

# Memorandum

To: Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Administrator

Subject: October 9, 2018 HCDA Meeting Cover Memo

Date: October 9, 2018

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Attached please find:

- The meeting agenda
- Item 2: 2019 CDBG Funding Guidelines
- Item 3: CJE SeniorLife Project Additional Information
- Item 4: Certificate of Rehabilitation and Record Sealing Program Additional Information
- Item 5: Draft Meeting Minutes for June 27, September 6, September 25, & October 2

We look forward to seeing you on October 9<sup>th</sup>.



## **HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, October 9, 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 FUNDING—COMMITTEE DISCUSSION AND RECOMMENDATIONS**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF MEETING MINUTES: MAY 15, SEPTEMBER 6, SEPTEMBER 25, & OCTOBER 2, 2018**
- V. STAFF REPORT**
- VI. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee is scheduled for Tuesday, November 13, 2018 in Room 2402.

#### ***Order of agenda items is subject to change***

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2019 CDBG Allocation Review Meeting  
October 9, 2018

City of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201

Agency	Request	Notes	Proposed MHB Allocation
<b>Administration</b>			
City of Evanston: <i>CDBG Administration &amp; Planning</i>	\$330,000 or 20% of grant	CDBG regulations allow 20% of grant funds plus 20% of current year Program Income for required management and compliance of the CDBG program.	NA
<b>Public Services</b>			
Books and Breakfast: <i>Books and Breakfast Program</i>	Request: \$10,000  FY18: \$0	Combined request is 8% of program/agency budget and would support staff salaries to expand before school reading/tutoring and meal program. Site expansion to Lincoln school would increase client base by 50 students; program projects services to 170 Evanston students identified by teachers as needing additional support. Students come from schools without Title 1 supportive services. First time request for CDBG and MHB funding; if awards were not granted, it is unclear if program could expand to additional school site. Budget projected to increase by 30% to cover this expansion. 99% of clients served are people of color.	<i>\$20,000 request from MHB</i>
The Harbor: <i>Safe Harbor Emergency Shelter</i>	Request: \$10,000  FY18: \$0	Combined request is 8% of program budget; MHB is also requested. CDBG request applied to personnel costs for shelter staff. Estimate 9 Evanston residents to be served in FY19. Evanston youth approximately 15% of population; 70% of those served are people of color. Program works to reunite homeless girls 12-21 with their families or divert those eligible to supportive housing. Program would remain essentially unchanged, so unclear how City funding would expand services to Evanston residents. Program has not received City funding in prior years.	<i>\$10,000 request from MHB</i>
James B. Moran Center: <i>Legal &amp; Social Services</i>	Request: \$30,000  FY18: \$20,000	Combined request is 9% of program budget and will support staff salaries for two programs: Education Advocacy Project (EAP) and School-Based Civil Legal Clinic (SBCLC). Program is a long-time recipient of CDBG funds and projects services to 625 Evanston residents (54% total population); population served is primarily low/moderate income people of color. Both EAP and SBCLC work with youth up to age 26 who are navigating the criminal justice system. Agency is a long-time recipient of CDBG and federal funds. Increase in people projected to be served meets CDBG requirement for increased funding.	<i>\$45,000 request from MHB</i>

Meals at Home	Request: \$20,000  FY 18: \$15,000	Combined CDBG/MHB request is 5% of budget and would support staff salaries and meal costs. Agency provides specialized diets for projected 165 home-bound Evanston residents with diabetes and other health issues; 20% of clients have a disability and 36% are people of color. Agency is a long time recipient of CDBG and MHB funding. Increase in people projected to be served meets CDBG requirement for increased funding.	<i>\$10,000 request from MHB</i>
Connections for the Homeless: <i>Drop-In Program</i>	Request: \$25,000  *FY18: \$15,000	Request is 21% of program budget; award would support staff salaries. Drop-In offers critical basic services and works in tandem with Outreach program to engage homeless/at-risk population to get them housed and provide other needed services. Program serves 68% people of color; Evanston residents (estimated 275 people) are 50% of those served. Drop-In has expanded from 2 days per week to 5. Prior to expansion, program averaged 20 people per day; with expansion program serves up to 55 people per day. *2018 CDBG funding was for Supportive Housing Program.	<i>\$70,000 request from MHB</i>
Family Focus: <i>Afterschool Program</i>	Request: \$20,000  FY18: \$15,000	Combined CDBG/MHB request is 43% program budget. Agency serves primarily Evanston residents 8 to 18 years old and offers STEAM, literacy, and SEL skills (service to 65 residents projected). Afterschool program has a defined curriculum with measurable outcomes; participants are primarily low/mod income. Award would support program staff salaries. There is no increase in the number of program participants to justify a substantial increase in CDBG funding as required for Public Services.	<i>\$35,000 request from MHB</i>
Interfaith Action: <i>Emergency Overnight Shelter</i>	Request: \$20,000  FY18: \$15,000	Request is 29% of program budget and would be used to ensure participating locations could offer shelter to estimated 70 unduplicated Evanston clients who are homeless during winter months on nights when temperatures are at or below 20 degrees. People of color are 78% of population served. If request were to be fully funded, agency could raise the number of nights open to 90 in 2019. Increase in people projected to be served and additional nights of shelter for participants meets CDBG requirement for increased funding.	NA
Open Studio Project: <i>Art &amp; Action</i>	Request: \$10,000  FY18: \$4,000	Combined request is 53% of program budget; and 80% of those served include people of color. Program provides 6-8 week art therapy sessions to youth referred by YOU and other agencies; proposed program expansion to include referrals from Reba Early Learning Center, Learning Bridge and CNE. Outcome for youth participants measured through program attendance. Social/Emotional Learning component may also be provided by referring program. It is unclear to what extent OSP program results in additional outcomes for preschool participants. Program projects 163% increase to population served based on CDBG/MHB funding requests, from 80 to 200	<i>\$15,000 request from MHB</i>

