

# Memorandum

To: Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Manager

Subject: December 17, 2019 HCDA Meeting Cover Memo

Date: December 17, 2019

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Attached please find:

- The meeting agenda
- Item 2: 2020 CDBG Funding Memo
- Item 3: Staff Summary of 2020 CDBG Applications
- Item 4: Draft Meeting Minutes for October 15, November 7, December 4, & December 11, 2019
- Item 5: 2020 Meeting Dates
- Item 6: [Draft 2020-2024 Consolidated Plan and Draft 2020 Action Plan](#)

We look forward to seeing you on December 17th.



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

Tuesday, December 17, 2019

7:00 pm

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

### **AGENDA**

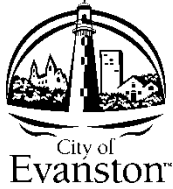
- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. 2020 CDBG FUNDING—COMMITTEE DISCUSSION AND RECOMMENDATIONS**
- III. PUBLIC INPUT ON THE DRAFT 2020-2024 CONSOLIDATED PLAN AND DRAFT 2020 ACTION PLAN**
- IV. DISCUSSION AND VOTE TO RECOMMEND APPROVAL OF THE DRAFT 2020-2024 CONSOLIDATED PLAN AND DRAFT 2020 ACTION PLAN TO CITY COUNCIL FOLLOWING RECEIPT OF THE 2020 ENTITLEMENT GRANT AMOUNTS**
- V. APPROVAL OF MEETING MINUTES: OCTOBER 15, NOVEMBER 7, DECEMBER 4 & DECEMBER 11, 2019**
- VI. 2020 MEETING DATES**
- VII. PUBLIC COMMENT**
- VIII. STAFF REPORT**
- IX. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee is scheduled for Tuesday, January 21, 2020 in Room 2402.

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

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# Memorandum

To: Members of the Housing and Community Development Act Committee

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

Subject: 2020 CDBG Funding Guidelines

Date: December 13, 2019

This memo and attachments provide input to the committee relating to the allocation of 2020 CDBG funding. As in past years, 2020 CDBG allocations are being made based on an estimated grant amount; our actual grant award may be larger or smaller than estimate. The committee will reconvene following receipt of our 2020 grant amount to make adjustments to the allocations made on estimate. HUD recommends including contingency language in Action Plans developed using estimated grant amounts to minimize the likelihood that the revisions will trigger the need for a new 30-day public comment period. The 2020 draft Action Plan includes the following language to describe what factors will be considered when adjusting allocations:

2020 CDBG estimated available funding was allocated by the Housing and Community Development Act Committee at its meeting on October 15, 2019, to Plan goals in **AP-20 Annual Goals and Objectives** based on priorities of that Plan and historical spending patterns. Allocations to specific activities will be made at the Committee's meeting on December 17, 2019. Following receipt of the City's 2020 CDBG grant amount, staff will develop recommendations for the Housing and Community Development Act Committee's consideration to either increase or decrease funding allocations to specific activities. If the actual grant amount is larger than estimated, funding would not increase for all activities on a pro rata basis. Factors affecting the award of additional funding would include, but not be limited to, whether an activity was awarded less than its full request or if declines in funding from other sources would affect the viability of the program or project, and if a change in the award would result in a change of more than 20% to the Action Plan goal that the activity addresses. If the actual CDBG grant amount is less than the estimate, reductions to activity funding would be considered on a case-by-case basis, taking into account the same factors.

The total estimated funding for the 2020 CDBG allocations is \$1,813,809. Our 2020 CDBG grant is estimated at \$1,650,000, the same as used in 2019, plus revolving loan fund and program income payments received to date that total \$95,587, and

unexpended CDBG Administration funds from FY 2018 of \$68,222 for reallocation in 2020. The allocations made by ConPlan goal for 2020 at the October 15 meeting based on the percentage of funding are listed below from highest to lowest funding level:

- Affordable Housing, which includes Housing Rehab Administration and Rehab loans, and CDBG Code Enforcement – 35%, estimated at \$636,851
- Livable Communities, which includes capital infrastructure projects in low/mod income neighborhoods (alley, street and sidewalk improvements, park and community center renovations, and non-profit organizations capital projects) – 31%, estimated at \$555,120
- CDBG Administration – 18%, estimated at \$330,000
- Public Services (excluding Interfaith Action’s Overnight Shelter that is under the Homelessness goal) – 14%; estimated at \$246,838
- Economic Development – 2%, estimated at \$30,000
- Homelessness – 1%, estimated at 15,000

Public Services funding requests are more than double the amount of estimated funding available in this category. It may not be possible to fund all programs at meaningful levels, but the committee may want to consider identifying specific programs that are not funded or are underfunded that would be prioritized for funding if receipt of our CDBG grant resulted in a substantive increase in Public Services funding.

