HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE
Tuesday, May 20, 2014
7:30 pm
Lorraine H. Morton Civic Center, 2100 Ridge Avenue
Room 2404

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MARCH 11, 2014 MEETING MINUTES

3. DISCUSSION AND RECOMMENDATION FOR ALLOCATION OF ADDITIONAL 2014 CDBG FUNDS BASED ON ACTUAL GRANT AMOUNT

4. PUBLIC COMMENT

5. STAFF REPORTS
   • 2015 – 2019 CONSOLIDATED PLAN DEVELOPMENT
   • OVERVIEW OF THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE
   • FAMILY FOCUS REQUEST TO CARRY OVER 2013 UNSPENT FUNDS
   • EVANSTON DAY NURSERY 2012 PROJECT UNSPENT FUNDS

6. ADJOURNMENT

Next Meeting: Tuesday, June 17, 2014 at 7:30 pm

Order of agenda items is subject to change
The City of Evanston is committed to ensuring accessibility for all residents. If an accommodation is needed to participate in this meeting, please contact Sarah Flax (847-448-8684; sflax@cityofevanston.org) 48 hours in advance at so that arrangements can be made for the accommodation if possible.

La ciudad de Evanston está comprometida a proveer accesibilidad a todos; si necesita facilidades adicionales para poder acudir a esta junta, por favor contacte Sarah Flax (847-448-8684; sflax@cityofevanston.org) con 48 horas de anticipación para que se hagan los arreglos necesarios para cumplir con su pedido si es posible.
MEETING MINUTES
HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE
TUESDAY, March 11, 2014 7:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library


Members Absent: Ald. Braithwaite, Ald. Rainey, J. Vlahogiannis

Staff Present: S. Flax, A. Jacobs

Presiding Member: Ald. Holmes, Chair

Declaration of Quorum
There being a quorum, Chairman Holmes called the meeting to order at 7:40 PM.

Approval of Meeting Minutes of October 15, 2013
Ms. Sanke moved approval of the minutes of the October 15, 2013 meeting; Ald. Wilson seconded the motion; the minutes were approved unanimously.

Public Input on the draft 2013 Consolidated Annual Performance and Evaluation Report (CAPER)
Ald. Holmes opened the floor for input from the public on the draft 2013 CAPER and noted that no one was present to comment. Staff distributed input from Paul Selden, Executive Director of Connections for the Homeless, which had been received by email on March 7. Points made by Mr. Selden that were discussed by the committee included the need to assess the effectiveness of the inclusionary housing ordinance and to analyze City funding of non-profits with CDBG, Mental Health Board and any other City controlled funding for targeting and effectiveness. Ald. Burrus noted the lack of coordination with CDBG, Mental Health Board and Township funds. Ald. Holmes recalled the combined application for United Way, CDBG and Mental Health Board funding and the review process on a single “Super Saturday” to simplify the application process and coordinate funding from multiple sources. Ms. Hansen noted the importance of coordinating CDBG with Economic Development as well. Ald. Holmes noted that the combined application process facilitated collaborations among the agencies and Mr. Opdycke noted that the emphasis placed on collaborative work in the CDBG application process had improved this significantly in his time serving on the committee.

Staff noted that the comment from Mr. Selden would be incorporated in the CAPER for submission to City Council at its meeting on March 24.

Ald. Wilson moved that the committee recommend approval of the 2013 CAPER to City Council, Ald. Burrus seconded the motion and it was approved unanimously.
Staff Reports
Staff noted that 2014 is the final year of the City’s five-year Consolidated Plan and that work on the 2015-2019 Consolidated Plan would begin shortly. The new plan would be completed in the HUD IDIS database using the new eCon Planning Suite. Staff had recently attended a training on this system, which includes a mapping capability that shows federal funding with CDBG, HOME, public housing and other programs by drawing information from several HUD databases. The lack of updated low/moderate income data using the American Community Survey data was a hurdle to effective targeting in the new plan and would likely require a revision to the plan once those data are developed. Currently the low/mod data being used is from the 2000 census. Discussion of ways to engage the public in the planning process, particularly the residents of low/mod neighborhoods would be on the agenda of the next committee meeting.