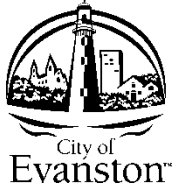
		as a result of partnerships with preschool agencies. Program reporting has shown improvement and agency is compliant with reporting requirements.	
YOU: <i>STEAM is for Teens</i>	Request: \$20,000 FY18: \$0	Request is 19% of program budget for new program that provides STEAM opportunities during the school year and summer to YOU clients identified by staff. Program goal is to provide academic support and projects services to 250 Evanston residents. CDBG funds would be used to provide focused academic supports to youth identified by staff as needing those services.	NA
Impact Behavioral Health Partners: <i>Supported Employment Program</i>	Request: \$25,000 FY18: 15,000	Request is 4% of program budget and would be used to support staff salaries; program projects services to 29% Evanston residents (approximately 110 people); 34% include people of color. Outcomes are measurable and agency has capacity to manage program. Program provides supported employment to people with a documented mental illness and is a long-time recipient of CDBG funds. There is no increase in the number of program participants to justify a substantial increase in CDBG funding as required for Public Services.	NA
Shore Community Services: <i>Vocational Training Program</i>	Request: \$20,000 FY18: \$7,448	Request is less than 1% of program budget. Program assists people with developmental disabilities build job skills. Evanston residents (approximately 28 people) comprise 21% of population served and 42% are people of color. Program provides vocational training at facility in Morton Grove and True North, which builds independent life skills by encouraging participants to explore vocational opportunities in a supportive community setting. It is unclear that prior year award increased services to Evanston residents or that 2019 would accomplish this if awarded. Increase in the number of program participants served not substantial enough to justify a substantial increase in CDBG funding as required for Public Services.	<i>MHB Request Residential Program: \$22,000 Lois Lloyd: \$19,000</i>
YWCA Evanston/North Shore: <i>Domestic Violence Services</i>	Request: \$35,000 FY18: \$25,000	Request is 2% program budget and would support staff salaries. YWCA is the only provider of social services to domestic violence victims in Evanston and surrounding suburbs. Evanston residents (approximately 140) comprise 19% of population and 64% of people served are people of color. Program offers emergency shelter, 24-hour crisis line, case management, legal advocacy and additional supports. Increase in the number of program participants served not substantial enough to justify a substantial increase in CDBG funding as required for Public Services.	NA
Youth Job Center: <i>Youth Employment Services</i>	Request: \$50,000 FY18: \$21,000	Request is 3% program budget and would support staff salaries. Evanston residents are approximately 38% of population served (estimated 750 people); 90% are people of color. Program provides job training, referrals, and employment support. Majority of clients are low/moderate income, at-risk youth. Outcomes are measurable and	NA

		agency has capacity to manage funds. Increase in people projected to be served meets CDBG requirement for increased funding.	
Evanston Scholars: <i>College Readiness Program</i>	Request: \$35,000  FY18: \$15,000	Request is 4% of program budget and would provide support to 227 projected ETHS students preparing for college admissions. Population served is predominantly income eligible and unlikely to succeed in post-secondary education without support; 97% of participants are people of color. Program has capacity to manage award and is compliant with all reporting requirements. If fully funded, award would pay for SCT prep (increased by \$2,000) as in prior years and would also increase college visits and support staff. No new staff hires planned for 2019; it is unclear how award would expand services.	NA
Girl Scouts: <i>All In Program</i>	Request: \$10,000  FY18: \$0	Request is 44% of program budget and would support program facilitators, provide program supplies to approximately 77 participants, and pay a portion of camp fees. Program components include STEAM, financial literacy, nutrition information and camp experience to 89% Evanston girls from low/moderate income families; 77% of those served are people of color. Outreach would take place at Washington, Oakton, and Fleetwood-Jourdain; it is unclear that recruitment efforts would reach girls not already connected to STEAM/afterschool opportunities provided by other agencies/programs.	NA
North Shore Senior Center: <i>Grandparents Raising Grandchildren</i>	Request: \$12,000  FY18: \$9,000	Request is 25% of program budget and consistent with prior year awards; funds would support program staff working with approximately grandparents 32 and 85 grandchildren. Evanston residents projected to be 74% of population served; 96% of participants are people of color. Program is compliant with reporting requirements and agency has capacity to manage award. It is unclear that increased award would expand services. There is no increase in the number of program participants to justify a substantial increase in CDBG funding as required for Public Services.	NA
City of Evanston: <i>Certificate of Rehabilitation</i>	Request: \$30,000  FY18: \$40,000	Request is 6% of program budget. Program works exclusively with Evanston residents who are low/mod income, 95% are people of color, and has 7 components (recruitment, record review/counseling, expungement/sealing, certificates, clemency, court appearances, and additional supports). Award used to support Outreach staff salary; staff provides recruitment and case management of program participants. Without CDBG funds, costs incurred by this program would come from the General Fund.	NA
City of Evanston: <i>Summer Youth Employment Program</i>	Request: \$30,000	Request is 4% of program budget and would support supervisors working with youth. Program works exclusively with low/moderate income Evanston teens, 94% are students of color, to provide valuable work experience, and keep students	NA

