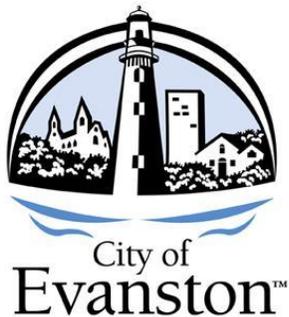


# City of Evanston 2021 Action Plan



Substantial Amendment with HOME-ARP Update  
November 18, 2021



Amendment to reallocate \$135,104.48 of unexpended CDBG Administration funding from the Administration goal to the Livable Communities goal and transfer \$147,865.75 of un-obligated Neighborhood Stabilization Program 2 (NSP2) program income to CDBG to the Housing goal and include the HOME-ARP allocation plan.

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

Evanston's 2021 Action Plan implements the second year of the City's 2020-2024 Consolidated Plan using CDBG, HOME and ESG funds. Three federal statutory goals to improve living conditions for primarily low- and moderate-income residents are addressed:

- Provide decent housing
- Provide a suitable living environment
- Expand economic opportunities

The draft 2021 Action Plan was developed in 2020 using estimated 2021 grant amounts of \$1,650,000 for CDBG, \$310,000 for HOME, and \$150,000 for ESG, and including CDBG and HOME program income received to date of \$69,893 and \$39,102 respectively. The City followed its Citizen Participation Plan (CPP) by posting the draft Action Plan for a 30-day public comment period and holding a public meeting for input on that plan at the December 15, 2020 meeting of the Housing and Community Development Act Committee. This allows the City to charge pre-award costs to our 2021 federal grants.

The 2021 Action Plan was updated using actual grant amounts following their release by HUD on February 25, 2021: \$1,816,493 for CDBG, \$358,643 for HOME and \$156,606 for ESG. Program income 2020 year-end totals were also included; \$74,015 for CDBG and \$45,698 for HOME. ESG does not generate program income. In addition, \$75,000 of 2020 CDBG allocated for Economic Development is shown in Prior Year Funding.

Following receipt of the 2021 CDBG grant amounts, which were larger than estimated, staff updated the amounts of funding allocated to each goal in the Action Plan using the percentage of funding that was used to develop the draft Action Plan, following the process described in the draft 2021 Action Plan (included as additional text below). The CDBG, HOME and ESG funding increases did not constitute a substantial amendment because no goal was increased or decreased by more than 20%, so a second

30-day public comment period was not needed. The 2021 Action Plan and Amended Citizen Participation Plan will be submitted to the Evanston City Council for approval at its meeting on April 12, 2021.

### **Draft 2021 Action Plan Funding Allocation Process**

The process and timing to develop the draft 2021 Action Plan has been affected by the coronavirus pandemic, which has disparate impact on our low/moderate income residents, particularly people of color. Evanston is experiencing substantial increases in homeless and unstably housed residents due to income loss from the continued impact of the pandemic. In addition, there is increased food insecurity and inability of residents at high risk of infection to shop for groceries. Child care and programming for elementary through high school age students is greatly reduced, affecting families, particularly those without a parent or adult at home to supervise children's remote learning, resulting in more women dropping out of the workforce to care for children or older family members, and reducing income for necessities. There is also increased need for job counseling and training for workers who have been laid off and are unable to find living wage jobs.

Staff is working with community partners and the Mayor's COVID-19 Task Force to address these needs with CDBG-CV and ESG-CV funding, and to develop a plan that continues to support Evanston's recovery from COVID-19 using CDBG and local Mental Health Board funds and to address inequities in access to services for residents with greatest needs, particularly Blacks, Latinos and other people of color. This results in a change to the timing and application process for CDBG and Mental Health Board funds.

The allocation of CDBG funds to specific activities will be made later than in typical years. It is expected that some or all CDBG funds will be allocated to specific activities after receipt of the City's 2021 CDBG grant amount, following the current practice for HOME and ESG funding.

### **Additional information**

All available CDBG, HOME and ESG funds will be allocated to Goals in the final 2021 Action Plan based on the percentage of funding for each goal in the draft Action Plan for submission to City Council for approval and then to HUD. If this process results in a substantial amendment to the draft 2021 Action Plan, a second 30-day comment period and public meeting for input on the amended plan will be held, following the process outlined in the CPP. A substantial amendment to the Action Plan is defined in the CPP as:

- A change in funding among the Goals used in the development of the plan (AP-20) that is greater than 20% of the total allocated towards the Goal
- The deletion of a Goal included in the plan
- The addition of a Goal not currently included in a plan

Any changes to the Action Plan that increase or decrease funding for a goal by less than 20% shall be considered "non-substantial" and may be approved by the Housing & Community Development Act

Committee, Planning & Development Committee or Human Services Committee, as appropriate, based on the program affected. These changes would not trigger a second public comment period. In addition, amendments to either the Consolidated Plan or Action Plan that are required when plans are based on estimated funding and are modified based on actual grant amounts are non-substantial.

CDBG allocations to individual activities may be made on a rolling basis to allow greater capacity to respond to changing needs during the COVID-19 recovery. Programs or projects proposed for CDBG funding will be reviewed and approved by the Housing and Community Development Act Committee before submission to City Council for approval in most cases but could go directly to City Council, following the CARES Act activity approval process.

There is no change to the process of allocating HOME and ESG funding to specific activities. Changes to the amounts allocated to Goals in the final Action Plan based on actual grant amounts will not constitute a substantial amendment unless they result in a change to funding for any goal by more than 20%, or the addition or deletion of a Goal.

### **Substantial Amendment to 2021 Action Plan**

The City is amending its 2021 Action Plan to:

- Reallocate \$135,104.48 of unexpended CDBG Administration funding from the Administration goal to the Livable Communities goal. Some or all of this funding will be used to expand the funding available to non-profits for Public Facilities improvement projects.
- Transfer \$147,865.75 of un-obligated Neighborhood Stabilization Program 2 (NSP2) program income to CDBG to the Housing goal. Funds will be used to expand resources for the CDBG Housing Rehab program.
- Include \$1,298,584 of HOME-ARP entitlement and its allocation plan.

These actions support the priorities in the 2020-2024 Consolidated Plan but trigger a substantial amendment to the 2021 Action Plan because the reallocation of CDBG Administration funds results in a change to the Administration goal of more than 20%, and the transfer of NSP2 program income to the CDBG program includes a new revenue source in the 2021 Action Plan.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Affordable Housing: Maintaining and increasing the supply of affordable rental units is one of the City's highest priorities, but is increasingly difficult due to reductions in funding and increases in the cost of

real property. COVID-19 has heightened the need for affordable housing, as it has particularly impacted lower-income residents. Code enforcement in the CDBG Target Area remains an important tool to maintain decent, safe housing and address blight. Routine interior inspections were halted due to the pandemic but have resumed on a limited basis; inspections are conducted via Facetime or other electronic methods or in-person with COVID-19 safety precautions as allowable. Properties cited for violations are referred to the Housing Rehab program for assistance; the City continues to pursue demolition of vacant and blighted properties. Demolition is managed by the Housing Rehab staff with demolition costs funded with Abandoned Property grant funds from IHDA when possible. Cook County Torrens Lead funding is layered with CDBG on eligible housing rehab projects as additional leverage.

**Homelessness:** The City will continue to use HOME funding for its Tenant-Based Rental Assistance (TBRA) program. In combination with education, job training and other supports, TBRA enables parents to develop self-sufficiency skills to support themselves and their families, lifting two generations out of poverty. ESG funds will continue to be used to identify individuals and households who are homeless or at high risk of homelessness through street outreach, and to provide emergency housing, homeless prevention and rapid re-housing services. The HOME-ARP Allocation will be used for the acquisition and rehabilitation of a non-congregate shelter and TBRA.

**Creating livable communities:** The City will continue to use funding to improve public infrastructure and facilities to revitalize neighborhoods and improve service delivery.

**Economic Development:** The City uses resources from its Economic Development Fund and Tax Increment Financing to expand economic development opportunities to small businesses. CDBG grants and loans to for-profit businesses using CDBG funding allocated in prior years will continue to be evaluated throughout the year by the City's Economic Development Committee in order to maximize effectiveness of use of all resources to support economic development in the City; recommendations from the Economic Development Committee are then submitted to City Council for approval. CDBG-CV funded a LMI micro-enterprise grant program that provided grants of up to \$2,500 per business, with technical assistance provided via a series of webinars. Additional programs will be developed with CDBG-CV funds in 2021 to help businesses prevent, prepare for, and respond to coronavirus. 2021 CDBG entitlement has not been allocated for Economic Development activities at this time because 2020 funding remains available for these needs. If the 2021 CDBG grant exceeds estimate, funding for Economic Development may be considered based on needs at that time.