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

When reviewing 2020 requests for CDBG funding, please consider the following:

- How projects/programs align with the goals of the draft 2020-2024 Consolidated Plan, and City Council goals including investing in City infrastructure and facilities, expanding affordable housing options, enhancing community development and job creation, and ensuring equity in all City operations, particularly for residents with greater need or who face more barriers to accessing services.
- Funding guidelines approved by the Committee in 2015:
  - For Public Services - minimum grant of \$10,000 to any activity; program grants under \$10,000 are often inefficient for the City and the grantee, and result in a disproportionate amount of funds spent on compliance, particularly

- for agencies with limited administrative capacity. City staff time to manage and monitor each program ranges from \$1,375 to \$3,200, regardless of the size of the grant. In addition, CDBG should not comprise more than 30% of a Public Services program budget in order to limit an over reliance on City funding.
- An application for a specific Public Facility should be considered every third year. This helps avoid using CDBG in place of a maintenance reserve, and reduces administrative costs for Davis-Bacon compliance and monitoring.
  - Some programs serve few Evanston residents, are requesting a disproportionate amount of Evanston funding relative to the number and percent of Evanston residents served, or do not project an increase in Evanston residents served proportionate to their CDBG request for funding. These are identified in the attached application summaries.
  - Agencies that consistently struggle with reporting and compliance requirements and are a higher risk for non-compliance, or that require significantly more staff time to achieve compliance, are identified in the attached application summaries.
  - First-time applicants for CDBG for an established program should provide an increase in services to Evanston residents proportionate to the funding requested so federal funds are not used to replace existing program funding sources.
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Attachments: [Draft 2020-2024 Consolidated Plan and 2020 Action Plan](#)



2020 CDBG Allocation Review Meeting  
December 17, 2019

City of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201

Agency	Request	Notes	Proposed MHB Allocation
<b>Administration</b>			
City of Evanston: <i>CDBG Administration &amp; Planning</i>	\$330,000 or 20% of grant	CDBG regulations allow 20% of grant funds plus 20% of current year Program Income for required management and compliance of the CDBG program.	NA
<b>Public Services</b>			
Books and Breakfast: <i>Books and Breakfast Program</i>	Request: \$15,000 FY19: \$5,620	Combined request is 8.2% of program/agency budget and would support staff salaries to expand before school reading/tutoring and meal program to Haven Middle School. Haven principal has identified over 200 eligible participants. All B&B students come from schools without Title 1 supportive services; in FY 2019 population served includes 23% Latinx, 43% Black and 13% Biracial. If awards were not granted, it is unclear if program could expand to additional school site. Increase in people projected to be served meets CDBG requirement for increased funding.	<i>\$25,000 request from MHB</i>  <i>\$9,996 of MHB received in 2019</i>
The Harbor: <i>Safe Harbor Emergency Shelter</i>	Request: \$5,200 FY19: \$5,200	Combined request is 3% of program budget; MHB is also requested and was received in prior year. CDBG would fund personnel costs for shelter staff. Program works to reunite homeless girls 12-21 with their families or divert those eligible to supportive housing. Evanston funded this program for the first time in 2019 for a CDBG and MHB total of \$15,200. Agency projected to serve 9 Evanston residents in 2019; 5 have been served in Q1-3, which is 56% of goal, and one more than served in 2018. Evanston residents served remain essentially flat since before receiving Evanston CDBG and MHB funds. Evanston youth comprise approximately 10% of program participants; 76% of program participants are people of color. Service goal for 2020 remains constant at 9 Evanston residents. It is unlikely that 2020 City funding would expand services to Evanston residents based on 2019 outcomes.	<i>\$10,000 request from MHB</i>  <i>\$10,000 of MHB received in 2019</i>
James B. Moran Center: <i>Legal &amp; Social Services</i>	Request: \$36,000 FY19: \$20,400	Combined request is 9% of program budget and will support staff salaries for the Education Advocacy Project (EAP) and School-Based Civil Legal Clinic (SBCLC) programs. Agency is a long-time recipient of CDBG funds and projects it will serve 860 Evanston residents (68% of total participants). Clients are primarily low/moderate income people of color. Both EAP and SBCLC work with youth up to age 26 who are navigating the criminal justice system. Increase in people projected	<i>\$50,000 request from MHB</i>  <i>\$39,360 of MHB received in 2019</i>