	FY18: \$25,000	productively engaged in activities during summer months. Without CDBG funds, costs incurred by this program would come from the General Fund.	
City of Evanston: <i>Graffiti Removal</i>	Request: \$50,000  FY18: \$44,329	Request is 50% of program budget and consistent with prior year awards. All work is performed in the target area (low/mod income); without CDBG funding entire cost of program would come from the City's General Fund.	NA
<b>Housing Rehabilitation</b>			
City of Evanston: <i>Housing Rehab Administration, Revolving Loan Fund Income, and Loan Fund Recapitalization</i>	\$405,000	CDBG funds the administration of the CDBG Housing Rehab Program, including the salaries of the Rehab Specialist and 60% of a Customer Service Representative for client intake, income certification and management of the Revolving Loan Fund, an important compliance requirement for this activity. Housing Rehab Administration has been fully funded by CDBG, with no costs borne by the City's general fund. Request is consistent with prior years.	NA
City of Evanston: <i>Lead Service Replacement Program</i>	\$75,000	New project proposes to fund replacement of lead water services lines to income eligible homeowners. Project would provide service to 10 homes where the City has already replaced the water main and the public portion of the water service line. CDBG Housing Rehab staff would manage income certification and compliance with CDBG regulations. Project would reduce risk of lead exposure to low/moderate income residents.	NA
<b>Code Enforcement</b>			
City of Evanston: <i>CDBG Target Area Code Enforcement</i>	\$375,000	CDBG funds are used for salaries & benefits for Property Standards staff responsible for routine and complaint inspections of rental units in the CDBG Target Area, as well as exterior inspections of all properties in the Target Area. Actual billing to CDBG is based on time and activity tracking of staff working on CDBG-eligible property inspections, as required. Code enforcement is an important tool to maintaining safe, sanitary housing for lower income residents, and attractive, well maintained neighborhoods.	NA
<b>Public Facilities</b>			
Infant Welfare Society: <i>Indoor Gross Motor Play Space</i>	\$30,000	Additional request to enclose approximately 700 square feet of outdoor play space for children from primarily low/moderate income families. Project was granted special use and zoning relief by Council and includes age appropriate equipment, HVAC system, padded floors and skylights.	\$75,250 in prior year CDBG award
Council for Jewish Elderly: <i>CJE SeniorLife</i>	\$23,387	Project includes installation of electromagnet door holders to protect seniors and the replacement of a gutter to improve drainage in inclement weather and extend the	NA

<i>ADS Upgrade Project</i>		functional life of building. Request is 100% of projected project cost.	
City of Evanston: <i>Clyde Brummel Park Fencing Replacement</i>	\$50,000	Project will provide new welded wire fencing and entry gates to park that serves a combined 49.41% low/moderate population. A large number of school aged children visit the park and project would improve safety by restricting street access.	NA
City of Evanston: <i>Harbert Park Bike Path Improvements</i>	\$100,000	Project will provide drainage improvements to a bike/walking path; park located between Main St. and Dempster in a census block group that is 47.7% low/moderate income. Project includes drainage piping and spot repaving to alleviate flooding.	NA
City of Evanston: <i>Alley Paving Project</i>	\$390,000	Paving of unimproved alley located north of Cleveland Street and east of Wesley Ave. (9 <sup>th</sup> ward) in census block group that is 45.13% low/moderate income. Project includes construction of a concrete alley with a drainage system and related restoration work.	NA





# Memorandum

To: Members of the Housing and Community Development Act Committee

From: Johanna Leonard, Community Development Director  
Sarah Flax, Housing and Grants Administrator  
Jessica Wingader, Grants & Compliance Specialist

Subject: 2019 CDBG Funding Guidelines

Date: October 9, 2018

This memo and attachments provide input to the committee relating to the allocation of 2019 CDBG funding. As in past years, 2019 CDBG allocations are being made using an estimated 2019 grant amount. Our actual grant award may be larger or smaller than estimate, and the committee will reconvene following receipt of our 2019 grant amount to make adjustments to the allocations made on estimate. HUD recommends including contingency language in Action Plans developed using estimated grant amounts to minimize the likelihood that the revisions will trigger the need for a new 30-day public comment period. The 2018 draft Action Plan included the following language to describe what factors are considered when adjusting allocations:

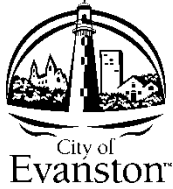
If the actual grant amount is larger than estimated, funding would not be increased for all activities on a pro rata basis. Instead, factors affecting the award of additional funding would include, but not be limited to, whether an activity was awarded less than its full request or if declines in funding from other sources, including the State of Illinois, would affect viability. It is not anticipated that new activities would be funded. If the actual CDBG grant amount is less than the estimate, reductions to activity funding would be considered on a case-by-case basis rather than on a pro rata basis, taking into account the same factors.

Because Public Services funding requests are 43% higher than estimated funding available and the quality of applications overall is high, the committee faces an unusually difficult job when making allocations. It will not be possible to fund all programs at meaningful levels, but the committee may want to consider identifying specific programs that are not funded or are underfunded that would be prioritized for funding if receipt of our CDBG grant resulted in an increase in Public Services funding of a specified amount. This same process could be applied to other funding categories if needed. Any such decisions would be included in the contingency language in the draft Action Plan.