Staff noted that HUD was expected to release 2014 entitlement grant amounts by community on or about March 18 and that information would be sent via email to the committee. Because HUD was not reviewing 2014 Action Plans based on estimated grant amounts, as had been done in prior years, staff would consult with the Chicago Field office once allocations were released to determine if a substantial amendment to the 2014 Action Plan, including a 30-day public comment period, would be needed. The Action Plan as submitted had contingency language that addressed how changes would be made to CDBG funding allocations based on the actual grant amount.

Adjournment
There being no further business, the meeting was adjourned at 8:15 PM.

Respectfully submitted,
Sarah K. Flax
Housing & Grants Administrator, Community Development Department
Memorandum

To: Chair and Members of the Housing & Community Development Act Committee

From: Mark Muenzer, Director of Community Development
Sarah Flax, Housing & Grants Administrator
April Jacobs, Grants & Compliance Specialist

Subject: Recommendation to Allocate $124,680 in Additional 2014 CDBG Entitlement Funds

Date: May 15, 2014

The City received notification that its 2014 Community Development Block Grant amount is $1,624,680. This is $124,680 more than the estimated grant amount used to make our allocations on September 24, 2013. The City may use the additional funds for any eligible CDBG project or program with the following limits: no more than $24,936 additional may be used for Administration and Planning and $21,907 for Public Services because of the spending caps for those categories.

The following allocations are proposed for the Committee’s consideration for the use of the incremental 2014 CDBG funds:

- $24,936 for Administration and Planning for a total of $324,936. This would be 20% of our actual grant for this category, as allowed by CDBG regulations. The City is developing its 2015-2019 Consolidated Plan in 2014, which will require additional staff resources.

- $21,900 for SYEP & Certificate of Rehab program for a total of $51,900. 2013 funding for these two programs totaled $70,000 and the current allocation of $30,000 is 35% of the request. The Certificate of Rehab program served over 80 individuals in 2013; it is the only CDBG funded re-entry program for ex-offenders and addresses a critical need in our community. In addition, SYEP substantially increased the number of youth served in 2013 and leveraged community resources by involving more businesses in hiring youth workers through the program.

- $55,712 for Economic Development projects for a total of $100,000. This would make total CDBG funds available to approximately $275,000 for loans or grants to businesses to create jobs for LMI persons or bring needed goods and services to LMI neighborhoods. $205,000 of CDBG has been used for loans to enable two new businesses to open in vacant buildings in our NRSAs to date. ED staff is working on additional projects that would expand economic opportunities for LMI residents. CDBG funds can be layered with other City resources including TIF
and ED funds, and can provide gap financing for projects in return for public benefits for our LMI residents.

- $22,132 for Targeted Code Enforcement for a total of $362,132. Code Enforcement is a critical tool to maintain safe and sanitary affordable housing. The 2014 allocation of $340,000 is a reduction of $60,000 from 2013 funding level and is the lowest CDBG allocation for this activity since FY2008/09. CDBG offsets general fund for code enforcement activities in the CDBG Target Area, which is approximately 75% of total inspections.

All activities for which additional funding is proposed are priorities of the City and are identified as high needs in the City’s 2010-2014 HUD Consolidated Plan. Staff does not recommend allocating additional funds to activities that will not be completed in FY2014, as it could result in noncompliance with timeliness of expenditure of funds; this could result in recapture of unspent funds by HUD.

The increases to currently funded activities proposed above would not require an amendment of the City’s Action Plan or City Council approval. Funding for any new activity would require both an amendment and Council approval following a 30-day citizen comment period.

The attached Excel spreadsheet shows the proposed allocations in the third column from the right; increases are highlighted in green. The column to its right shows the percent of funding request. The far right-hand column shows the committee’s allocation made in September only and will be used to record the committee’s revised funding allocations.
# City of Evanston - 2014 CDBG Funding - Revised Based on Actual Grant

