



## HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, October 2, 2018

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue  
James C. Lytle City Council Chambers

### AGENDA

#### I. CALL TO ORDER/DECLARATION OF QUORUM

#### II. 2019 CDBG PROGRAM—REVIEW OF APPLICATIONS

<u>App.#</u>	<u>EST. TIME</u>	<u>Agency/Program</u>
1	7:10 PM	Certificate of Rehabilitation Program
2	7:20 PM	Mayor's Summer Youth Employment Program
3	7:30 PM	Target Area Graffiti Removal
4	7:40 PM	Clyde Brummel Park Fencing Replacement
5	7:50 PM	Harbert Park Bike Path Improvements
6	8:00 PM	Lead Service Replacement Program
7	8:10 PM	Alley Paving
8	8:20 PM	Targeted Code Enforcement
9	8:30 PM	Housing Rehab. Administration and Loan Fund Recapitalization
10	8:45 PM	CDBG Administration

#### III. DISCUSSION OF CDBG 2019 FUNDING PRIORITIES

#### IV. PUBLIC COMMENT

#### V. OLD BUSINESS/NEW BUSINESS

#### VI. ADJOURNMENT

The next meeting of the Housing & Community Development Act Committee, at which the Committee will determine CDBG funding recommendations, is scheduled for **Tuesday, October 9 at 7 PM** in the James C. Lytle City Council Chambers.

*Order of agenda items is subject to change*

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management at 847/866-2916 (Voice) or 847/448-8052 (TDD).

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).



**2019 CDBG Application Review Meeting  
 City Applications  
 October 2, 2018**

**1. Certificate of Rehabilitation & Record Sealing (Public Service)**

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
<b>\$75,000</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>-25%</b>

**2018 Evanston Residents Served: 1,100**  
**2019 Evanston Residents Estimated: 1,200**

**Evanston % of total served: 100%**  
**Evanston % of total served: 100%**

**2018 CDBG Proportion of Budget: 8%**  
**2019 CDBG Proportion of Budget: 6%**

The Certificate of Rehab program provides assistance to Evanston residents with a criminal record. Clients complete a rehabilitation program and receive certification that allows them to get their criminal records partially or fully sealed or expunged. This removes a primary barrier to employment and economic self-sufficiency. Outreach workers identify and engage youth and adults in the program. The City contracts with the Moran Center to provide legal services, mentoring, and instruction about the process. They also obtain all needed police and court records, submit required legal documents, and represent participants in court. Program also provides employment support and other case management components. This program has expanded significantly through partnerships with ETHS and the Youth Job Center. Certificate of Rehabilitation marketing materials will be provided to all MSYEP participants and program will hold 3 information sessions at ETHS. Participants are between 18-65 years old, 95% are persons of color and all are low-moderate income. People of color comprise full leadership team. Program works exclusively with Evanston residents; request is 6% of program budget. Without CDBG, all funding for this program would come from the General Fund.

**2. Mayor’s Summer Youth Employment Program (Public Service)**

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
<b>\$25,000</b>	<b>\$25,000</b>	<b>\$30,000</b>	<b>20%</b>

**2018 Evanston Residents Served: 1,100**  
**2019 Evanston Residents Estimated: 1,200**

**Evanston % of total served: 100%**  
**Evanston % of total served: 100%**

**2018 CDBG Proportion of Budget: 3%**  
**2019 CDBG Proportion of Budget: 4%**



The Mayor’s Summer Youth Employment Program employs Evanston youth ages 14-18 for up to 9 weeks in full and part time positions; this program is managed by the Department of Parks & Recreation and Community Services. The four program goals include: helping youth obtain work readiness skills, identify career interests, build sustainable employment skills, and provide engaging and supervised activities during the summer months. The program measures outcomes through surveys provided to participants and employers, attendance and job performance. Program serves 94% students of color and all staff in leadership positions are persons of color; 75% of participants are low-moderate income. CDBG funds are used for seasonal supervisor salaries. In addition to employment, youth workers receive job readiness training through the Youth Job Center. Request is 3% of program budget and would support supervisors for summer youth.

**3. Target Area Graffiti Removal – CDBG Target Area (Public Service)**

2018 Request	2018 Award	2019 Request	% Increase of 2019 Request over 2018 Award
\$47,000	\$44,329	\$50,000	13%

**2018 Evanston Residents Served: 25,000**      **Evanston % of total served: 100%**

**2019 Evanston Residents Estimated: 25,000**      **Evanston % of total served: 100%**

**2018 CDBG Proportion of Budget: 51%**

**2019 CDBG Proportion of Budget: 52%**

CDBG funding for the Graffiti Removal program is restricted to addressing graffiti tags on public property, including signs and streetlights, in the CDBG Target Area. Prompt removal of graffiti is critical to maintaining neighborhoods and discourages further tagging. The Graffiti Technician reports any gang tags to the Evanston Police Department, which helps track gang activity. The CDBG request is for 50% of the salary and benefits of the Graffiti Technician. Expenses charged to CDBG are based on time and activity tracking of work done in the Target Area on public property.

Request is consistent with prior year awards. All work is performed in the target area (low/mod income). Without CDBG funding, all costs would come from the City’s general fund.

**4. Clyde Brummel Park Fencing Replacement**

2018 Request	2018 Award	2019 Request
NA	NA	\$50,000 – CDBG

**2018 CDBG Proportion Program Budget: NA**

**2019 CDBG/MHB Proportion Program Budget: 100%**

This project will replace existing post and rail fencing with new welded wire fencing and entry gates at Clyde-Brummel Park. This improvement is needed as the existing post and rail fencing



does not provide an adequate protective barrier to prevent children in the park from running into the street. The park served primarily two census block groups, 8102.02 and 8102.03, with a combined low/moderate income population of 49.41% with a large number of school aged children. Project timeline is provided and construction is scheduled to complete in the summer of 2019.

**5. Harbert Park Bike Path Improvements**

2018 Request	2018 Award	2019 Request
NA	NA	\$100,000

**2018 CDBG Proportion Program Budget: NA**

**2019 CDBG Proportion of Budget: 100%**

This project will provide drainage improvements along the existing bike/walking path in Harbert Park, located east of the North Shore Channel between Main Street and Dempster Street. This improvement is needed to alleviate flooding that occurs at several areas during inclement weather, which renders sections of the path virtually unusable to the public, sometimes for several days at a time. The drainage improvements will include a combination of drainage piping and spot repaving of low areas to address this issue. This project will create improvements to the City's public infrastructure and public facility system, both of which are identified as high priority needs in the City's Consolidated Plan.

This project will largely benefit residents in census block group 8097.03 in which the park is located which has a low/moderate income of 47.7%. In addition, improvements in the park will be made to the existing basketball court and a new picnic shelter will be constructed; funds for these upgrades will come from the City's CIP and the Neighborhood Fund respectively.

**6. Lead Service Replacement Program**

2018 Request	2018 Award	2019 Request
NA	NA	\$75,000

**2018 Evanston Residents Served: 21**

**Evanston % of total served: 81%**

**2019 Evanston Residents Estimated: 27**

**Evanston % of total served: 82%**

**2018 CDBG Proportion of Budget: NA**

**2019 CDBG Proportion of Budget: 100%**

This is a new project to fund the replacement of the homeowner portion of lead water service lines. When the City replaces old water mains, the service line from the parkway to the main line is replaced with copper pipe. Many residents are left with lead lines from the parkway to their houses. This project will replace the private portion of the line for income eligible homeowners at locations where the City has already replaced the water main and the public portion of the water service line. The program would fund no more than 10 replacements for low/moderate income, owner occupied homes; there would be no charge to the homeowners.



Income certification and project management would be handled by the CDBG Housing Rehab staff to ensure compliance with CDBG regulations. Because the work being done is on private property, accomplishments would be reported as Housing Rehab to HUD. However, this work would be handled separately from general CDBG Housing Rehab projects.

Lead service lines can be a source of lead in tap water. This project would remove the remaining portion of lead service lines from locations where the City has already replaced the service from the main to the parkway with copper pipe; thereby reducing the risk of lead exposure to low/moderate income property owners who may be unable to perform this work at their own expense.

**7. Alley Paving Project**

2018 Request	2018 Award	2019 Request
\$600,000 - CDBG	\$210,000 - CDBG	\$390,000 – CDBG

**2018 CDBG Proportion Program Budget: 100%**

**2019 CDBG Proportion Program Budget: 100%**

This project consists of paving an unimproved alley within the public right of way. The alley is located north of Cleveland Street and east of Wesley Ave. (9<sup>th</sup> ward). Work includes construction of a concrete alley with a drainage system and all related restoration work. The users of these alleys are primarily the inhabitants residing in the properties directly adjacent to the alleys, refuse collection and utility service providers. The alley is located in a census block group that is 45.13% low/moderate income.

**8. CDBG Targeted Code Enforcement**

2018 Request	2018 Award	2019 Request
\$350,000	\$325,000	\$350,000

**2018 CDBG Proportion Program Budget: 56%**

**2019 CDBG Proportion Program Budget: 100%**

This program is an important means of maintaining safe, sanitary housing for low/moderate income residents, and attractive, well maintained neighborhoods. CDBG funds are used for salaries & benefits of Property Standards staff responsible for inspections of multi-family rental buildings in the CDBG Target Area, which includes the NRSA, and areas with higher incidence of code violations, to reduce and prevent deterioration of housing stock. Requests for service relate, but are not limited to, weeds, litter, trash, abandoned vehicles, public sidewalks in disrepair, graffiti, over-occupancy and other slum/blight conditions. Inspectors respond to requests for inspections from occupants, conduct area surveys to identify external code violations and conduct inspections of vacant properties in compliance with the City’s Vacant Building requirements. Program will continue to utilize partnerships for interdisciplinary



approach to housing improvement. Landlords meeting standards and attending trainings will be recognized on the landlord resource webpage.

**9. CDBG Housing Rehab Administration, Revolving Loan Fund Income, and Loan Fund Recapitalization**

2018 Request	2018 Est. expenses	2019 Request
\$216,742	\$403,378	\$405,000

**2018 CDBG Proportion Program Budget: 100%**

**2019 CDBG Proportion Program Budget: 100%**

CDBG is used to fund the administration of the CDBG Housing Rehab Program, including management of the Revolving Loan Fund. Staff salaries paid in part or full include:

- Housing Rehab Specialist – works directly with income eligible homeowners and rental property owners who rent to income eligible households to determine project specs, gets competitive bids for the work and oversee contractors, as well as complete HUD environmental reviews and maintain compliance with lead-based paint remediation and other federal requirements
- Customer Service Representative – handles program intake, processes applications, completes and records loan documents and services the loan portfolio
- Division Manager, Building & Inspection Services – oversees the program.

Miscellaneous soft costs (appraisals, credit checks, etc.) for projects that don't move forward are also charged to this account.

Ongoing management of the loan portfolio is an important part of this activity to ensure that payments to the City are receipted, insurance is up to date, and that owner occupants continue to reside in the property as their primary residence. The Housing Rehab program prioritizes correcting code violations, life safety issues including failing roofs, collapsed sewer laterals, lead based paint hazards, and improving accessibility, for the elderly and disabled. Housing Rehab Specialist also manages demolition of blighted properties, and would manage the proposed Lead Service Line Replacement Program. The Housing Rehab program exists because of CDBG funding with no costs borne by the City's general fund. Administrative expenses are generally funded with entitlement funds each year and the rehab projects are funded from the Revolving Loan Fund (RLF). However, because RLF available balance is approximately \$80,000, staff is requesting \$100,000 of 2019 entitlement funding for project expenses. As an alternative to allocating additional 2019 entitlement, funds could be allocated from the City's Affordable Housing Fund for project costs.



Increase in the request for Rehab Administration and recapitalization of the loan fund in addition to return of loan payments reflects the lack of carryover funding from prior year and the reduction in the uncommitted balance in the CDBG Revolving Loan Fund.

**10. CDBG Administration**

<b>2018 Request</b>	<b>2018 Award</b>	<b>2019 Request</b>
<b>\$300,000 or 20% of grant</b>	<b>\$330,000</b>	<b>\$330,000 or 20% of grant</b>

**2018 CDBG Proportion Program Budget: 100%**

**2019 CDBG Proportion Program Budget: 100%**

CDBG regulations allocate 20% of grant funds plus 20% of Program Income to fund required management and compliance of the CDBG program. This includes: development of an analysis of impediments to Fair Housing, the 2020-2025 Consolidated Plan and 2018 Consolidated Annual Performance Evaluation Report and other reports; management of all programs and projects implemented by subrecipients and City departments including ESG, HOME, and CDBG; compliance with all CDBG and federal cross-cutting requirements. 2019 request is based on an estimated 2019 grant of \$1,750,000.

