphasis will continue to be placed on the housing first model (providing permanent 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 infrastructure and public facilities is instrumental to ensuring a safe, clean, and livable environment, and a high quality of life for all residents.
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.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City has identified the following projects to be implemented in 2018 to achieve the goals in the Consolidated Plan. This includes activities funded in prior years which will be completed and/or funds disbursed in 2018. 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.

Projects

#	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 7 - Project Information

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

Allocation priorities were determined to be housing, infrastructure and homelessness, based on consultation and public participation. Obstacles to addressing these underserved needs continue to be the highest cost of housing and the diminishing resources allocated to our jurisdiction, as well as reduced local revenues from building permits, sales tax and other sources.

AP-38 Project Summary

Project Summary Information

1	Project Name	ESG
	Target Area	Entire Jurisdiction
	Goals Supported	Homelessness Public Services Planning and Administration
	Needs Addressed	Access to Rental Housing Public Services
	Funding	ESG: \$293,323
	Description	Homeless prevention, rapid re-housing, street outreach, and overnight shelter. Administration of ESG program.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Street outreach is anticipated to serve 50 homeless individuals; overnight shelter is anticipated to serve 320 persons/families who are generally without income to 30% AMI; prevention is expected to serve 5 households up to 30% AMI; rapid rehousing is expected to serve 7 households that are literally homeless
	Location Description	Street outreach is conducted at places where homeless individuals are known to gather, including the public libraries, 24-hour fast food restaurants, and in parks, under bridges and on the beaches in warmer months, as well as at Connection for the Homeless and the YWCA Evanston-North Shore facilities. Interfaith Action Emergency Overnight Shelter is not reflected here as it is CDBG-funded.
Planned Activities	Direct rental assistance, supportive services, shelter operations, and street outreach. ESG Administration is also shown in this project and is not reflected in the Administration Project.	
2	Project Name	Tenant Based Rental Assistance (TBRA)
	Target Area	Entire Jurisdiction
	Goals Supported	Homelessness
	Needs Addressed	Access to Rental Housing
	Funding	HOME: \$42,270,500
	Description	Direct rental and utility assistance.
	Target Date	9/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	It is anticipated that 15 households with children under the age of 18 will receive rent and utility assistance for up to 24 months. Most households will have incomes at or below 30% AMI at intake.
	Location Description	Households will choose rental units throughout the city based on factors such as what schools their children attend and where adults work.
	Planned Activities	Direct rental and utility assistance will be provided with HOME funds. In addition, case management, education and job training, and other needed services will be provided with other resources to enable these households to gain economic self sufficiency and maintain housing stability following graduation from the program.
3	Project Name	Rental Housing
	Target Area	Entire Jurisdiction Evanston NRSA - Proposed
	Goals Supported	Affordable Housing
	Needs Addressed	Maintain and Improve Rental Housing
	Funding	CDBG: \$40,000 HOME: \$393,073
	Description	Rental housing development or rehabilitation.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	Two rental units are expected to be rehabbed with CDBG in 2018 and will be occupied by households whose incomes do not exceed 80% AMI. It is expected that HOME funds will be committed to 4 rental acquisition/rehab projects in 2018. Additionally, the rehab of one HOME rental unit will be completed and rented in 2018.
	Location Description	Some units are likely to be located in the NRSA where most housing is relatively affordable. Units outside the NRSA will be prioritized for HOME funding in order to achieve economically integrated neighborhoods and affirmatively further fair housing.
	Planned Activities	Rehabilitation of several rental units throughout the city.
4	Project Name	Homeowner Rehabilitation
	Target Area	CDBG TARGET AREA Evanston NRSA - Proposed
	Goals Supported	Affordable Housing
	Needs Addressed	Maintain and Improve Owner Occupied Housing

	Funding	CDBG: \$409,261
	Description	Rehabilitation of owner-occupied homes throughout Evanston, owned by low and moderate income households.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that eight units of owner-occupied housing units will be rehabbed using CDBG through the City's Housing Rehab program. Household incomes may not exceed 80% AMI.
	Location Description	It is anticipated that most units will be in the City's CDBG Target area and/or NRSA, based on where most income eligible owner occupied housing is located.
	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	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	CDBG Code Enforcement will directly benefit the residents of the 2,000 units that are anticipated will be inspected. In addition, all residents of the CDBG Target Area in which code inspections are undertaken, which is primarily low/moderate income.
	Location Description	CDBG Code Enforcement is undertaken in the CDBG Target Area. See map.
	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	CDBG TARGET AREA Entire Jurisdiction

