



Memorandum

To: Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Manager

Subject: December 11, 2019 HCDA Meeting Cover Memo

Date: December 11, 2019

Attached please find:

- The meeting agenda
- Item 2: Staff summaries for the applications reviewed December 11, 2019
- Item 3: Applications for FY 2020 CDBG Funding
- Item 4: Meeting dates for 2020

We look forward to seeing you on December 11th.



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Wednesday, December 11, 2019

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue
G300 – Lake Superior Conference Room

AGENDA

I. CALL TO ORDER/DECLARATION OF QUORUM

II. 2020 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	Alley Paving – N. Dempster, E. Dewey
5	7:50 PM	Alley Paving – N. Nathaniel, E. McDaniel
6	8:00 PM	Butler Park Drainage and Lighting Renovations
7	8:10 PM	Targeted Code Enforcement
8	8:20 PM	Housing Rehab. Administration
9	8:30 PM	Economic Development Fund
10	8:40 PM	CDBG Administration

III. DISCUSSION OF CDBG 2020 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, December 17 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).



**2020 CDBG Application Review Meeting
 City Applications
 December 11, 2019**

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

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$30,000	\$23,000	\$30,000	30%

2019 Evanston Residents Served: 1,100
2020 Evanston Residents Estimated: 1,200

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

2019 CDBG Proportion of Budget: 5%
2020 CDBG Proportion of Budget: 7%

The Certificate of Rehab program, in partnership with the Moran Center, removes a primary barrier to employment for Evanston residents; clients with a criminal background can complete a rehabilitation program and receive certification that allows them to get their records partially or fully sealed or expunged. Outreach workers identify and engage potential community members and several information sessions are held throughout the year to help enroll people in the program. While many people are enrolled, given the complicated process of sealing or expunging records, a smaller number (approximately 100 annually) will have records sealed or expunged in a calendar year. The Moran Center provides legal services, mentoring, and instruction about the process on a contractual basis; staff also obtains 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. Participants are between 18-65 years old, all are low-moderate income and more than 80% are Black. Program works exclusively with Evanston residents; request is 7% 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)

2019 Request	2019 Award	2020 Request	% Increase of 2020 Request over 2019 Award
\$30,000	\$20,400	\$25,000	23%

2019 Evanston Residents Served: 1,100
2020 Evanston Residents Estimated: 1,200

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

2019 CDBG Proportion of Budget: 3%
2020 CDBG Proportion of Budget: 3%



The Mayor’s Summer Youth Employment Program, managed by the Department of Parks & Recreation and implemented in partnership with the Youth Job Center and local businesses, employs Evanston youth ages 14-18 for up to 9 weeks in full and part time positions. The four program goals include helping youth identify career interests and obtain work readiness skills, providing non-law enforcement crime prevention by offering engaging and supervised activities during the summer months, and bringing a local and sustainable pool of candidates to local employers. The program measures outcomes through employer/participant satisfaction surveys and a review of attendance and job performance. This program is also part of the “Evanston Collective” which is a partnership between the City, the Moran Center and six other local nonprofit social service agencies to create a support system that is “culturally and linguistically attuned and responsive to the lived experiences of Evanston’s most marginalized youth and families.” As in previous years, CDBG funds are used for seasonal supervisor salaries; request is 3% of program budget.

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

2019 Request	2019 Award	2019 Request	% Increase of 2020 Request over 2019 Award
\$50,000	\$37,000	\$50,000	35%

2019 Evanston Residents Served: 74,239 **Evanston % of total served: 100%**
2020 Evanston Residents Estimated: 75,282 **Evanston % of total served: 100%**

2019 CDBG Proportion of Budget: 38%
2020 CDBG Proportion of Budget: 51%

The Graffiti Removal program, operated 7.5 hours per business day year round by the City’s Graffiti Technician, addresses 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. Alley Paving – N. Dempster, E. Dewey

2019 Request	2019 Award	2020 Request
NA	NA	\$450,000 – CDBG

2019 CDBG Proportion Program Budget: NA
2020 CDBG/MHB Proportion Program Budget: 100%



This project consists of paving an unimproved alley within the public right of way. The alley is located north of Dempster Street and east of Dewey Avenue (2nd 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 51.57% low/moderate income.

5. Alley Paving – N. Nathaniel, E. McDaniel

2019 Request	2019 Award	2020 Request
NA	NA	\$260,000

2019 CDBG Proportion Program Budget: NA

2020 CDBG Proportion of Budget: 100%

This project consists of paving an unimproved alley within the public right of way. The alley is located north of Nathaniel Street and east of McDaniel Avenue (2nd 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. Based on the current low/mod map, this alley is not eligible; however, staff has submitted a plan to survey the immediate area to establish income eligibility. Current low/mod population is 28.21% down from 47.2%, when the City’s eligible percentage was 45.13%.

6. Butler Park Drainage and Lighting Renovations

2019 Request	2019 Award	2020 Request
NA	NA	\$400,000 – CDBG

2019 CDBG Proportion Program Budget: NA

2020 CDBG Proportion Program Budget: 100%

Butler Park is located east of the North Shore Channel between Bridge Street and Emerson Street in the 5th ward. Project consists of providing drainage improvements to prevent standing water on bike path and potential flooding to adjacent homes and upgrading existing sodium lamps to energy efficient LED fixtures. Project will primarily benefit local neighborhood in census block 8092004 which is 61.49% low/moderate income.