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

City of Evanston  
**Certificate for Rehabilitation, Records Sealing and Expungement Program**

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

**USD\$ 30,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/14/2018 8:07:40 PM (Pacific)

**Project Contact**

Kevin Brown  
[kebrown@cityofevanston.org](mailto:kebrown@cityofevanston.org)  
Tel: 847-448-8042

**Additional Contacts**

[khawk@cityofevanston.org](mailto:khawk@cityofevanston.org)

**City of Evanston**

2100 Ridge Ave  
Evanston, IL 60201

**City Manager**

Wally Bobkiewicz  
[wbobkiewicz@cityofevanston.org](mailto:wbobkiewicz@cityofevanston.org)

Telephone 847-448-8042

Fax

Web [www.cityofevanston.org](http://www.cityofevanston.org)

**Pre-Application (Letter of Intent)** [top](#)

**All Applicants Complete Questions 1-8 and attach Documents**

**1. Organization Name and Program for which you are requesting funding.**

City of Evanston

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**3. Is your organization an affiliate of a regional or statewide social service agency?**

- No
- Yes

**4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.**

*Attach the list of local board members as well as the parent organization board below.*

N/A

**5. Is your organization accredited?**

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**



**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

**TOTAL**

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

N/A

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

N/A

**Documents Requested \***

Required? **Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).

[CDBG](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards

[Required Document](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[download template](#)

**Application Questions [top](#)**

**provided, days/times of services and frequency/duration for the average client.**

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

The Certificate of Rehabilitation and Criminal Records Sealing Program began in 2013. The program has helped Evanston residents with rehabilitating and sealing past criminal records history. The program has helped hundreds of Evanstonians that qualified and met the prerequisites contained within Illinois Senate Bill 1050 and its subsequent amendments. Several community informational sessions are held throughout the calendar year to educate potential community participants about the benefits and features of the program. Qualified program participants receive the following: (a) An initial assessment to determine the extent of criminal history and program eligibility; (b) Creation and development of personal history and references to be presented to the Circuit Court Judge; (c) Mentoring from a licensed attorney and City of Evanston Outreach Workers; (d) Assistance with obtaining all police, probation, and parole reports; (e) Submission of all required legal documentation, filings and petitions at Circuit Court and State's Attorney's Office; (f) Legal representation during candidate court appearances. In addition local employers will receive information regarding the employer tax benefits and immunity that result from hiring eligible ex-offenders.

The Certificate of Rehabilitation Initiative (CRI) is a partnership between the Moran Center and the City of Evanston to (1) educate residents about the importance of expunging or sealing an arrest and/or criminal record and (2) improve educational, employment and housing opportunities through legal assistance which reduces the negative impact of a criminal record.

Through the Certificate of Rehabilitation Initiative, the Moran Center provides services to approximately 100 residents annually. More than 80% are African American. The median age is 35 years old. A little more than half of our clients are male. Before entering prison, a quarter were married and more than half (52%) had children under 18. About half had at least a high school education prior to prison. More than two-thirds (70%) had worked in the six months preceding their incarceration, with most holding jobs in the construction, maintenance, cleaning, automotive, and food service industries. About 66% of our clients had held a job for at least one year prior to entering prison, and the median hourly wage was \$9 per hour.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

Program participants range from 18 to 65 years of age. One hundred percent of participants are low to moderate income. A participant must reside in Evanston and cannot have committed and been convicted of a crime within the last two years. Seventy percent of the participants are male and 95% of the participants are African American. In 2017, a targeted marketing effort was initiated towards the Latinx community. The efforts are yielding some positive results, in spite of the negative political environment.

The program consists of the following categories: Record Look Up/Counseling, Expungement/Sealing/ID Theft, Certificates, Court Appearances, and Other. The City of Evanston Outreach worker serves as the program recruiter and the Certificate of Rehabilitation Attorney is available to make appointments with residents Monday-Friday. In addition, she may work with one client as many as 40 hours to resolve a case.

**A. Client Recruitment**

City of Evanston Outreach worker works with Outreach clients and Moran Center workshop attendees to help participants access the program benefits.

**B. Record Look Up/Counseling**

This category represents candidates whose records are looked up. Clients are then contacted to inform them about what remedies are available to them. Occasionally, due to one of several factors, clients are not able to remedy their criminal record. The most common reasons included-a waiting period to expunge or seal, pending court fines and costs, being ineligible to seal, and/or being a poor candidate for a Certificate of Rehabilitation.

**C. Expungement/Sealing/ID Theft**

This category represents candidates for whom petitions are drafted. Participants are counseled on how to file petitions and are instructed to the Moran Center Attorney if they receive an objection from the State and require representation in court. Individuals receive legal representation in court to defend against an objection.

**C. Certificates**

Clients may be eligible for Healthcare Worker Waivers (HCW), Certificates of Good Conduct, and Certificates of Rehabilitation .

**D. Clemency**

Two clemency petitions have been filed in the program. One was granted by Governor Pat Quinn shortly before he left office. The other was withdrawn after the client had a meltdown at her hearing, leading us to conclude that her petition would be denied. The third petition was drafted but not filed after it was determined that the client's large number of unresolved misdemeanor traffic offenses could be a basis for denying the petition.

#### E. Court Appearances

Under this category, the Certificate of Rehabilitation Attorney may appear in court with the client for any of the following reasons:

- Objectives to expunging/sealing (each petition was granted)
- Vacate judgment on bond forfeiture (in order to clear a path to seal)
- Fee waiver application
- Pending misdemeanor traffic case
- Petition to reopen a juvenile court file (relating to DCFS appeal)
- Legal representation on a new felony offense (candidate previously had had his record partially sealed through the program)

#### F. Other

- Contacted participants about job opportunities
- Assisted with housing matters (found housing; resolved section 8 voucher issue)
- Assisted in filling out out-of-state court forms regarding a child custodial matter
- Assisted in filling out out-of-state expungement and fee waiver forms
- Contacted a former employer about its decision to terminate a participant based on arrest history (illegal in Illinois)
- Represented participant in DCFS Appeals process (seeking to expunge adverse findings of child neglect or abuse)

### **3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.*  
The program has been in existence since 2013. It has evolved with Illinois legislation that has broadened the scope of eligibility. The program is a partnership between the City of Evanston Youth and Young Adult Division and the James B. Moran Center for Youth Advocacy. The program also has a referral relationship with the Youth Job Center of Evanston - clients with criminal histories can learn about the program and be referred to the James B. Moran Center. Also, clients that are able to rehabilitate criminal records can take advantage of the employment services offered at the Youth Job Center of Evanston. The program will continue as long as monies are available. There is an on-going need.

Certificates of rehabilitation lift statutory bars to jobs, licenses or other necessities such as employment that result from a conviction history. Certificates may be used to provide a way for qualified people with criminal records to demonstrate rehabilitation or a commitment to rehabilitation. They are an essential resource that supports reentry and promotes public safety.

Qualifications for Certificates of Rehabilitation:

"Eligible Offender" - to be eligible for the Certificate(s) of Rehabilitation you must not have been convicted of:

Any offense or attempted offense that would subject you to register under the Sex Offender Registration Act, or the Murderer and Violent Offender Against Youth Registration Act, the Arsonists Registration Act.

To be an Eligible Offender, you cannot have been convicted of committing or attempting to commit a Class X felony, aggravated driving under the influence of alcohol, other drug or drugs or intoxicating compound or compounds, or any combination, aggravated domestic battery or a forcible felony.

"Forcible Felony" means, 1st degree murder, 2nd degree murder, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery that resulted in great bodily harm or permanent disability and any other felony which involved the use of physical force or violence against any individual that resulted in great bodily harm or permanent disability.

You may petition for the Certificate(s) of Rehabilitation even if you have more than one felony conviction (except those listed above). The time frames are:

For Misdemeanor Convictions - one year of Good Conduct (no convictions since the end of the most recent case).

For Felony Convictions - two years of Good Conduct (no convictions since the end of the most recent case)

Employers have immunity from third-party claims if they have hired the holder of a Certificate of Relief from Disabilities or Certificate of Good Conduct.

Before a person with a criminal record pays a fee for licensing, the Department of Professional Regulation offers a free of charge, non-binding advisory opinion regarding whether his or her criminal offense will be a permanent obstacle to occupational licensing.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

100	Intake/assessment
25	Referrals
100	Individual case management plan/services
50	Services delivered on an individual basis (e.g. home delivered meals)
400	One time event or activity (e.g. field trips, tax preparation)
50	Multi-session program (e.g. after school program)
200	Focused topic activities (e.g. workshops, trainings)
50	Drop in services (e.g. computer lab, tutoring, help desk)
75	Phone or online help (e.g. 24-hour help lines)
1,050.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

Eligible persons are not turned away. There is not a wait list. However, clients sometimes are inundated with life circumstances that sometimes delays the completion of the process. We assign individual case managers to assist clients with completing the process.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

The program sometimes refers clients to the City of Evanston Office of General Assistance, the Evanston Public Library, the Youth Job Center of Evanston, YMCA, YWCA, Connections for the Homeless and other city services linked to housing and health care.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

There are no other agencies in Evanston that provide this service.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

2019 Goals :

Provide 800 City of Evanston Mayor's Summer Youth Employment Program attendees with Certificate of Rehabilitation Marketing Materials.

Host 3 Certificate of Rehabilitation Information Sessions

Target and recruit 50 new Latino clients, 50 new white clients, and 5 new Asian clients

All clients are entered into the Apricot the City of Evanston social service data base

Program measurements include - Total # of intakes, # that complete process, # of sealed records, # of partial sealed records, # of Certificates, # of clemency applications, # of expungements.

Kevin Brown, Community Services Manager is responsible for program implementation.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

1200	Unduplicated people to be served in 2019
1200	Unduplicated Evanston residents to be served in 2019

1200	Unduplicated low/moderate income people to be served in 2019
1200	Unduplicated low/moderate income Evanston residents to be served in 2019
1100	Unduplicated people served in 2018
1100	Unduplicated Evanston residents served in 2018
1100	Unduplicated low/moderate income people served in 2018
1100	Unduplicated low/moderate Evanston residents served in 2018
9,200.00	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

N/A

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

100% of City of Evanston Youth and Young Adult Division staff are in leadership/decision making positions.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

N/A

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

City of Evanston Community Services Manager 30 years experience

City of Evanston Outreach Worker 20 years experience

Moran Center Attorney 30 years experience

Moran Center Social Worker 20 years experience

No new staff to be hired.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Kevin L Brown, Community Services Manager [kebrown@cityofevanston.org](mailto:kebrown@cityofevanston.org) 847-448-8042

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**

074390907

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes
- No

**18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."**

N/A

**19. Where (address/location) does your program take place and how will clients get to the location or facility?**

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Kevin L Brown, Community Services Manager

**Budget [top](#)**

<b>Funding Sources/Revenues</b>	2018	2019	2019 Committed	
City of Evanston CDBG	USD\$ 30,000.00	USD\$ 30,000.00	USD\$ 30,000.00	
City of Evanston Mental Health Board Funds				
YOU Grant	USD\$ 33,000.00	USD\$ 33,000.00	USD\$ 33,000.00	
Outreach Staff Salaries	USD\$ 315,000.00	USD\$ 315,000.00	USD\$ 315,000.00	
Health Insurance	USD\$ 35,000.00	USD\$ 35,000.00	USD\$ 35,000.00	
Social Security	USD\$ 14,000.00	USD\$ 14,000.00	USD\$ 14,000.00	
Medicare	USD\$ 45,000.00	USD\$ 45,000.00	USD\$ 45,000.00	
Other Program Costs	USD\$ 35,000.00	USD\$ 35,000.00	USD\$ 35,000.00	
<b>Total</b>	<b>USD\$ 507,000.00</b>	<b>USD\$ 507,000.00</b>	<b>USD\$ 507,000.00</b>	

  

<b>Funding Uses/Expenses</b>	2018	2019 Total	2019 CDBG	2019 MHB
City of Evanston Outreach Worker	USD\$ 30,000.00	USD\$ 0.00	USD\$ 30,000.00	
YOU Outreach Grant	USD\$ 33,000.00	USD\$ 33,000.00		
Outreach Staff Salaries	USD\$ 315,000.00	USD\$ 315,000.00	USD\$ 0.00	
Health Insurance	USD\$ 35,000.00	USD\$ 35,000.00	USD\$ 0.00	
Social Security	USD\$ 14,000.00	USD\$ 14,000.00	USD\$ 0.00	
Medicare	USD\$ 45,000.00	USD\$ 45,000.00	USD\$ 0.00	
Other Program Costs	USD\$ 35,000.00	USD\$ 35,000.00	USD\$ 0.00	
<b>Total</b>	<b>USD\$ 507,000.00</b>	<b>USD\$ 477,000.00</b>	<b>USD\$ 30,000.00</b>	<b>USD\$ 0.00</b>

**Budget Narrative**

\$30,000 used to support recruitment and case management of Certificate of Rehabilitation clients and program outreach worker salary. The Certificate of Rehabilitation Program was expanded in 2018 and outreach is being performed at Evanston Township High School. Also, every Mayor's Summer Youth Employment Program participant receives Certificate of Rehabilitation Program information. Thus, program outreach has quadrupled over the past year.