<table>
<thead>
<tr>
<th>Applicant Organization</th>
<th>Program/Project Name</th>
<th>2014 Request</th>
<th>9/24/13 Committee Recommendation</th>
<th>% of Request</th>
<th>5/15/14 Staff Recommendation</th>
<th>% of Request</th>
<th>Revised Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration -- 20% Cap</strong></td>
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<tr>
<td>City-Community Development</td>
<td>CDBG Administration &amp; Planning</td>
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<td>$300,000</td>
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<td>$324,936</td>
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<tr>
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<td>Administration Subtotal</td>
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<td>$300,000</td>
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<td>$300,000</td>
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<td>Spending cap (20% of entitlement)</td>
<td>$324,936</td>
<td>$324,936</td>
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<td>$324,936</td>
<td></td>
<td>$-</td>
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<tr>
<td></td>
<td>Amount over (under) cap</td>
<td>$24,936</td>
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<td>$24,936</td>
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<td><strong>Public Services -- 15% Cap</strong></td>
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<td>City-Community Development</td>
<td>Target Area Graffiti Removal</td>
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<td>76%</td>
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<td>City-Parks, Rec &amp; Comm Svcs</td>
<td>SYEP &amp; Certificate of Rehab Prog.</td>
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<td>$51,900</td>
<td>61%</td>
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<td>Evanston Scholars</td>
<td>College Readiness</td>
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<tr>
<td>Family Focus</td>
<td>The Future Focus-Youth Program</td>
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<tr>
<td>Girl Scouts of Greater Chicago/NWI</td>
<td>Healthy Living Initiative</td>
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<td>Housing Options for the Mentally Ill</td>
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<tr>
<td>Open Communities (Interfaith Housing )</td>
<td>Homesharing Program</td>
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<td>LAF (Legal Assistance Foundation)</td>
<td>Evanston Legal Services</td>
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<td>Meals at Home</td>
<td>Home-Delivered Meals</td>
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<td>Moran Center for Youth Advocacy</td>
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<td>$28,000</td>
<td>70%</td>
<td>$28,000</td>
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<tr>
<td>North Shore Senior Center</td>
<td>Case Management for LMI Seniors</td>
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<td>$15,000</td>
<td>50%</td>
<td>$15,000</td>
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<td>Interfaith Action of Evanston</td>
<td>Employment Counseling</td>
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<td>Open Studio Project</td>
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<td>Youth Employment Programs</td>
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<td>$20,500</td>
<td>51%</td>
<td>$20,500</td>
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<td><strong>Housing Rehabilitation</strong></td>
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<tr>
<td>City-Parks, Rec &amp; Community Svcs</td>
<td>Handyman Program</td>
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<td>$35,000</td>
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<td>$35,000</td>
<td>100%</td>
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<td>City-Comm &amp; Econ Development</td>
<td>Housing Rehab Administration</td>
<td>$174,809</td>
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<td>100%</td>
<td>$170,000</td>
<td>97%</td>
<td>$170,000</td>
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<td>City-Comm &amp; Econ Development</td>
<td>Revolving Loan Fund</td>
<td>$70,000</td>
<td>$70,000</td>
<td>100%</td>
<td>$91,369</td>
<td>100%</td>
<td>$91,369</td>
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<tr>
<td>SHORE Community Services</td>
<td>Patricia Lloyd Townhomes Rehab</td>
<td>$67,038</td>
<td>thru CD Loan</td>
<td>NA</td>
<td>thru CD Loan</td>
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<td>Housing Rehabilitation Subtotal</td>
<td>$346,847</td>
<td>$275,000</td>
<td>79%</td>
<td>$296,369</td>
<td>85%</td>
<td>$296,369</td>
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</table>