7. CDBG Targeted Code Enforcement

2019 Request	2019 Award	2020 Request
\$375,000	\$375,000	\$380,000

2019 CDBG Proportion Program Budget: 55%

2020 CDBG Proportion Program Budget: 55%



This program is an important means of maintaining safe, sanitary housing for low/moderate income residents, and attractive, well maintained neighborhoods. CDBG funds inspections of dwelling units in the CDBG Target Area; funds are used for salaries & benefits of Property Standards staff responsible for inspections of multi-family rental buildings in 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, pests, 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. Staff time inspecting in the CDBG target area is tracked on an electronic time keeping system to comply with federal requirements.

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

2019 Request	2019 Est. expenses	2020 Request
\$225,000	\$207,426	\$225,000

2019 CDBG Proportion Program Budget: 100%

2020 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 Coordinator – handles program intake, processes applications, completes and records loan documents and services the loan portfolio
- Housing & Grants Manager – 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).

9. Economic Development Fund

2019 Request	2019 Award	2020 Request
NA	NA	\$75,000

2019 CDBG Proportion Program Budget: NA
2020 CDBG Proportion Program Budget: 100%

The Economic Development fund can be used to provide loans to new low/moderate entrepreneurs looking to open new businesses and to support existing micro-enterprises by providing technical and/or consulting services. The CDBG Economic Development Fund may also be used for Façade improvement grants in neighborhood retail/commercial areas located in primarily low- and moderate-income neighborhoods. The need for these services are evidenced by the responses received from businesses as polled by the Community Needs Assessment Survey; 36% of respondents reported revenues under \$50,000 and the most identified needs included access to capital to open or expand businesses in Evanston; technical assistance, and employment training for low/moderate income employees.

10. CDBG Administration

2019 Request	2019 Award	2020 Request
\$330,000 or 20% of grant (est.)	\$360,686 (20% of actual award)	\$330,000 or 20% of grant (est.)

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. 2020 request is based on an estimated 2020 grant of \$1,650,000.

City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

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

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

\$ 30,000.00 Requested
\$ 0 MHB Request

Submitted: 10/21/2019 1:09:46 PM (Pacific)

Project Contact

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Additional Contacts

none entered

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Web www.cityofevanston.org

Interim City Manager

Erika Storlie
estorlie@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 Certificate of Rehabilitation, Expungement, Records Sealing, Partial Records Sealing Program

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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:

8. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



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REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. 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

[download template](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

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. The Youth and Young Adult Division has hired a Latino Outreach Worker who is working 37.5 hours per week to contribute to this effort.

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 how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

This program addresses the Community Development and Job Creation goals of the Evanston City Council. The sealing and expungement of records helps individuals to obtain employment and housing.

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.

110	Intake/assessment
30	Referrals
100	Individual case management plan/services
55	Services delivered on an individual basis (e.g. home delivered meals)
405	One time event or activity (e.g. field trips, tax preparation)
55	Multi-session program (e.g. after school program)
200	Focused topic activities (e.g. workshops, trainings)
55	Drop in services (e.g. computer lab, tutoring, help desk)
80	Phone or online help (e.g. 24-hour help lines)
1,090.00	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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. Referrals are tracked in the City's Apricot Data Management Software.

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 2020, including any change from 2019 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?

2020 Goals :

Provide 900 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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 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 2020
<input type="text" value="1200"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="1200"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="1200"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="1100"/>	Unduplicated people served in 2019
<input type="text" value="1100"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="1100"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="1100"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="9,200.00"/>	TOTAL

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? Describe how the agency is engaging people of color and other minorities in decisions?

N/A

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 35 years experience

City of Evanston Outreach Worker 20 years experience

Moran Center Attorney 35 years experience

Moran Center Social Worker 20 years experience

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

Kevin Brown 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."

NA

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

2100 Ridge Avenue Evanston Illinois 60201

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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 Brown Community Services Manager kebrown@cityofevanston.org 847-448-8042

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed
City of Evanston CDBG	\$ 23,000.00		
City of Evanston Mental Health Board Funds			
Outreach Staff Salaries	\$ 315,000.00	\$ 315,000.00	
Health Insurance	\$ 35,000.00	\$ 35,000.00	
Social Security	\$ 14,000.00	\$ 14,000.00	
Medicare	\$ 45,000.00	\$ 45,000.00	
Other Program Costs	\$ 35,000.00	\$ 35,000.00	
Total	\$ 467,000.00	\$ 444,000.00	\$ 0.00

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Outreach Staff Salaries	\$ 315,000.00	\$ 315,000.00		
Health Insurance	\$ 35,000.00	\$ 35,000.00		
Social Security	\$ 14,000.00	\$ 14,000.00		
Medicare	\$ 45,000.00	\$ 45,000.00		
Other Program Costs	\$ 35,000.00	\$ 35,000.00		
	\$ 0.00			
Total	\$ 444,000.00	\$ 444,000.00	\$ 0.00	\$ 0.00

Budget Narrative

The Certificate of Rehabilitation Program was expanded in 2018 and since that time outreach has been performed at Evanston Township High School and at the annual MSYEP Job fair. Also, every Mayor's Summer Youth Employment Program participant continues to receive Certificate of Rehabilitation Program information. Thus, the program outreach continues to expand.

