



**AGENDA**  
**Social Services Committee**  
**Thursday, July 13, 2023**  
**Lorraine H. Morton Civic Center Room 2402 7:00 PM**

Those wishing to make public comments at the Social Services Committee may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the Social Services Committee online comment form available by [clicking here](#) or visiting the [Social Services Committee webpage](#): and clicking on Public Comment Form.

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**1. CALL TO ORDER/DECLARATION OF A QUORUM**

**2. APPROVAL OF MEETING MINUTES**

A. [April 13, 2023 Meeting Minutes-SSC](#) 3 - 4

**3. PUBLIC COMMENT**

**4. NEW BUSINESS/OLD BUSINESS**

A. **APPROVAL OF PUBLIC SERVICES ASSESSMENT MEASURES** 5

**For Action**

[Draft Public Services Assessment Measures](#)

B. **2023 Emergency Solutions Grant Recommendations** 6 - 8

Staff recommends approval by the Social Services Committee of 2023 Emergency Solutions Grant (ESG) allocations totaling \$149,054: \$137,875 to two social services agencies (Connections for the Homeless and the YWCA Evanston/North Shore) that provide housing and services for individuals and families who are homeless or at risk of homelessness, and \$11,179 to the City of Evanston for grant administration. The recommendation by the Social Services Committee will go to the City Council meeting on September 11, 2023.

Funding source is the City's 2023 Emergency Solutions Grant entitlement allocation in the amount of \$149,054 from the U.S. Department of Housing & Urban Development; account 100.21.2128.XXXXX with individual account numbers for external agencies funded and City administrative costs.

**For Action**

[2023 Emergency Solutions Grant Recommendations - Attachment - Pdf](#)

C. **CANCELATION OF AUGUST MEETING**

**For Action**

**5. STAFF REPORT**

**6. ADJOURNMENT**

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**Draft**

**MEETING MINUTES**  
**SOCIAL SERVICES COMMITTEE**  
Thursday, April 13, 2023 7:00 PM

**Social Services Committee**

Members Present: S. Olds Frey, D. Ohanian, A. Ngola, K. Rolling, Councilmember Burns

Members Absent: Councilmember Reid, K. Hayes, S. Lackey

Staff Present: M. Johnson, J. Wingader

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**Call to Order / Declaration of Quorum**

Chair Olds Frey called the meeting to order at 7:09 pm.

**Suspension of the Rules**

Mr. Rolling moved approval to suspend rules to allow for participation electronically or by phone, seconded by Vice Chair Ohanian; a roll call vote was taken and the motion passed 5-0.

**Approval of Meeting Minutes for March 9, 2023**

Vice Chair Ohanian moved approval of the meeting minutes for March 9, 2023, seconded by Mr. Rolling; a roll call vote was taken and the motion passed 5-0.

**Public Comment**

No public comment.

**Best Practices and Assessment Measures**

Staff summarized the National Association of Social Workers Standards for Social Work Case Management and explained how those standards provided the foundation of the ZoomGrants application for case management services and how information can be compiled in the Case Management Services Summary form; templates provided for application and report summaries. Staff also outlined criteria used to review safety net services and how that information, in applications and reports, could be presented for review using the template Safety Net Services Summary form. There were questions and discussion about the information agencies submit and what information staff should capture, there was also discussion about ways the process captures information about community needs. Staff also reviewed assessment questions and key performance indicators. There was additional discussion about how information could be presented in a way that is consistent and easy to follow.

Members discussed information that would be important to capture; there was discussion about what was included in the evaluation sheets. Members asked about ways to score and weight questions and staff discussed past practices. There was discussion about ways to review assessment tools. Councilmember Burns noted that extensive evaluation as outlined would be burdensome for members, and that the goal

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**Draft**

of the Committee would be to define criteria so staff can evaluate agency responses and provide information to the Committee. Members present discussed whether a working group or further discussion with the full committee would be more beneficial. Staff noted that the Committee could form a working group or discuss at another meeting. Councilmember Burns expressed interest in meeting with staff and there was discussion about the way community partners are involved.

Staff requested clarification about a working group; Councilmember Burns and Chair Olds Frey expressed interest in participating. Vice Chair Ohanian suggested checking in with members not present to see if others were interested in participating and staff agreed to check in with those not present.

**Assessment of Third Party Ranking Organizations**

Staff presented a brief review of the ranking organizations and highlighted gaps in agency representation. Vice Chair Ohanian noted that Charity Navigator did have the most complete information. There was general consensus that the input of a third party ranking organization would be beneficial, provided agencies weren't charged a fee to participate. Staff agreed to find out if Charity Navigator charged any fees and if agencies not represented could enroll.

**Public Comment**

No public comment.

**Adjournment**

The meeting was adjourned at 9:23 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist

## OPERATION PERFORMANCE REVIEW

<b>CASE MANAGEMENT SERVICES</b>					
<b>Agency &amp; Award</b>	<b>Residents Served</b> (Target Population)	<b>Client Contacts &amp; Service Plans</b> (Best Practice)	<b>Referrals</b> (Best Practice)	<b>Service Plans Completed/Exited Participants</b>	<b>Reporting/ Compliance</b> (Administrative)
Agency A Award: \$XX,XXX	Total: X Projected: New in 2023: X Evanston as % of Total Currently in services: X	Contacts: X  New Service Plans: X	Referrals: X  Services received:	Service Plans completed: Participants exited in report period: SP completed since 1/1/23: Exits since 1/1/23:	
Narrative	Information about populations served, most challenging referrals, overview of community needs, challenges to service provision and/or reporting - etc.				
<b>SAFETY NET SERVICES</b>					
<b>Agency &amp; Award</b>	<b>Residents Served</b> (Target Population)	<b>Service Hours/ Units of Service</b> (Safety Net Services)	<b>Service Types</b> (Safety Net Services)	<b>Reporting/ Compliance</b> (Administrative)	
Agency A Award: \$XX,XXX	Total: X Projected: X New in 2023: X Evanston as % of Total: X% Currently in services: X	Number of service hours/units of service: X	Description of service		
Narrative	Information about populations served, additional participant needs (if applicable), changes to service delivery or program, challenges to service provision and/or reporting - etc.				