The input below is provided as part of the risk analysis required by entitlement communities receiving federal funding per the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* from the Office of Management and Budget (OMB). The City's compliance with these requirements is assessed annually through its Federal Single Audit. The City is required to evaluate the performance of each subrecipient for noncompliance with Federal statutes and regulations including: prior experience with the same or similar subawards, results of previous audits, and whether the subrecipient has new personnel or new/substantially changed systems. Those that are unable to meet these requirements present a significant risk of noncompliance findings for the City. Staff has reviewed all subrecipients' financial and program reports to assess compliance and monitor achievement of performance goals, and to ensure that timely and appropriate action has been taken to correct any deficiencies. All the programs/projects funded in 2018 are in substantial compliance at this time.

When reviewing 2019 requests for CDBG funding, please consider the following:

- If and how projects/programs align with City Council goals including investing in City infrastructure and facilities, expanding affordable housing options, and ensuring equity by addressing needs of underserved residents.
- If programs serve very few Evanston residents, they often have very limited impact on total need in the community and have disproportionately high grant management costs to the City and the subrecipient. Proposed unduplicated people to be served in 2019 are included in application summaries.
- Small program grants, particularly under \$10,000, are often inefficient for both the City and the grantee and result in a disproportionate amount of funds spent on compliance, particularly for agencies with limited administrative capacity. City staff time to manage and monitor each program ranges from \$1,375 to \$3,200, regardless of the size of the grant. Whether programs provide equity of access to services or reach underserved populations. Programs may provide greater depth of service to individuals already enrolled in other programs. When clients are referred from one CDBG-funded program to another, it is difficult to assess the impact of each program and results in duplicate counting.
- 2018 subrecipients requesting increased funding for a current program should provide proportionately quantifiable increases in services to Evanston residents and address a high need that is disproportionately underserved to be funded at a higher level, per CDBG requirements.
- New programs must be evaluated for feasibility and sustainability, particularly if no other funding sources are evident, to minimize dependence on City funding. Additionally, first-time applicants should provide an increase in services to Evanston residents proportionate to the funding requested to avoid using City funds to replace other sources.



# Memorandum

To: Members of the Housing and Community Development Act Committee

From: Sarah Flax, Housing & Grants Administrator  
Jessica Wingader, Grants & Compliance Specialist

Subject: CJE SeniorLife Project Additional Information

Date: October 9, 2018

CJE provided the following additional information in response to questions raised at the Housing and Community Development Act Committee meeting:

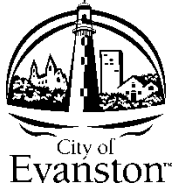
CJE's Fiscal Year 2019 operating budget is \$61.8 million. Facilities and Maintenance operating budget is \$4,134,000 and includes costs at sites including five senior housing buildings, four of which are subsidized; long-term nursing care and short-term rehabilitation; Adult Day Services (ADS) and Transportation as well as our Weinberg Community for Senior Living, assisted living facility.

CJE's ADS facilities and maintenance budget is \$64,297. CJE does not have funds budgeted for the ADS Upgrade Project, for which the agency is seeking Evanston CDBG funds to cover the \$23,387 projected cost. If funded through agency, project would deplete 36% of the ADS facilities and maintenance budget. If the facility does not receive the CDBG funds, CJE will be forced to delay project. CJE will need to raise funds to move forward and have to complete the work in phases as funding allows.

CJE's ADS and Transportation programs are based out of site located at 1015 Howard Street and served 96 Evanston residents in prior fiscal year. CJE operate other diverse programs for older adults and their families which also serve Evanston residents. Among them are programs based out of the headquarters site at 3003 West Touhy Avenue in Chicago:

- Consumer Assistance (CA), which provides advocacy, benefits counseling, consumer education and guidance to help clients access entitlements and other government and private assistance programs. CA served 47 Evanston residents in Fiscal Year 2018.
- Counseling. This therapeutic individual and group counseling program served 21 Evanston residents in Fiscal Year 2018.

The Home Delivered Meals program, based out of Lieberman Center for Health and Rehabilitation, provides short-term rehabilitation and long-term care and is located at 9700 Gross Point Road in Skokie.



# Memorandum

To: Members of the Housing and Community Development Act Committee

From: Sarah Flax, Housing & Grants Administrator  
Jessica Wingader, Grants & Compliance Specialist

Subject: Certificate of Rehabilitation and Record Sealing Program Additional Information

Date: October 9, 2018

Housing & Community Development Act Committee members requested additional information about outcomes for the Certificate of Rehabilitation and Record Sealing program. Since 2013 the program has achieved the following results:

- 524 Clients served
- 285 records procured
- 125 petitions drafted for sealing
- 60 petitions for expungement submitted
- 11 Healthcare Worker Waivers granted
- 3 Clemency Petitions granted
- 7 Certificate of Rehabilitation obtained

There have been 15 additional types of legal services provided including immigration legal support, petitions for identity theft, police station visits, motions to vacate a felony conviction and appeals for DCFS findings.