Program Outcomes [top](#)

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 900 ETHS students.	Attendance records	900	100	100	100	1,200					0
2	Poll 900 ETHS students at Poll annual 2020 MSYEP Job Fair regarding criminal histories.		900	0	0	0	900					0
3	Register 200 clients to begin record expungement/sealing process.	Record look up receipts.	50	50	50	50	200					0
4							0					0
5							0					0
Total			1,850	150	150	150	2,300	0	0	0	0	0

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
Total	0	0	0	0	0	0	0	\$0

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
Total	0	0	0	0	0	0	0	\$0

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.



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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).



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Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



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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](#)

Evanston Livability Principles and MHB Funding Priorities.

[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.
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.



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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.
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 FY2019.



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Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

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

Application ID: 150512

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

City of Evanston
Mayor's Summer Youth Employment Program

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

\$ 25,000.00 Requested
\$ 0 MHB Request

Submitted: 10/21/2019 12:31:59 PM (Pacific)

Project Contact

Kevin Brown
kebrown@cityofevanston.org
Tel: 847-448-8042

Additional Contacts

none entered

City of Evanston

2100 Ridge Ave
Evanston, IL 60201

Interim City Manager

Erika Storlie
estorlie@cityofevanston.org

Telephone 847-448-8042

Fax

Web 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 Mayor's Summer Youth Employment Program

2. Type of organization

- Section 501(c)(3) Organization
- Government agency
- City of Evanston Department
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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:

8. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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).



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REQUIRED FOR ALL EXTERNAL APPLICANTS. Board of Directors, including demographic information, professional affiliations and home address. 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 [download template](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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.

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:

- 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) 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 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.

2. Who participates in/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

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.

3. Describe how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

City goal #2 is "Enhance Community Development and Job Creation Citywide".

The Mayor's Summer Youth Employment Program is a job training and workforce program that has a positive impact upon economic growth in the city, as we all promotes soft skills and hard skills in program participants.

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="1150"/>	Intake/assessment
<input type="text" value="1150"/>	Referrals
<input type="text" value="200"/>	Individual case management plan/services
<input type="text" value="200"/>	Services delivered on an individual basis (e.g. home delivered meals)
<input type="text" value="300"/>	One time event or activity (e.g. field trips, tax preparation)
<input type="text" value="650"/>	Multi-session program (e.g. after school program)
<input type="text" value="400"/>	Focused topic activities (e.g. workshops, trainings)
<input type="text" value="100"/>	Drop in services (e.g. computer lab, tutoring, help desk)
<input type="text" value="100"/>	Phone or online help (e.g. 24-hour help lines)
<input type="text" value="4,250.00"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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.

Referrals are made via phone calls or by directly contacting a member of the Youth and Young Adult staff. Referrals also come via the online portal below:

<http://www.evanstonoutreach.org/contact-us/>

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.

Recognizing that Evanston has fallen short in removing barriers and tailoring services to the needs of all members of our diverse community, the Youth Job Center, Youth & Young Adult Division, and Moran Center joined together with six other organizations one year ago in creating the "Evanston Collective." The Collective, in partnership with a team of former users of services, are presently interviewing community residents and developing a deeper understanding of roadblocks to accessing services. The goal of this initiative is to create a seamless web of family support services that are culturally and linguistically

attuned and responsive to the lived experiences of Evanston's most marginalized youth and families. Ultimately, recommendations will be made in a public forum to catalyze change, improve accessibility of services, and ensure community members feel "radically welcomed" when they utilize our services. To-date, the Collective, in its infancy, has already upended local systems to better support youth. We successfully advocated for and are presently helping implement the City of Evanston's new administrative hearing process for juveniles as a restorative and supportive off-ramp from the criminal justice system. The achieved reforms include adding new misdemeanor offenses, including Theft and Retail Theft, to the the City Code thereby increasing the number of offenses for which children may referred to this local forum for adjudication. Upon a child admitting liability or being found liable, children are now being offered the option of participating in the City's newly established restorative and supportive services program. The City's Youth Advocates - clinicians - conference with youth and conduct a brief assessment, developing a "repair of harm agreement" which takes into consideration the harm caused by the child, as well as that child's needs. In supporting youth meet their obligations under their "repair of harm agreements," city staff refer youth, where appropriate, to members of the Collective. Our membership in the Collective, as well as our joint achievements, demonstrate our preparedness to achieve the goals and objectives set out in this proposal.

(Agencies working in collaboration)

City of Evanston Youth and Young Adult Division

James B. Moran Center for Youth Advocacy

Youth Job Center of Evanston

Connections for the Homeless

Infant Welfare Society

Curt's Cafe

Peer Services

Erie Family Health Services

Youth & Opportunity United

8. Describe program goals and outcomes anticipated in 2020, including any change from 2019 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

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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, Nathan Norman, Acting Program Manager, Jerme McCray, Acting Assistant Program Coordinator and Summer Supervisor, and Genaro Hernandez, Summer Supervisor are responsible for the implementation of the MSYEP.

9. Complete the chart below with the unduplicated total of people you expect to serve in 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 must show an increase in people served if applying for an increase in CDBG funding.

<input type="text" value="1150"/>	Unduplicated people to be served in 2020
<input type="text" value="1150"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="863"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="863"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="1100"/>	Unduplicated people served in 2019
<input type="text" value="1100"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="825"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="825"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="7,876.00"/>	TOTAL

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? Describe how the agency is engaging people of color and other minorities in decisions?