**Public Services:** Given the devastating effects of the pandemic, public services have become critical for Evanston's most at-risk population. The City is still reviewing the most effective supports and methods of allocating funds, but intends to focus on people experiencing homelessness or at-risk of homelessness, households experiencing food insecurity, and provision of support for low/moderate income households with children of parents who are essential workers or face significant shortages to accessing child care.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Through the CARES Act, Evanston received CDBG-CV funds totaling \$1,586,730 and ESG-CV funds totaling \$966,314. Funds were used to prevent, prepare for and respond to the coronavirus. Evanston submitted three substantial amendments to the PY2019 Action Plan to include these allocations and to add a new goal, COVID-19 Emergency/Urgent Needs to assist residents and businesses impacted by COVID-19. Use of funds include a micro-enterprise assistance program for Evanston low/moderate income businesses, funding to provide non congregate shelter to residents experiencing homelessness and to rapidly re-house those households, and funding for rent and food assistance efforts.

Evanston uses funding to address needs and leverage outside resources to achieve goals. In 2020, a 60-unit affordable senior housing development by Evergreen Real Estate Group/Council for Jewish Elderly at 1015 Howard Street project was initiated using HOME and local Affordable Housing Funds. City funding comprised 8.5%% of the total development budget of \$23,433,025 and will result in the largest number of new housing units for households  $\leq$  60% AMI since the completion of the 75-unit Jacob Blake Manor in 1997. By leveraging other funding sources, the City's investment per unit in this new development does not exceed \$33,333. The units will remain affordable for a minimum of 30 years. The project adds affordable housing units for very low and low income seniors with 12 units restricted for households  $\leq$  30% AMI, 18 at 50% AMI and 30 at  $\leq$  60% AMI; additionally 100% of units are adaptable in compliance with Fair Housing requirements.

The Housing Rehabilitation program was on hold from March - June due to the pandemic. Projects underway at that time are still being completed. The program continued to use zero interest deferred loans to help homeowners unable to qualify for market rate financing to maintain decent, sanitary housing. Due to the retirement of the Rehab Specialist and the opportunity to more effectively leverage external funding, Community Partners for Affordable Housing will manage construction in 2021.

Ongoing challenges include identifying projects that are clearly defined and shovel ready. Evanston continues to try to fund larger, more impactful projects, rather than deferred maintenance, by prioritizing projects for facilities that have not been funded in the last three years. Evanston agencies are challenged to meet the increasing demand for services and maintain organizational stability given cuts in State of Illinois funding and delayed payments on reduced State contracts. The City continued to fund Connections for the Homeless and the YWCA Evanston-North Shore with ESG to address the needs of individuals and families who are homeless or at high risk of homelessness. ESG-CV funds have been allocated primarily to rehouse homeless individuals and families in non-congregate shelter to protect them from COVID-19.

### **4. Summary of Citizen Participation Process and consultation process**

## Summary from citizen participation section of plan.

During the COVID-19 pandemic, Evanston City Council meetings were modified based on Governor Pritzker's order that waived some requirements of the Illinois Open Meetings Act to allow local governments and other public bodies to hold "remote" meetings to help control the spread of COVID-19. Residents are able to participate in live public comments during virtual meetings and are able to sign up to provide comments by phone or video conference (via Zoom). Virtual meetings will be held during a nationally declared disaster or locally declared disaster as defined by local health officials. In person meetings will resume after it is declared by local health officials that special measures to mitigate damage caused by the disaster are no longer needed.

The City of Evanston invites public participation at all stages of the Consolidated Planning process and is committed to making reasonable and timely access to the needs assessment, strategy development and budget recommendation process, particularly for low- and moderate-income persons. The draft Action Plan based on estimated grant amounts and Amended Citizen participation Plan were posted on the City's website on November 16, 2020 for the 30-day public comment period; the Housing & Community Development Act Committee sought input at a publicly accessible Zoom meeting on December 1, 2020 and in written form during the 30-day comment period. No comment was received. The committee voted to recommend approval of both plans to City Council at its December 15 meeting subject to updates needed following receipt of the City's 2021 CDBG, HOME and ESG entitlement grant amounts. City Council meetings, at which action to adopt or approve the plans is decided, also offer opportunity for public comment. When the Action Plan with updated grant amounts and the Amended Citizen Participation Plan were brought to City Council on April 12, 2021, one comment was received via email and is summarized below.

### **Substantial Amendment and HOME-ARP**

<p dir="ltr"><span>Substantial Amendment to 2021 Action Plan</span></p><p dir="ltr"><span>The Draft Substantial Amendment to the FY2021 Action Plan will be posted on the City's website for the required 30-day Public Comment period from July 15 to August 16, 2022. Public Comment will be on the agenda at the Housing and Community Development Committee meeting on August 16 and will close following any comments from the public. Two public meetings were held to review and approve the HOME-ARP Allocation Plan, one on August 16, 2022 and another on September 20, 2022. The public comment period for the HOME-ARP Allocation Plan remained opened from September 2, 2022 to September 20, 2022.</span></p>

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No public comment was received during the public comment period from November 16 - December 15, 2020. Following the City Council meeting on April 12, 2021, where the Action Plan with updated grant amounts was approved, one comment was received via email regarding the Amended Citizen Participation Plan, saying "This sounds like an Excellent Plan. I read thru the 8 pages including changes." and asking about any comments received between November 16 and December 15, 2020.

Five public comments were submitted; three in writing and two orally at the September 20, 2022 HCDC Meeting regarding the HOME-ARP Allocation plan.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

N/A

**7. Summary**

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	EVANSTON	Community Development
HOME Administrator	EVANSTON	Community Development
ESG Administrator	EVANSTON	Community Development

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Evanston's Housing and Grants division, part of the Community Development Department, is the administrator for the Community Development Block Grant, HOME, and Emergency Solutions Grant programs.

**Consolidated Plan Public Contact Information**

Sarah Flax  
 Housing and Grants Manager  
 2100 Ridge Avenue  
 Evanston, IL 60201

sflax@cityofevanston.org

847.448.8684

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

All goal objectives are derived from the City’s 2020-2024 Consolidated Plan which was informed by a Community Needs Assessment survey conducted from July 15, 2021 to August 30, 2021. People, businesses and nonprofit agencies provided direct public input through the survey which was available in paper form, online and via 311; the survey provided a forum for any comments regarding community priority needs for 2020-2024. Community Development staff enlisted the assistance of Advocates for Action, a volunteer group of Evanston residents dedicated to building stronger communities by taking action on issues that impact the community. This group collected over 200 paper and electronic surveys at community events and informal social gatherings held throughout the community, but concentrated outreach efforts in the fifth and second wards. Additionally, City staff attended workshops at the four low income senior housing complexes to distribute paper copies and assist people in accessing the electronic version of the survey. Outreach to the Latinx community included forming unique partnerships with Evanston Township High School, St. Nicholas Church in Evanston and working with Latino Resources, a non-profit organization dedicated to increasing active civic engagement in the Latinx community; these community stakeholders were instrumental in reaching Evanston’s Latinx community. The survey was also sent to all non-profit organizations that received federal and/or local funding in the past five years. Finally, staff consulted with Downtown Evanston and the City’s Economic Development Department to reach small business owners in Evanston.

The City of Evanston’s Community Development Department consulted with numerous City departments (Public Works, Health, Parks and Recreation, Utilities, Economic Development), as well as the Housing Authority of Cook County, Alliance to End Homelessness in Suburban Cook County Continuum of Care, local and regional nonprofit service providers, housing providers, and community residents to develop the 2021 Action Plan. Data are from consulted organizations, the United States Census Bureau and HUD.

Various organizations, including homelessness service providers, were consulted as part of the HOME-ARP Allocation Plan. Their input was taken into consideration for the allocation decision-making process.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City of Evanston’s Community Development Department regularly coordinates with public and assisted housing providers along with private and governmental health, mental health, and service agencies. Notifications of recent updates and developments are sent to an interested parties email list, including nonprofit service providers, governmental agencies, community residents, and representatives from various City departments.