**Program Outcomes [top](#)**

**Beneficiary Demographics**

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White								
White/Hispanic								
Black or African American								
Black, African American/Hispanic								
Asian								
Asian/Hispanic								
Native American								

Native American/Hispanic									
Other									
Other/Hispanic									
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1	Conduct workshops and information sessions for 300 adults and 800 ETHS students.	Attendance records	800	100	100	100	1,100				0
2	Survey 800 ETHS students at annual 2018 MSYEP Job Fair regarding criminal histories.	Completed surveys	800	0	0	0	800				0
3	Register 15 clients to start the certificate process.	Client registrations	4	4	4	3	15				0
4	Perform 400 record look ups.	Record look up receipts.	100	100	100	100	400				0
5	Register 200 clients to begin record expungement/sealing process.	Court adjudication documentation/Client waivers	50	50	50	50	200				0
<b>Total</b>			<b>1,754</b>	<b>254</b>	<b>254</b>	<b>253</b>	<b>2,515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

## Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Documents [top](#)

#### Documents Requested \*

#### Required? Attached Documents \*

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[YYA Budget 1](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).



[YYA 2](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).

Brief biographies of key staff including demographic information.



[YYA 3](#)

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).

Supplemental information relating to your program or agency, as applicable.

Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.

HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants.



[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.  
Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓ [YYA Budget 4](#)  
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓ [YYA 5](#)  
Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.

Organizational commitment to equity, diversity and inclusion.

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 121935

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

City of Evanston  
**Mayor's Summer Youth Employment Program**

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

**USD\$ 30,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/13/2018 3:07:10 PM (Pacific)

**Project Contact**

Kevin Brown  
[kebrown@cityofevanston.org](mailto:kebrown@cityofevanston.org)  
Tel: 847-448-8042

**Additional Contacts**

[khawk@cityofevanston.org](mailto:khawk@cityofevanston.org), [pdavis@cityofevanston.org](mailto:pdavis@cityofevanston.org)

**City of Evanston**

2100 Ridge Ave  
Evanston, IL 60201

**City Manager**

Wally Bobkiewicz  
[wbobkiewicz@cityofevanston.org](mailto:wbobkiewicz@cityofevanston.org)

Telephone 847-448-8042

Fax

Web [www.cityofevanston.org](http://www.cityofevanston.org)

**Pre-Application (Letter of Intent) [top](#)**

**All Applicants Complete Questions 1-8 and attach Documents**

**1. Organization Name and Program for which you are requesting funding.**

City of Evanston

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**3. Is your organization an affiliate of a regional or statewide social service agency?**

- No
- Yes

**4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.**

*Attach the list of local board members as well as the parent organization board below.*

N/A

**5. Is your organization accredited?**

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**

**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other:

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

**TOTAL**

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

N/A

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

N/A

**Documents Requested \***

Required? **Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[CDBG](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards



[Required Document](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[download template](#)

**Application Questions [top](#)**

**provided, days/times of services and frequency/duration for the average client.**

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

**Program Structure**

MSYEP employs Evanston youth 14-18 for up to 9 weeks in full and part-time local governmental positions throughout the City of Evanston and with local private businesses. Employment start and end dates vary to accommodate the needs of employers, but typically run between June and August. A job fair is typically held where employers interview and hire potential employees. To better prepare students for work, job readiness training sessions are held for all student applicants and for students that are eventually hired.

There are four major goals for the MSYEP:

- Help Youth to Obtain Work Readiness Skills

Most youth are not adequately prepared to reach or accomplish goals which they have envisioned for themselves. The City of Evanston provides access to job readiness training programs through the Youth Job Center of Evanston and Evanston Township High School. The curriculum and instructional strategies make work a central context for learning and help program participants to acquire work readiness skills. Job applicants are required to complete and submit an on-line employment application as they would need to do in the real world of work.

Youth who are offered employment are required to attend a mandatory workplace preparation orientation.

- Help Youth Identify Career Interests – In Demand Careers - and Acquire Good Work Habits and Skills

Youth who participate in this program can explore and evaluate their career interests and goals. The City of Evanston in partnership with Evanston Township High School (ETHS) help youth to become more aware of in-demand occupational training programs offered at ETHS. All program participants receive counseling and information about the Career and Technical Education Programs offered at ETHS. The MSYEP encourages students to utilize Naviance – the college and career readiness platform, utilized at ETHS, that helps connect academic achievement to post-secondary goals. Their employment experiences allow them to develop and maintain excellent work habits and develop new skills that could translate into additional job opportunities.

- Bring Sustainable Employee Skills and Expertise to City of Evanston Businesses

One of the best components about this program is that Evanston youth are employed by the City of Evanston, local private businesses, Northwestern University, Rotary International, Northshore Healthcare Systems and non-profit organizations. Skills obtained through this program are transferable to future careers and to the City of Evanston and Evanston businesses.

- Non-Law Enforcement Crime Prevention

Components of the MSYEP focus on City funded and subsidized employment, internships, job skills building, and mental health awareness training for at-risk youth attending Evanston summer school programs. Promoting prosocial bonding with social and business institutions within the community increases positive social control and protects against delinquency. Routine activities theory is connected to the idea that engaged and supervised young people leads to reductions in unlawful offending.

The MSYEP offers youth an opportunity to obtain real world training and support that introduces them to the opportunities that will enable them to get jobs in specific in-demand industries, and also advance over time to successfully complete higher levels of education and/or workplace credentials.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

The City of Evanston Youth and Young Adult Division serves youth and young adults ages 14 to 26 that reside in the City of Evanston. The program emphasis is upon youth and young adults identified as "Opportunity Youth". These young people have been classified as the one in six young adults ages 16 to 24 that are disconnected from both education and work. They are also disconnected from the systems and pathways that lead to successful and productive lives.

According to the March 22, 2016 UIC Great Cities Institute report - "A Lost Generation: The Disappearance of Teens and Young Adults from the Job Market in Cook County - Cook County had the highest percentage in America of the population

ages 16 to 19 that were out of school and out of work in 2014 with 8.5 percent for all demographic categories. For ages 20 to 24, there were 19.9 percent out of school and out of work - the second highest percentage in the country.

The report also examined groups by race and ethnicity and reported that for the Cook County Black population aged 16 to 24 the percentage of out of school and out of work young adults was 70.7 percent in 2014. For the Hispanic or Latinos aged 16 to 24 the percentage of out of school and out of work young adults was 51.6 percent.

In 2017, about 75% of the Mayor's Summer Youth Employment Program (MSYEP) participants were low to moderate income.

Since 2012, the program has consistently averaged roughly 50% male and 50% female participants, with roughly 70% of participants being African American. Participants must be Evanston residents.

According to a 2018 Brookings Institute evaluation on the City of Boston Summer Youth Employment Program (SYEP), SYEP's have the following impacts:

- (1) Participants had fewer arraignments for violent and property crimes.
- (2) Participants showed improvements in their skills, attitudes, and aspirations.
- (3) Participants showed improvements in social and emotional skills and were linked to the decline in arraignments.

SYEP study results indicate that the value of targeting social and emotional skills in preventing criminal behavior suggests that summer jobs programs may be a vehicle for improving such skills. The evaluations have also determined that SYEP's have become increasingly popular in cities and counties across the country, and are effective in reducing crime and incarceration among participants.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.* The City of Evanston (COE) through the MSYEP has maintained its commitment to employ youth and young adults in spite of the country's slow progress of economic recovery. These jobs have provided critical skills and practical experience to participants, and have also served to help youth and young adults build a stronger more productive workforce for Evanston's future. A variety of studies have shown that youth and young adult employment programs reduce violent crimes.

In recent years, the MSYEP program has aligned itself with the skill needs of local industries important to the regional and local economy. The program is also working to better engage local businesses to help determine the skill requirements for employment and career progression in high demand occupations.

For 2019, the goal is to employ 1000 underrepresented Evanston youth. To accomplish this goal, the City is soliciting grants support and hiring participation from key stakeholders among Evanston's business, education, philanthropic and faith based communities, notable agencies and local citizens. Key business supporters will be contacted by City staff to obtain advice about how to determine employer workforce needs and how to train and match prospective youth and young adult employees with local employers to meet their needs.

Four performance indicators will be used for evaluation:

- Employer Measurements are provided to MSYEP employers to assess the maturity of youth skills through the program. At the beginning and end of the employment term employers complete a designed set of rubrics to assess the youth working for them. Categories include work place performance, professionalism and timeliness.
- Students complete a survey at the end of the program to evaluate the student experience. Students can share information about their work experience, including what they have learned versus what they expected, and how they will use the skills they learned during the summer to apply to their future career and educational goals.
- Employers complete a survey to evaluate the effectiveness of the program, student workers and offer suggestions for the program and the youth in it.
- Throughout the summer COE outreach staff monitors employers and students participating in the program. This contact includes: phone calls, emails and site visits. Staff ensures that consistent communication is in place, and address issues as soon as they may occur. Staff also facilitates an exit plan when youth leave prior to the program ending.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple*

services.

1100	Intake/assessment
1100	Referrals
1100	Individual case management plan/services
400	Services delivered on an individual basis (e.g. home delivered meals)
1100	One time event or activity (e.g. field trips, tax preparation)
400	Multi-session program (e.g. after school program)
450	Focused topic activities (e.g. workshops, trainings)
400	Drop in services (e.g. computer lab, tutoring, help desk)
100	Phone or online help (e.g. 24-hour help lines)
6,150.00	<b>TOTAL</b>

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

No Evanston resident ages 16 to 24 are turned away for services. The MSYEP maintains a waiting list of around 150 young people aged 14 and 15 years old. It can be more difficult for this population to obtain employment because of child labor law rules and regulations. We are searching for state or federal grant funding that could help with supplemental employment experiences.

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

The City of Evanston, Evanston Public Library, and the Youth Job Center of Evanston are working together with District 65 to provide tutoring positions for 14 and 15 year old workers. We have successfully employed approximately 150 with this effort and could employ more with additional funding. Participants are tracked through MSYEP registration.

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

The City of Evanston, Evanston Public Library, and the Youth Job Center of Evanston are working together through a memorandum of understanding with District 65 to provide tutoring positions for 14 and 15 year old workers. We have successfully employed approximately 150 with this effort and could employ more with additional funding. Participants are tracked through MSYEP registration.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

There are four major goals for the MSYEP:

- Non-Law Enforcement Crime Prevention

Components of the MSYEP focus on City funded and subsidized employment, internships, job skills building, and mental health awareness training for at-risk youth attending Evanston summer school programs. Promoting prosocial bonding with social and business institutions within the community increases positive social control and protects against delinquency. Routine activities theory is connected to the idea that engaged and supervised young people leads to reductions in unlawful offending.

- Help Youth to Obtain Work Readiness Skills

Most youth are not adequately prepared to reach or accomplish goals which they have envisioned for themselves. The City of Evanston provides access to job readiness training programs through the Youth Job Center of Evanston and Evanston Township High School. The curriculum and instructional strategies make work a central context for learning and help program participants to acquire work readiness skills. Job applicants are required to complete and submit an on-line employment application as they would need to do in the real world of work.

Youth who are offered employment are required to attend a mandatory workplace preparation orientation.

- Help Youth Identify Career Interests – In Demand Careers - and Acquire Good Work Habits and Skills

Youth who participate in this program can explore and evaluate their career interests and goals. The City of Evanston in partnership with Evanston Township High School (ETHS) helps youth to become more aware of in-demand occupational

training programs offered at ETHS. All program participants receive counseling and information about the Career and Technical Education Programs offered at ETHS. The MSYEP encourages students to utilize Naviance – the college and career readiness platform, utilized at ETHS, that helps connect academic achievement to post-secondary goals. Their employment experiences allow them to develop and maintain excellent work habits and develop new skills that could translate into additional job opportunities.

- Bring Sustainable Employee Skills and Expertise to City of Evanston Businesses

One of the best components about this program is that Evanston youth are employed by the City of Evanston, local private businesses, Northwestern University and non-profit organizations. Skills obtained through this program are transferable to future careers and to the City of Evanston and Evanston businesses.

The MSYEP offers youth an opportunity to obtain real world training and support that introduces them to the opportunities that will enable them to get jobs in specific in-demand industries, and also advance over time to successfully complete higher levels of education and/or workplace credentials.

Using a balanced scorecard approach, Program Managers have developed survey metrics (employer/participant satisfaction, participant reliability or effectiveness, program costs, # of jobs produced, free and reduced lunch participants) and collect data for learning and growth of participants and employers.