## Memorandum

To: Members of the Social Services Committee  
From: Jessica Wingader, Social Services Grants & Compliance Specialist  
CC: Marion Johnson, Housing & Grants Supervisor  
Subject: 2023 Emergency Solutions Grant Recommendations  
Date: July 13, 2023

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### Recommended Action:

Staff recommends approval by the Social Services Committee of 2023 Emergency Solutions Grant (ESG) allocations totaling \$149,054: \$137,875 to two social services agencies (Connections for the Homeless and the YWCA Evanston/North Shore) that provide housing and services for individuals and families who are homeless or at risk of homelessness, and \$11,179 to the City of Evanston for grant administration. The recommendation by the Social Services Committee will go to the City Council meeting on September 11, 2023.

### Funding Source:

Funding source is the City's 2023 Emergency Solutions Grant entitlement allocation in the amount of \$149,054 from the U.S. Department of Housing & Urban Development; account 100.21.2128.XXXXX with individual account numbers for external agencies funded and City administrative costs.

### Committee Action:

For Action

### Summary:

ESG funding can only be used for the following eligible activities: essential services/street outreach, operating expenses of homeless shelters, rapid re-housing for homeless households, homeless prevention for households at high risk of homelessness, and program administration as outlined in the 2023 Action Plan, which was approved by City Council on March 27, 2023. This recommendation allocates specific dollar amounts to subrecipients for all direct services.

The City of Evanston's 2023 ESG grant is \$149,054; which is a reduction from past years. The 2023 recommendation maintains 10% of funding for Street Outreach and 32.5% of funding for Emergency Shelter operations as allowed under ESG regulations. In keeping with HUD's goal of prioritizing Rapid Re-Housing to implement the Housing First strategy of the Federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 that reauthorized the McKinney-Vento Homeless Assistance Act, 35% of funding is allocated to that

activity and 15% is allocated to Homeless Prevention. The table below shows the 2022 ESG allocation of funds to eligible activities and the recommendation for 2023. Funding may be shifted between Prevention and Rapid Re-housing during program implementation to assist households that are eligible for each activity, if needed. With the lifting of the eviction moratorium, staff recommends the increase to Prevention funding and the slight reduction to Rapid Re-housing as allowable under federal regulations.

Eligible Activities	2022 Allocation		2023 Recommendation	
Street Outreach	\$ 15,495	10.0%	\$ 14,905	10.0%
Emergency Shelter	\$ 50,357	32.5%	\$ 48,443	32.5%
Homeless Prevention	\$ 23,242	10.0%	\$ 22,358	15.0%
Rapid Re-housing	\$ 54,231	40.0%	\$ 52,169	35.0%
Administration	\$ 11,621	7.5%	\$ 11,179	7.5%
Totals:	\$ 154,945	100.0%	\$ 149,054	100.0%

Staff recommends funding Connections for the Homeless and the YWCA Evanston/North Shore through subrecipient agreements to provide direct services consistent with the 2022 ESG allocation. Both agencies are members of the Suburban Cook County Continuum of Care, have the programmatic capacity to implement ESG activities and the administrative capacity to comply with federal regulations. The City will retain ESG Administration funds for program management and compliance.

Connections for the Homeless would receive \$14,905 for its Street Outreach program; \$33,443 for operating support of its Emergency Shelters; \$22,358 for Homeless Prevention rent and utility assistance and case management; and \$52,169 for Rapid Re-housing rental assistance; total funding of \$122,875.

Connection's shelter provides housing for single adults and families who may be chronically homeless or have lost housing because of unemployment, eviction, foreclosure, etc. ESG funds are used for operating expenses including rent, repairs, maintenance, and supplies. The shelter served 98 households or 114 participants in FY2022. Connections also provides wrap-around services, including case management and meals, to shelter residents and to clients of its street outreach program. Case workers help clients find employment and receive benefits such as Supplemental Social Security and Social Security Disability Insurance. Medical services are provided through a weekly in-house clinic. In 2021, the program served 654 and in 2022 the program served 852. ESG funds are used for case workers and other program staff salaries and benefits.

Connections for the Homeless also provides Re-housing and Prevention services. Funds are used for direct assistance in the form of rent and utilities payments, as well as case management, housing location and stabilization services. In FY 2022 19 households or 37 people received a total of \$48,376 in direct rent subsidies.

YWCA Evanston-North Shore - \$15,000 for operating support of its shelter facility that provides safe housing for up to 90 days for adults and children who are victims of domestic violence. The YWCA provides case management, legal advocacy, crisis intervention, financial literacy and other services to help households develop independence and self-sufficiency. The YWCA

provided housing, meals and supportive services to 568 women and children; the DV shelter housed 61 households in 2022. The agency anticipates serving a greater number of participants in 2023. ESG funds will be used for essential supplies such as food for people staying in the shelter, and other operating costs.

Evanston's 2023 ESG funds will be matched on a one-to-one basis with State of Illinois funding and private resources, including in-kind contributions, to meet the 100% match requirement for ESG.