		to be served meets CDBG requirement for increased funding.	
Meals at Home	Request: \$20,000  FY 19: \$14,200	Combined CDBG/MHB request is 3% of budget and would support staff salaries and meal costs. Program provides specialized meals for projected 75 home-bound residents who may have additional health issues; 64% of clients receive a subsidized plan, 50% are on therapeutic diets. Based on the projected number of Evanston residents estimated to receive services in FY 2020, it is unclear that awards and expansion of facility will increase the number of Evanston residents served. There have been some inconsistencies in reporting in 2019 that have been addressed.	<i>\$10,000 request from MHB</i>  <i>\$9,000 of MHB received in 2019</i>
Connections for the Homeless: <i>Drop-In Program</i>	Request: \$25,000  FY19: \$25,000	Request is 16% of program budget; award would support staff salaries. Drop-In offers critical basic services and works in tandem with Outreach program to engage homeless/at-risk population to get them housed and provide other needed services. Program serves 77% people of color; Evanston residents (estimated 425 people) are 50% of those served. Agency predicting a 55% increase in clients to be served in 2020. Drop-In open 5 days per week. Agency has initiated a review of policies and procedures in partnership with the YWCA to ensure equitable service delivery.	<i>\$60,000 request from MHB</i>  <i>\$56,000 of MHB received in 2019</i>
Family Focus: <i>Afterschool Program</i>	Request: \$25,000  FY19: \$11,400	Combined CDBG/MHB request is 52% program budget. Program serves primarily 5 <sup>th</sup> ward residents 8 to 18 years old and offers STEAM, literacy, and SEL skills (service to 70 residents projected); participants are predominantly low/moderate income people of color. Afterschool program has a defined curriculum with measurable outcomes; agency is compliant with all reporting requirements. Award would support program staff salaries.	<i>\$40,000 request from MHB</i>  <i>\$33,600 of MHB received in 2019</i>
Interfaith Action: <i>Emergency Overnight Shelter</i>	Request: \$25,000  FY19: \$15,020	Request is 25% of program budget and will be used to provide overnight shelter every night in winter (mid-November through February) rather than only when temperatures are below a specified temperature. Program will serve an estimated 80 unduplicated homeless men and women. Award would support staff salaries for the Overnight Supervisor, Volunteer Coordinator, more training for volunteers and additional bedding. Quantifiable increase in services provided/nights of shelter meets CDBG requirement for increased funding.	<i>\$15,000 request from MHB</i>  <i>\$7,000 of MHB received in 2019</i>
The Center of Concern: <i>Homeless Prevention, Housing Counseling and Home Sharing</i>	Request: \$12,500  FY19: NA	Request is 56% of program budget and would support a FT case manager who would spend 50% of time working with Evanston residents. Program is located in Des Plaines and provides housing counseling, home sharing connections and case management services to low/moderate income participants who are homeless or at risk of homelessness. Evanston residents comprise 2.5% of population served; program currently serves 62 residents and projects increased services to 2 additional clients. This is a negligible expansion of services to Evanston residents and does not	NA