**MEETING MINUTES**

**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, May 15, 2018

7:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2402

Members present: Ald. Rainey, Ald. Rue Simmons, Ald. Wilson, Ald. Wynne, Shawn Jones, Glen Mackey, Michael Miro

Members Absent: Ald. Braithwaite, Carol Goddard

Presiding Member: Ald. Rainey, Committee Chair

Staff: S. Flax

**Call to Order / Declaration of Quorum**

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:07 PM. She noted that Carol Goddard was unable to attend meetings due to a schedule conflict. Ms. Goddard had also explained that no other member of the Plan Commission was interested in being the liaison to the HCDA Committee. There was discussion about the need for a liaison from the Plan Commission, as this is a local decision and not required by HUD. It was noted that Plan Commission membership placed significant time requirements on its members already. Ald. Rainey referred discussion of this requirement to the Rules Committee, as well as its impact on the number of HCDA members if it were to be removed.

**Approval of Meeting Minutes for March 20, 2018**

Ald. Wilson moved approval of the minutes as submitted, Ald. Wynne seconded the motion; it was approved unanimously.

**Allocation of Additional FY 2018 CDBG Funds**

Chair Rainey stated her agreement with the staff recommendation to allocate \$238,863 in additional CDBG funding available to CDBG Administration, Graffiti Removal, Summer Youth Employment, Certificate of Rehab, Target Area Code Enforcement, and Foster Athletic Field Renovations (see attached spreadsheet). Additional funds are because the actual 2018 CDBG grant amount is \$1,788,178, which is \$288,178 more than the \$1,500,000 estimate used in the September 2017 allocations, combined with \$50,620 additional repayments to the CDBG Revolving Loan Fund. Ald. Wilson moved approval of the additional CDBG allocations as proposed and Mr. Jones seconded the motion; the motion was approved unanimously.

Staff will update the draft 2018 Action Plan with the allocations as approved by the committee. The Action Plan and reallocation of unexpended CDBG funds from prior years will be submitted to City Council for approval at either the May 29 or June 11 meeting. The approved Action Plan will then be submitted to HUD, who has 45 days to review/approve before executing 2018 grant agreements.

**2019 CDBG/MHB Application and Process**

Staff reminded committee members to provide any input on the ZoomGrants application to better align with City Council goals of ensuring equitable access to needed services for all Evanston residents to staff by Monday, May 21. Staff will incorporate input from HCDA Committee and Mental Health Board into the final application.

**Public Comment**

None was made, as no member of the public was present.

**Staff Reports**

Staff noted that there were no items on the agenda for the June 19 committee meeting and suggested the meeting could be canceled. Ald Rue Simmons noted that the date also conflicts with the Juneteenth Celebration in Twiggs Park. The committee agreed unanimously to cancel the June 19 meeting in honor of Juneteenth.

**Adjournment**

There being no further business before the committee, Ald. Wynne moved adjournment, Ald. Wilson seconded the motion and it was approved unanimously; the meeting was adjourned at 7:22 PM.