Kevin Brown, Community Services Manager, Porschia Davis, Program Manager, Nathan Norman, Assistant Program Manager, Jerme McCray, Summer Supervisor, and Chimere Barton, Outreach Assistant, Lachisa Barrton, Outreach Worker, Deanna Howlette, Outreach Worker, Stacey Moragne, Outreach Worker are responsible for the implementation of the MS

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

<input type="text" value="1200"/>	Unduplicated people to be served in 2019
<input type="text" value="1200"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="850"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="850"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="1100"/>	Unduplicated people served in 2018
<input type="text" value="1100"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="825"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="825"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="7,950.00"/>	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

N/A

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

All staff in leadership positions within the Youth and Young Adult Division are persons of color.

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

N/A

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)

☐ NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

The City of Evanston Youth and Young Adult Division is composed of the following:

Kevin Brown, Community Services Manager - 30 years program experience - Juris Doctor  
Porschia Davis, Program Manager - 10 years program experience - M.S. Licensed Clinical Counselor  
Nathan Norman, Assistant Program Manager - 10 years experience - currently enrolled in B.A. program  
Stacey Moragne, Outreach Worker - 20 years program experience  
Jermei McCray, Outreach Worker, Summer Supervisor - 5 years program experience  
Lachisa Barton, Outreach Worker - 15 years program experience  
Deanna Howlette, Outreach Worker - 5 years program experience - B.S. Engineering  
Chimere Barton, Outreach Assistant - 5 years program experience

All staff are persons of color.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Kevin L Brown kebrown@cityofevanston.org

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**

074390907

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

Yes

☐ No

**18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."**

N/A

**19. Where (address/location) does your program take place and how will clients get to the location or facility?**

City of Evanston 2100 Ridge Ave. Evanston, IL 60201

**20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Kevin L Brown, Community Services Manager

## Budget [top](#)

Funding Sources/Revenues	2018	2019	2019 Committed
City of Evanston CDBG	USD\$ 25,000.00	USD\$ 30,000.00	USD\$ 0.00
City of Evanston Mental Health Board Funds	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00
YOU Grant - Runaway Homeless Youth	USD\$ 33,000.00	USD\$ 33,000.00	USD\$ 0.00
City of Evanston General Fund	USD\$ 685,841.00	USD\$ 685,841.00	USD\$ 0.00
<b>Total</b>	<b>USD\$ 743,841.00</b>	<b>USD\$ 748,841.00</b>	<b>USD\$ 0.00</b>

Funding Uses/Expenses	2018	2019 Total	2019 CDBG	2019 MHB
-----------------------	------	------------	-----------	-------------



Funding covers salaries and benefits for 3 summer supervisors to manage the MSYEP Public Works Community Service Team.	USD\$ 25,000.00	USD\$ 0.00	USD\$ 30,000.00	
FT/PPT Seasonal Employees includes MSYEP	USD\$ 560,000.00	USD\$ 560,000.00	USD\$ 0.00	
Health Insurance	USD\$ 58,692.00	USD\$ 58,692.00	USD\$ 0.00	
Life Insurance	USD\$ 387.00	USD\$ 387.00	USD\$ 0.00	
Cell Phone Allowance	USD\$ 4,032.00	USD\$ 4,032.00	USD\$ 0.00	
IMRF	USD\$ 43,562.00	USD\$ 43,562.00	USD\$ 0.00	
Social Security	USD\$ 31,864.00	USD\$ 31,864.00	USD\$ 0.00	
Medicare	USD\$ 7,452.00	USD\$ 7,452.00	USD\$ 0.00	
Rental of Auto Fleet Maintenance	USD\$ 1,086.00	USD\$ 1,086.00	USD\$ 0.00	
Van Rental	USD\$ 2,266.00	USD\$ 2,266.00	USD\$ 0.00	
Clothing	USD\$ 2,500.00	USD\$ 2,500.00	USD\$ 0.00	
Food	USD\$ 3,500.00	USD\$ 3,500.00	USD\$ 0.00	
Equipment and Tools	USD\$ 1,000.00	USD\$ 1,000.00	USD\$ 0.00	
Safety Equipment	USD\$ 2,500.00	USD\$ 2,500.00	USD\$ 0.00	
<b>Total</b>	<b>USD\$ 743,841.00</b>	<b>USD\$ 718,841.00</b>	<b>USD\$ 30,000.00</b>	<b>USD\$ 0.00</b>

### Budget Narrative

#### A. Salaries – Total: \$30,000

Program Lead Summer Supervisor (1) will spend 100% of their time hiring, training staff, and supervising participants. The Youth and Young Adult Division is always seeking additional outside resources to support the program. Toward those efforts we have increased the number of private employer participants by 20% over fy 2017. Thus, increasing the numbers of program participants not funded through COE dollars. We have also collaborated with the YOU program to qualify for outreach worker grant funds that would help us to strengthen program supervision.

This individual's summer salary is \$9,750 for 375 summer hours.

Program Summer Supervisor (2) will spend 100% of their time training and supervising participants. This individuals summer salary is \$5,625 for 375 summer hours.

Program Summer Supervisor (3) will spend 100% of their time training and supervising participants. This individuals summer saalary is \$5,625.

#### B. Fringes – Total: \$9000

FICA will be paid for all salaries:

Unemployment costs:

Retirement for full-time employee Jermey McCray.

### Program Outcomes [top](#)

### Beneficiary Demographics

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White	95	95	120	120				
White/Hispanic	120	120	200	200				
Black or African American	443	443	550	550				
Black, African American/Hispanic								
Asian	10	10	15	15				
Asian/Hispanic								
Native American								
Native American/Hispanic	10	10	15	15				

Other	142	142	200	200				
Other/Hispanic	820	820	1,100	1,100				
<b>Total</b>	<b>1,640</b>	<b>1,640</b>	<b>2,200</b>	<b>2,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1						0					0
2						0					0
3						0					0
4						0					0
5						0					0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0

11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

**Documents** [top](#)

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.	✓	<a href="#">YYA Budget</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.		
Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).	✓	<a href="#">YYA Budget 1</a>
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).		
Brief biographies of key staff including demographic information.	✓	<a href="#">YYA Budget 2</a>
Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).		
Supplemental information relating to your program or agency, as applicable.		
Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.		
HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants. <a href="#">download template</a>		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.	✓	<a href="#">YYA Budget 3</a>
Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.		

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓

[YYA Budget 4](#)

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

Organizational commitment to equity, diversity and inclusion.

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 121932

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Services & Mental Health Board**  
8/15/2018 deadline

City of Evanston  
**City of Evanston - Target Area Graffiti Removal**

Jump to: [Pre-Application \(Letter of Intent\)](#) [Application Questions](#) [Budget](#) [Program Outcomes](#) [Documents](#)

**USD\$ 50,000.00** Requested  
USD\$ 0 MHB Request

Submitted: 8/15/2018 2:36:13 PM (Pacific)

**Project Contact**

Gary Gerdes  
[ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org)  
Tel: 847-448-8030

**Additional Contacts**

*none entered*

**City of Evanston**

2100 Ridge Avenue, Room 3501  
Evanston, IL 60201

**City Manager**

Wally Bobkiewicz  
[wbobkiewicz@cityofevanston.org](mailto:wbobkiewicz@cityofevanston.org)

Telephone 847-448-8030

Fax 847-448-8020

Web [www.cityofevanston.org](http://www.cityofevanston.org)

**Pre-Application (Letter of Intent)** [top](#)

**All Applicants Complete Questions 1-8 and attach Documents**

**1. Organization Name and Program for which you are requesting funding.**

City of Evanston - Target Area Graffiti Removal

**2. Type of organization**

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**3. Is your organization an affiliate of a regional or statewide social service agency?**

- No
- Yes

**4. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter NA below.**

*Attach the list of local board members as well as the parent organization board below.*

NA

**5. Is your organization accredited?**

- Yes
- No

**6. If yes, provide the name of the accrediting body and the date of your most recent accreditation. If no, enter NA below.**

NA

**7. People served:**

Check all that apply.

- Youth 0-15 years
- Youth & young adults 16-24 years
- Adults 25-54 years
- Older adults/seniors 55+ years
- Other: Residents of CDBG Target Area

**8. 2019 Funding Requested from the City of Evanston**

Enter amounts requested by funding source below. Do not include dollar signs. The total should match the "Amount Requested" on the Summary page.

CDBG

MHB (Human Services Fund)

**TOTAL**

**9. Funding request is:**

Programs funded in 2018 should be classified as renewal even if amount requested is different from 2018 grant.

- Renewal of 2018 CDBG funding
- Renewal of 2018 MHB funding
- New request for CDBG
- New request for MHB

**New Applicants or Programs Complete Questions 10-11 (renewal applicants enter NA)**

**10. NEW APPLICANTS OR AGENCIES FUNDED IN 2017 APPLYING FOR A PROGRAM NOT FUNDED IN 2018 ONLY: Briefly describe your program and summarize its goals and accomplishments. IF CURRENTLY FUNDED, ENTER "NA."**

Include a description of program participants (age, gender, income level, family status, etc.) and the number of Evanston residents it serves annually.

NA

**11. NEW APPLICANTS OR CURRENTLY FUNDED AGENCIES APPLYING FOR A PROGRAM NOT CURRENTLY FUNDED ONLY: Explain what unmet need it addresses, how the need was identified, any alternatives considered to address it, and describe your capacity to implement it.**

If a new program launch, detail your organization's programmatic and funding capacity, including other funding that is committed or being sought for the program.

NA

**Documents Requested \***

**Required? Attached Documents \***

Current year agency operating budget. (City of Evanston applicants, please upload a blank page).



[Blank Page](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards



[Blank Page](#)

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form

[Blank Page](#)

[download template](#)

**Application Questions [top](#)**

1. Describe your program, including the need(s) that it addresses. Be specific about the activities/services

**provided, days/times of services and frequency/duration for the average client.**

*Please note that this question is not directed at the agency overall; it is specific to the program for which you are requesting funding.*

The Graffiti Removal Program operates 7.5 hours/day, 5 days/week. On a daily basis, our Graffiti Technician, Karlton Mims is in the field monitoring the condition of the public right of way, removing graffiti tags and responding to complaints of graffiti tags.

Mr. Mims documents the incidence of graffiti along with the type of graffiti in order to identify patterns and locate trends. The Graffiti Technician removes graffiti from public property including streets and sidewalks, utility poles, ComEd and At&T switch boxes. Graffiti is identified by type (gang signs, tagging, etc) and reported to the Police Department as appropriate. The Graffiti Technician also coordinates the removal of graffiti from private residences using a private contractor.

**2. Who participates in or benefits from the program or services? Describe the population in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.**

Our customers are the residents of the City of Evanston, particularly the residents of the CDBG target area, West Evanston NRSA and Southeast Evanston NRSA. Tags removed in the CDBG Target Area are eligible for CDBG funding based on an area benefit to LMI people. Staff conservatively estimates that 50% of tags removed are in the CDBG Target Areas.

**3. Describe what underrepresented populations are identified and targeted for services and how City funds would improve equity of service delivery. How would the program measure/report impact to these populations?**

*If applying for CDBG funds, describe the need(s) identified in the 2015-2019 Consolidated Plan that your program addresses.*

Our customers are the residents of the City of Evanston, particularly the residents of the CDBG target area, West Evanston NRSA and Southeast Evanston NRSA. Tags removed in the CDBG Target Area are eligible for CDBG funding based on an area benefit to LMI people. Staff conservatively estimates that 50% of tags removed are in the CDBG Target Areas.

**4. Provide an estimate of the unduplicated number of Evanston residents expected to participate in each service described below for the program described in question 2.**

*Disregard the total as it will NOT reflect the unduplicated count - it is understood that a single client can participate in multiple services.*

<input type="text" value=""/>	NA	Intake/assessment
<input type="text" value=""/>	NA	Referrals
<input type="text" value=""/>	NA	Individual case management plan/services
<input type="text" value=""/>	NA	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value=""/>	NA	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value=""/>	NA	Multi-session program (e.g. after school program)
<input type="text" value=""/>	NA	Focused topic activities (e.g. workshops, trainings)
<input type="text" value=""/>	NA	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value=""/>	NA	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="0.00"/>	<b>TOTAL</b>	

**5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2018 program year and why? Does the program maintain a wait list? Does demand fluctuate throughout the year?**

No

**6. Does the program provide referrals within the organization and/or to other agencies? Describe referral process and how referrals are tracked.**

No

**7. What other agencies address this need, how do you collaborate with them to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

No other agencies address this need.

**8. Describe program goals and outcomes anticipated in 2019, including any change from 2018 if applicable. What data are collected and used to analyze program and measure success? Who is responsible for ensuring the program is implemented as planned?**

The program goal is to remove all graffiti as it occurs. Graffiti is categorized by type and location. It is documented by the Graffiti Technician and the data is stored in a relational database. Reports are generated for monitoring purposes and metrics are analyzed for trends. The Division Manager is responsible for ensuring implementation of the program but relies heavily on information provided by the Graffiti Technician. In 2019, we estimate that over 1600 tags will be removed.