The Community Development Department regularly attends meetings and other events involving the community and various stakeholders. Staff is aware of any major impacts, such as local and State of Illinois funding reductions, which affect vulnerable residents. Engaging with nonprofit service providers on a regular basis fosters an environment where the City works in tandem with the community to achieve better outcomes.

The City of Evanston's Health and Human Services Department is in the process of developing a community health improvement plan (EPLAN) based on goals identified through the nationally recognized Bay Area Regional Health Inequities Initiative, a coalition of Bay Area Health Departments that created a framework laying the groundwork for defining structural drivers of health. The plan will be available toward the end of 2021 and will help define the City's health priorities for the next five years.

The City's application process for 2021 CDBG Public Services and City Mental Health Board funding is modified to focus funding to the priority needs of the community to address the pandemic and encourage collaboration among community partners. Additionally, reporting and monitoring practices are unified to ensure clear programmatic and financial record keeping, compliance, and transparency.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Evanston works with the Alliance to End Homelessness in Suburban Cook County (Alliance), the lead agency for the Suburban Cook County Continuum of Care, to address the needs of homeless persons and persons at risk of homelessness in Evanston. Evanston's Housing and Grants Administrator serves on the Finance and Governance Committees of the Alliance. Evanston agencies have staff who are Alliance members including Connections for the Homeless and Impact Behavioral Health Partners (formerly Housing Options for the Mentally Ill); these representatives participate on the board of directors, HMIS, Coordinated Entry, Prevention and other standing committees. The City of Evanston works closely with service providers, including the YWCA Evanston-Northshore and Connections for the Homeless, in order to address the needs of chronically homeless individuals and families, families with children, veterans, and unaccompanied youth.

Connections for the Homeless and City of Evanston staff participated in the 2020 Point in Time count which took place on January 29, 2020; Connections and other agencies serving the homeless will continue to use the Vulnerability Index (VI-SPDAT) to ensure that chronically homeless individuals and families are part of the Alliance ranking based on vulnerability, so that they have access to permanent supportive housing, rapid re-housing and other interventions. City staff is participating in the Coordinated Entry System process with the Alliance and members of the Continuum. Goals for 2021 include the continued use of the Housing Match and By Name Referrals list managed by the Alliance and developed to prioritize families for housing assistance, and to more successfully provide short term

stability case management and shelter diversion services. The Alliance continued matching households eligible for Prevention and Rapid Re-Housing using HMIS and evaluates the collective impact approach to assisting those in most need.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Evanston recognizes that the demand is greater than available resources to provide essential services, emergency shelter, prevention and re-housing that meet all needs. The City and Alliance agree that individuals and households must be prioritized to ensure that the limited resources available are allocated in the most efficient and appropriate manner. The City of Evanston and the Alliance continue to work on policies and procedures to assess, prioritize and reassess individuals' and families' needs for all ESG-funded services, including essential services for those in emergency shelter, rapid re-housing, and homeless prevention activities. Use of HMIS is critical to this process. It is unclear whether InfoNet, the system used by organizations supporting households affected by domestic violence, will be able to integrate with IDIS to report 2020 outcomes.

The City of Evanston continues to work with the Alliance and agencies that serve the homeless and people at risk of homelessness, as well as other advocacy organizations. Connections for the Homeless, the primary recipient of City of Evanston ESG funds, participates as a member of the Alliance on many levels. Connections staff serve on the HMIS Committee meeting and the monthly prevention meetings. Participation on the Board and committees help to ensure clear communication of goals and priorities and decrease redundancies as they relate to ESG funding.

As discussed previously, the City prioritizes rapid re-housing. Due to high rent costs in Evanston, people housed with rapid re-housing often require a longer subsidy than other parts of the Continuum to become self-sufficient. Connections for the Homeless participated in the HUD survey of Rapid Re-Housing Programs. One of the goals of Coordinated Entry is to explore using rapid re-housing funds as bridge funding for individuals/ households approved for permanent supportive housing or on the waitlist for housing choice vouchers.

The City of Evanston will continue to prioritize households that demonstrate the potential to become self-sufficient in a 3 to 6 month time frame. Due to the nature and amount of ESG funds, this population is best served by this type of funding. Access to HMIS for City staff that administer the General Assistance program is being arranged to better identify people receiving services through the Continuum and eliminate duplication of services. The City's Human Services Specialist continues to further coordinate housing, health, mental health, and other social services for low- and moderate-income residents and at-risk residents and works closely with community partners including Connections for the

Homeless to address housing needs and link clients to a wide variety of additional supportive services. Services can include, but are not limited to food, child and senior care, substance abuse cessation support, as well as mental and physical health services and services for individuals with developmental, intellectual and physical disabilities.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	HOUSING AUTHORITY OF COOK COUNTY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and provided data for relevant sections of the 2021 Action Plan.
2	<b>Agency/Group/Organization</b>	MCGAW YMCA
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related 2021 Action Plan sections.
3	<b>Agency/Group/Organization</b>	YWCA EVANSTON/NORTH SHORE

	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related 2021 Action Plan sections.
4	<b>Agency/Group/Organization</b>	MEALS AT HOME
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related 2021 Action Plan sections.
5	<b>Agency/Group/Organization</b>	James B. Moran Center for Youth Advocacy
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related 2021 Action Plan sections.
6	<b>Agency/Group/Organization</b>	FAMILY FOCUS
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related 2021 Action Plan sections.
7	<b>Agency/Group/Organization</b>	CONNECTIONS FOR THE HOMELESS
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended planning meetings to develop needs assessment and other related 2021 Action Plan sections.
8	<b>Agency/Group/Organization</b>	ILLINOIS HOUSING DEVELOPMENT AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted to provide data/input for relevant 2021 Action Plan sections.
9	<b>Agency/Group/Organization</b>	EVANSTON

	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Various City departments attended planning meetings to develop needs assessment and provided data for relevant 2021 Action Plan sections. Departments included Community Development, Public Works, Parks, Health, and Economic Development.
10	<b>Agency/Group/Organization</b>	Chicago Metropolitan Agency for Planning (CMAP)
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted to provide data/input for relevant 2021 Action Plan sections.

**Identify any Agency Types not consulted and provide rationale for not consulting**

All major agencies providing a full range of services in and around the City of Evanston were consulted or contacted to request comments/input.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Alliance to End Homelessness in Suburban Cook County	The Continuum of Care provides the framework and services for many of the activities provided locally to bring assistance and housing to homeless individuals and families.
2020 Annual Comprehensive Housing Plan	Illinois Housing Development Authority	The City of Evanston works with IHDA to ensure continued access to affordable housing for Evanston's low and moderate income residents.
Red and Purple Line Modernization	Chicago Transit Authority	Furthering access to employment opportunities is integral to community development and fostering greater economic growth. The modernization of the Red and Purple Line trains will serve to provide greater accessibility for those with disabilities and the elderly.
On to 2050	Chicago Metropolitan Agency for Planning	CMAP's On to 2050 Plan strives for regional growth in the Chicago area. Evanston is an important component of the Chicago metropolitan region; coordinated growth and development with the region will improve the quality of for Evanston's residents.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
EPLAN 2016-2021 Community Health Assessment	City of Evanston	The City's EPLAN began with a five-year strategic planning process to improve the effectiveness and efficiency of the public health system in Evanston. Interventions to improve the health of residents were identified in partnership with public health officials, community leaders, residents, and service providers based on the following four assessments: community themes and strengths, forces of change, local public health system and community health status. The EPLAN provides a strategic five-year health improvement plan.
Evanston Climate Action Plan	City of Evanston	The Evanston Climate Action Plan is organized into nine focus areas and outlines more than 200 strategies for reducing Evanston's greenhouse gas emissions. The nine focus areas are: Transportation & Land Use, Energy Efficiency & Buildings, Renewable Energy Resources, Waste Reduction & Recycling, Forestry, Prairie & Carbon Offsets, Food Production & Distribution, Policy & Research, Education & Engagement and Communications & Public Relations.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Plan for Affordable Housing	City of Evanston	Evanston's Plan for Affordable Housing looks at how to effectively and efficiently meet Evanston residents/ need for housing that is affordable. In addition, the plan looks at the best ways to use federal and local funds to increase affordable housing opportunities in Evanston.
Assessment of Fair Housing	City of Evanston	The City of Evanston is participating in the Cook County-wide Assessment of Fair Housing, completion of which has been delayed by the pandemic.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

All major agencies providing a full range of services in and around the City of Evanston were consulted or contacted to request comments/input. Additionally, the Community Needs Assessment Survey, used to gather input about the City’s housing and community development needs and inform the development of the Consolidated Plan, was distributed specifically throughout low/moderate income wards, to residents of four low income senior housing complexes, non-profit organizations and small business owners. City staff worked in partnership with stakeholders in our Latinx community including Latino Resources, a non-profit organization dedicated to increasing active civic engagement in the Latinx community, Advocates for Action, a volunteer group of Evanston residents dedicated to building stronger communities by taking action on issues that impact the community, and Downtown Evanston, a nonprofit comprised of downtown Evanston commercial/residential property and business owners established to market, maintain, develop, and improve the vitality of Evanston’s economy.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Many local non-profit organizations and City departments were consulted in the 2020-2024 Consolidated planning process and in the development of the 2021 Action Plan.