Respectfully submitted,  
Sarah K. Flax  
Housing and Grants Administrator

## 2018 CDBG Allocation Recommendation based on Actual Funds Available

		2018 Request	Committee Recommendation		2018 Actual Funds Available	
		\$ 2,925,866	\$ 1,676,469		\$ 2,005,332	
		\$ 1,676,469	\$ 1,676,469		\$ 2,005,332	
		\$ 1,249,397	\$ (0)		\$ -	
Program/Project Name	2017 Allocation	2018 Request	Committee Recommendation	% of Request	Staff Recommendation	% of Request
<b>Administration - 20% cap</b>						
City/CDBG Administration & Planning(or 20% of grant)	\$ 324,413	\$ 300,000	\$ 300,000	100%	\$ 330,000	100%
<b>Administration Subtotal</b>	<b>\$ 324,413</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>100%</b>	<b>\$ 330,000</b>	
<b>Spending cap (20% of entitlement)</b>		\$ 300,000	\$ 300,000		\$ 357,636	
<b>Amount over (under) cap</b>		\$ -	\$ -		\$ (27,636)	
<b>Public Services - 15% cap</b>						
Family Focus/The Future Focus-Youth Program	\$ 15,000	\$ 20,000	\$ 15,000	75%	\$ 15,000	75%
Youth & Opportunity United/STEAM is For Teens	NA	\$ 25,000	-		-	0%
Open Studio Project/Art and Action	\$ 4,000	\$ 10,000	\$ 4,000	40%	\$ 4,000	40%
Evanston Scholars/College Readiness	\$ 5,200	\$ 30,500	\$ 15,000	49%	\$ 15,000	49%
Youth Job Center/Youth Employment Programs	\$ 21,800	\$ 50,000	\$ 21,000	42%	\$ 21,000	42%
Moran Center/Legal & Social Services	\$ 21,800	\$ 30,000	\$ 20,000	67%	\$ 20,000	67%
Impact Behavioral Health/Employment Services	\$ 15,300	\$ 25,000	\$ 15,000	60%	\$ 15,000	60%
Shore Community Services/Vocational Training	NA	\$ 20,000	\$ 7,448	37%	\$ 7,448	37%
The Josselyn Center/Psychiatric Services	NA	\$ 12,000	-	0%	-	0%
Turning Point/Open Access Program	NA	\$ 10,000	-	0%	-	0%
Jewish Family Services/Financial Counsel & Case Mgmt	NA	\$ 10,000	-	0%	-	0%
North Shore Senior Center/Grandparents Raising	\$ 10,500	\$ 15,000	\$ 9,000	60%	\$ 9,000	60%
Meals At Home/Home-Delivered Meals	\$ 14,700	\$ 20,000	\$ 15,000	75%	\$ 15,000	75%
Interfaith Action/Emergency Overnight Shelter	\$ 12,500	\$ 20,000	\$ 15,000	75%	\$ 15,000	75%
YWCA Evanston-NS/Domestic Violence Services	\$ 24,800	\$ 35,000	\$ 25,000	71%	\$ 25,000	71%
Connections for the Homeless/Supportive Housing	\$ 15,100	\$ 45,000	\$ 15,000	33%	\$ 15,000	33%
City/Target Area Graffiti Removal	\$ 41,921	\$ 47,000	\$ 20,000	43%	\$ 44,329	94%
City/Summer Youth Employment Program	\$ 22,000	\$ 25,000	\$ 10,000	40%	\$ 25,000	100%
City/Certificate of Rehab & Record Sealing	\$ 30,000	\$ 75,000	\$ 30,000	40%	\$ 40,000	53%
<b>Public Services Subtotal</b>		<b>\$ 524,500</b>	<b>\$ 236,448</b>	<b>45%</b>	<b>\$ 285,777</b>	
<b>Spending cap (15% of entitlement +RL+PI)</b>		\$ 236,448	\$ 236,448		\$ 285,777	
<b>Amount over (under) cap</b>		\$ 288,052	\$ 0		\$ (0)	
<b>Housing</b>						
City/Housing Rehab Administration	\$ 143,499	\$ 210,244	\$ 100,000	48%	\$ 100,000	48%
Housing Rehab Loan Repayments(actual repayments)	\$ 208,541	\$ 66,122	\$ 66,122	100%	\$ 116,742	100%
<b>Code Enforcement Subtotal</b>		<b>\$ 276,366</b>	<b>\$ 166,122</b>	<b>60%</b>	<b>\$ 216,742</b>	
<b>Code Enforcement</b>						
City/CDBG Target Area Code Enforcement	\$ 300,000	\$ 375,000	\$ 313,899	84%	\$ 325,000	87%
<b>Code Enforcement Subtotal</b>		<b>\$ 375,000</b>	<b>\$ 313,899</b>	<b>84%</b>	<b>\$ 325,000</b>	
<b>Public Facilities &amp; Infrastructure</b>						
Friendship Baptist Church/Senior Access Project	NA	deferred	NA	NA		
City/Foster Athletic Field Renovations	NA	\$ 350,000	-	0%	\$ 187,813	54%
City/Mason Park Field House Roof Replacement	NA	\$ 110,000	\$ 110,000	100%	\$ 110,000	100%
City/Alley Paving Project	\$ 150,000	\$ 600,000	\$ 210,000	35%	\$ 210,000	35%
City/Street Resurfacing Project	\$ 210,000	\$ 290,000	\$ 290,000	100%	\$ 290,000	100%
<b>Public Facilities &amp; Infrastructure Subtotal</b>		<b>\$ 1,350,000</b>	<b>\$ 610,000</b>	<b>45%</b>	<b>\$ 797,813</b>	
<b>Economic Development</b>						
City/Economic Development Loan Fund Recapitalization	\$ 33,875	\$ 100,000	\$ 50,000	50%	\$ 50,000	50%
<b>Economic Development Subtotal</b>		<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>50%</b>	<b>\$ 50,000</b>	
<b>Totals</b>		<b>\$ 2,925,866</b>	<b>\$ 1,676,469</b>		<b>\$ 2,005,332</b>	
<b>Total Estimated Funds Available</b>		<b>\$ 1,676,469</b>	<b>\$ 1,676,469</b>		<b>\$ 2,005,332</b>	
<b>Estimated To Be Cut:</b>		<b>\$ 1,249,397</b>	<b>\$ (0)</b>		<b>\$ -</b>	

**Funds Available:**

	Est 9/19/17	Actual 5/1/18
2018 CDBG Grant (est 7.5% under 2017 grant of \$1,622,067)	\$ 1,500,000	\$ 1,788,178
2017 Revolving Loan repayments	\$ 66,122	\$ 116,742
2017 Program Income	\$ 10,197	\$ 262
Unspent Prior Years Funds for Reallocation	\$ 100,150	\$ 100,150
<b>Total Available Funds:</b>	<b>\$ 1,676,469</b>	<b>\$ 2,005,332</b>



## MEETING MINUTES

### JOINT MEETING: HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE and MENTAL HEALTH BOARD

Thursday, September 6, 2018 7:00 PM  
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room G300

#### **Housing and Community Development Act Committee**

Members Present: Ald. Rainey, M. Miro, G. Mackey

Members Absent: Ald. Wilson, Ald. Braithwaite, Ald. Rue Simmons, Ald. Wynne, S. Jones

Presiding Member: Ald. Rainey, Committee Chair

#### **Mental Health Board**

Members Present: J. Sales, S. Johnson, I. Ziaya, M. Pierce, B. Feiler, G. Hall

Members Absent: K. Ruetzel, J. Haimes

Presiding Member: J. Sales, Board Chair

Staff: S. Flax, J. Wingader

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#### **Call to Order / Declaration of Quorum**

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and the Mental Health Board and called the meeting to order at 7:09 pm.

#### **Meeting Overview**

Staff provided instructions to applicants presenting. The purpose of the joint meeting is to allow the Housing & Community Development Act Committee, which governs the use of CDBG funds and the Mental Health Board, which provides funding recommendations to City Council, to review applications requesting both CDBG-Public Services funding and City funding for the same program or applications requesting CDBG-PS funding for one program and City funding for another program within the same agency.