	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$270,777
	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	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is anticipated that 30,000 individuals with family incomes that do not exceed 80% AMI will be served by a broad range of social services.
	Location Description	Persons served will be from all parts of Evanston, with a concentration in the CDBG Target Area.
	Planned Activities	The following activities are the public services allocated CDBG grants in 2018: Target Area Graffiti Removal, Summer Youth Employment Program, Certificate of Rehab Program, After School Youth Program, home delivered meals, legal & social services for youth, Grandparents Raising Grandchildren, Art and Action, College Readiness for teens, services for PSH residents, and domestic violence case management and services. In addition, the emergency overnight shelter is included here.
7	Project Name	Economic Development
	Target Area	CDBG TARGET AREA Evanston NRSA - Proposed
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$77,957
	Description	Economic development activities aimed at assisting businesses and creating new businesses.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is anticipated that two new businesses assisted in 2017 will open in 2018, creating 2 LMI jobs, and one new or existing business will receive direct financial assistance in the form of a loan.
	Location Description	Businesses in west Evanston and on Howard Street will be evaluated for assistance.

	Planned Activities	The City of Evanston uses CDBG entitlement and CDBG funded economic development loan funds to provide technical assistance to micro enterprises and entrepreneurs and grants or loans to eligible businesses.
8	Project Name	Public Facilities and Infrastructure
	Target Area	CDBG TARGET AREA Entire Jurisdiction
	Goals Supported	Creating Livable Communities
	Needs Addressed	Public Infrastructure Public Facilities
	Funding	CDBG: \$1,075,288
	Description	Improvements made to public facilities and infrastructure.
	Target Date	12/31/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated approximately 10,000 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	Activities funded in 2018 are: Street Resurfacing, Alley Paving and Renovations to Mason Park field house. Activities funded in prior years that will carry over in 2018 include improvements to: Children's Home and Aid Rice Center, Baby Toddler Nursery, Reba Early Learning Center, McGaw YMCA Men's Residence, and Alley Special Assessment Assistance.
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: \$330,000 HOME: \$40,000
Description	Administration of CDBG and HOME.
Target Date	12/31/2018
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	
Planned Activities	Administration and financial management of CDBG and HOME grants. ESG Administration is in the ESG Project.

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 8 - 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	22
Non-Homeless	15
Special-Needs	0
Total	37

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	27
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	2
Total	44

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

There are a number of housing activities that will be continued in 2018 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. It is more effective to aggregate HOME funds into a larger sum of money for housing development, instead of allocating all of the funding each year. The City aggregated enough funding to be able to commit HOME funds for acquisition and rehab of affordable housing units in 2017. This project will be completed in IDIS in 2018.

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, 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

The HACC is evaluating whether to apply for 4% tax credits to rehab its 45 units of scattered site housing in Evanston and has contacted the City about gap funding. Staff is communicating with Cook County about the total gap financing needed of \$1,075,000. The estimated contribution by the City if the percent of funding is the same as with the Senior Redevelopment Project is about \$50,000. The source of funding could be CDBG, HOME, or the City's local AHF. It is not efficient or cost effective for the HACC to do a few units at a time due to lack of funding sources for small scale projects.

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 2018 (the fourth year of the 2015-2019 Consolidated Plan) are a continuation of those undertaken in 2017. 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' team works throughout the community visiting parks, libraries, and places where people who are homeless are known to congregate. The team also works closely with the Evanston Police Department, the Evanston Public Library, hospitals, and other community groups to reach people in need. Connections staff works to develop a relationship with each client in order to complete a full assessment, and, if appropriate, add the person's name to the Alliance to End Homelessness in Suburban Cook County's waiting list to access a supportive housing unit for the chronically homeless. Clients can also access Connections' drop-in services, including case management, food, clothing, laundry, showers, and storage services, as well as health and wellness services, and education and employment supports. Clients work with case managers to develop individual case plans that include a range of goals related to housing, benefits, and finances. Case managers also provide referrals for specialty services including substance abuse treatment and supported employment. Connections works closely with Interfaith Action of Evanston, which runs a daily hospitality center for people who are homeless to access a meal and respite from the weather. Connections offers services to anyone seeking them and does not discriminate on any basis, including race, ancestry, gender identity, religion, disability, age, sexual orientation, veteran status, or any other status.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will focus its ESG resources on re-housing as its primary strategy to reduce the amount of time that individuals and families experience homelessness. The City expects that 7 households will be served with rapid re-housing in 2018. Barriers to using ESG for re-housing include the high rental rates in Evanston and the length of time it typically takes a family or household to become self-sufficient, which make it difficult to implement a "low barrier" re-housing strategy. Households are evaluated for their likely capacity to maintain market rate housing after a medium-term subsidy to avoid evictions following the subsidy. Outreach to landlords is being undertaken in 2018 and establishing a landlord mitigation fund using Affordable Housing Funds is under evaluation to incentivize landlords to accept assisted households as tenants.