The City of Evanston invited public comment on the draft 2021 Action Plan in a 30-day period from November 16 - December 15, 2020, following its Citizen Participation Plan. The public comment period was advertised in the Evanston Review, a newspaper of general circulation, a notice on the homepage of the City's website, articles in the City's e-newsletter sent to over 50,000 emails, and on Twitter and Facebook. Non-profits and individuals who have requested information on the City's Consolidated Plan were emailed at the opening of the public comment period. A link to the draft Action Plan on the City's website, as well as the location where printed copies of the plan may be reviewed is included in all forms of communication. People could provide feedback via email, Twitter and Facebook, in hard copy mailed to staff, or in person at the Housing and Community Development Act Committee Meeting on December 15, 2020.

See items 7 and 8 for information on the citizen participation process and input relating to the CARES Act Substantial Amendments. See item 9 for information on the citizen participation process and input relating to the HOME-ARP Allocation Plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	Public input was sought at Nov. 17 2020 and Dec. 15 2020 Housing & Community Development Act Committee meetings.	No comments received.		<a href="https://www.cityofevanston.org/government/agendas-minutes/special-council-committees/housing-community-development-act-committee">https://www.cityofevanston.org/government/agendas-minutes/special-council-committees/housing-community-development-act-committee</a>

2	Newspaper Ad	<p>Minorities</p> <p>Non-targeted/broad community</p>	<p>Display ad in the November 12, 2020 issue of the Evanston Review, a newspaper of general circulation, that the draft 2021 Action Plan is available on the City's website beginning November 16, 2020 for the 30-day public comment period. The ad also highlights the meeting of the Housing and Community Development Act Committee on December 15, 2020, at which input from the public was being sought. The Evanston Review is used because it is the only local print publication.</p>			<p><a href="http://www.cityofevanston.org/2021actionplan">http://www.cityofevanston.org/2021actionplan</a></p>
---	--------------	---	--	--	--	--

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Internet Outreach	Non-targeted/broad community	News item on the City's homepage and in an e-newsletter story that the 2021 Action Plan draft was available on the City website beginning November 16, 2020.			<a href="http://www.cityofevanston.org/2021actionplan">http://www.cityofevanston.org/2021actionplan</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Internet Outreach	Non-targeted/broad community  people who are active on social media	Draft 2021 Action Plan was posted on the City website, in a news item on the homepage, in an opt-in email to individuals/organizations about ConPlan-related activities, and posted on the City's Facebook and Twitter accounts for the 30-day public comment period starting November 16, 2020.			
5	Bulletin board postings at community centers and the Public Library	Minorities  Senior citizens				<a href="http://www.cityofevanston.org/2021actionplan">http://www.cityofevanston.org/2021actionplan</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Outreach through ward alderman at ward meetings and via email	Minorities Ward has significant Black/African-American and Hispanic population				<a href="http://www.cityofevanston.org/2021actionplan">http://www.cityofevanston.org/2021actionplan</a>
7	Public Meeting	Non-targeted/broad community	April 12, 2021 City Council meeting.			<a href="https://www.cityofevanston.org/home/showpublisheddocument/63125/637534894181100000">https://www.cityofevanston.org/home/showpublisheddocument/63125/637534894181100000</a>
8	Public Meeting	Non-targeted/broad community				<a href="https://www.cityofevanston.org/government/departments/community-development/hud-consolidated-plan">https://www.cityofevanston.org/government/departments/community-development/hud-consolidated-plan</a>

9	Public Meeting	Non-targeted/broad community	<p>The Public Participation Process for the HOME-ARP Allocation Plan follows processes prescribed in the HOME-ARP Allocation Plan guidelines. The primary goal of the public participation process was to provide all citizens with adequate notice, access to, and opportunity to participate in the needs assessment and planning of activities related to HOME-ARP funding. In the City of Evanston efforts included placing public notices on City of Evanston building notice boards; holding two</p>	<p>Five public comments were submitted; three in writing and two orally at the September 20, 2022 HCDC Meeting. The oral comment was in favor and came from the Alliance to End Homelessness in Suburban Cook County. This stakeholder strongly supported the HOME-ARP Allocation Plan as they recognized the efforts put forth in the creation of non-congregate housing as imperative to the City of Evanston, the Suburban Cook County region and</p>	N/A	
---	----------------	------------------------------	--	--	-----	--

			<p>public hearings that could be joined either virtually or telephonically; as well as website outreach on the City of Evanston website. A 15-day public comment period for public review of the draft HOME-ARP Plan began on September 2, 2022 and extended through September 20, 2022. Two public hearings were held, the first on August 16, 2022 was to present the HOME-ARP Allocation Plan and guidelines, the second public meeting was held to solicit input on September 20, 2022 both hearings were before the Housing and</p>	<p>the State of Illinois plan to create more shelter beds. One email was received from Interfaith Action with a petition signed by more than 600 people in favor of funding a specific shelter in the City of Evanston. Staff reminded attendees that the item at hand was only concerned with the HOME-ARP Allocation Plan and not potential subrecipients. The second oral comment was provided by a resident who had questions about the allocation process. Questions</p>		
--	--	--	--	---	--	--

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			Community Development Committee.	were answered orally and via Zoom chat during the meeting. Two comments were in opposition to the funding of a specific shelter in the City of Evanston. Staff reminded attendees that the item at hand was only concerned with the HOME-ARPA Allocation Plan and not potential subrecipients.		

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The anticipated resources section of the strategic plan describes the City of Evanston’s financial resources for the duration of the 2020-2024 Consolidated Plan. The financial resources listed are not all encompassing but serve to illustrate the City’s ability to use federal and local funding to address the priority needs and goals put forth in this plan. The funds are anticipated to be utilized by various regional and local government entities as well as the service providers which serve Evanston.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,843,261	74,015	75,000	1,992,276	5,400,000	Expected Amount Available for Remainder of ConPlan estimated at an annual grant of \$1,650,000 with \$150,000 in program income annually

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	358,643	45,698	0	404,341	1,008,000	Expected Amount Available for Remainder of ConPlan estimated at an annual grant of \$310,000 with \$26,000 in program income annually.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	156,606	0	0	156,606	450,000	Expected Amount Available for Remainder of ConPlan estimated at an annual grant of \$150,000
Continuum of Care	public - federal	Conversion and rehab for transitional housing Overnight shelter Transitional housing	1,900,000	0	0	1,900,000	5,700,000	Expected Amount Available for Remainder of ConPlan estimated at \$1,900,000 annually in CoC funding for Evanston projects

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
LIHTC	public - federal	Multifamily rental new construction	15,000,000	0	0	15,000,000	0	LIHTC, HTF and other sources for Evergreen 60-unit project
Other	public - federal	Acquisition Admin and Planning Conversion and rehab for transitional housing TBRA Transitional housing	1,298,584	0	0	1,298,584	1,298,584	HOME-ARP

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Homeowner rehab Multifamily rental rehab	147,866	0	0	147,866	0	Neighborhood Stabilization Program 2 program income is being transferred to CDBG at grant closeout. Funds will be added to the Housing goal and may be used for rental rehab.
Other	public - local	Acquisition Multifamily rental new construction	1,000,000	0	0	1,000,000	0	Evanston Affordable Housing Fund resources for Evergreen project
Other	public - local	Public Services	863,373	0	0	863,373	2,590,000	Mental Health Board and Affordable Housing Funds to be spent on Public Services programs

Table 1 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Federal funding will leverage private, state and local funds by enabling the City of Evanston to serve those with the greatest need at the highest capacity. Additionally, federal funds will serve as gap financing for City programs or service providers applications that require additional funding

in order to have their program, project, or service come to fruition. The grant money provided by HUD will allow organizations and the City to successfully meet the needs of the community's most vulnerable members.