#### **2019 CDBG Program and Mental Health Board – Review of Applications**

Applicant agencies were given 5 minutes to present applications and field questions from Committee and Board members. Agencies, programs and funding requests are listed below.

- Books and Breakfast: Presentation by Kim Hammock, Executive Director  
Books and Breakfast Program  
CDBG request: \$10,000  
MHB request: \$20,000



- The Harbor: Presentation by Kris Salyards, Executive Director  
Safe Harbor Emergency Shelter Program  
CDBG request: \$10,000  
MHB request: \$10,000
- James B. Moran Center for Youth Advocacy: Presentation by Patrick Keenan-Devlin, Executive Director and Kristen Kennard, Director of Social Work Services  
Legal and Social Services for Youth  
CDBG request: \$30,000  
MHB request: \$45,000
- Meals at Home: Presentation by Debi Genthe, Executive Director  
Prevention of Malnutrition and Hunger Through Home Delivered Meals  
CDBG request: \$20,000  
MHB request: \$10,000
- Connections for the Homeless: Presentation by Betty Bogg, Executive Director  
Outreach and Drop-In Program  
CDBG request: \$25,000  
MHB request: \$70,000
- Family Focus: Presentation by Colette Allen, Evanston Center Director  
After School Program  
CDBG request: \$20,000  
MHB request: \$35,000
- Interfaith Action: Presentation by Susan Murphy, Director  
Emergency Overnight Shelter  
CDBG request: \$18,000  
MHB request: \$7,000
- Open Studio Project: Presentation by Chantal Healy, Executive Director  
Art & Action for children, youth & adults  
CDBG request: \$10,000  
MHB request: \$10,000
- YOU: Presentation by Maggie Blinn DiNovi, Chief Executive Officer  
Trauma Informed Youth & Family Services  
MHB request: \$100,000  
STEAM is for Teens  
CDBG request: \$20,000
- Impact Behavioral Health Partners: Presentation by Patti Capouch, Chief Executive Officer  
Kristin Johanns, Manager of Clinical Services  
Clinical Services Program  
MHB request: \$60,000

Christopher Knoper, Supported Employment Program Manager  
Employment Services Program  
CDBG request: \$20,000

**Public Comment**

No public comment.

**Staff Report**

No staff report.

**Adjournment**

There being no further business, Chair Rainey called for a motion to adjourn. It was moved by Ms. Johnson and seconded by Ms. Ziaya. Motion passed unanimously and the meeting adjourned at 8:59 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist



**MEETING MINUTES**

**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, September 25, 2018

7:00 P.M.

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

Members Present: Ald. Rainey, Ald. Braithwaite, Ald. Wynne, Ald. Wilson, G. Mackey, M. Miro

Members Absent: Ald. Rue Simmons

Presiding Member: Ald. Rainey, Committee Chair

Staff: S. Flax, J. Wingader

**Call to Order / Declaration of Quorum**

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:04 pm.

**2019 CDBG Program — Review of Applications**

Chair Rainey explained that the Housing & Community Development Act Committee would hear presentations from agencies seeking Community Development Block Grant funding for 2019. Applicants would respond to questions from the committee. Applicants were requested to provide information not contained in their application. Presenters should provide their name and contact information so people watching can contact them for services, to volunteer or donate.

Agencies were given 5 minutes to present their applications and field questions from Committee. Agencies, programs and funding requests are listed below.

- Shore Community Services: Presentation by Anni Braverman, Director of the Shore Koenig Training Center  
Joseph Koenig Jr., Vocational Training Center (Public Service)  
CDBG request: \$20,000
- YWCA Evanston-North Shore: Presentation by Karen Singer, CEO and Hillary Douin, Clinical Services Manager  
Domestic Violence Services (Public Service)  
CDBG request: \$35,000
- Youth Job Center of Evanston: Presentation by Eileen Hallstrom, Len Felton Career Pathways Advisor and Jalese Johnson, ETHS Career Advisor, Executive Director  
Youth Employment Services (Public Service)  
CDBG request: \$50,000

- Evanston Scholars: Presentation by Steve Newman, Executive Director  
College Readiness (Public Service)  
CDBG request: \$35,000
- Girl Scouts of Greater Chicago: Presentation by Irasema Gonzalez, Grant Writer  
and Marie Erbeck, Director of Member Engagement  
All In Program (Public Service)  
CDBG request: \$10,000
- North Shore Senior Center: Presentation by Kathy Honeywell Director Senior and  
Family Services  
Grandparents Raising Grandchildren Program (Public Service)  
CDBG request: \$12,000
- Infant Welfare Society: Presentation by Stephen Vick, Executive Director  
Indoor Gross Motor Play Space (Public Facility)  
CDBG request: \$30,000
- Council for Jewish Elderly: Presentation by David Guthridge, Director of Physical  
Plant and Project Management and Francine Knowles, Grants Specialist  
CJE SeniorLife ADS Upgrade (Public Facility)  
CDBG request: \$23,387

**Public Comment**

No public comment.

**Staff Comment**

Staff confirmed upcoming meeting rescheduled to October 2. S. Flax provided a federal budget update. Continuing resolution until December 7, 2018, was passed by Congress; earliest budget likely to be passed in December and grant amounts would be available 45 to 60 days following appropriations approval.