**9. Complete the chart below with the unduplicated total of people you expect to serve in 2019, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2018.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2018 must show an increase in people served if applying for an increase in CDBG funding.*

<input type="text" value="75,282"/>	Unduplicated people to be served in 2019
<input type="text" value="75,282"/>	Unduplicated Evanston residents to be served in 2019
<input type="text" value="28,457"/>	Unduplicated low/moderate income people to be served in 2019
<input type="text" value="28,457"/>	Unduplicated low/moderate income Evanston residents to be served in 2019
<input type="text" value="74,239"/>	Unduplicated people served in 2018
<input type="text" value="74,239"/>	Unduplicated Evanston residents served in 2018
<input type="text" value="28,060"/>	Unduplicated low/moderate income people served in 2018
<input type="text" value="28,060"/>	Unduplicated low/moderate Evanston residents served in 2018
<input type="text" value="412,076.00"/>	<b>TOTAL</b>

**10. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*Also attach a list of current Board members including Board demographics including age, race/ethnicity under the "Documents" tab. City of Evanston applicants, enter "NA."*

NA

**11. How many staff of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

NA

**12. Describe agency's capacity to undertake the proposed program, including policies and procedures for managing finances and procurement.**

*CDBG applicants, include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resource Library).*

The Graffiti Removal program has been in existence for decades and has been partially funded by CDBG grants. Therefore, we have substantial experience with federal reporting and HUD compliance requirements through our CDBG grants administrator.

**13. If applying for CDBG funds, how will the program's eligibility for CDBG funding be established?**

*All recipients of CDBG or MHB funds are required to report the income levels and race/ethnicity of participants. MHB funding is not contingent on serving primarily low/moderate income residents.*

- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- NA (applying for MHB only)

**14. Describe the number, qualifications and experience of program staff. Will new staff be hired and is this dependent on City funding? Will the staff be retained if City funding is not received in future years? Also provide staff demographics.**

*For staff demographics provide age, gender, and race/ethnicity. Also provide staff to participant ratio and any requirements for program licensing or accreditation.*

Our program has one staff member, Graffiti Technician Karlton Mims. Mr. Mims is a long time Evanston resident and is highly qualified to remove graffiti. Karlton has 20 years of service experience performing and coordinating graffiti removal. He participates in quarterly training sessions and has an in-depth knowledge of the city. The staff ratio is 1:74,239. Historically, this program has been funded by a combination of CDBG funding and City of Evanston funding.

**15. Provide the name, email and phone number of the individual who attended the pre-application meeting.**

Gary Gerdes, ggerdes@cityofevanston.org, 847 448-8030

**16. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." (City of Evanston applicants, enter 074390907)**

074390907

**17. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes



18. If "no," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. IF "YES," ENTER "NA."

NA

19. Where (address/location) does your program take place and how will clients get to the location or facility?

NA

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG and/or MHB funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Gary Gerdes, Building & Inspection Services Division Manager

**Budget [top](#)**

<b>Funding Sources/Revenues</b>	2018	2019	2019 Committed	
City of Evanston CDBG	USD\$ 47,000.00	USD\$ 50,000.00		
City of Evanston General Funds	USD\$ 45,831.00	USD\$ 46,389.00		
<b>Total</b>	<b>USD\$ 92,831.00</b>	<b>USD\$ 96,389.00</b>	<b>USD\$ 0.00</b>	

  

<b>Funding Uses/Expenses</b>	2018	2019 Total	2019 CDBG	2019 MHB
Salary & Benefits	USD\$ 85,268.00	USD\$ 87,826.00	USD\$ 45,720.00	
Supplies	USD\$ 3,000.00	USD\$ 4,000.00	USD\$ 2,000.00	
Rental of Auto Fleet Maintenance	USD\$ 2,047.00	USD\$ 2,047.00	USD\$ 1,024.00	
Rental of Auto Replacement	USD\$ 2,001.00	USD\$ 2,001.00	USD\$ 1,001.00	
Shoe Allowance	USD\$ 155.00	USD\$ 155.00	USD\$ 75.00	
Telecommunications - Wireless	USD\$ 360.00	USD\$ 360.00	USD\$ 180.00	
<b>Total</b>	<b>USD\$ 92,831.00</b>	<b>USD\$ 96,389.00</b>	<b>USD\$ 50,000.00</b>	<b>USD\$ 0.00</b>

**Budget Narrative**

The Community Development Department relies on additional funding from the City of Evanston General Fund for the Graffiti program. The difference in revenue funding is due to 3% increase in the Graffiti Technician salary for 2019 and an increase in supplies and equipment requests.

**Program Outcomes [top](#)**

**Beneficiary Demographics**

DEMOGRAPHICS	2018 Total	2018 Low/Mod Income	2019 Total	2019 Low/Mod Income	2018 Evanston Total	2018 Evanston Low/Mod	2019 Evanston Total	2019 Evanston Low/Mod
White								
White/Hispanic								
Black or African American								
Black, African American/Hispanic								
Asian								
Asian/Hispanic								
Native American								
Native American/Hispanic								

Other										
Other/Hispanic										
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Outcomes

Outcome	Indicator (How was success measured?)	Goal # (G): Jan-Mar	G: Apr-Jun	G: Jul-Sep	G: Oct-Dec	Goal Total	Actual # (A): Jan-Mar	A: Apr-Jun	A: Jul-Sep	A: Oct-Dec	Actual Total
1						0					0
2						0					0
3						0					0
4						0					0
5						0					0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Program Line Item Expenditures

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

### Program Line Item Funding

Item Description	Total Budget	CDBG Funds	MHB Funds	Q1 Jan-Mar	Q2 Apr-Jun	Q3 Jul-Sep	Q4 Oct-Dec	Spent to Date
1								\$ 0
2								\$ 0
3								\$ 0
4								\$ 0
5								\$ 0
6								\$ 0
7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0

11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>

**Documents** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

REQUIRED FOR ALL EXTERNAL APPLICANTS. Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.	✓	<a href="#">blank page</a>
REQUIRED FOR ALL EXTERNAL APPLICANTS. Most recent annual report or a summary of the organization's prior year's activities and accomplishments including strategic plan.		
Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG or MHB in the last two years).	✓	<a href="#">blank page</a>
Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2017 only if changed).		
Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2017 only if changed).		
Brief biographies of key staff including demographic information.	✓	<a href="#">blank page</a>
Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for a written response (new applicants or previously funded agencies only if changed).		
Supplemental information relating to your program or agency, as applicable.		
Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 11.		
HUD Family income limits used to determine eligibility for CDBG funding and for reporting demographic characteristics of participants. <a href="#">download template</a>		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Agency Organization Chart that identifies reporting relationship between staff implementing program for which funding is requested and senior management.		
REQUIRED FOR ALL EXTERNAL APPLICANTS. Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.	✓	<a href="#">blank page</a>
Budget detail - if the form on the budget tab does not have enough lines to break out each funding source of \$20,000 or more, attach detail for categories such as Foundation Grants here.		

REQUIRED FOR ALL EXTERNAL APPLICANTS. ✓

[blank page](#)

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

Organizational commitment to equity, diversity and inclusion.

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 122459

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Facilities & Improvements**  
8/15/2018 deadline

City of Evanston  
**Clyde Brummel Park Fencing Replacement**

Jump to: [Letter of intent](#) [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 50,000.00** Requested

Submitted: 8/13/2018 1:16:38 PM (Pacific)

**Project Contact**

Stefanie Levine  
[slevine@cityofevanston.org](mailto:slevine@cityofevanston.org)  
Tel: 847-448-8043

**Additional Contacts**

*none entered*

**City of Evanston**

2100 Ridge Avenue  
Evanston, IL 60201

**City Manager**

Wally Bobkiewicz  
[wbobkiewicz@cityofevanston.org](mailto:wbobkiewicz@cityofevanston.org)

Telephone 847-448-8043  
Fax 847-448-8118  
Web [cityofevanston.org](http://cityofevanston.org)

**Letter of intent** [top](#)

**1. Type of organization**

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**2. Is your organization an affiliate of a regional or statewide agency?**

- No
- Yes

**3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.**

NA

**4. CDBG Funding Requested for 2019 from the City of Evanston**

*Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.*

50000

**5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.**

*Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.*

This project will replace an existing post and rail fence at Clyde Brummel Park with new panel fencing and entry gates to prevent children from running out of the park and into oncoming traffic along Brummel Street. Clyde Brummel Park is located in southeast Evanston and the intersection of Clyde Avenue and Brummel Street. Project design will occur in winter/spring 2019, bidding will occur in spring 2019 and construction will occur in summer 2019.

**Documents Requested \***Required? **Attached Documents \***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

[Attachment](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[Attachment](#)[download template](#)**Application Questions** [top](#)**1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.**

*Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement*

This project will replace existing post and rail fencing with new welded wire fencing and entry gates at Clyde-Brummel Park, located at the intersection of Clyde Avenue and Brummel Street in southeast Evanston. This improvement is needed as the park's existing post and rail fencing does not provide an adequate protective barrier to prevent children in the park from running into the street, thus raising safety concerns for parents. This project will create improvements to the City's public infrastructure and public facility system, both of which are identified as high priority needs in the City's Consolidated Plan.

This project will largely benefit the local neighborhood surrounding Clyde-Brummel Park. Clyde-Brummel Park is located in Block Group 8102002 which has a low/moderate income level of 41.18%. The Block Group immediately west of Clyde-Brummel Park (8102003) has a low/moderate income level of 58.23%.

**2. Project category and use of CDBG funds (check all that apply)**

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

**3. How will the project's eligibility for CDBG funding be established?**

*If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

**4. Is the facility in compliance with the Americans with Disabilities Act?**

- Yes
- No

**5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.**

NA

**6. Please check all items below that are applicable to this project**

- Compliant with zoning

- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

**7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**  
NA

**8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements. If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?**  
The City of Evanston's Public Works Agency regularly plans and executes capital construction projects throughout the City and maintains a staff with appropriate technical expertise to perform this project.

**9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**  
City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201

**10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**  
The scope of work for this project includes removal of the existing post and rail fence and installation of a new welded wire panel fence and gate system.

The project schedule is:  
Bid document preparation: winter 2019  
Bidding: spring 2019  
Construction: summer 2019

**11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?**  
This project will provide enhanced child safety within Clyde-Brummel Park by installing a more substantial barrier between the park and the adjacent street. If not undertaken in 2019, this safety concern will persist.

**12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**  
NA

**13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**  
*City of Evanston applicants, enter "NA" below.*  
NA

**14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.**  
074390907

**15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.**  
*Enter the name and title of the individual submitting this application.*  
Stefanie Levine

**Budget** [top](#)

<b>Funding Sources/Revenues</b>	<b>Project Sources</b>	<b>Amount Committed</b>
Evanston CDBG	USD\$ 50,000.00	
<b>Total</b>	39 of 6 <b>USD\$ 50,000.00</b>	<b>USD\$ 0.00</b>

## Funding Uses/Expenses

	Project Uses	Planned Use of CDBG
General Conditions	USD\$ 5,000.00	USD\$ 5,000.00
Remove existing post and rail fence	USD\$ 4,200.00	USD\$ 4,200.00
Install new 4' high panel fence	USD\$ 23,800.00	USD\$ 23,800.00
Install new 4' high panel single swing gates	USD\$ 7,000.00	USD\$ 7,000.00
Install new 4' high panel double swing gates	USD\$ 5,000.00	USD\$ 5,000.00
Site restoration	USD\$ 5,000.00	USD\$ 5,000.00
<b>Total</b>	<b>USD\$ 50,000.00</b>	<b>USD\$ 50,000.00</b>

## Funding Secured

USD\$

The portion of project funding that is committed and will be available if 2019 CDBG funding is recommended. **0.00**  
City of Evanston CDBG funding should not be included as committed.

## Budget Narrative

CDBG funding in the amount of \$50,000 is being requested to execute this project. To date, no funds for this project have been approved. Costs for the project were determined through staff estimates based on prior work of a similar nature. Due to the limited scope of work for this project, scope reduction or phased implementation is not possible.

## Documents [top](#)

### Documents Requested \*

### Required? Attached Documents \*

Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[Attachment](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff, including demographic information, or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Quotations or other pricing information used to develop your project budget.