Evanston's ESG funds will be matched on a one to one basis using Mental Health Board funds from the City's Human Services Fund, State funds and other resources including in-kind contributions, depending on the agencies funded, to meet the match requirement. HOME matching funds will be from the Affordable Housing Fund, LIHTC, State of IL Housing Trust Fund, and other sources including developers' contributions.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Evanston owns some properties and land that may be used to address the needs identified in the plan, particularly those that are located in the CDBG Target Area, which is primarily on the South and West sides of the City. In addition, some underutilized parking lots in southeast Evanston and irregular parcels of vacant land in north and east Evanston residential areas are being evaluated as sites for mixed income housing development to foster economic and racial/ethnic integration throughout Evanston.

**Discussion**

The City of Evanston will continue to pursue additional funding opportunities which will be used in order to complement existing resources.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2020	2024	Affordable Housing	Entire Jurisdiction	Access to Rental Housing Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing	CDBG: \$533,767 HOME: \$235,000 Neighborhood Stabilization Program 2 PI: \$147,866	Rental units constructed: 1 Household Housing Unit Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Rehabilitated: 7 Household Housing Unit Buildings Demolished: 1 Buildings Housing Code Enforcement/Foreclosed Property Care: 2000 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Homelessness	2020	2024	Homeless	Entire Jurisdiction	Access to Rental Housing Public Facilities Public Services	HOME: \$133,477 ESG: \$144,861 HOME-ARP: \$1,150,000	Tenant-based rental assistance / Rapid Rehousing: 31 Households Assisted Homeless Person Overnight Shelter: 300 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 50 Beds Homelessness Prevention: 5 Persons Assisted Other: 200 Other
3	Creating Livable Communities	2020	2024	Non-Housing Community Development	Entire Jurisdiction	Public Infrastructure Public Facilities	CDBG: \$862,370	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 15000 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Economic Development	2020	2024	Non-Housing Community Development	Entire Jurisdiction	Economic Development	CDBG: \$75,000	Jobs created/retained: 1 Jobs Businesses assisted: 1 Businesses Assisted
5	Public Services	2020	2024	Non-Homeless Special Needs	Entire Jurisdiction	Public Services	CDBG: \$287,591	Public service activities other than Low/Moderate Income Housing Benefit: 12000 Persons Assisted

6	Planning and Administration	2020	2024	Planning and Administration of CDBG, HOME & ESG	Entire Jurisdiction	Access to Rental Housing Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing Economic Development Public Infrastructure Public Facilities Public Services Homeownership	CDBG: \$233,548 HOME: \$35,864 ESG: \$11,745 HOME-ARP: \$148,584	Other: 4 Other
---	-----------------------------	------	------	---	---------------------	---	---	----------------

Table 2 – Goals Summary

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Affordable Housing
	<b>Goal Description</b>	The City of Evanston aims to increase, maintain, and improve affordable housing. The advanced age of Evanston's housing supply necessitates the need for rehabbing of existing housing. The creation of additional safe, decent, and affordable housing will allow low and moderate-income residents the opportunity to remain in the community. Neighborhood Stabilization Program 2 program income was transferred to CDBG and is included in this goal to expand resources for housing rehabilitation as part of a substantial amendment to the approved 2021 Action Plan.
<b>2</b>	<b>Goal Name</b>	Homelessness

	<b>Goal Description</b>	The City of Evanston aims to support services to prevent homelessness and to assist those currently experiencing homelessness. These services include but are not limited to street outreach, rapid rehousing, and tenant based rental assistance. Emphasis will be placed on the housing first model (providing housing as opposed to homeless shelters).
<b>3</b>	<b>Goal Name</b>	Creating Livable Communities
	<b>Goal Description</b>	Creating livable communities through improvements to public facilities and infrastructure. Maintaining and improving the quality of Evanston's existing infrastructure and public facilities is instrumental to ensuring that residents live in a safe, clean, and decent environment.
<b>4</b>	<b>Goal Name</b>	Economic Development

	<b>Goal Description</b>	Economic development will promote the vitality of Evanston's economy in areas of the City that have historically received less investment. Fostering growth in these areas will in turn provide greater opportunities for the City's low and moderate income residents. Economic development activities include but are not limited to, workforce development and job training, and financial assistance to businesses.
5	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Improving equitable access to public services for Evanston residents, particularly for historically underserved segments of our population, is a key goal of the City. As seen through input from the community and consultation, there is a high need for public services including, but are not limited to after school and summer youth programs, senior services, and health services.
6	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	Administration of CDBG, ESG, HOME, and HOME-ARP

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The City has identified the following projects to be implemented in 2021 to achieve the goals in the Consolidated Plan. The Emergency Solutions Grant project will address the needs of homeless individuals, families and households fleeing domestic violence. The Tenant Based Rental Assistance (TBRA) project will address the needs of homeless families with children with direct rental and utilities assistance. The Rental Housing project combines both HOME and CDBG activities, and includes rental construction and rental rehabilitation.

### Projects

#	Project Name
1	ESG21-Evanston
2	Tenant Based Rental Assistance (TBRA)
3	Rental Housing
4	Homeowner Rehabilitation
5	Code Enforcement
6	Public Services
7	Economic Development
8	Public Facilities & Infrastructure
9	Administration
10	HOME-ARP

Table 3 - Project Information

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	ESG21-Evanston
	<b>Target Area</b>	Entire Jurisdiction
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Access to Rental Housing Public Facilities Public Services
	<b>Funding</b>	ESG: \$156,606
	<b>Description</b>	Homeless prevention, rapid re-housing, street outreach, overnight shelters, and administration of program.
	<b>Target Date</b>	9/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	There will be 395 beneficiaries of ESG-funded activities, a combination of single persons, couples, households with children and households fleeing from domestic violence.
	<b>Location Description</b>	The activities will take place throughout the City of Evanston.
	<b>Planned Activities</b>	Direct rental assistance, supportive services, shelter operations, and street outreach. Administration of ESG program.
<b>2</b>	<b>Project Name</b>	Tenant Based Rental Assistance (TBRA)
	<b>Target Area</b>	Entire Jurisdiction
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Access to Rental Housing
	<b>Funding</b>	HOME: \$133,477
	<b>Description</b>	Direct rent and utilities assistance.

	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that 19 households will be assisted through TBRA.
	<b>Location Description</b>	Entire jurisdiction.
	<b>Planned Activities</b>	Rent and utilities assistance for McKinney-Vento families with children under 18 to achieve housing stability and economic independence.
<b>3</b>	<b>Project Name</b>	Rental Housing
	<b>Target Area</b>	CDBG TARGET AREA
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Access to Rental Housing Maintain and Improve Rental Housing
	<b>Funding</b>	CDBG: \$30,000 HOME: \$235,000 Neighborhood Stabilization Program 2 PI: \$147,866
	<b>Description</b>	Rental housing development or rehabilitation.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	61 HHs with incomes ≤ 80% AMI
	<b>Location Description</b>	1011 Howard Street and 1930 Jackson Avenue.
	<b>Planned Activities</b>	CDBG will be used for rehab of rental units for households with incomes at 80% AMI. HOME funding will be used for new rental housing construction, the 60-unit CJ/Evergreen Senior Housing and a CHDO project.