**Adjournment**

There being no further business, Chair Rainey called for a motion to adjourn seconded by Ald. Wilson; motion passed unanimously and the meeting adjourned at 8:03 pm.

Respectfully submitted,

Jessica Wingader  
Grants and Compliance Specialist



**MEETING MINUTES**

**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, October 2, 2018

7:00 P.M.

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

Members Present: Ald. Rainey, Ald. Wynne, Ald. Wilson, G. Mackey, M. Miro

Members Absent: Ald. Braithwaite and Ald. Rue Simmons

Presiding Member: Ald. Rainey, Committee Chair

Staff: L. Biggs, G. Gerdes, K. Brown, I. Ogbo, S. Flax, and J. Wingader

**Call to Order / Declaration of Quorum**

Chair Rainey called the meeting to order and presentations began at 7:14 pm. A quorum was declared following Glenn Mackey's arrival from another meeting during the presentations.

**2019 CDBG Program — Review of Applications**

Chair Rainey explained that the Housing & Community Development Act Committee would hear presentations from City of Evanston applicants seeking Community Development Block Grant funding for 2019. Applicants would respond to questions from the committee. Applicants were requested to provide information not contained in their application.

Applicants were given 5 minutes to present their applications and field questions from Committee. City managed programs/projects are listed below.

- Certificate of Rehabilitation Program  
Presentation by: Kevin Brown, Community Services Manager  
Parks & Recreation Department (Public Service)  
CDBG request: \$30,000
- Mayor's Summer Youth Employment Program  
Presentation by: Kevin Brown, Community Services Manager  
Parks & Recreation Department (Public Service)  
CDBG request: \$30,000
- Target Area Graffiti Removal  
Presentation by: Gary Gerdes, Building & Inspection Services Division Manager  
Community Development Department (Public Service)  
CDBG request: \$50,000
- Clyde Brummel Park Fencing Replacement  
Presentation by: Lara Biggs, Bureau Chief - City Engineer

Public Works Department (Public Facilities Project)  
CDBG request: \$50,000

- Harbert Park Bike Path Improvements  
Presentation by: Lara Biggs, Bureau Chief - City Engineer  
Public Works Department (Public Facilities)  
CDBG request: \$100,000
- Lead Service Replacement  
Presentation by: Lara Biggs, Bureau Chief - City Engineer  
Public Works Department (Public Facilities)  
CDBG request: \$75,000
- Alley Paving  
Presentation by: Lara Biggs, Bureau Chief - City Engineer  
Public Works (Public Facility)  
CDBG request: \$390,000
- Targeted Code Enforcement  
Presentation by: Ikenga Ogbo, Public Health Manager  
Health & Human Services Department (Public Facility)  
CDBG request: \$375,000
- Housing Rehab. Administration and Loan Fund Recapitalization  
Presentation by: Sarah Flax, Housing & Grants Administrator  
Community Development Department  
CDBG request: \$405,000
- CDBG Administration  
Presentation by: Sarah Flax, Housing & Grants Administrator  
Community Development Department  
CDBG request: \$330,000

### **Discussion of CDBG 2019 Funding Priorities**

M. Miro noted that allocating funds for Public Services would be “brutal,” as requests exceeded estimated funding by 43%; there was less competition for Public Facilities funding and most were City requests. He noted that City Public Services requests totaled \$100,000 and suggested giving priority to non-City Public Services applications. Ald. Wilson responded that significant cuts were being made to City programs that would be seen in the 2019 budget being released on Friday. A suggestion was made to not fund some programs to avoid damaging funding cuts to larger programs; it was noted that the committee had not funded worthy programs in past years for this reason. The \$10,000 minimum allocation was also discussed. Ald. Wilson noted that he considers what has the biggest impact; an agency may ask for \$10,000 but can still be impactful if awarded \$5,000. Ald. Rainey noted some programs have major donors, and the impact of agencies work to raise other funds to reduce dependence on CDBG should be taken into account. M. Miro noted that some agencies are not able to attract large donors. Staff noted that programs requesting both MHB and CDBG should be

considered carefully because they may require both funding sources to be impactful. Staff will provide CDBG allocations to MHB for their allocation meeting.

Ald. Rainey directed staff to contact HUD about re-categorizing Graffiti Removal to Public Facilities because it is not a social/human services program. Staff noted that HUD considers graffiti removal to be maintenance, similar to filling potholes in a road; staff will contact the Chicago Field Office but does not expect this change will be made based on prior discussions.

Ald. Rainey suggested considering a cost sharing program between CDBG and the Water Fund for the Lead Service Line Replacement, noting that the homeowners that would be helped also pay into the Water Fund.

It was agreed that all committee members would send their draft allocations to staff by end of day on Monday, October 8 so staff can provide the committee with average allocations at Tuesday's meeting.

**Old Business/New Business**

Staff provided an update on the McGaw YMCA Residence Lighting Project. Monique Parsons confirmed the project would be completed by April 30, 2019. Ald. Rainey requested more information about the project in writing. Staff noted that funding from the ComEd energy efficiency program may be a fit and will be investigated to reduce CDBG funding.

**Public Comment**

No public comment.

**Adjournment**

There being no further business, Chair Rainey called for a motion to adjourn; it was made by Ald. Wynne, seconded by Ald. Wilson, and passed unanimously. The meeting adjourned at 8:12 pm.

Respectfully submitted,

Jessica Wingader  
Grants and Compliance Specialist