[Cost Estimate](#)

2019 CDBG Application Review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or



received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 119512

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Facilities & Improvements**  
8/15/2018 deadline

City of Evanston  
**Harbert Park Bike Path Improvements**

Jump to: [Letter of intent](#) [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 100,000.00** Requested

Submitted: 8/13/2018 1:19:16 PM (Pacific)

**Project Contact**

Stefanie Levine  
[slevine@cityofevanston.org](mailto:slevine@cityofevanston.org)  
Tel: 847-448-8043

**Additional Contacts**

*none entered*

**City of Evanston**

2100 Ridge Avenue  
Evanston, IL 60201

**City Manager**

Wally Bobkiewicz  
[wbobkiewicz@cityofevanston.org](mailto:wbobkiewicz@cityofevanston.org)

Telephone 847-448-8043  
Fax 847-448-8118  
Web [cityofevanston.org](http://cityofevanston.org)

**Letter of intent** [top](#)

**1. Type of organization**

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

**2. Is your organization an affiliate of a regional or statewide agency?**

- No
- Yes

**3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.**

NA

**4. CDBG Funding Requested for 2019 from the City of Evanston**

*Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.*

100000

**5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.**

*Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.*

This project will include renovations to portions of the Harbert Park bike path to eliminate existing drainage issues and improve path function. Harbert Park is located east of the North Shore Channel between Main Street and Dempster Street. Design of this work will occur in winter/spring 2019, bidding will occur in spring 2019 and construction will occur in summer 2019.

**Documents Requested \***Required? **Attached Documents \***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

[Attachment](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form. [download template](#)

[Attachment](#)**Application Questions** [top](#)**1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.**

*Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement*

This project will provide drainage improvements along the existing bike path through Harbert Park located east of the North Shore Channel between Main Street and Dempster Street. This improvement is needed to alleviate flooding that occurs at several areas along the existing bike path serving this park. During inclement weather, sections of the bike path flood rendering the path virtually unusable to the public. The drainage improvements will include a combination of drainage piping and spot repaving of low areas to address this issue. This project will create improvements to the City's public infrastructure and public facility system, both of which are identified as high priority needs in the City's Consolidated Plan.

This project will largely benefit the local neighborhood surrounding Harbert Park. Harbert Park is located in Block Group 8097003 which has a low/moderate income level of 47.2%. The Block Group immediately north of Harbert Park (8096003) has a low/moderate income level of 50.22%.

**2. Project category and use of CDBG funds (check all that apply)**

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

**3. How will the project's eligibility for CDBG funding be established?**

*If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

**4. Is the facility in compliance with the Americans with Disabilities Act?**

- Yes
- No

**5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.**

NA

**6. Please check all items below that are applicable to this project**

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

**7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

NA

**8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.**

*If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?*

The City of Evanston's Public Works Agency regularly plans and executes capital construction projects throughout the City and maintains a staff with appropriate technical expertise to perform this project.

**9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**

City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201

**10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**

The scope of work for this project includes construction of drainage piping and spot repaving at low areas of the existing pathway to alleviate flooding during inclement weather.

The project schedule is:

Bid document preparation: winter 2019

Bidding: spring 2019

Construction: summer 2019

**11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?**

This project will provide year-round use of the existing bike path which currently floods during inclement weather. If not undertaken in 2019, the path will continue to flood, limiting public use.

**12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

NA

**13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*City of Evanston applicants, enter "NA" below.*

NA

**14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.**

074390907

**15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Stefanie Levine

**Budget** [top](#)

**Funding Sources/Revenues**

Evanston CDBG

**Project Sources**

44 of 67  
USD\$ 100,000.00

**Amount Committed**

**Total** **USD\$ 100,000.00** **USD\$ 0.00**

**Funding Uses/Expenses**

	Project Uses	Planned Use of CDBG
General Conditions	USD\$ 7,500.00	USD\$ 7,500.00
Drainage	USD\$ 43,500.00	USD\$ 43,500.00
Earthwork	USD\$ 17,500.00	USD\$ 17,500.00
Paving	USD\$ 21,000.00	USD\$ 21,000.00
Restoration	USD\$ 10,500.00	USD\$ 10,500.00
<b>Total</b>	<b>USD\$ 100,000.00</b>	<b>USD\$ 100,000.00</b>

**Funding Secured**

**USD\$**

The portion of project funding that is committed and will be available if 2019 CDBG funding is recommended. **0.00**  
 City of Evanston CDBG funding should not be included as committed.

**Budget Narrative**

CDBG funding in the amount of \$100,000 is being requested to execute this project. To date, no funds for this project have been approved. Costs for the project were determined through staff estimates based on prior work of a similar nature. Due to the limited scope of work for this project, scope reduction or phased implementation is not possible.

Staff is currently considering applying for an Open Space and Land Acquisition and Development (OSLAD) grant for this park through the Illinois Department of Natural Resources. If that grant is pursued it will be to enhance the types of improvements proposed at this park. Specific grant items are still under consideration at this time but may include upgrades to the existing lighting system and site furnishings.

Additionally, staff has obtained \$100,000 in funding through the City's CIP to improve the existing basketball court and \$100,000 through the alderman's Neighborhood Fund to construct a new picnic shelter at the park. Should the CDBG this grant be awarded, the bike path project will be combined with these other improvements under a single construction contract.

**Documents** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

✓ [Attachment](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff, including demographic information, or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Quotations or other pricing information used to develop your project budget.



[Cost Estimate](#)

2019 CDBG Application Review Meeting Schedule.  
Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1- June 30, this will be for FY2018.

\* *ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 119474

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Facilities & Improvements**  
8/15/2018 deadline

## City of Evanston Lead Service Replacement Program

Jump to: [Letter of intent](#) [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 75,000.00** Requested

Submitted: 8/15/2018 12:27:13 PM (Pacific)

### Project Contact

Chris Venatta  
[cvenatta@cityofevanston.org](mailto:cvenatta@cityofevanston.org)  
Tel: 847-448-8129

### Additional Contacts

*none entered*

### City of Evanston

2100 Ridge Avenue  
Evanston, IL 60201

### City Manager

Wally Bobkiewicz  
[citymanagersoffice@cityofevanston.org](mailto:citymanagersoffice@cityofevanston.org)

Telephone 847-448-8129

Fax

Web [www.cityofevanston.org](http://www.cityofevanston.org)

## Letter of intent [top](#)

### 1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

### 2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

### 3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

NA

### 4. CDBG Funding Requested for 2019 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

75000

### 5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

*Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.*

This project consists of funding the replacement of partial lead water service lines at owner occupied homes that meet CDBG income requirements. When the City replaces old water mains, the service line from the parkway to the main line in the street is replaced with copper pipe. Many residents are left with lead lines from the parkway to their houses. This project will replace the private portion of the line at locations where the City has already replaced the water main and the public portion of the water service line. The program would be open to funding 47 of 67 homes on a first come first serve basis.

**Documents Requested \***Required? **Attached Documents \***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

[Blank Page](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form.

[Blank Page](#)[download template](#)**Application Questions** [top](#)**1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.**

*Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement*

This project consists of funding the replacement of partial lead water service lines at owner occupied homes that meet current HUD Income Limit requirements. When the City replaces old water mains, the service line from the parkway to the main line in the street is replaced with copper pipe. Many residents are left with lead lines from the parkway to their houses. This project will replace the private portion of the line at locations where the City has already replaced the water main and the public portion of the water service line. The program would be open to funding 10 homes on a first come first serve basis.

Lead service lines are a health concern because they can be a source of lead in tap water. The partial repair or replacement of lead service lines may pose a risk to the resident due to the service line being disturbed. This project would remove the remaining portion of lead service lines from locations where the City has already replaced the service from the main to the parkway with copper pipe. This will reduce the risk of lead exposure to the resident. Additionally, the City does not provide any lead service replacements to residents so it would be unlikely that the low/moderate income property owners would ever perform this work at their own expense.

Applicants would be evaluated on eligibility for the program based on the most current HUD Income Limits.

**2. Project category and use of CDBG funds (check all that apply)**

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

**3. How will the project's eligibility for CDBG funding be established?**

*If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

**4. Is the facility in compliance with the Americans with Disabilities Act?**

- Yes
- No

**5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe**



**how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.**

NA

**6. Please check all items below that are applicable to this project**

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

**7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

NA

**8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.**

*If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?*

The project would be overseen by City of Evanston staff experienced in water main and water service replacement projects including design, bidding and contract procurement, and construction administration subject to federal Davis-Bacon prevailing wages.

**9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**

The property owners are yet to be determined. The grant will be open to anyone that applies and meets HUD Income Limit requirements.

**10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**

This project includes replacing partial lead water service lines at owner occupied homes that meet current HUD Income Limit requirements. These existing lead service lines would be replaced with copper pipe from the buffalo box in the City's parkway to the residents water meter. The program would open up to applicants in the winter/spring of 2019 with construction of the new service lines expected during the summer/fall of 2019.

**11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?**

This project will remove a potential health concerns from each residence in which the lead service line is replaced. The American Water Works Association recommends replacing lead water service lines when possible and with a heightened awareness of lead in drinking water this project would eliminate a major cause of concern for lead exposure in the home. A new copper service line would also increase the property value at each location.

If this project is not undertaken in 2019 then homes that currently have partial lead water service lines will continue to have a potential health risk from lead exposure.

**12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

NA

**13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*City of Evanston applicants, enter "NA" below.*

NA

**14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.**

074390907

**15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.**

Enter the name and title of the individual submitting this application.  
 Chris Venatta, Senior Project Manager, Public Works Agency

**Budget** [top](#)

<b>Funding Sources/Revenues</b>	Project Sources	Amount Committed
Evanston CDBG	USD\$ 75,000.00	
<b>Total</b>	<b>USD\$ 75,000.00</b>	<b>USD\$ 0.00</b>

<b>Funding Uses/Expenses</b>	Project Uses	Planned Use of CDBG
Partial Lead Water Service Replacement		USD\$ 75,000.00
<b>Total</b>	<b>USD\$ 0.00</b>	<b>USD\$ 75,000.00</b>

**Funding Secured** **USD\$ 0.00**  
 The portion of project funding that is committed and will be available if 2019 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

**Budget Narrative**

The sole funding source being pursued for this project is from CDBG. Costs were estimated at \$7,500 per residence which is based on recent construction costs on projects of similar scope and size. This estimate yields 10 locations that may be included in the program if the full \$75,000 is granted. If revenues are less than the project budget then the amount of homes included in the project will be reduced.

**Documents** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.

✓ [Blank Page](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff, including demographic information, or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Quotations or other pricing information used to develop your project budget.

✓ [Blank Page](#)

2019 CDBG Application Review Meeting Schedule. Please note that the order in which applications will

be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

\* *ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 121918

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)

City of Evanston  
Community Development  
**2019 CDBG Public Facilities & Improvements**  
8/15/2018 deadline

## City of Evanston CDBG Alley Paving

Jump to: [Letter of intent](#) [Application Questions](#) [Budget](#) [Documents](#)

**USD\$ 390,000.00** Requested

Submitted: 8/15/2018 12:14:03 PM (Pacific)

### Project Contact

Chris Venatta  
[cvenatta@cityofevanston.org](mailto:cvenatta@cityofevanston.org)  
Tel: 847-448-8129

### Additional Contacts

*none entered*

### City of Evanston

2100 Ridge Avenue  
Evanston, IL 60201

### City Manager

Wally Bobkiewicz  
[citymanagersoffice@cityofevanston.org](mailto:citymanagersoffice@cityofevanston.org)

Telephone 847-448-8129

Fax

Web [www.cityofevanston.org](http://www.cityofevanston.org)

## Letter of intent [top](#)

### 1. Type of organization

- 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Other:

### 2. Is your organization an affiliate of a regional or statewide agency?

- No
- Yes

### 3. If yes, provide the organization name and a brief explanation of the relationship. If there is a local board, describe its decision-making authority. If no, enter "NA" below.

N/A

### 4. CDBG Funding Requested for 2019 from the City of Evanston

Enter amount of CDBG requested below. Do not include dollar signs. The amount should match the "Amount Requested" on the Summary page.

390000

### 5. Briefly describe your project, including location, scope of work, and timeline. Provide the projected start and completion dates. Note if either the start or completion date is not flexible, as this may affect eligibility for funding.

*Funded projects that are undertaken before completion of the Environmental Review and execution of CDBG agreement with the City are disqualified for CDBG funds.*

This project consists of paving an unpaved alley north of Cleveland Street and east of Wesley Avenue. Work includes the construction of a concrete alley with a drainage system and all related restoration. The work will be bid in the spring of 2019 and completed in the fall of 2019.

**Documents Requested \***Required? **Attached Documents \***

Current year agency operating budget, including building operations expenses; and current capital budgets, if any. (City of Evanston applicants, please upload a blank page)

[Blank Page](#)

REQUIRED FOR EXTERNAL APPLICANTS ONLY. Board of Directors, including demographic information, professional affiliations and home addresses. If a regional organization with a local board of directors, attach listings of both boards.

REQUIRED FOR EXTERNAL APPLICANTS Conflict of Interest Disclosure. City of Evanston and Federal policies require the disclosure of any possible conflict of interest in the provision of Federal or local funding. Complete and upload the attached form. [download template](#)

[Blank Page](#)**Application Questions [top](#)****1. Provide a detailed description of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it.**

*Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement*

This project consists of paving an unimproved alley within the public right of way. The alley is located north of Cleveland Street and east of Wesley Ave (9th Ward). Work includes the construction of a concrete alley with a drainage system and all related restoration work.