4	<b>Project Name</b>	Homeowner Rehabilitation
	<b>Target Area</b>	Entire Jurisdiction
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Maintain and Improve Owner Occupied Housing
	<b>Funding</b>	CDBG: \$168,767
	<b>Description</b>	Rehabilitation of owner-occupied homes throughout Evanston, owned by low- and moderate- income populations.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 owner-occupied HHs with incomes $\leq$ 80% AMI
	<b>Location Description</b>	To be determined based on applications received.
<b>Planned Activities</b>	Substantial rehab. and emergency rehab. of income eligible, owner-occupied housing.	
5	<b>Project Name</b>	Code Enforcement
	<b>Target Area</b>	CDBG TARGET AREA
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing
	<b>Funding</b>	CDBG: \$335,000
	<b>Description</b>	Code enforcement and demolition.
	<b>Target Date</b>	12/31/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Project benefits over 20,000 households living in the CDBG target area.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Code enforcement inspections in the CDBG Target Area, including necessary building demolition/clearance as identified by code enforcement inspectors.
<b>6</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Entire Jurisdiction
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$287,591
	<b>Description</b>	All CDBG public service activities.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12,000 individuals and families, primarily low/moderate income, will benefit from public services activities.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Public (social) services to low- and moderate- income residents throughout the City of Evanston, particularly for youth programs, senior services, graffiti removal, housing services and domestic violence services.
<b>7</b>	<b>Project Name</b>	Economic Development
	<b>Target Area</b>	CDBG TARGET AREA
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development

	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Economic development will promote the vitality of Evanston's economy in areas of the City that have historically received less investment. Fostering growth in these areas will in turn provide greater opportunities for the City's low and moderate income residents. Economic development activities include but are not limited to, workforce development and job training, and financial assistance to businesses.
	<b>Target Date</b>	12/31/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Loans or grants to businesses for job creation or retention, and technical assistance to micro-enterprises.
	8	<b>Project Name</b>
<b>Target Area</b>		Entire Jurisdiction
<b>Goals Supported</b>		Creating Livable Communities
<b>Needs Addressed</b>		Public Facilities
<b>Funding</b>		CDBG: \$862,370
<b>Description</b>		Improvements made to public facilities and infrastructure.
<b>Target Date</b>		

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Public infrastructure activities are primarily in the CDBG target area in census tracts/block groups with 51%+ low/mod residents. Public facilities are qualified using LMC and may be located anywhere in the city.
	<b>Planned Activities</b>	
<b>9</b>	<b>Project Name</b>	Administration
	<b>Target Area</b>	Entire Jurisdiction
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Access to Rental Housing Maintain and Improve Rental Housing Maintain and Improve Owner Occupied Housing Economic Development Public Infrastructure Public Facilities Public Services Homeownership
	<b>Funding</b>	CDBG: \$233,548 HOME: \$35,864
	<b>Description</b>	Administration of CDBG and HOME.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	The planned activities in this project are HOME, ESG and CDBG administration which involve planning and management of grant funded activities and compliance.
<b>10</b>	<b>Project Name</b>	HOME-ARP
	<b>Target Area</b>	Entire Jurisdiction
	<b>Goals Supported</b>	Affordable Housing Homelessness Planning and Administration
	<b>Needs Addressed</b>	Access to Rental Housing
	<b>Funding</b>	HOME: \$1,298,584
	<b>Description</b>	Projects associated with HOME-Investment Partnerships - American Rescue Plan (HOME-ARP)
	<b>Target Date</b>	9/30/2030
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Tenant-Based Rental Assistance, Non-Congregate Shelter and Administration of HOME-ARP Funds

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

It is estimated that over 90% of all CDBG, HOME and ESG funding will be allocated to benefit persons who are low- and moderate- income. Some projects will be directed across the entire jurisdiction, such as public services and homeowner rehabilitation, whereas others will be directed to the CDBG Target Area (local target area). Some activities, including Code Enforcement and Graffiti Removal, are limited to the CDBG Target Area.

Additionally, it is expected that a significant amount of housing and economic development funds will be focused in the CDBG Target Area.

### Geographic Distribution

Target Area	Percentage of Funds
CDBG TARGET AREA	60
Entire Jurisdiction	40

Table 4 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

All activities funded will primarily benefit low- and moderate- income persons or households, either as direct service or financial assistance or by making improvements in areas benefiting primarily low- and moderate- income persons. Some activities, for reasons of qualification and/or desired beneficiaries, will be focused geographically. Some examples of how the City anticipates geographically focused investments are:

Public Infrastructure Improvements – By their nature, they must be in low- and moderate- income Census Tracts/Block Groups, which are primarily located in the CDBG Target Area. Most of the eligible block groups are located in the South and West areas of the City. It is anticipated that funded public infrastructure improvements, including but not limited to alley paving and park improvements, will be primarily focused in the Target Area.

Economic Development – Economic fundamentals were relatively strong (i.e. low unemployment, low vacancy rates, demand for new housing development, interest from broker community, etc.) prior to COVID-19, although brick and mortar national retailers were in decline and many property owners and real estate experts expressed concern about a micro real estate depression. COVID-19 has had a severe impact on Evanston businesses. The federal, state and local emergency financial assistance may provide

stability, however, the unemployment rate in Evanston has essentially quadrupled from 3% to over 12%, vacancy rates have increased, restaurants have reported revenue of 10% to 20% of FY2019 sales and sales tax is down 4% over the same period as FY2019. In addition to using CDBG-CV funding to support a micro-enterprise assistance program, Economic Development staff are working to strengthen design/appearance codes to address storefront vacancies, consider implementation of a new TIF district to encourage redevelopment of commercial centers, and invest in support systems to develop local e-commerce.

Code Enforcement – Although Code Enforcement inspectors perform inspections citywide, the CDBG-funded portion of code enforcement will be within the CDBG Target area, which will be paired with other community development activities in the area to address areas of deterioration, maintaining code enforcement and property standards of dwelling units in the area.

Other programs or projects may take place within the CDBG Target area, but they will not be exclusively so. An example of this is the CDBG Housing Rehab Program, which benefits all low- and moderate-income homeowners, as it will likely have a large investment in the CDBG Target Area, as this area is host to the highest population of low- and moderate- income households.

## **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

There are a number of housing initiatives that will be implemented in 2021 to support homeless, non-homeless and special-needs residents who are in need of safe and affordable housing, including the CJE/Evergreen Senior Housing project that will be completed and reported in 2021. The programs that impact the most persons or households in 2021 are the tenant-based rental assistance program (TBRA) and the housing rehab program, which serve two very different, yet vital housing needs for the low- and moderate- income residents of Evanston.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	20
Non-Homeless	15
Special-Needs	0
Total	35

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	25
The Production of New Units	1
Rehab of Existing Units	9
Acquisition of Existing Units	0
Total	35

**Table 7 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Housing Authority of Cook County (HACC) serves suburban Cook County, including Evanston. The HACC administers the Housing Choice Voucher program in Evanston and has two buildings for seniors and the disabled, scattered site units for families, as well as seven project-based Section 8 units in Emerson Square.

### **Actions planned during the next year to address the needs to public housing**

The Housing Authority of Cook County (HACC) is planning substantial renovation of its scattered site family units. In addition, HACC's proposed second housing development with 168 units on the parking lot of the Jane R Perlman Senior Apartments is expected to be approved by year end 2020. This development will be mixed income, with 34 units at 50% AMI with PBV support, 11 units between 80% and 120% AMI for middle-income residents, and 123 at market rate. In addition, a joint project on South Boulevard just east of Chicago Avenue is being discussed on a City-owned parking lot that is adjacent to a four unit HACC building that has family units (2- and 3-bedrooms). The development would better utilize land in a Transit-Oriented location through the development of a mixed income rental project comprising < 50% AMI using PBV, low-moderate income, and middle to market rate units, with a focus on larger (3-bedroom) units for families/intergenerational HHs.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The HACC has a Resident Advisory Board (RAB) established at one of its sites in Evanston, the Walchirk building. The RAB's functions include, but are not limited to: assisting residents with access to computers, offering in-house services such as change for laundry, copies, and postage. RAB activities are somewhat limited during the rehab of Walchirk and Perlman buildings and are also affected by reduced occupancy.

HACC's Resident Service Coordinators work closely with other agencies, including the City's Levy Center, to help its residents access services and participate in activities throughout the community. Additional services are always being considered and added when possible.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The HACC is not designated as troubled.

### **Discussion**

The City will continue to actively engage and communicate with HACC to ensure that the needs of residents assisted by that agency are met and services are coordinated with other agencies for efficient and effective use of all community resources.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The following section discusses the homeless and special needs activities to be undertaken in Evanston during the fiscal year of the 2020-2024 Consolidated Plan.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Connections for the Homeless' homeless outreach program is the largest provider of services to Evanston's homeless population, including the unsheltered homeless, and addresses a wide range of needs. Case managers develop individualized case plans for each client; assist them to obtain housing and access services that may include employment counseling/placement, health services, substance abuse counseling and education. Connections for the Homeless works in partnership with the Alliance to End Homelessness in Suburban Cook County and local providers including, but not limited to, Interfaith Action, Family Promise, the Men's Residence at the McGaw YWCA, the YWCA of Evanston/North Shore; all agencies provide housing and case management services to people experiencing homelessness or at risk of homelessness. Connections participates in Coordinated Entry and follows progressive engagement strategies as required.