		justify the funding requested in compliance with CDBG requirements. Program services would be advertised through print and social media. Agency is a member of the Suburban Cook County Continuum of Care and participates in Coordinated Entry. Based on compliance requirements for federal programs through which it receives funding, staff believes it has the capacity to comply with reporting requirements.	
Open Studio Project: <i>Summer &amp; PreK Art Programming</i>	Request: \$15,000  FY19: \$4,000	Request is 40% of program budget and would support two new programs for preschoolers. The first, in partnership with the Joseph E. Hill Early Childhood Center, and the second, in partnership with Robert Crown, would provide Social/Emotional Learning through art therapy programming. Outcomes for both include increase in healthy expression of emotion and measured through program attendance. It is unclear how the impact of OSP program for preschool participants will be measured. Staff provides significantly higher support to this agency to achieve reporting compliance; staff continues to work with agency on processes to document income eligibility and demographics of participants income, program expenditures, and provide source documents for expenditures as required for CDBG compliance.	NA
Impact Behavioral Health Partners: <i>Supported Employment Program</i>	Request: \$20,000  FY19: \$13,000	Request is 3% of program budget and would be used to support staff salaries; program projects services to 16% Evanston residents. Agency is working with Erie Family Health Center to receive additional referrals for the program and Evanston residents served in 2019 Q1-3 exceeds their 2019 total by 20%. Program provides supported employment to people with a documented mental illness and is a long-time recipient of CDBG funds. Outcomes are measurable and agency has capacity to manage program. The projected number of Evanston participants for 2020 is the same as 2019 goal and would not justify the level of increase in funding requested as required for CDBG Public Services.	<i>MHB Request Clinical Services: \$60,000</i>  <i>2019 award: \$15,841 (also for Clinical Services)</i>
Shore Community Services: <i>Vocational Training Program</i>	Request: \$20,000  FY19: \$7,500	Request is less than 1% of program budget. Program assists people with developmental disabilities to build job skills. Evanston residents (approximately 28 people) comprise 21% of population served and program projects a decrease in the number of Evanston residents served in upcoming year. Program provides vocational training at facility in Morton Grove. Two additional programs, True North and the community Employment program, encourage participants to explore vocational opportunities and gain employment in a supportive community setting. Prior to receiving CDBG funding, program reported services to 35 Evanston residents in FY 2017. Since receiving CDBG in 2018, the number of Evanston residents served has dropped (29 served in 2018 and 28 served in Q1-3 of 2019). Program is compliant with reporting requirements, but it is unlikely City funding would expand services to	<i>MHB Request</i>  <i>Residential Program: \$22,000</i>  <i>Lois Lloyd: \$15,300</i>



		Evanston residents based on 2018 and 2019 outcomes.	
YWCA Evanston/North Shore: <i>Domestic Violence Services</i>	Request: \$35,000 FY19: \$35,000	Request is 2% program budget and would support staff salaries. YWCA is the only provider of social services to domestic violence victims in Evanston and surrounding suburbs. Evanston residents (140 projected) comprise 20% of population. Program offers emergency shelter, 24-hour crisis line, case management, legal advocacy and additional supports. Agency is compliant with all reporting requirements.	NA
Youth Job Center: <i>Youth Employment Services</i>	Request: \$50,000 FY19: \$27,399	Request is 3% program budget and would support staff salaries. Evanston residents are approximately 32% of population served (estimated 619 people); this is a slight decline from prior year. Program provides job training, referrals, and employment support to primarily low/moderate income, youth ages 14 to 25. Outcomes are measurable and agency has capacity to manage funds. The projected number of Evanston participants for 2020 would not justify the level of increase in funding requested as required for CDBG Public Services.	NA
Evanston Scholars: <i>College Readiness Program</i>	Request: \$35,000 FY19: \$11,200	Request is 4% of program budget and would provide support to 288 projected ETHS students who are first generation college bound in preparing for college admissions. Population served is predominantly income eligible and unlikely to succeed in post-secondary education without support. Program has capacity to manage award and is compliant with all reporting requirements. If fully funded, award would pay for college entrance test prep as in prior years and would also increase college visits and support staff, combined with a projected 16% increase in program participants.	NA
Girl Scouts: <i>All In Program</i>	Request: \$12,000 FY19: \$5,500	Request is 34% of program budget and would support program facilitators, provide program supplies to approximately 77 participants, and pay a portion of camp fees. Program components include STEAM, financial literacy, healthy living skills and camp experience for Evanston girls between the ages of 5 and 12 who are from primarily low/moderate income families. Award would support program facilitators for troops at Rice Center and Fleetwood-Jourdain. Program is compliant with reporting requirements. Agency projects to serve 77 Evanston participants in 2020, an increase of more than 50% over 2019 actuals in Q1-3 2019.	NA
North Shore Senior Center: <i>Grandparents Raising Grandchildren</i>	Request: \$10,000 FY19: \$8,600	Request is 20% of program budget; funds would support program staff working with approximately 91 grandparents, 49 of whom are Evanston residents, and their grandchildren. Evanston residents projected to be 54% of population served; a decline from previous years. Program is compliant with reporting requirements and agency has capacity to manage award. It is unclear that increased award would expand services, as there is no increase projected in the number of program participants.	<i>MHB Request Social Services Program: \$35,000</i>  <i>Behavioral Health: \$10,000</i>