**Public Services Subtotal** $418,558 $235,500 56% $257,407 61% $235,500

**Spending cap (15% of entitlement + PI)** $257,407 $257,407 $257,407 $257,407

**Amount over (under) cap** $161,151 $(21,907) $- $(21,907)
<table>
<thead>
<tr>
<th>Applicant Organization</th>
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<th>2014 Request</th>
<th>9/24/13 Committee Recommendation</th>
<th>% of Request</th>
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<th>% of Request</th>
<th>Revised Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code Enforcement</strong></td>
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<tr>
<td>City-Comm &amp; Econ Development</td>
<td>Targeted Code Enforcement</td>
<td>$528,304</td>
<td>$340,000</td>
<td>64%</td>
<td>$362,132</td>
<td>69%</td>
<td>$340,000</td>
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<tr>
<td><strong>Code Enforcement Subtotal</strong></td>
<td></td>
<td>$528,304</td>
<td>$340,000</td>
<td>64%</td>
<td>$362,132</td>
<td>69%</td>
<td>$340,000</td>
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<tr>
<td><strong>Public Facilities &amp; Improvements</strong></td>
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<td>Family Focus</td>
<td>Weissbourd-Holmes Center Repairs</td>
<td>$54,150</td>
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<td>McGaw YMCA</td>
<td>Residence Cameras</td>
<td>$23,804</td>
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<td>Infant Welfare Society of Evanston</td>
<td>Baby Toddler Nursery Refurbishment</td>
<td>$24,516</td>
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<td>82%</td>
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<td>PEER Services, Inc.</td>
<td>Windows for Recovery-Energy Efficny</td>
<td>$14,000</td>
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<td>CJE Senior Life</td>
<td>Parking Lot Improvement</td>
<td>$14,910</td>
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<td>50%</td>
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<td>Youth Organizations Umbrella</td>
<td>Renovation of Youth Center/HQ</td>
<td>$90,000</td>
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<td>28%</td>
<td>$25,000</td>
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<td>Shelter Renovations</td>
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<td>City-Parks, Rec &amp; Community Svcs</td>
<td>Penny Park Renovations</td>
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<td>Alley Paving Program</td>
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<td>Alley Special Assessment Assist.</td>
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<td>$5,000</td>
<td>100%</td>
<td>$5,000</td>
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<td>City-Public Works</td>
<td>Block Curb Sidewalk &amp; ADA Ramps</td>
<td>$150,000</td>
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<td>33%</td>
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<td>33%</td>
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<td><strong>Public Facilities Subtotal</strong></td>
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<td>City-Economic Development Division</td>
<td>CDBG Economic Development Fund</td>
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<td><strong>Economic Development Subtotal</strong></td>
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<td><strong>Total Applications</strong></td>
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<td>$2,561,839</td>
<td>$1,622,288</td>
<td>63%</td>
<td>$1,768,337</td>
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<td>$1,643,657</td>
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<td><strong>Total Estimated Funds Available</strong></td>
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<td><strong>Estimated To Be Cut</strong></td>
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<td>$793,502</td>
<td>$(146,049)</td>
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<td>$(124,680)</td>
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<td>2014 CDBG Grant</td>
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<td>$1,624,680</td>
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<td>2013 Program Income (Revolving loan payments &amp; Code Enforcement lien payoffs)</td>
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<td>$91,369</td>
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<td>Unspent Prior Years Funds for Reallocation</td>
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<td><strong>Total Available Funds:</strong></td>
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<td>$1,768,337</td>
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Affirmatively furthering fair housing:

- Annual certification by CDBG entitlement grantees
- Bending over backward to make something happen that wouldn’t ordinarily happen on its own
- An obligation to do more than simply refrain from discrimination
- An obligation to prevent increases in housing segregation
- Fair housing filter on internal processes and funding decisions
The process

- Initiated in Summer 2013
- Interviewed a variety of stakeholders: City staff, HACC, affordable housing developers, special needs advocates, community agencies, Open Communities, Realtors, regional transit agencies
- Draft versions circulated before document was finalized
## AI tasks

- Stakeholder outreach
- Relative presence of protected classes
- Language groups
- Housing and demographic trends
- Settlement and segregation patterns
- Areas of racial, ethnic and economic concentration
- Location of affordable housing resources
- Jobs and housing
- Real estate practices
- Local fair housing organizations
- Fair housing complaints
- Mortgage lending and denials
Review of public policies

- HACC ACOP, Admin Plan
- Tenant selection
- Site selection
- Zoning ordinance
- Building codes
- Local procedures for processing discrimination complaints
- Tax policies
- Public transit planning
- Housing for special needs populations
- Immigrants and LEP
- Composition of appointed boards and commissions
- Newspaper advertising
- Real estate sales
Goal: Balance revitalization with deconcentration and desegregation

Revitalizing public housing and residential neighborhoods is a necessary and appropriate preservation strategy:

“Improve my neighborhood so that others will want to move in.”

Providing affordable housing in non-impacted neighborhoods is also important:

“Give me a choice of living in an area that is closer to jobs, has better schools, nicer amenities and a sense of security and well-being.”
Racially Concentrated Areas of Poverty

At least 50.29% of households are LMI and the non-White population is at least 42.4% (10 percentage points higher than the citywide share)
• CDBG investments limited largely by nature to LMI areas

• Efforts to create affordable housing in a variety of areas apparent
Evanston’s fair housing achievements

- Enduring commitment to the preservation and creation of affordable housing in a market that grows continually more expensive
  - 2000 Comprehensive General Plan
  - 2009 Plan for Affordable Housing
- Locally sourced Affordable Housing Fund
- Adoption of one of region’s first suburban landlord-tenant ordinances
- Rental registration program that raises funds for code enforcement
- Implementation of inclusionary zoning for owner-occupied multi-family structures of at least 25 units
- Meaningful participation in regional efforts such as the Regional Housing Initiative and CMAP’s GO TO 2040
- Continued support for and collaboration with Open Communities
Impediments to fair housing choice