In FY 2020, due to COVID-19, Connections and the City secured non-congregate shelter in the Margarita Inn, Hilton Garden Inn and Orrington Hotel for 245 people experiencing homelessness, including 67 children. Food pantry and drop-in services were expanded to serve an average of 232 individuals per month with an average of 20-50 visits per day; total shelter operation expenses averaged \$86,750 per month. Providing non-congregate shelter enabled us to identify and engage people experiencing homelessness and to rehouse these vulnerable households using ESG-CV funding.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Connections for the Homeless contracted with the Margarita Inn for 42 rooms as non-congregate emergency shelter for homeless Evanston residents; this has replaced the 18 congregate beds at Hilda's Place, Connections for the Homeless' transitional shelter. The YWCA Evanston-North Shore's 34-bed domestic violence shelter reopened after a brief close due to COVID-19. Participants were also housed at local hotels; participants receive ongoing support and assistance moving into independent living arrangements including traditional housing, transitional housing and permanent supportive housing. Both agencies are supported by the City with ESG, CDBG and Mental Health Board funds. The YWCA re-opened in July 2020 and anticipates housing 250 women and children in FY2021.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City will use ESG funds for re-housing as its primary strategy to reduce the amount of time that individuals and families (chronically homeless, families with children, veterans and their families, and unaccompanied youth) experience homelessness; this will include ESG-CV and FY2021 funding. The City expects to serve 40 households using ESG and ESG-CV rapid re-housing funds in 2021.

The City will use HOME funds for Tenant Based Rental Assistance to address both the shortage of available affordable units, particularly for larger households, and the inability of some households to pay rents generally considered affordable due to the lack of ability to earn a living wage. Households with children under the age of 18 enrolled in Evanston schools that are doubled-up/unstably housed (category 2 in the definition of homeless) are a priority population for the program. HOME funds will be used to support the Evergreen project, a 60-unit senior living facility that will provide affordable units to income eligible seniors. As a result, funding for TBRA will be reduced from prior years and combined with the anticipated ongoing needs of families previously enrolled, but negatively impacted by COVID-19, the City anticipates a reduction in total households served by this program in 2021.

Heads of households in the TBRA program will receive education/job training in addition to rent assistance to develop the ability to earn living wages to maintain market rate housing independent of a subsidy. Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act, Notice:CPD-20-08 provides waivers that apply to ESG-CV funds which will be used to provide extensions of up to 6 months of support to further assist households recover from the financial hardship due to COVID-19 related income loss. The City will work with Connections for the Homeless to enroll 5 new households in 2021 and provide ongoing, needed support for vulnerable families enrolled in the prior year.

ESG funds for homeless prevention address preventing individuals and families who were recently homeless from becoming homeless again. ESG-supported programs are required to provide case management and supportive services, and to connect clients with mainstream resources to increase their likelihood of achieving long-term housing stability. ESG-funded clients will receive follow-up contact to determine their housing status 6 and 18 months after termination of assistance as required and provide additional support as needed to prevent households from becoming homeless again, as well as determine program outcomes. The City is still working with community stakeholders like Connections for the Homeless to anticipate the need for prevention funds once the moratorium on evictions has been lifted.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act, Notice:CPD-20-08 provides waivers that apply to ESG-CV, which will be used to provide Prevention assistance to households with incomes at or below 50% of area median income; the FY2021 award will provide assistance for households at or below 30% AMI. Funds will be used to help low-income households avoid becoming homeless and achieve housing stability. With the current moratorium on evictions, the City is working with community partners to assess the need for Prevention funds. It is anticipated that the need will far exceed available funds.

Connections for the Homeless receives referrals from the City staff and community partners dedicated to working with people who have criminal records. Connections also has partnerships with agencies that work with people who have diagnosed mental illness and physical disabilities. Community partners like Impact Employment Services, work to help people with a mental health diagnosis achieve employment and linkages to additional community support, also refer clients to Connections to assist with housing needs. Some of the referring agencies receive CDBG and/or local funds. All agencies receiving ESG funds are required to connect households to mainstream benefits as available and appropriate for their needs. In addition, the City evaluates the effectiveness of collaborations/referrals of agencies applying for funds as a criterion for funding. One of the responsibilities of committees and commissions that recommend funding to external agencies is to maintain and expand the coordination of community resources not provided by the City, look for gaps in services, and identify ways to improve efficiency.

## **Discussion**

The City of Evanston continues to collaborate with the Alliance to End Homelessness in Suburban Cook County to address the needs of homeless individuals and families in Evanston.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City is partnering in the regional Assessment of Fair Housing (AFH) for which Cook County is the lead agency and Enterprise provides staffing and technical assistance. The City expects to have data and most of the conclusions of this AFH by mid-2021 and will review the goals and strategies in the AFH when completed and amend our 2020-2024 ConPlan as needed.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Evanston amended its Inclusionary Housing Ordinance (IHO) in late 2015 with an effective date of January 1, 2016. To date, several rental projects have been approved that are subject to the IHO, resulting in the creation of 41 new rental units and a \$2.4 million fee-in-lieu payment in 2019. Due to rising land and construction costs that have pushed the per unit cost of new development over \$300,000 in transit oriented areas, it is much more cost effective for developers to pay the fee-in-lieu of on-site units. As a result, the City put together a Subcommittee in 2018 to evaluate revisions to the IHO in order to better incentivize on-site affordable units, including raising the fee-in-lieu, because the current \$75,000 - \$100,000 per unit will not fund construction of a comparable number of affordable units, particularly in the City's transit-oriented areas. Revisions to the IHO were approved in 2018, with an effective date of January 1, 2019. In addition, the mayor appointed a steering committee in 2018 to oversee the development of an affordable housing plan. That planning process has been put on hold due to the coronavirus and the need to better understand its long term impact on the housing market.

### **Discussion:**

The primary barrier to affordable housing is the continuing mismatch between incomes and housing costs in Evanston. Evanston lost 70.7% of its units renting for less than \$700 between 2000 and 2011, while the number of units renting for more than \$1,000 increased by two-thirds. Minimum-wage, single income households and those depending on Social Security Income (SSI) payments cannot afford an apartment renting at the fair market rate in Cook County. Additionally, property taxes continue to represent an affordability concern for residents, particularly those with fixed incomes.

High property costs, particularly in predominantly single family neighborhoods with larger lot sizes and transit oriented corridors, have resulted in the concentration of affordable housing in west and south Evanston neighborhoods rather than being dispersed evenly. The stigma associated with affordable housing can be a barrier to building affordable housing in areas of the City where currently none exist.

Another barrier to affordable housing within Evanston is the shortage of decent, affordable and accessible housing for persons with disabilities. The supply of affordable housing accessible to persons with physical disabilities is due in large part to the age of housing stock, most of which was built before the Americans with Disabilities Act was passed. Much of the City's older homes are difficult to retrofit for accessibility because they are multi-story units with stairs. This is true of smaller two-to-four flats as well as larger three- or four-story walk-ups built in the 1930s and 1940s. Some facilities designed to accommodate people with mobility disabilities exist in Evanston, including the two buildings HACC updated per its Section 504 Transition Plan. However, stakeholders and HACC waiting list data suggest that the unmet need for affordable accessible housing will continue to be significant.

The City's occupancy standards for rental housing that limits the number of unrelated persons residing in a single housing unit can be an additional barrier to affordable housing, particularly for non-traditional households.