N/A

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 - 35 years experience
Nathan Norman, Acting Program Coordinator - 10 years experience
Jerme McCray, Acting Assistant Program Coordinator, Summer Supervisor - 6 years experience

Stacey Moragne, Outreach Worker
 Genaro Hernandez, Acting Outreach Worker, Summer Supervisor
 Lachisa Barton, Outreach Worker
 Deanna Howlette, Outreach Worker
 Husham Alhashimi , Acting Outreach Assistant

15. Provide the name, email and phone number of the individual who attended the pre-application meeting.
 Kevin Brown 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?
 2100 Ridge Avenue Evanston Illinois 60201

20. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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 Brown Community Services Manager

Budget [top](#)

Funding Sources/Revenues	2019	2020	2020 Committed	
City of Evanston CDBG	\$ 25,000.00	\$ 25,000.00		
City of Evanston Mental Health Board Funds				
Total	\$ 25,000.00	\$ 25,000.00	\$ 0.00	

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
funding covers salaries for 3 summer supervisors	\$ 25,000.00	\$ 0.00	\$ 25,000.00	
FT/PPT Seasonal Emploeyess MSYEP	\$ 560,000.00	\$ 560,000.00		
Health Insurance	\$ 58,692.00	\$ 58,692.00		
Life Insurance	\$ 387.00	\$ 387.00		
Cell Phone Allowance	\$ 4,032.00	\$ 4,032.00		
IMRF	\$ 43,562.00	\$ 43,562.00		
Social Security	\$ 31,864.00	\$ 31,864.00		
Medicare	\$ 7,452.00	\$ 7,452.00		
Rental Auto Fleet Maintenance	\$ 1,086.00	\$ 1,086.00		
Van Rental	\$ 2,266.00	\$ 2,266.00		
Clothing	\$ 2,500.00	\$ 2,500.00		
Food	\$ 3,500.00	\$ 3,500.00		
Equipment and Tools	\$ 1,000.00	\$ 1,000.00		
Safety Equipment	\$ 2,500.00	\$ 2,500.00		
Total	\$ 743,841.00	\$ 718,841.00	\$ 25,000.00	\$ 0.00

Budget Narrative

A. Salaries – Total: \$25,000
 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 10% over fy 2019. 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 \$7000 for 375 summer hours.

Program Summer Supervisor (2) will spend 100% of their time training and supervising participants. This individuals summer salary is \$6000 for 375 summer hours.

Program Summer Supervisor (3) will spend 100% of their time training and supervising participants. This individuals summer saalary is \$6000.

B. Fringes – Total: \$6000

FICA will be paid for all salaries:

Unemployment costs:

Retirement payment for full-time employee Jermey McCray.

Program Outcomes [top](#)

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	Increase Job Readiness Training Participants to 400	Participant sign-in	400	0	0	0	400					0
2	Increase Job Fair Participation Numbers to 900 participants.	Participant sign-in	900	0	0	0	900					0
3	Increase Number of Summer Employment Opportunities to 1100	Employer Survey	0	1,100	0	0	1,100					0
4	Employ 700 Evanston Youth and Young Adults.		0	700	0	0	700					0
5							0					0
Total			1,300	1,800	0	0	3,100	0	0	0	0	0

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
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6								\$ 0
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8								\$ 0
9								\$ 0
10								\$ 0

11									\$ 0
12									\$ 0
13									\$ 0
14									\$ 0
15									\$ 0
Total	0	0	0	0	0	0	0	0	\$0

Program Line Item Funding

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7								\$ 0
8								\$ 0
9								\$ 0
10								\$ 0
11								\$ 0
12								\$ 0
13								\$ 0
14								\$ 0
15								\$ 0
Total	0	0	0	0	0	0	0	\$0

Documents [top](#)

Documents Requested *

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

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).

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Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.

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

Required? Attached Documents *

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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](#)

Evanston Livability Principles and MHB Funding Priorities.
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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. ✓ [Blank Page](#)
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. ✓ [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 FY2019.

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AML at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.
[download template](#)

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Application ID: 150507

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City of Evanston
Community Development
2020 CDBG Public Services & Mental Health Board
10/20/2019 deadline

City of Evanston
City of Evanston - Target Area Graffiti Removal

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

\$ 50,000.00 Requested
\$ 0 MHB Request

Submitted: 10/21/2019 12:34:13 PM (Pacific)

Project Contact

Gary Gerdes
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

Telephone 847-448-8030

Fax 847-448-8020

Web 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
- Faith-Based Organization (Program must meet requirements of HUD Notice CPD 04-10)

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. 2020 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 2019 should be classified as renewal even if amount requested is different from 2019 grant.

- Renewal of 2019 CDBG funding
- Renewal of 2019 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 2018 APPLYING FOR A PROGRAM NOT FUNDED IN 2019 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](#)

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



[Blank](#)

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](#)

HUD Notice CPD 04-10: Guidelines for Ensuring Equal Treatment of Faith-based Organizations participating in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing and Youthbuild Programs

Application Questions [top](#)

1. Describe the specific program for which funding is requested, 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 per day, 5 days per 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 incidences of graffiti along with the type of graffiti in order to identify patterns and local 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/benefits from the program? Include any eligibility requirements. Describe steps taken to increase participation of minorities.

Provide participant demographics; age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

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 how the program meets City goals.

If applying for CDBG funds, describe the priority need(s) that your program addresses.