- Growing mismatch between incomes and housing costs
- Barriers to the formation of non-traditional households
- Difficulties for people with disabilities in accessing decent, affordable, suitable housing
- Presence of housing discrimination
- Concentration of voucher holders in racially concentrated areas of poverty
Impediments to fair housing choice

- Gaps in strategy to meet the needs of the limited-English-speaking population
- Potential for political influence in the siting and approval of affordable housing development
- Fair housing issues with the nuisance premises ordinance
- Lack of transit connections to suburban employment centers
Impediments to fair housing choice

- Improvements needed in some policy documents
- Need for more representative boards and commissions
- Patterns of disparity in private lending
Fair Housing Action Plan (FHAP)

Sample of proposed actions:

- Consider reappointing an outreach specialist to work specifically with the Latino population
- Consider amending the Inclusionary Housing Ordinance to also apply to rental structures
- Continue to implement the Plan for Affordable Housing, including its focus on provision of affordable rental opportunities
- Work with Open Communities to devise a strategy for broadening awareness of local protections against discrimination, particularly on the basis of source of income
Fair Housing Action Plan (FHAP)

Sample of proposed actions, continued:

- Amend the zoning ordinance to regulate the number of people who may live together according to building code occupancy standards, not according to familial status.

- Refine the proposal and presentation process for affordable housing development funds to require applicants to specify how they will affirmatively further fair housing, award greater weight in scoring to proposals that more effectively accomplish this aim.

- Conduct a detailed review of the Nuisance Premises Ordinance within the context of the Shriver report to determine whether its enforcement is consistent with applicable fair housing laws.
Questions?

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To: Chair and Members of the Housing & Community Development Act Committee

From: Mark Muenzer, Director of Community Development
Sarah Flax, Housing & Grants Administrator
April Jacobs, Grants & Compliance Specialist

Subject: Disposition of Unspent Funds from Prior Year Public Facilities Grants

Date: May 16, 2014

Family Focus 2013 Project
Family Focus received $50,000 in 2013 CDBG funding for capital projects at the Weissbourd-Holmes Family Focus Center. They completed the following improvements and deferred maintenance: installed new water feeder for boiler; installed new air conditioner in the theater and installed security cameras in hallways. Total funds expended are $42,483.98, leaving an unspent balance of $7,516.02. Family Focus requests that they be allowed to combine these remaining funds with their 2014 CDBG allocation of $25,000 for a total of $32,516.02. This would amount to 60% of their 2014 funding request, which was $54,150 to install ground floor fire doors, re-tile hallways and install an intercom system. All work improves the safety and security of the building.

Recommendation
Staff recommends approval of this request. Family Focus has managed its CDBG-funded capital projects well, including compliance with federal requirements such as Davis-Bacon prevailing wages. Family Focus used non-CDBG funds in 2013 to install energy efficient lighting, one of their projects for 2013 CDBG, because of the late release of CDBG by the federal government. If they had delayed that work until CDBG funds were available, they would have lost a time-sensitive rebate that covered approximately 75% of the total project cost, which was approximately $39,800.

Evanston Day Nursery 2012 Project
The Evanston Day Nursery was awarded $15,000 in 2012 CDBG funding to repair one piece of outdoor play equipment and install a new piece of outdoor play equipment in order to meet standards to maintain their NAEYC accreditation, and to repair or replace fencing of the backyard outdoor play area for safety and security. The playground equipment portion of the work was completed in 2012 in a timely and professional
manner and documentation of expenditures and prevailing wages provided. However, it was very challenging to get required income and race/ethnicity information that is required by HUD and the activity was flagged by HUD for lack of timeliness. Total funds expended are $9,754.88, leaving an unspent balance of $5,245.12. The work on the fence was not undertaken in 2012 or 2013.

Recommendation
Staff recommends that the Evanston Day Nursery project be closed out and the unspent CDBG funds totaling $5,245.12 be recaptured and allocated to other projects due to the difficulty getting required reports from the organization and the general lack of communication. Evanston Day Nursery may apply for funds in future years. The organization got a new executive director in late 2013 and staff has communicated to her that the disposition of the unspent 2012 CDBG funds will be determined by the Housing & Community Development Act Committee.