Unpaved alleys are a nuisance to the surrounding properties due to poor drainage and the dirt and debris that are tracked into garages, parking areas, and onto the streets by vehicles from the unpaved surface. Paving the alley and adding a drainage system will benefit the surrounding properties directly adjacent to the alley.

The users of the alley are primarily the residents of the properties directly adjacent to the alley and refuse collection and utility service providers. The alley is located in a census block group that is 45% low/moderate income.

**2. Project category and use of CDBG funds (check all that apply)**

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other:

**3. How will the project's eligibility for CDBG funding be established?**

*If Area Benefit, see maps in the Resources section for eligible areas. If Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

**4. Is the facility in compliance with the Americans with Disabilities Act?**

- Yes
- No

**5. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.**

NA

**6. Please check all items below that are applicable to this project**

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
- None of the above

**7. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

NA

**8. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements.**

*If construction, have you managed a project subject to federal Davis-Bacon prevailing wages or HUD Section 3?*

The project would be accomplished by City of Evanston engineering staff experienced in the preparation of alley paving construction plans and specifications, bidding and contract procurement, and construction administration subject to federal Davis-Bacon prevailing wages.

**9. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**

City of Evanston

**10. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**

This project includes the concrete paving of an unimproved alley within the public right of way which includes the installation of an underground sewer drainage system, excavation of the existing unpaved alley surface, construction of new concrete alley pavement, restoration of adjacent garage aprons, parking areas, landscape areas, and other miscellaneous work. This project would be scheduled to be completed during the 2019 construction season.

**11. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2019?**

This project will provide an improved alley surface for the people residing adjacent to the alley and any other service providers that serve these properties. Benefits include an improved riding surface, better stormwater drainage, and cleaner environment by reducing the amount of dirt and debris that is tracked by vehicles into garages, parking areas, and adjacent street surfaces from the unpaved alley. Postponing this project will delay improvements to the quality of life that a paved alley would provide.

**12. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

NA

**13. Provide a summary of your organization's mission and work including services, organizational structure, size and functions of the board, and any significant changes in the last year. Attach current Strategic Plan on the Documents tab.**

*City of Evanston applicants, enter "NA" below.*

NA

**14. All organizations receiving CDBG funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." City of Evanston applicants, enter 074390907 below.**

074390907

**15. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2019 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.**

*Enter the name and title of the individual submitting this application.*

Chris Venatta, Senior Project Manager, Public Works Agency

**Budget** [top](#)

**Funding Sources/Revenues**

Evanston CDBG

**Project Sources**

54 of 67 SD\$ 390,000.00

**Amount Committed**

**Total**

**USD\$ 390,000.00**

**USD\$ 0.00**

**Funding Uses/Expenses**

Project Uses

Planned Use of CDBG

Alley Paving

USD\$ 390,000.00

**Total**

**USD\$ 0.00**

**USD\$ 390,000.00**

**Funding Secured**

**USD\$**

The portion of project funding that is committed and will be available if 2019 CDBG funding is recommended. **0.00**  
City of Evanston CDBG funding should not be included as committed.

**Budget Narrative**

The sole funding source being pursued for this project is from CDBG. Costs were estimated based on recent construction costs on projects of the same scope and similar size. If revenues are less than the project budget then the entire alley would have to be postponed since it is not advisable to stage the construction of any alley over multiple years.

**Documents** [top](#)

**Documents Requested \***

Required? **Attached Documents \***

Audited financial statement, federal single audit (if applicable), and Form 990 for the most recent completed fiscal year.



[Blank Page](#)

Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan.

Articles of incorporation/bylaws.

Brief biographies of key staff, including demographic information, or outside experts involved in project management.

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response.

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

[Location Map](#)

Documentation of CDBG eligibility as indicated in Question 3 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

[CDBG Eligibility Area](#)

Quotations or other pricing information used to develop your project budget.



[Blank Page](#)

2019 CDBG Application Review Meeting Schedule. Please note that the order in which applications will be reviewed is not finalized.

[download template](#)

REQUIRED FOR ALL EXTERNAL APPLICANTS.  
Chart of Accounts used to define each class of items for which money or the equivalent is spent or received, and to organize and segregate expenditures, revenue, assets and liabilities.

Agency Strategic Plan, including any Facilities

plans.

REQUIRED FOR ALL EXTERNAL APPLICANTS.

Statement of operating revenues and expenditures for most recently completed fiscal year (not required for City programs). Example, if your fiscal year is July 1-June 30, this will be for FY2018.

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 121784

Become a [fan of ZoomGrants™](#) on Facebook  
Problems? Contact us at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)  
©2002-2018 GrantAnalyst.com. All rights reserved.  
"ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.  
[Logout](#) | [Browser](#)



# City of Evanston – 2019 Community Development Block Grant Housing Application

## APPLICANT INFORMATION

Organization Name: City of Evanston Health and Human Services Department

Address: 2100 Ridge Ave. City: Evanston State IL Zip 60201

Contact person: Ike C. Ogbo

Phone: 847-448-8289 Email: iogbo@cityofevanston.org

Project or program for which CDBG funds are requested: Housing

Total project or program budget: \$680,385 Amount of CDBG funds requested: \$375,000

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's Consolidated Plan for 2015-2019 and Neighborhood Revitalization Strategy Areas (NRSAs) Plan. The NRSAs Plan targets two economically disadvantaged neighborhoods in south and west Evanston. (See enclosed map). The Consolidated Plan and the NRSAs Plan are available at <https://www.cityofevanston.org/government/departments/community-development/housing-and-grants-division/community-dev-block-grant/cdbg-applications>.

**Neighborhood Revitalization Strategy Area (NRSA) Objectives:** Indicate below if your program/project will benefit clientele/take place within the defined NRSAs and if you wish to participate pursuant to the NRSAs Plan:

- Benefits individuals residing in the West Evanston NRSA
- Benefits individuals residing in the Southeast Evanston NRSA

**National Objectives** Federal regulations specify that all activities undertaken using CDBG funds must meet at least one of three national objectives. (24 CFR 570.208) Indicate which objective(s) your program or project addresses:

- Benefits primarily low- and moderate-income households defined as households with incomes  $\leq$  80% of the area median income
- Aids in the prevention of elimination of slums or blight
- Meets community development needs having a particular urgency

**Program Objectives** The primary goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low- and moderate-income residents. Indicate the primary objective addressed by your program or project:

- Provides decent housing that is affordable for LMI households
- Provides a suitable living environment by providing needed services primarily to LMI people
- Identification of Code Violations
- Expands economic opportunities by creating or retaining jobs for LMI individuals, expands products or services available to LMI people or builds the capacity of businesses serving LMI people.

**Program Outcomes:** All programs or projects must achieve one of three outcomes of the CDBG Program, to improve availability or accessibility of services, improve affordability of services or improve sustainability by promoting viable communities. Indicate the outcome of your program or project:

- Expands the availability or accessibility of decent housing for LMI families
- Makes decent housing more affordable to LMI families
- Helps sustain a viable community by contributing to a suitable living environment

# City of Evanston – 2019 Community Development Block Grant Housing Application

## EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

Housing Quality is key to the public’s health. The Targeted Code Enforcement Program addresses code violations that create unsafe, unhealthy living conditions and blight and assures that minimum housing quality standards are met. Rental units in the Community Development Block Grant Target Area and NRSA are inspected regularly to address property maintenance issues. Inspectors also respond to requests for inspections from occupants, conduct area surveys to identify external code violations that contribute to blight, and conduct inspections of vacant properties in compliance with the City’s Vacant Building requirements

## PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Identification of code violations only
- Other (describe)

Is this a new project/program?  Yes  No

If existing, in what year was it founded? 1974

What is the number of units completed in past years?

2018 (January 1, 2018 - December 31, 2018) - estimated	1300
2017 (January 1, 2017 - December 31, 2017)- actual	1250

Explain how eligible properties will be selected. Describe the types of work and range of scope of rehab that will be undertaken for individual properties and how CDBG funds will be used. (2,000 characters max)

CDBG funds inspections of buildings with 3+ dwelling units in the CDBG Target Area on a two-year cycle. There are 760 buildings with more than 10,500 dwelling units in this category. CDBG funds will be used in the City’s Housing Code Compliance program which is a Property Maintenance program with Inspectors who conduct on-going inspections throughout the City. Inspectors respond to requests for service relating but not limited to weeds, litter, trash, debris, abandoned vehicles, graffiti, public sidewalks in disrepair, un-shoveled sidewalks, over-occupancy, utility shut-offs, illegal dwelling units, abandoned buildings, illegal parking of vehicles on property, hazardous trees/limbs, plant encroachment of public ways, pests, as well as all other applicable building or dwelling unit housing code violations.

Indicate the estimated number of housing units involved in the project or program. 4500

If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes ≤ 80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:

Before rehab:	Total units	NA	LMI-occupied units :	NA
Following rehab:	Total units	NA	LMI-occupied units:	NA

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the

## City of Evanston – 2019 Community Development Block Grant Housing Application

area median income (AMI). With multi-unit buildings, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

NA

Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHs, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

NA

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

NA

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

The City restricts use of Community Development Block Grant Funds to code enforcement activities in the CDBG Target Area, which uses data on low/moderate income residents to qualify for CDBG on an area basis. Staff time inspecting in the CDBG Target area is tracked on an electronic time keeping system in order to comply with federal requirements

Does your program comply with Fair Housing requirements)?  Yes  No

Describe your efforts to affirmatively further fair housing. (2,000 characters max)

The City of Evanston Health and Human Services Department will continue to provide inspections as required of multi-family housing in the NRSA's. The City will work with Metropolitan Tenants Organization, a fair housing organization to assist our residents in answering questions about their lease and aid in landlord -tenant relations. The City established a program called, RENT which stands for rental, empowerment, networking and training which brings together property owners and residents to a quarterly meeting to discuss property upkeep, fair housing, maintenance, engagement and familiarity with Evanston housing codes and ordinances.

Where (address/location) will your program take place and how will clients get to the location/facility?

NA

Is your program office in compliance with the Americans with Disabilities Act (ADA)?  Yes  No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)

## City of Evanston – 2019 Community Development Block Grant Housing Application

### PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2019 CDBG fiscal year is January 1– Dec 31, 2019.** Total revenues should be equal to or greater than total program expenditures. Line items should match those in your chart of accounts. If your program is new, leave fiscal year 2018 blank.

If you are receiving 2018 CDBG funds, explain any significant budget differences between your 2018 and 2019 budgets. (1,000 characters max)

Line Item Expenses	2018 Projected	2019 Proposed
Staff salaries and fringe	\$612,118	\$624,360
Overtime	\$3,600	\$3,700
Printing	\$1,200	\$1,200
Postage	\$2,800	\$2,800
Training & Travel	\$1,500	\$1,500
Rental Auto-fleet Replacement	\$5600	\$0
Auto-fleet Maintenance	\$8,100	\$9,000
Court costs/Litigation	\$500	\$1,800
Membership Dues	\$400	\$400
Equipment & tools	\$1,500	\$1500
Rental Housing Software & Maintenance	\$30,000	\$30,000
Office Supplies	\$1500	\$1500
Uniforms	\$2,000	\$2,000
Shoe Allowance	\$625	\$625
<b>Total Expenditures:</b>	<b>\$671,443</b>	<b>\$680,385</b>

Revenues		
CDBG	\$325,000	\$375,000
General Funds	\$346,443	\$305,385
<b>Total Revenues:</b>	<b>\$671,443</b>	<b>\$680,385</b>

# City of Evanston – 2019 Community Development Block Grant Housing Application

## APPLICANT INFORMATION

Organization Name: City of Evanston Housing Rehab Division

Address: 2100 Ridge Ave City Evanston State IL Zip 60201

Contact person: Gary Gerdes

Phone: 847-448-8030 Email: ggerdes@cityofevanston.org

Project or program for which CDBG funds are requested: CDBG Housing Rehab Administration and Loan Fund

Total project or program budget: \$405,000 Amount of CDBG funds requested: \$405,000

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's Consolidated Plan for 2015-2019 and Neighborhood Revitalization Strategy Areas (NRSAs) Plan. The NRSA Plan targets an economically disadvantaged neighborhood in central and west Evanston. The Consolidated Plan and the NRSA Plan are available at <https://www.cityofevanston.org/government/departments/community-development/housing-and-grants-division/community-dev-block-grant/cdbg-applications>.

**Neighborhood Revitalization Strategy Area (NRSA) Objectives:** Indicate below if your program/project will benefit clientele/take place within the defined NRSA and if you wish to participate pursuant to the NRSA Plan:

- Benefits individuals residing in the Evanston NRSA

**National Objectives** Federal regulations specify that all activities undertaken using CDBG funds must meet at least one of three national objectives. (24 CFR 570.208) Indicate which objective(s) your program or project addresses:

- Benefits primarily low- and moderate-income households defined as households with incomes  $\leq$  80% of the area median income
- Aids in the prevention of elimination of slums or blight
- Meets community development needs having a particular urgency

**Program Objectives** The primary goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low- and moderate-income residents. Indicate the primary objective addressed by your program or project:

- Provides decent housing that is affordable for LMI households
- Provides a suitable living environment by providing needed services primarily to LMI people
- Identification of Code Violations
- Expands economic opportunities by creating or retaining jobs for LMI individuals, expands products or services available to LMI people or builds the capacity of businesses serving LMI people.