The program supports strong and safe communities by enhancing resiliency to human hazards; it reduces gang activity and assists the Police Department in monitoring trends and reducing gang activity. Additionally, graffiti removal aids in the prevention of slums/blighted 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"/>	TOTAL

5. Are eligible people turned away for services? If so, approximately how many are being turned away in the 2019 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 2020, including any change from 2019 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 2020, 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 2020, number who are low/moderate income, and the number who are Evanston residents. If an existing program, provide the same numbers for 2019.

Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2019 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 2020
<input type="text" value="75,282"/>	Unduplicated Evanston residents to be served in 2020
<input type="text" value="28,457"/>	Unduplicated low/moderate income people to be served in 2020
<input type="text" value="28,457"/>	Unduplicated low/moderate income Evanston residents to be served in 2020
<input type="text" value="74,239"/>	Unduplicated people served in 2019
<input type="text" value="74,239"/>	Unduplicated Evanston residents served in 2019
<input type="text" value="28,060"/>	Unduplicated low/moderate income people served in 2019
<input type="text" value="28,060"/>	Unduplicated low/moderate Evanston residents served in 2019
<input type="text" value="412,076.00"/>	TOTAL

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? Describe how the agency is engaging people of color and other minorities 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

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."

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 2020 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](#)

Funding Sources/Revenues	2019	2020	2020 Committed	
City of Evanston CDBG	\$ 37,000.00	\$ 50,000.00		
City of Evanston General Funds	\$ 59,389.00	\$ 48,963.00		
Total	\$ 96,389.00	\$ 98,963.00	\$ 0.00	

Funding Uses/Expenses	2019	2020 Total	2020 CDBG	2020 MHB
Salary & Benefits	\$ 87,826.00	\$ 90,400.00	\$ 45,720.00	
Supplies	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	
Rental of Auto Fleet Maintenance	\$ 2,047.00	\$ 2,047.00	\$ 1,024.00	
Rental of Auto Replacement	\$ 2,001.00	\$ 2,001.00	\$ 1,001.00	
Shoe Allowance	\$ 155.00	\$ 155.00	\$ 75.00	
Telecommunications - Wireless	\$ 360.00	\$ 360.00	\$ 180.00	
Total	\$ 96,389.00	\$ 98,963.00	\$ 50,000.00	\$ 0.00

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 2020 and an increase in supplies and equipment requests.

Program Outcomes [top](#)

Program Outcomes

	Indicator (How was Outcome 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

Total	0	0	0	0	0	0	0	0	0	0
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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
Total	0	0	0	0	0	0	0	\$0

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
Total	0	0	0	0	0	0	0	\$0

Documents [top](#)

Documents Requested *

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

Required? **Attached Documents ***



[Blank](#)

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).



[Blank](#)

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in 2018 only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS or organizations funded in 2018 only if changed).

Brief biographies of key staff including demographic information.



[Blank](#)

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](#)

Evanston Livability Principles and MHB Funding Priorities.

[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. 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.



[Blank](#)

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.

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 FY2019.



[Blank](#)

Organizational commitment to equity, diversity and inclusion.

Section 3 New Hire Certification: To be used for any new hire who has an income below 80% AMI at time of hire, for job that does not require more than a H.S. diploma unless on the job training is provided.

[download template](#)

Application ID: 151127

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City of Evanston
Community Development
2020 CDBG Public Facilities & Improvements
10/20/2019 deadline

City of Evanston
CDBG Alley Paving - N. Dempster, E. Dewey

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

\$ 450,000.00 Requested

Submitted: 10/18/2019 2:33:33 PM (Pacific)

Project Contact

Chris Venatta
cvenatta@cityofevanston.org
Tel: 847-448-8129

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

Telephone 847-448-8129

Fax

Web www.cityofevanston.org

Interim City Manager

Erika Storlie
citymanagersoffice@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 2020 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.

450000

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 Dempster Street and east of Dewey 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 2020 and completed in the fall of 2020.

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)

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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 Dempster Street and east of Dewey Avenue (2th 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.

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. Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible?

Was any impact to the physical structure, such as load bearing walls, assessed when developing the project?

The scope of work and budget was developed by the Capital Planning and Engineering Division of the City. The City has extensive experience executing alley projects, specifically ones with David-Bacon wage requirements.

5. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

6. 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

7. 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

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

NA

9. 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.

10. 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

11. 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 2020 construction season.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the drawback to the project not being undertaken in 2020?

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.

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

NA

14. 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

15. 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

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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	Project Sources	Amount Committed
Evanston CDBG	\$ 450,000.00	
Total	\$ 450,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Alley Paving		\$ 450,000.00
Total	\$ 0.00	\$ 450,000.00

Funding Secured **\$ 0.00**
 The portion of project funding that is committed and will be available if 2020 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 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.

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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).

[Low/Mod Map](#)

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

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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 FY2019.

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Application ID: 150520

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City of Evanston
Community Development
2020 CDBG Public Facilities & Improvements
10/20/2019 deadline

City of Evanston
CDBG Alley Paving - N. Nathaniel, E. McDaniel

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

\$ 260,000.00 Requested

Submitted: 10/18/2019 9:25:22 AM (Pacific)

Project Contact

Chris Venatta
cvenatta@cityofevanston.org
Tel: 847-448-8129

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

Interim City Manager

Erika Storlie
citymanagersoffice@cityofevanston.org

Telephone 847-448-8129

Fax

Web 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 2020 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.