In 2017, the City renewed funding for the HOME-funded Tenant Based Rental Assistance program for households with children under the age of 18, especially those with children enrolled in Evanston schools, that are homeless or unstably housed, including doubled-up/couch surfing. The City enrolled an additional ten households in 2017, thereby continuing to facilitate 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, from the program administrator, Connections for the Homeless. Households that completed their second year in the TBRA program but were not yet able to support themselves were 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 to serve 5 households with ESG prevention funds in 2018.

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 uses ESG funds to provide operating support for Hilda's Place, Connections for the Homeless' 18-bed congregate living 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. Hilda's Place provides clients with housing for up to one year and the YWCA provides housing for up 90 days. Hilda's Place provides approximately 90 male-identifying clients with housing annually and offers all of their services in accordance with participants' gender identity. Approximately 250 women and children who are victims of domestic violence are provided housing annually by the YWCA. These same levels of services are projected for 2018.

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 in 2018.

Evanston has two large facilities, Albany Care and Greenwood Care, 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 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. MHB and CDBG Public Services applications for 2018 funding 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.

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>

The City planned to be a participant in the regional Assessment of Fair Housing (AFH) for which Cook County was to be the lead agency and Chicago Metropolitan Agency for Planning (CMAP) would have provided staff support. The City was notified on November 15 that the regional AFH effort was not moving forward. As a result, the City will undertake its AFH in 2018 independently, or in collaboration with a limited number of partners if that proves to be feasible and in compliance with requirements.

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

The City of Evanston amended its Inclusionary Housing Ordinance (IHO) in late 2015 with an effective date of January 1, 2016. To date, two rental projects have been approved that are subject to the IHO. A 44-unit rental building will have four on-site affordable units, 2 each at 50% and 60% AMI; a 242-unit rental development will pay a fee-in-lieu of on-site units of \$2.4 million to the City's Affordable Housing Fund. Three more planned developments comprising over 750 rental units are in varying stages of review at this time. Due to rising land and construction costs that have pushed the per unit cost of new development over \$300,000 in transit oriented areas, it is much more cost effective for developers to pay the fee-in-lieu of on-site units. The City is evaluating revisions to the IHO to better incentivize on-site affordable units, including raising the fee-in-lieu, because the current \$75,000 - \$100,000 per unit will not fund construction of a comparable number of affordable units, particularly in the City's transit-oriented areas. In addition, the City is evaluating a range of strategies to address the need for rental and ownership housing affordable to households up to 120% of AMI and to integrate affordable housing more equitably throughout our City, including:

- New sources to fund affordable housing needs such as impact fees on development not covered by the IHO, increase in the demolition tax or the real estate transfer stamp
- Rental of accessory dwelling units (ADUs) to non-family member HHs if rented to income eligible HHs at affordable rates
- Construction of ADUs for rental in single-family residential districts where currently not allowed
- Zoning changes to allow development of modest sized single-family homes on smaller lots that currently allowed and/or a special use that enables the development of multiple small-scale homes on existing City lots
- Contributions of City-owned land for affordable housing development
- First-time homebuyer programs working with local banks that are members of the Federal Home Loan Bank
- Use of land trust to reduce cost of home ownership and maintain long-term affordability

- Expansion of affordable housing preservation programs, particularly targeting owner-occupied two-flats that comprise a substantial part of Evanston's naturally occurring affordable rental and affordable home ownership
- More effective partnerships with other funders and developers

Discussion:

The primary barrier to affordable housing is the continuing 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 Social Security Income (SSI) payments cannot afford an apartment renting at the fair market rate in Cook County. Additionally, 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, have 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 the two buildings HACC updated 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 of Evanston wants to ensure that it is the most livable city for all of its residents. In order to most effectively address the housing needs of its low-, moderate-, and middle-income residents, and maintain its economic and racial diversity, priority for income restricted rental and ownership units funded by CDBG, HOME or local funds will be given to eligible households that live in Evanston or have a household member that works in Evanston wherever possible and in compliance with fair housing. The City is developing a centralized wait list for income restricted units developed through the Inclusionary Housing Ordinance to facilitate access to affordable housing for its residents. Properties with income restricted units not developed through the IHO may choose to get referrals from this centralized wait list to expand its effectiveness. Rental assistance programs funded with HOME, ESG and local funds will be used in Evanston to the greatest extent feasible to minimize displacement of lower income residents.