City of Evanston: <i>Certificate of Rehabilitation</i>	Request: \$30,000  FY19: \$23,000	Request is 7% of program budget and supports Outreach staff salary. Program works exclusively with Evanston residents who are low/mod income and has 7 components (recruitment, record review/counseling, expungement/sealing, certificates, clemency, court appearances, and additional supports). Staff provides recruitment and case management of program participants and works in partnership with the Moran Center which provides legal services. Without CDBG funds, costs incurred by this program would come from the new Human Services Fund.	NA
City of Evanston: <i>Summer Youth Employment Program</i>	Request: \$25,000  FY19: \$20,400	Request is 3% of program budget and would support supervisors working with youth. Program provides summer work experience and job readiness skills to low/moderate income Evanston teens; program also reduces violence by keeping students productively engaged in activities during summer months. Without CDBG funds, costs incurred by this program would come from the new Human Services Fund.	NA
City of Evanston: <i>Graffiti Removal</i>	Request: \$50,000  FY19: \$37,000	Request is 51% of program budget and consistent with prior year awards. All work is performed in the target area (low/mod income); without CDBG funding entire cost of program would come from the City's General Fund.	NA
<b>Housing Rehabilitation</b>			
City of Evanston: <i>Housing Rehab Administration, Revolving Loan Fund Income, and Loan Fund Recapitalization</i>	Request: \$225,000  FY19: \$225,000	CDBG funds the administration of the CDBG Housing Rehab Program, including the salaries of the Rehab Specialist and 60% of a Customer Service Representative for client intake, income certification and underwriting of applicants, and annual compliance for completed rehabs. Housing Rehab Administration has been fully funded by CDBG, with no costs borne by the City's general fund. Request is consistent with prior years.	NA
<b>Code Enforcement</b>			
City of Evanston: <i>CDBG Target Area Code Enforcement</i>	Request: \$380,000  FY19: \$375,000	CDBG funds are used for salaries & benefits for Property Standards staff responsible for routine and complaint inspections of rental units in the CDBG Target Area, as well as exterior inspections of all properties in the Target Area. Actual billing to CDBG is based on time and activity tracking of staff working on CDBG-eligible property inspections, as required. Code enforcement is an important tool to maintaining safe, sanitary housing for lower income residents, and attractive, well maintained neighborhoods.	NA
<b>Public Facilities</b>			
Reba Early Learning Center: <i>Bathroom</i>	\$140,000	Project includes renovation of two classroom bathrooms to make them accessible to children with disabilities and installation of new water pipes on the north side of the	

<i>Accessibility and Lead Reduction</i>		building. Staff is assessing this project based on the Committee's request and working to identify the source of lead contamination to define project scope and costs. Additional information will be provided at the allocation meeting.	
<i>Council for Jewish Elderly: CJE SeniorLife ADS Improvement Project</i>	\$25,790	Project consists of weather sealing 3 doors, replacing emergency exit door and frame, replacing receiving area double door and frame, and replacing 3 windows with energy efficient commercial windows. Request is 100% of projected project cost. Agency was awarded \$23,387 in prior year to purchase and install 6 electromagnet door locks and replace north side gutter.	NA
<i>City of Evanston: Butler Park Drainage and Lighting Renovations</i>	\$400,000	Project would provide drainage improvements to prevent standing water on bike path and potential flooding to adjacent homes. It would also upgrade existing sodium lamps to energy efficient LED fixtures. Project is located in census block 8092004 which is 61.49% low/moderate income and will primarily benefit local neighborhood.	NA
<i>City of Evanston: Alley Paving Project</i>	\$450,000	Project consists of paving an unimproved alley within the public right of way; alley is located in the 2 <sup>nd</sup> ward north of Dempster St. and east of Dewey Ave in a census block group that is 51.57% low/moderate income. Work includes construction of a concrete alley with a drainage system and all related restoration work.	NA
<i>City of Evanston: Alley Paving Project</i>	\$260,000	Project consists of paving an unimproved alley within the public right of way; alley is located in the 2 <sup>nd</sup> ward north of Nathaniel Street and East of McDaniel Avenue. Work includes construction of a concrete alley with a drainage system and all related restoration work. Staff continues to seek approval from HUD on the proposed survey and methodology to establish this project as eligible for CDBG because the census block group in which it is located is no longer eligible based on the new low/moderate income data currently in effect.	NA
<b>Economic Development</b>			
<i>City of Evanston: Economic Development Fund</i>	Request: \$75,000  FY19: NA	The Economic Development Fund is used to provide loans to open or expand businesses and provide technical assistance to micro-enterprises and entrepreneurs. The fund may also be used for façade improvement grants in neighborhood retail/commercial areas located in primarily low- and moderate-income neighborhoods. Projects may be funded throughout the year, similar to the Housing Rehab program, but each is brought to the Economic Development Committee for review before submission to City Council for approval.	NA



**DRAFT**

## **MEETING MINUTES**

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

Tuesday, October 15, 2019

7:00 P.M.