260000

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 Nathaniel Place and east of McDaniel 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 2020 and completed in the fall of 2020.

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)



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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](#)



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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 Nathaniel Street and east of McDaniel Ave (2th 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.

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. Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible?

Was any impact to the physical structure, such as load bearing walls, assessed when developing the project?

The scope of work and budget was developed by the Capital Planning and Engineering Division of the City. The City has extensive experience executing alley projects, specifically ones with David-Bacon wage requirements.

5. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

6. 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

7. 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

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

NA

9. 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.

10. 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

11. 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 2020 construction season.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the drawback to the project not being undertaken in 2020?

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.

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

NA

14. 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

15. 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

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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	Project Sources	Amount Committed
Evanston CDBG	\$ 260,000.00	
Total	\$ 260,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Alley Paving		\$ 260,000.00
Total	\$ 0.00	\$ 260,000.00

Funding Secured **\$ 0.00**
 The portion of project funding that is committed and will be available if 2020 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 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.

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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).

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

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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 FY2019.

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Application ID: 150490

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City of Evanston
Community Development
2020 CDBG Public Facilities & Improvements
10/20/2019 deadline

City of Evanston
Butler Park Drainage and Lighting Renovations

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

\$ 400,000.00 Requested

Submitted: 10/16/2019 1:47:39 PM (Pacific)

Project Contact

Stefanie Levine
slevine@cityofevanston.org
Tel: 847-448-8043

Additional Contacts

none entered

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201

Interim City Manager

Erika Storlie
estorlie@cityofevanston.org

Telephone 847-448-8043
Fax 847-448-8118
Web 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.

-no answer-

4. CDBG Funding Requested for 2020 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.

400000

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.

Butler Park is located south of the North Shore Channel between Emerson Street and Bridge Street. The project will provide needed drainage and lighting improvements to the park. The proposed drainage improvements will remove standing water in bike path and landscaped areas that frequently threaten to flood a number of adjacent residential homes. The proposed lighting improvements will upgrade existing high-pressure sodium lamps to energy-efficient LED fixtures. The project schedule will be to design the improvements in spring 2020, bid the work in summer 2020 and construct the improvements in fall 2020.

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)



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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.



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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 needed drainage and lighting improvements to Butler Park, located east of the North Shore Channel between Bridge Street and Emerson Street. The proposed drainage improvements will remove standing water in bike path and landscaped areas that frequently threaten to flood a number of adjacent residential homes. The proposed lighting improvements will upgrade existing high-pressure sodium lamps to energy-efficient LED fixtures. 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.

The project will largely benefit the local neighborhood surrounding Butler Park. Butler Park is located in Block Group 8092004 which has a low/moderate income level of 61.49%.

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. Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible?

Was any impact to the physical structure, such as load bearing walls, assessed when developing the project?
Scope of work and budget was determined by City staff who frequently design and bid similar improvements.

5. Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

6. 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

7. 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

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

NA

9. 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. The Agency has managed numerous projects subject to federal Davis-Bacon prevailing wage and HUD Section 3 requirements.

10. 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

11. 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 installation of drainage improvements (exact design to be determined but likely drainage structures, drainage piping and select rain gardens) in areas of the park that flood on a regular basis with particular attention to locations where adjacent homes may be threatened. Additionally, the project will upgrade existing high-pressure sodium lamps throughout the park's security lighting system with new energy-efficient LED fixtures.

The project schedule is:

Design: spring 2020

Bidding: summer 2020

Construction: fall 2020

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the drawback to the project not being undertaken in 2020?

This project will provide expanded services by removing stormwater which frequently floods the park and makes large areas unusable and/or impassible for extended periods of time. Additionally, the drainage work will improve the living conditions of adjacent residents by reducing the threat of park flooding migrating to their homes.

The project will benefit area residents by improving park security with the installation of more reliable and effective LED lighting, replacing the existing high-pressure sodium lamps that have been in place since 2003.

If this project is not undertaken in 2020, the above flooding and safety issues will persist.

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

NA

14. 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

15. 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

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2020 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	Project Sources	Amount Committed
Evanston CDBG	\$ 400,000.00	
Total	\$ 400,000.00	\$ 0.00

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
General Conditions	\$ 30,000.00	\$ 30,000.00
Drainage Improvements	\$ 250,000.00	\$ 250,000.00
Lighting Improvements	\$ 95,000.00	\$ 95,000.00
Engineering	\$ 25,000.00	\$ 25,000.00
Total	\$ 400,000.00	\$ 400,000.00

Funding Secured **\$ 0.00**
 The portion of project funding that is committed and will be available if 2020 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed.

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.

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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.



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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 FY2019.

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City of Evanston – 2020 Community Development Block Grant Housing Application

APPLICANT INFORMATION

Organization Name: City of Evanston

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: 687,236 Amount of CDBG funds requested: 380,000

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the community development needs and objectives of the CDBG Program as set forth in 24 CFR 570, and address the City Council goals and priorities. Proposed CDBG Target Area Map and NRSA Map will be provided.

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 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 or 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 – 2020 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 and welfare. The Targeted Code Enforcement Program addresses code violations that create unsafe, unhealthy living conditions and blight. The program also 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 respond to requests for inspections from occupants, conduct area surveys to identify external and interior code violations that contribute to blight and work to ensure the correction of such violations. The program also involves 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?