AP-85 Other Actions – 91.220(k)

Introduction:

The following are actions that will be undertaken by the City of 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 identifies 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. A new centralized database for case management and referrals was implemented in 2017 to more effectively coordinate client services from multiple departments.

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 home sharing, for some time, and continues to research new and alternative ways, including rental of accessory dwelling units, to expand affordable housing. The City also works with Open Communities, the HUD fair housing agency for 16 suburbs north of Chicago (Evanston included), to strengthen landlord/tenant relations, particularly for low-income households with subsidies, and increase awareness of fair housing rights and responsibilities.

The City of Evanston has a locally funded Affordable Housing Fund, which is used for the development and rehab of affordable housing for persons up to 120% of the area median income. This provides funding in addition to CDBG and HOME funds to develop and maintain much-needed affordable housing throughout Evanston. In the fourth quarter of 2017, City Council will discuss and identify strategies for increasing affordable housing in Evanston to guide the development of a comprehensive affordable housing plan. Implementation of new policies and strategies is expected to begin in 2018.

Actions planned to reduce lead-based paint hazards

The City of Evanston's grant from Cook County's Lead Poisoning Prevention Program abates lead-based paint hazards in dwellings occupied by families with young children. The City receives up to \$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 file 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 job 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 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 2018 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 and/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.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(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(I)(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 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 2018; 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 not 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 for 2018. 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 advances, 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

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.

Updated March 2018

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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. Additionally, funded programs and services provide equal access for individuals in accordance with their gender identity. Households will be reviewed and approved for the program by the ESG Program Review Committee.

Updated March 2018

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

- A. Household must be homeless as defined under categories 1 or 4 of the homeless definition, §91.5
- B. Head(s) of household 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), or who have a child (children) enrolled in Dist. 65 or Dist. 202, or other Evanston based child care, or who are currently employed in Evanston
- 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 assistance estimated at 12 months, but could be for a shorter (3 – 6 month) period
- 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 becoming homeless under category 2 of the homeless definition
- B. Households must have an income below 30% of the Area Median Income (AMI) at initial assessment
- C. Head(s) of household must be an Evanston resident of six months or more, or who have a child (children) enrolled in Dist. 65 or Dist. 202, or other Evanston based child care, or who are currently employed in Evanston
- 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 and case management services provided 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

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4. Job readiness training programs
5. Job referrals

Education services:

1. TABE (Test of Adult Basic Education) testing
2. Career counseling
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' 18-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. Both programs ensure equal access to individuals in accordance with their gender identity. The YWCA Evanston-North Shore provides shelter for up to 90 days. Hilda's Place provides shelter for up to one year and serves an estimated 50 single adults; 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.

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Discharge

Clients may be discharged for three reasons.

1. They have stayed 365 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.

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

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meeting, the monthly Prevention Committee and the SubCook Zero: 2018 Team, which each meets monthly. The City's Grants and Compliance Specialists is a member of the Coordinated Entry Committee. 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 HMIS and the Universal Intake and Eligibility Form developed by the Alliance. This is an important component to a more coordinated process for intake and will help determine targeting and prioritization for services. In compliance with HUD requirements, all funded programs participate in the coordinated entry process known as Entry Point. Entry Point is the Coordinated Entry System for Suburban Cook County Continuum of Care (CoC). The purpose of Entry Point is to ensure that all people experiencing homelessness have fair and equal access to housing, regardless of race, color, national origin, religion, gender, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status. The intake process has been standardized and a by-name vulnerability list for the region, which is maintained by the Alliance as the Entry Point Lead Agency, has been employed to prioritize the most vulnerable for the most intensive housing interventions. This process is only used to match individuals to Permanent Supportive Housing. The City of Evanston continues to work with local partners to provide all other services to our at-risk population.