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

Members Present: Ald. Rainey, Ald. Wynne, Ald. Wilson, G. Mackey, Ald. Rue Simmons, M. Miro, D. Wang Su

Members Absent: Ald. Braithwaite, H. Rodriguez

Presiding Member: Ald. Wilson

Staff: S. Flax, J. Wingader

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

Ald. Wilson declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:05 pm.

#### **Approval of Meeting Minutes for June 18, 2019 and September 17, 2019**

Ald. Rue Simmons moved approval of the minutes as presented, seconded by Ald. Wynne; the minutes were approved unanimously.

#### **Public Comment**

No public comment.

#### **Request by Two Agencies to Waive LOI Deadline Requirement to Apply for 2020 CDBG Funding**

Two agencies requested permission to move forward with the application for FY 2020 CDBG funding after missing the deadline to submit a Letter of Intent. Sarah Laing, Executive Director of Open Studio Project, began the discussion by stating the challenges she faced in her new role and how she has improved processes to ensure timely reporting in future. Ald. Wilson, moved to waive the requirement, seconded by Ald. Wynne. There was discussion about the application process and procedures; it was suggested that the application process mirror the City's bid process and there was agreement that future requests to waive deadlines would not be reviewed. A voice vote was taken and Open Studio was approved to proceed with the application process for FY 2020.

Mark Brown, Director of Government Grants and Contracts for Family Focus, requested permission to move forward with the application process despite missing the deadline to submit the letter of intent for the Agency's After School Program. Ald. Rainey moved to waive the deadline requirement, seconded by Ald. Rue Simmons; a voice vote was taken and the motion was unanimously approved.

**2020 CDBG Funding Allocation by Goals Recommendation for Draft 2020 Action Plan**

Staff requested approval of the proposed allocations of estimated 2020 Community Development Block Grant (CDBG) funds based on historic percentages of funding allocated to Consolidated Plan goals from 2015 – 2019, and the needs identified in the Community Needs Assessment to determine priorities for the City’s 2020-2024 Consolidated Plan. Staff reviewed the timeline for submitting the draft plan and suggested allocating based on percent by goal. There was discussion about how the goal amounts were derived and a review of upcoming projects. Ald. Rue Simmons moved approval of the 2020 CDBG funding allocations recommendations seconded by Ald. Wynne; a voice vote was taken and the motion was unanimously approved.

**CDBG Housing Rehab Loan Administration Policies and Example from 1983**

Staff asked the Committee to consider establishing loan administration policies that would allow the restructure of the terms of CDBG Housing Rehab loans, some of which were written in 1970s and 1980s, to reflect the current Rehab loan terms in order to improve financial stability of low and moderate income homeowners. Staff described the challenges of balloon loans. After brief discussion, Ald. Rainey moved approval to restructure loan administration policies, seconded by Ald. Wynne; a voice vote was taken and the motion was unanimously approve.

Ald. Rainey asked that a future report be submitted by staff that details all loans current loans with payment histories. Staff agreed that this information could be presented anonymously, but would include property ward information. Ald. Rainey requested the inclusion of property type as well.

**Staff Report**

Staff provided a list of agencies and programs applying for FY 2020 CDBG funds and a schedule of remaining 2019 meeting dates; additionally staff reviewed draft meeting dates for 2020.

**Adjournment**

There being no further business, Ald. Wynne moved to adjourn the meeting, seconded by Ald. Rue Simmons; the motion was approved unanimously and the meeting was adjourned at 7:45 pm.

Respectfully submitted,  
Sarah K. Flax  
Housing and Grants Manager



## MEETING MINUTES

### JOINT MEETING:

### HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE and MENTAL HEALTH BOARD

Thursday, November 7, 2019 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room G300

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

Members Present: Ald. Wilson, Ald. Braithwaite, Ald. Wilson, D. Su, M. Miro,

Members Absent: Ald. Rainey, Ald. Rue Simmons, H. Rodriguez, G. Mackey

Presiding Member: Ald. Wilson, Committee Chair

#### **Mental Health Board**

Members Present: J. Sales, S. Johnson, I. Ziaya, J. Haimes, A. Sood

Members Absent: B. Feiler, R. Orr, D. Cravens, G. Carpenter

Presiding Member: J. Sales, Board Chair

Staff: J. Wingader

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

Chair Wilson declared a quorum of the Housing and Community Development Act Committee and the Mental Health Board and called the meeting to order at 7:07 pm.