2019 (January 1, 2019 - December 31, 2019) - estimated	975
2018 (January 1, 2018 - December 31, 2018) - actual	953

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 dwelling units in the CDBG Target Area on a two-year cycle. There is an estimate of 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 the City's 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 \leq 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	N/A	LMI-occupied units	N/A
Following rehab:	Total units	N/A	LMI-occupied units	N/A

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)

N/A

City of Evanston – 2020 Community Development Block Grant Housing Application

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)

N/A

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.)

N/A

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 Property Maintenance Program continues to provide inspections as required of the housing in the NRSA's. The City continues to work with the Metropolitan Tenants Organization, a fair housing organization to assist our residents with providing resources, fair housing literacy, counsel 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 meetings 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?

N/A

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 – 2020 Community Development Block Grant Housing Application

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2020 CDBG fiscal year is January 1– Dec 31, 2020.** 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 2019 blank.

If you are receiving 2019 CDBG funds, explain any significant budget differences between your 2019 and 2020 budgets. (1,000 characters max)

Line Item Expenses	2019 Projected	2020 Proposed
Staff salaries and fringe	\$624,360	\$630,270
Overtime	\$3,700	\$3,000
Printing	\$1,200	\$600
Postage	\$2,800	\$1000
Training & Travel	\$1,500	\$900
Rental Auto-fleet Replacement	\$0	4,000
Auto-fleet Maintenance	\$9,000	11,525
Court costs/Litigation	\$1,800	\$1,500
Membership Dues	\$400	\$500
Equipment & tools	\$1500	\$1,500
Rental Housing Software & Maintenance	\$30,000	\$30,000
Office Supplies	\$1500	\$1500
Uniforms	\$2000	\$500
Shoe Allowance	\$625	\$441
Total Expenditure	680,385	687,236
Revenues		
CDBG	\$375,000	380,000
General Funds	\$305,385	307,236
Total Revenues:	\$680,385	687,236

City of Evanston – 2020 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: Sarah Flax

Phone: 847-448-8684

Email: sflax@cityofevanston.org

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

Total project or program budget: \$225,000

Amount of CDBG funds requested: \$225,000

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 ≤ 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 – 2020 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 2020.

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) - actual 20

2019 (January 1, 2019 - December 31, 2019) - estimated 12

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.

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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.)

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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 – 2020 Community Development Block Grant Housing Application

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2020 CDBG fiscal year is January 1– Dec 31, 2020.** 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 2019 blank.

If you are receiving 2019 CDBG funds, explain any significant budget differences between your 2019 and 2020 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 \$63,300 and there is \$130,040 of 2019 entitlement funds allocated for rehab projects.

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	2019 Projected	2020 Proposed
Staff Salaries & benefits	\$198,059	\$213,125
Printing	0	450
Office Supplies	35	400
Postage Chargebacks	150	200
Training & Travel	50	1,000
Rental of Auto Fleet Maint	825	825
Rental of Auto Replacement	1,340	1340
Membership Dues	0	200
Copy Machines Charges		
Service Agreements	3,500	6,000
Other Program Costs	0	1,460
Transfer to Debt Service-ERI	3,467	0
Total Expenses:	\$207,426	\$225,000

Revenues		
CDBG entitlement (Housing Rehab Administration costs)	\$207,426	\$225,000
CDBG Revolving Loan income (2019 est.)	117,150	\$95,290
CDBG entitlement to recapitalize the Loan Fund	130,040	0
Total Revenues:	\$454,616	\$320,290

City of Evanston – 2020 Community Development Block Grant Economic Development Application

APPLICANT SUMMARY

Application Title/Project Name: CDBG Economic Development Fund

Amount Requested: \$75,000

APPLICANT INFORMATION

Name: City of Evanston

Address: 2100 Ridge Ave, Evanston, IL 60201

Staff: Paul Zalmezak Phone: 847-448-8013

Email: pzalmezak@cityofevanston.org

Program/Project Description

(5,000 characters max)

Staff requests \$75,000 for the CDBG Economic Development Fund to support economic development needs identified in Needs Assessment for the 2020-2024 Consolidated Plan. Economic development projects and programs would be evaluated and recommended for funding by the City's Economic Development staff, following City and CDBG underwriting guidelines for direct assistance to businesses and working with Housing and Grants staff to ensure compliance with federal regulations. Projects and programs would be evaluated by the Economic Development Committee and recommended to City Council.

Consolidating all CDBG-funded economic development activities under the Economic Development Division provides greater flexibility to respond to opportunities as they arise and enables more efficient layering of CDBG with TIF and/or other sources, as appropriate.

Activities eligible for CDBG Economic Development funding include loans to businesses, programs that provide business consulting services/technical assistance to Micro-enterprises, and direct financial assistance to low/moderate income Micro-enterprises. The CDBG Economic Development Fund may also be used for Façade improvement grants in neighborhood retail/commercial areas located in primarily low- and moderate-income neighborhoods, particularly in the Neighborhood Revitalization Strategy Area (NRSA).

CDBG funds have been used to provide loans to new businesses to open in vacant properties and to support low/mod entrepreneurs seeking to launch startup businesses (technical support for low/moderate income micro-enterprises). To continue to support economic development activities in 2020, staff requests that CDBG entitlement funds be allocated in 2020. CDBG loan payments are deposited in the CDBG revolving loan fund and may be used to fund economic development projects in the future, subject to availability. HUD regulations require that revolving loan funds be committed to the first available project, whether housing rehab or economic development. By allocating 2020 entitlement funds for economic development, we assure that at least the allocated amount will be available for economic development projects.