**Program Outcomes:** All programs or projects must achieve one of three outcomes of the CDBG Program, to improve availability or accessibility of services, improve affordability of services or improve sustainability by promoting viable communities. Indicate the outcome of your program or project:

- Expands the availability or accessibility of decent housing for LMI families
- Makes decent housing more affordable to LMI families
- Helps sustain a viable community by contributing to a suitable living environment

# City of Evanston – 2019 Community Development Block Grant Housing Application

## EXECUTIVE SUMMARY

*Summarize your project or program in the space provided below (1,000 character max.).*

The City of Evanston is dedicated to promoting safe, sanitary, and decent housing for its residents. The CDBG Housing Rehabilitation Program strives to encourage the revitalization, preservation, and stabilization of Evanston neighborhoods by: enabling low to moderate income ownership households who lack the financial capacity to obtain conventional financing the ability to rehabilitate their homes; and conserve and rehabilitate multi-family housing for moderate to low-income households. Emergency financial and technical assistance is especially important to prioritize life safety and code violations that could result in declaring a home uninhabitable. The CDBG Housing Rehabilitation program prioritizes these emergency needs such as the replacement of furnaces, roofs, hot water heaters, and repairs to failed sewer laterals and structural defects that may make a home unlivable. Other goals of the CDBG Housing Rehabilitation Program are to reduce household utility costs by incorporating energy conservation techniques during the rehabilitation process and to make accessibility improvements for residents with disabilities and older adults to enable them to continue to live safely in their homes. CDBG Housing Rehab projects are funded by zero interest loans that often have no payment until the property is sold because the households receiving assistance are unable to pay debt service.

In addition to the Housing Rehabilitation Program, the Rehab Specialist manages the demolition of blighted residential properties, working with Legal and Property Standards Division and using funds from the Abandoned Properties Grant from IHDA. The Rehab Specialist would also manage the proposed Lead Service Line Replacement program for low/moderate income ownership households if that request for funding is approved for 2019.

## PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Identification of code violations only
- Other (describe)

Is this a new project/program?  Yes  No

*If existing, in what year was it founded? 1975*

*What is the number of units completed in past years?*

*2018 (January 1, 2018 - December 31, 2018) - estimated      18*

*2017 (January 1, 2017 - December 31, 2017) - actual      3*

*Explain how eligible properties will be selected. Describe the types of work and range of scope of rehab that will be undertaken for individual properties and how CDBG funds will be used. (2,000 characters max)*

Housing Rehab clients may be located anywhere in the City of Evanston but are generally concentrated in the Community Development Block Grant (CDBG) Target Area and NRSA. The scope of work will be determined by the Housing Rehabilitation Specialist and the available project funding.

*Indicate the estimated number of housing units involved in the project or program.*

## **City of Evanston – 2019 Community Development Block Grant Housing Application**

10 units for Housing Rehab; Lead Service Program units TBD based on funding requested separately

*If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes  $\leq$  80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:*

<i>Before rehab:</i>	Total units	TBD based on applications	<i>LMI-occupied units</i> TBD
<i>Following rehab:</i>	Total units	same as above	<i>LMI-occupied units</i> at least 51%

*The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With multi-unit buildings, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)*

The program uses the Part 5 income verification method prescribed by 24 CFR Part 5 and the manual "Determining Income and Allowances" (2005) published by HUD for determining income eligibility. The Housing Rehabilitation Specialist brings completed applications with supporting verification documents, including an appraisal of the property to the CDBG Loan Committee, comprising Community Development Department staff with housing and loan underwriting expertise, for review and approval. All submittals, whether approved or denied, are retained as required by federal regulations. Files for approved projects are retained for five years following loan payoff.

*Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHS, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)*

The majority of CDBG rehab projects are owner occupied properties, both single family homes and condos, and owner-occupied 2-flats whose eligibility is based on the income of the owner household and rehab work is done without displacement of occupants. With owner occupied 2-flats, the rental unit is not income restricted for the express purpose of enabling the owner to generate income/cash flow to pay for repairs in the future, as well as property taxes, etc. With investment properties, at least 51% of units must be occupied by households with incomes  $\leq$  80% of AMI at rent up and rents cannot exceed the HUD Fair Market rents for the Chicago Metropolitan Area in effect at project completion. Affordability restrictions are up to 15 years based on the CDBG per-unit investment and are documented in the mortgage and project agreement. Property owners/managers submit annual reports to the Rehab Customer Service Representative to substantiate compliance with affordability requirements. Property managers may choose to accept tenants from the IHO Centralized Wait list, which prioritizes housing for people who currently live or work in Evanston.

*Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)*

Housing Rehab program serves primarily seniors living on a fixed income  $\leq$  50% of AMI and households with a disabled or special needs member. Loan terms are zero interest with payments deferred until title transfer because households lack the income to make monthly payments. Improving accessibility to enable seniors to age in place and persons with disabilities to continue to live in their homes and avoid institutionalization is a goal of the program. Rehab may also be done on special needs housing owned by non-profits such as Rimland (autism) and Shore Community Services (developmental disabilities) with approval by the Housing and Community Development Act Committee.

*Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)*

## **City of Evanston – 2019 Community Development Block Grant Housing Application**

The program is advertised on the City of Evanston website, 311 call center, City cable station, community meetings, brochures, and word of mouth. Brochures have been distributed to City Alderman and local home improvement stores. Property Standards Inspectors also have brochures to hand out to residents who may have been cited for property maintenance violations.

*Does your program comply with Fair Housing requirements)?*  Yes  No

*Where (address/location) will your program take place and how will clients get to the location/facility?*

The Housing Rehab Program administrative office is at the Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201. If clients are unable to travel to the Civic Center, staff brings applications, etc., to their homes.

*Is your program office in compliance with the Americans with Disabilities Act (ADA)?*  Yes  No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)



## City of Evanston – 2019 Community Development Block Grant Housing Application

### PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2019 CDBG fiscal year is January 1– Dec 31, 2019.** Total revenues should be equal to or greater than total program expenditures. Line items should match those in your chart of accounts. If your program is new, leave fiscal year 2018 blank.

*If you are receiving 2018 CDBG funds, explain any significant budget differences between your 2018 and 2019 budgets. (1,000 characters max)*

The Housing Rehab Program is funded entirely with CDBG. Rehab Administration expenses are generally funded with entitlement funds each year and the rehab projects are funded from the CDBG Revolving Loan Fund (RLF). The RLF available balance for new projects is estimated to be about \$80,000 in January 2019. Because the timing of loan repayments is uncertain, staff is requesting \$100,000 of 2019 entitlement funding for project expenses, in addition to the projected RLF funding for 2019. This would provide \$180,000 for new projects in 2019. In 2018 to date, \$140,000 has been allocated to new projects. Alternatively, if there is insufficient RLF to sustain the program in 2019, funds could be allocated from the City's Affordable Housing Fund for project costs.

Rehab Admin staff expenses include: 100% of the Housing Rehab Specialist, 60% of the Customer Service Coordinator and 15% of the Building and Inspections Division Manager.

Line Item Expenses	2018 Projected	2019 Proposed
Staff Salaries & benefits	\$203,854	\$201,933
Printing	450	450
Office Supplies	400	400
Postage Chargebacks	200	200
Training & Travel	1,000	1,000
Rental of Auto Fleet Maint	744	825
Rental of Auto Replacement	1,300	1340
Membership Dues	200	200
Copy Machines Charges	250	250
Service Agreements	5,830	6,000
Other Program Costs	0	5,720
Shoe Allowance	180	180
Transfer to Debt Service	1,285	3,302
Transfer to Insurance Fund	2,281	3,200
Telecommunication – Wireless	404	
<b>Total Expenses:</b>	<b>\$218,378</b>	<b>\$225,000</b>

Revenues		
CDBG entitlement (Housing Rehab Administration costs)	\$218,378	\$225,000
CDBG Revolving Loan income (2019 est)	185,000	\$80,000
CDBG entitlement to recapitalize the Loan Fund	NA	\$100,000
<b>Total Revenues:</b>	<b>\$403,378</b>	<b>\$405,000</b>

# City of Evanston – 2018 Community Development Block Grant CDBG Administration & Planning Application

## Application Summary

Application Title/Project Name: CDBG Administration & Planning

Amount Requested: 20% of 2019 CDBG grant + 2019 program income, estimated at \$330,000 minimum

## Applicant Information

Name: City of Evanston

Address: 2100 Ridge Ave, Evanston, IL 60201

Staff: Sarah Flax                      847-448-8684                      [sflax@cityofevanston.org](mailto:sflax@cityofevanston.org)  
          Jessica Wingader              847-859-7889                      [jwingader@cityofevanston.org](mailto:jwingader@cityofevanston.org)

## Description

CDBG Administration & Planning provides administrative oversight and management for the CDBG Program to ensure that funding is spent on programs and projects that address the needs of primarily low and moderate income residents per statute and as detailed in the City's Consolidated Plan. In addition, staff monitors and reports on CDBG-funded projects to ensure compliance with Federal, State and City regulations and processes.

2019 will be governed by the 2015-2019 Consolidated Plan; it is the fifth and final year in that plan. In addition to the standard grant management and administrative work, staff will be responsible for completing an Assessment of Fair Housing as required by HUD, and for developing the City's new five-year Consolidated Plan for 2020-2024.

Responsibilities include:

- Develop Analysis of Impediments to Fair Housing (individually or in collaboration with Cook County, the Housing Authority of Cook County, and other suburban entitlement communities), the 2020-2014 Consolidated Plan
- Prepare the City's 2018 Consolidated Annual Performance and Evaluation Report (CAPER) submit to HUD for approval
- Manage the 2020 funding application process and prepare the 2020 Action Plan
- Manage HUD IDIS database (draw funds & report activities/accomplishments)
- Staff the Housing & Community Development Act Committee
- Implement funded programs and projects, including providing technical assistance to subrecipients, developing subrecipient agreements, performing desk and site monitoring, reporting and compliance
- Ensure compliance with Davis-Bacon and related wage acts on construction projects; file HUD 4710, 2516 and FFATA reports, as required
- Section 3 compliance and reporting
- Environmental reviews for all CDBG, HOME and ESG projects and programs

## City of Evanston – 2018 Community Development Block Grant CDBG Administration & Planning Application

- Financial management and reporting for CDBG, HOME and ESG programs, including providing information for the City and federal single audits
- Implement programs such as Alley Special Assessment Assistance

### Budget & Rationale

CDBG regulations permit entitlement communities to spend up to 20% of their annual grant plus current year program income on planning and administrative needs in order to maintain compliance with all requirements and achieve the goals of their Consolidated Plan. The proposed budget is based on an estimated 2019 CDBG grant of \$1,650,000. Because the amount available for administration and planning is contingent on the City's actual grant amount, it is requested that 20% of the City's 2019 grant be allocated for CDBG Administration and Planning in the final allocation of funds following receipt of 2019 grant amounts from HUD. In addition, staff also requests to be allowed to use up to 20% of 2019 program income, as allowed by HUD if needed based on the City's actual grant amount.

<b>Funding Sources/Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019 Request</b>
CDBG	\$ 324,413	\$ 330,000	\$ 330,000
<b>Total:</b>	<b>\$ 324,413</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>
<b>Funding Uses/Expenses</b>	<b>2017</b>	<b>2018</b>	<b>2018 Request</b>
Salaries & benefits	\$ 291,137	\$ 286,505	\$ 261,683
Advertising	\$ 750	\$ 500	\$ 750
Postage	\$ 500	\$ 350	\$ 350
Courier charges	\$ 250	\$ 150	\$ 150
Training & travel	\$ 1,500	\$ 1,500	\$ 1,500
Copy machine charges	\$ 900	\$ 800	\$ 800
Other program costs	\$ 8,000	\$ 5,959	\$ 3,429
Office supplies	\$ 500	\$ 400	\$ 400
Consultant-Fair Housing & ConPlan	\$ -	\$ 13,000	\$ 40,000
Trans to DS Fund-ERI Debt service	\$ 3,388	\$ 3,388	\$ 3,490
Transfer to Insurance Fund	\$ 17,488	\$ 17,448	\$ 17,448
<b>Total:</b>	<b>\$ 324,413</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>

Staff salaries and benefits include: 60% of Housing & Grants Administrator, 50% of Grants & Compliance Specialist, 100% of Financial Analyst-Federal Grants (part-time position, 0.5 FTE), 30% of Housing Policy & Planning Analyst, 10% of Senior Accountant.