#### **Application Deadline Requirements**

Ald. Wilson introduced the topic of applicants requesting to submit applications after the application deadline passed; he provided a brief history of past practices and additional information about the applications with late submissions. After discussion, Ald. Wynne, for the Housing & Community Development Act Committee motioned to decline applications that missed the submission deadline, seconded by Mr. Miro; a voice vote was taken and the motion passed 5-0. Chair Sales for the Mental Health Board motioned to decline applications that missed the submission deadline seconded by Ms. Haimes; a voice vote was taken and the motion passed 3-1, with one abstention.

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

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

- Books and Breakfast: Presentation by Kim Hammock, Executive Director  
Books and Breakfast Program  
CDBG request: \$15,000

MHB request: \$25,000

- Family Focus: Presentation by Colette Allen, Evanston Center Director  
After School Program  
CDBG request: \$25,000  
MHB request: \$40,000
- James B. Moran Center for Youth Advocacy: Presentation by Kristen Kennard,  
Deputy Director and Patrick Keenan-Devlin, Executive Director  
CDBG request: \$36,000  
MHB request: \$50,000
- Meals on Wheels: Presentation by Debi Genthe, Executive Director  
Prevention of Malnutrition and Hunger Through Home Delivered Meals  
CDBG request: \$20,000  
MHB request: \$10,000
- Connections for the Homeless: Presentation by Betty Bogg, Executive Director  
Outreach and Drop-In Program  
CDBG request: \$25,000  
MHB request: \$60,000
- The Harbour, Inc.: Presentation by Terri Szewczyk, Government Grants Manager  
Safe Harbour Emergency Shelter Program  
CDBG request: \$5,200  
MHB request: \$10,000
- Interfaith Action: Presentation by Susan Murphy, Director  
Emergency Overnight Shelter  
CDBG request: \$25,000  
MHB request: \$15,000
- North Shore Senior Center: Presentations by Katherine Honeywell, Director of  
Senior and Family Services  
Grandparents Raising Grandchildren  
CDBG request: \$10,000  
  
Social Services for Seniors and Their Families  
MHB request: \$35,000  
  
Behavioral Health Programing  
MHB request: \$10,000
- Impact Behavioral Health Partners: Presentation by Kristin Johanns, Manager of  
Clinical Services  
Clinical Services Program  
MHB request: \$60,000

Presentation by Anna Sack, Employment Specialist

Employment Services Program  
CDBG request: \$20,000

**Public Comment**

No public comment.

**Adjournment of Mental Health Board**

There being no further business for the Mental Health board, Ms. Ziaya called for a motion to adjourn, seconded by Ms. Johnson; a voice vote was taken and the Mental Health Board adjourned at 8:55 pm.

**Notice of Proposed Rulemaking on HUD's Implementation of the Fair Housing Act's Disparate Impact Standard**

Ald. Wilson introduced a letter from the High-cost Cities Housing Forum (HCHF) that summarized the unreasonable burden placed on plaintiffs by HUD's proposed amendments to the three part test for determining when a housing practice violates the Fair Housing Act under disparate impact.

**Adjournment**

There being no further business, Chair Wilson called for a motion to adjourn. It was moved by Ald. Braithwaite and seconded by Ald. Wynne. Motion passed unanimously and the meeting adjourned at 9:02 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist





## MEETING MINUTES

### HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Wednesday, December 4, 2019 7:00 PM

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

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

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

Members Absent: Ald. Braithwaite, Ald. Rue Simmons, D. Su

Presiding Member: Ald. Wilson, Committee Chair

Staff: S. Flax

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

Chair Wilson called the meeting to order at 7:06 pm.