City of Evanston – 2020 Community Development Block Grant Economic Development Application

Consolidated Plan/Needs Assessment goals to be addressed by the Economic Development Fund include:
(5,000 characters max)

Businesses that responded to the Needs Assessment were very small, with 80% having gross revenues of less than \$250,000; 36% had gross revenues under \$50,000. Only ten respondents had revenues over \$250,000. Needs identified were:

- Access to capital to open or expand businesses in Evanston
- Technical assistance (business consulting) and direct financial assistance to expand entrepreneurial efforts/business start-ups.
- Employment training for low/moderate income workers in very small businesses

Budget Rationale
(5,000 characters max)

Currently there are no uncommitted CDBG funds from prior years available for Economic Development needs. Funding for small businesses and startups continues to be very limited, though Northwestern University's LEND program does provide some small loans. CDBG can be a valuable source of funding because it can be used for equipment, furnishings and fixtures, as well as working capital. CDBG may be used for construction/buildout, but this triggers payment of Davis-Bacon prevailing wages on the entire project, which often increases costs substantially. To avoid this, CDBG and City economic development funds have been layered in the same project, with CDBG limited to non-construction expenses. CDBG's use for economic development purposes is not limited to low and moderate income neighborhoods if job creation or retention for low/moderate income workers is used to achieve CDBG national objective. At least one low/moderate income job or FTE must be created or retained for every \$35,000 of CDBG invested.

City of Evanston – 2020 Community Development Block Grant CDBG Administration & Planning Application

Application Summary

Application Title/Project Name: CDBG Administration & Planning

Amount Requested: 20% of 2020 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
 Jessica Wingader 847-859-7889 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.

2020 will be governed by the 2020-24 Consolidated Plan; it is the first year in that plan. In addition to the usual administrative work, some work, specifically the Assessment of Fair Housing that is required for the 2020-2024 Consolidated Plan, will be charged in 2020.

Responsibilities include:

- Prepare the City's 2020 Consolidated Annual Performance and Evaluation Report (CAPER) submit to HUD for approval
- Manage the 2021 funding application process and prepare the 2021 Action Plan
- Manage HUD IDIS database (drawing funds & reporting 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
- 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

City of Evanston – 2020 Community Development Block Grant CDBG Administration & Planning Application

- Fair Housing Assessment required for the 2020-2024 consolidated Plan. (Cook County regional effort with Cook County as the lead agency; other partners include the Housing Authority of Cook County, City of Chicago, Chicago Housing Authority, Oak Park and other suburban entitlement communities.)

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 2020 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 2020 grant be allocated for CDBG Administration and Planning in the final allocation of funds following receipt of 2020 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.

Funding Sources/Revenues	2018	2019	2020 Request
CDBG	\$ 330,000	\$ 360,686	\$ 330,000
Total:	\$ 330,000	\$ 360,686	\$ 330,000

Funding Uses/Expenses	2018	2019	2020 Request
Salaries & benefits	\$ 286,505	\$ 311,041	\$ 316,719
Advertising	\$ 500	\$ 1,000	\$ 1,000
Postage	\$ 350	\$ 350	\$ 350
Courier charges	\$ 150	\$ 150	\$ 150
Training & travel	\$ 1,500	\$ 1,500	\$ 1,500
Copy machine charges	\$ 800	\$ 800	\$ 800
Other program costs	\$ 5,959	\$ 6,500	\$ 6,500
Office supplies	\$ 400	\$ 400	\$ 400
Fair Housing Assessment	\$ 13,000	\$ 6,500	\$ 6,500
Trans to DS Fund-ERI Debt service	\$ 3,388	\$ 3,664	
Transfer to Insurance Fund	\$ 17,448	\$ 18,230	\$ 18,230
Total:	\$ 330,000	\$ 350,135	\$ 352,149

Staff salaries and benefits equivalent to 2.75 FTEs are included in this budget: 55% of Housing & Grants Administrator, 90% of Grants & Compliance Specialist, 50% of Grants & Compliance Specialist (Social Services), 100% of Financial Analyst-Federal Grants (part-time position, so 50% of an FTE), and 30% of Housing Policy & Planning Analyst.

HCDA Meeting Dates for 2020

Meetings will be held in room 2402 unless specified otherwise;
dates and locations are subject to change

Tuesday, January 21, 2020 at 7PM

Tuesday, February 18, 2020 at 7PM

Tuesday, March 17, 2020 at 7PM

Tuesday, April 21, 2020 at 7PM

Tuesday, May 19, 2020 at 7PM

Tuesday, June 16, 2020 at 7PM

Tuesday, July 21, 2020 at 7PM

Tuesday, August 18, 2020 at 7PM

Thursday, September 3, 2020 at 7PM (joint meeting with MHB) in G300

Tuesday, September 15, 2020 at 7PM in Council Chambers (CDBG only, external applicants)

Tuesday, September 22, 2020 at 7PM in Council Chambers (CDBG only, City applications)

Tuesday, October 6, 2020 at 7PM in Council Chambers (Allocation meeting)

Tuesday, November 17, 2020 at 7PM (Close of Action Plan public comment period)

Tuesday, December 15, 2020 at 7PM