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

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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 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 City's Health and Human Services Department is 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. Individuals may not

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:

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- 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 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

Evanston's ESG program can provide subsidies for up to one year, and are generally estimated at up to \$18,000 for families with children and up to \$9,600 for single adults or couples. The percent of subsidy paid decreases throughout the year as households move toward stability and are able to assume responsibility for paying full rent at the end of the year. This change was made based on in-market experience due to the following factors:

1. Households have not been able to maintain their housing independently following six 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 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 twelve month period if a subsidy is still required to maintain housing and extension of funding may be approved by the Program Review Committee based on need and the availability of funding. No client will receive more than 24 months of assistance in a three-year period.

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

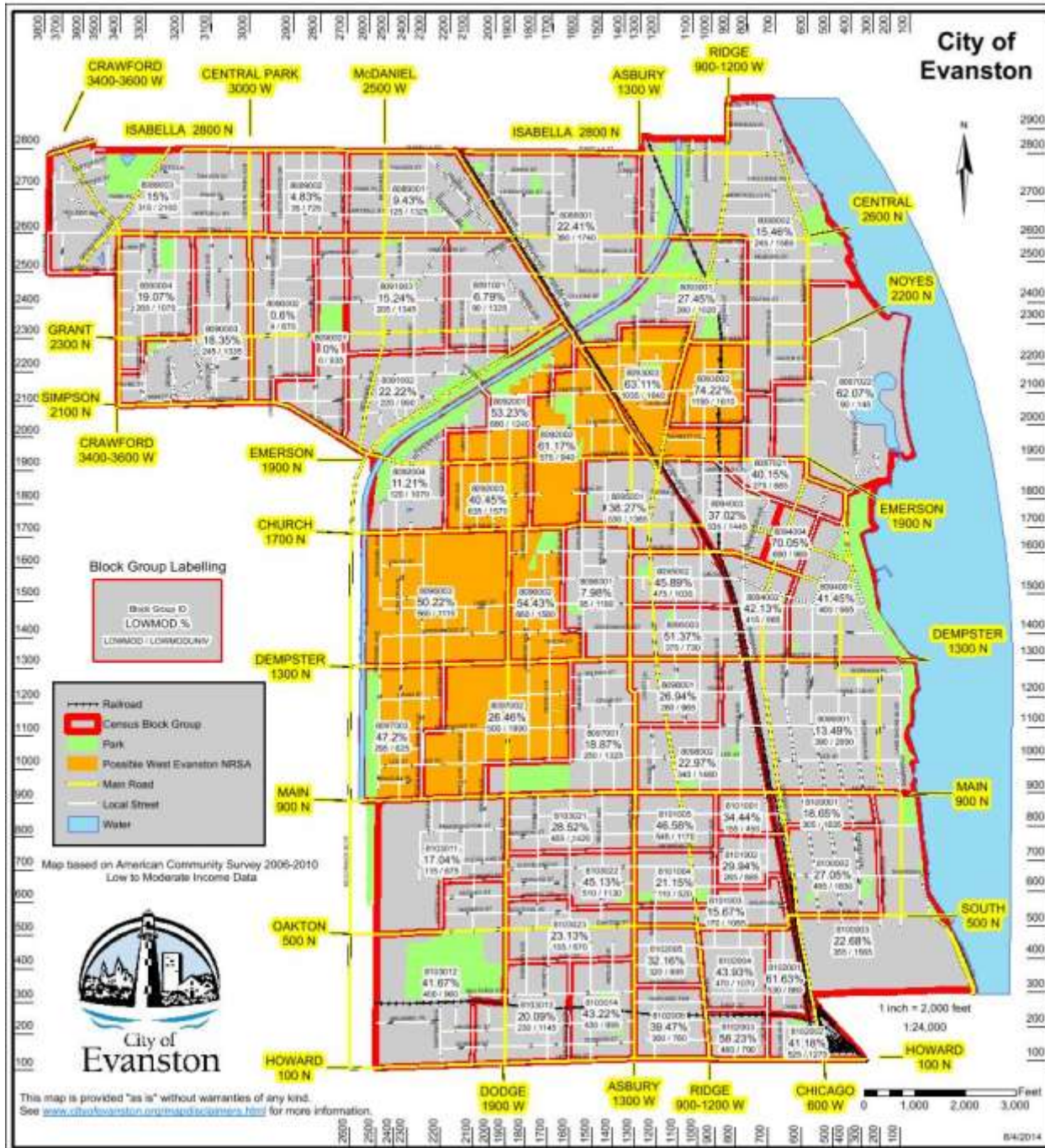
Case managers will be expected to:

- 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.

Evanston Neighborhood Revitalization Strategy Area



CDBG Target Area