#### **2020 CDBG Program and Mental Health Board – Review of Applications**

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

- Open Studio Project: Presentation by Sarah Laing, Executive Director and Philip Hall  
Summer & PreK Art Programming  
CDBG request: \$15,000
- Youth Job Center: Presentation by Karen Demorest, Executive Director  
Youth Employment Program  
CDBG request: \$50,000
- Evanston Scholars: Presentation by Steve Newman, Executive Director and Kay Israelite, Development Director  
College Readiness Program  
CDBG request: \$35,000
- Girl Scouts of Greater Chicago: Presentation by Irasema Gonzalez, Grant Writer  
All In Program  
CDBG request: \$12,000
- YWCA Evanston/North Shore: Presentation by Kristen White, Chief Operating Officer and Sandy Williams, DV Residential & Community Services Director  
Domestic Violence Program  
CDBG request: \$35,000
- Shore Community Services: Presentation by Anni Braverman, Director Joseph Koenig Training Center

Joseph Koenig Training Center Program  
CDBG request: \$20,000

- The Center of Concern: Presentation by John McNabola, Executive Director  
Counseling and Home Sharing Program  
CDBG request: \$12,500
- Council for Jewish Elderly: Presentation by David Guthridge, CJE Director of  
Affordable Housing  
CJE SeniorLife ADS Upgrades Project  
CDBG request: \$25,790
- Reba Early Learning Center: Presentation by Bettye Cohns, Executive Director  
and Darcy Carter, Administrative Director  
Bathroom Access and Lead Reduction Project  
CDBG request: \$140,000

**Public Comment**

No public comment.

**Adjournment**

There being no further business, members agreed unanimously to adjourn the meeting at 8:17 pm.

Respectfully submitted,  
Sarah Flax  
Housing and Grants Manager



## MEETING MINUTES

### HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Wednesday, December 11, 2019 7:00 PM

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

#### Housing and Community Development Act Committee

Members Present: Ald. Wilson, Ald. Wynne, M. Miro, D. Su, H. Rodriguez

Members Absent: Ald. Braithwaite, Ald. Rue Simmons, Ald. Rainey, G. Mackey

Presiding Member: Ald. Wilson, Committee Chair

Staff: S. Flax

#### Call to Order / Declaration of Quorum

Chair Wilson called the meeting to order at 7:12 pm.

#### 2020 CDBG Program and Mental Health Board – Review of Applications

Application reviews were conducted using a question and answer format. Chair Wilson asked committee members if they had any questions or comments on each application. City staff listed below responded to their questions. Programs and funding requests are listed below.

- Certificate of Rehabilitation and Record Sealing Program  
Karen Hawk, Assistant Director  
Parks, Recreation & Community Service Department (Public Service)  
CDBG request: \$30,000
- Mayor's Summer Youth Employment Program  
Karen Hawk, Assistant Director  
Parks, Recreation & Community Service Department (Public Service)  
CDBG request: \$25,000
- Target Area Graffiti Removal  
Sarah Flax, Housing & Grants Manager  
Community Development Department (Public Service)  
CDBG request: \$35,000
- Alley Paving – N. Dempster, E. Dewey  
Lara Biggs, Bureau Chief – Capital Planning  
Public Works Department (Public Facilities & Infrastructure)  
CDBG request: \$450,000
- Alley Paving – N. Nathaniel, E. McDaniel  
Lara Biggs, Bureau Chief – Capital Planning  
Public Works Department (Public Facilities & Infrastructure)  
CDBG request: \$260,000
- Butler Park Drainage and Lighting Renovations

Lara Biggs, Bureau Chief – Capital Planning  
Public Works Department (Public Facilities & Infrastructure)  
CDBG request: \$400,000

- Targeted Code Enforcement  
Sarah Flax, Housing & Grants Manager  
Community Development Department (Public Service)  
CDBG request: \$380,000
- Housing Rehab. Administration  
Sarah Flax, Housing & Grants Manager  
Community Development Department (Public Service)  
CDBG request: \$225,000
- Economic Development Fund  
Sarah Flax, Housing & Grants Manager  
Community Development Department (Public Service)  
CDBG request: \$75,000
- CDBG Administration  
Sarah Flax, Housing & Grants Manager  
Community Development Department (Public Service)  
CDBG request: \$330,000

### **Discussion of CDBG 2020 Funding Priorities**

Members discussed the process followed in the funding allocation meeting and answered questions from new committee members. Staff will include funding guidelines in the packet for the upcoming meeting scheduled for December 17, 2019. The deadline for sending allocations to staff to calculate averages is noon on 12/17/2019.

### **Public Comment**

No public comment.

### **Adjournment**

There being no further business, a motion was made and seconded to adjourn; it was approved unanimously at 8:14 pm.

Respectfully submitted,  
Sarah Flax  
Housing and Grants Manager

# **Committee Schedule of meeting dates for 2020**

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

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**Tuesday, January 14, 2020 at 7PM (moved for City Council meeting)**

**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**