The City of Evanston wants to ensure that it is the most livable city for all of its residents. In order to most effectively address the housing needs of its low-, moderate-, and middle-income residents, and maintain its economic and racial diversity, priority for income restricted rental and ownership units will be given to eligible households that live in Evanston or have a household member that works in Evanston wherever possible and in compliance with fair housing. The City has developed a centralized wait list for income restricted units developed through the Inclusionary Housing Ordinance to facilitate access to affordable housing for its residents. Properties with income restricted units not developed through the IHO may choose to get referrals from this centralized wait list to expand its effectiveness. Rental assistance programs funded with HOME, ESG and local funds will be used in Evanston to the greatest extent feasible to minimize displacement of lower income residents.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The following are actions to be undertaken by the City of Evanston to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead based paint hazards, reduce the number of property-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

As a result of the COVID-19 pandemic, the following priority needs have been identified:

- Housing for Evanston residents currently experiencing homelessness and/or living in non-congregate shelter
- People experiencing food insecurity due to loss of income and who lack other sources of support
- Care for preschool, elementary, and middle school children, particularly for parents/families with essential/front-line jobs that do not have an adult at home to care for children, including school age children learning remotely, and older family members

The City received \$1,586,370 in CARES Act CDBG-CV funding and \$966,314 in ESG-CV funding to prevent, prepare for and respond to the coronavirus. ESG-CV funds were primarily dedicated to rehousing individuals and families living in non-congregate shelter to protect from coronavirus. CDBG-CV is being used for homeless shelter operations, for food assistance, rent assistance, and to support micro-enterprises that have lost income due to COVID-19. The City expects to have all funds allocated to activities by June 30, 2021 to provide relief for emergent needs as the recovery efforts continue.

In 2019 the City performed a comprehensive review of all social services offered by City departments and funded with local or federal funds to measure the potential equity impacts of program service delivery to ensure that funded services most directly align with the needs of our underserved populations and have measurable outcomes leading to improved quality of life. To achieve this, staff formed the Social Services Core Committee (SSCC), a multi-department internal committee that used a Racial Equity Impact Assessment (REIA) tool to evaluate potential policies benefits and burdens with the goal of advancing racial equity. As a result, the City incorporates a resident-focused intake process for all services, has increased community engagement, and prioritizes local and federal funds to support services that best match the needs of our at-risk populations.

The City continues to assess the impacts of the pandemic. The Mayor's COVID-19 Task Force includes key members of the education, government, business, faith, nonprofit, health, and senior communities and meets weekly to assess community needs and ongoing impact. City staff also work closely with

service providers to assess the needs of the populations they serve. Evanston's goal is to provide support for the most at-risk populations as outlined above and restructure the allocation process to provide needed services directly to identified populations rather than funding traditionally funded programs that meet a wider variety of needs.

### **Actions planned to foster and maintain affordable housing**

Evanston continues partnerships with Metropolitan Tenants Organization (MTO) and Lawyers' Committee for Better Housing (LCBH) to strengthen landlord/tenant relations, particularly for low-income households with subsidies, and increase awareness of landlord-tenant rights and responsibilities. These efforts are particularly critical given the widespread inability of some low/moderate income residents to pay rent. This contract was renewed for another 12 months in 2019. Additionally, the partnership with LCBH will provide low-income residents with legal assistance and representation in cases of evictions, retaliation, illegal lockouts, etc.

The City of Evanston has a locally funded Affordable Housing Fund, which is used for the development and rehab of affordable housing for persons up to 120% of the area median income. This provides funding in addition to CDBG and HOME funds to develop and maintain much-needed affordable housing throughout Evanston. For 2018, 2019 and 2020, City Council named expanding affordable housing options as one of its annual goals. Several strategies have been researched and discussed by City Council, such as the creation and rental of accessory dwelling units, zoning changes to allow for smaller lots, and the use of City-owned land for affordable housing development. In addition, City Council approved the creation of a Landlord Rehabilitation Assistance Program, rental of existing coach houses to non-family members, and amendments to the City's Inclusionary Housing Ordinance. Furthermore, the mayor appointed a steering committee in 2018 to oversee the development of an affordable housing plan. The steering committee will work with the City's Housing and Homelessness Commission to conduct outreach and solicit feedback on the plan from Evanston residents and stakeholders. It was anticipated that the process would take 15 months, however, this was put on hold as noted above.

### **Actions planned to reduce lead-based paint hazards**

As mentioned above, the Evanston HHS receives the TORRENS grant from Cook County Department of Public Health which offers a yearly maximum of \$39,600 of financial assistance for low income property owners. They also receive a yearly grant of \$24,900 from the Illinois Department of Public Health to aid in paying for testing and inspection supplies.

In addition to responding to cases of childhood lead poisoning the Evanston HHS also provides preventative lead risk assessments for Evanston residents as long as there is either a child age 6 or less or a pregnant woman is living at the property. This is a proactive service offered to the residents of Evanston to help them become aware of the possible lead hazards in their home along with preventing

their child from becoming lead poisoned.

### **Actions planned to reduce the number of poverty-level families**

There are a variety of actions the City undertakes throughout the year in an effort to reduce the number of poverty-level families and increase self-sufficiency. The programs funded through CDBG and / or HOME that work towards this goal are the tenant-based rental assistance (TBRA) program, Certificate of Rehab program and a variety of other job training and education programs aimed at youth and young adults. Additionally, the City's investment in the Cradle to Career program demonstrates its commitment to ensuring that Evanston residents are prepared for the workforce.

Additionally, the City's Economic Development Department works diligently to grow the City's economy, specifically by working to redevelop vacant or underperforming commercial corridors. Developing a variety of businesses in Evanston is critical to providing living-wage jobs for a diverse population with multiple jobs skills and experiences. Economic Development is accomplished by utilizing many different funding sources including, but not limited to, the CDBG Economic Development Fund, tax-increment financing (TIF) and local funds.

### **Actions planned to develop institutional structure**

City staff works throughout the year to increase institutional structure, both within the City and throughout our partner agencies. This is accomplished through providing technical assistance on federal grant management requirements, such as growing their knowledge of Davis-Bacon requirements, financial management and other grant management procedures. Staff maintains contact with partner agencies throughout the year, offering referrals for funding and training opportunities where appropriate.

All policies and procedures related to internal grant management procedures are being reviewed, and will be updated when areas of opportunity for efficiency and collaboration are identified. Additionally, investment is made in technology that assists departments within the City to more effectively and efficiently manage grant programs; an example is CDM, which is the City's management software program for all housing-related projects that require project or loan management and ongoing compliance. Staff also attends relevant training and conferences, where available, on all aspects of grant and project management.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City is heavily invested in collaborations throughout the community, as evidenced by Cradle to Career, the Human Services Task Force on At-risk populations and other initiatives. The City has successfully paired with multiple health-service providers, such as Erie Family Health Center, which provides bi-lingual medical, dental and mental health services to the community, regardless of the person's ability to pay. This has been a critical partnership that has increased the community's access to quality, affordable healthcare.

Additionally, the City's General Assistance program is currently being evaluated to see where opportunities exist to coordinate better between the City and public agencies and service providers to better serve our underserved residents. There are other community collaborations in Evanston, such as the United Way "Community Schools" program, which works to provide services to the schools with the most at-risk students. Collaborations such as these are critical to furthering the goals of our Consolidated Plan and that of the City Council, which both aim to make Evanston one of the most livable cities in America.

**Discussion:**

The City's Community Development Department working in collaboration with the Economic Development Department is committed to making Evanston the most livable city in America, and has evidenced this commitment through community partnerships, investment in economic and neighborhood development. The actions identified above will further this initiative and will increase opportunities for low- and moderate- income residents to receive necessary services and have access to affordable housing options.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

Housing and Grants staff is responsible for ensuring compliance with all program specific requirements, as well as for program monitoring and reporting. In addition, staff ensures that federal cross-cutting requirements, including the Omni Circular, Davis-Bacon and Related Acts, Uniform Relocation Act, and Section 3, are met.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
---	---

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

0.70%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Additional forms of investment in the construction of new affordable rental housing includes Low Income Housing Tax Credits and City of Evanston Affordable Housing Funds that are being invested in the Evergreen 60-unit senior development project on Howard Street.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City does not plan to use HOME funds for homebuyer activities in 2021; HOME resources will be focused on rental housing needs, primarily of households whose incomes do not exceed 60% of the area median income.

If homebuyer activities were to be undertaken, the City would use recapture provisions to maintain long-term affordability for ownership projects with direct homebuyer subsidies in the form of down payment or closing cost assistance, or purchase price reductions (soft second mortgages) used to maintain compliance. The length of the affordability period would be based on the amount of HOME subsidy and forgiven on a pro-rata basis as long as the property remains the owner's primary residence. The balance is due only if the property is sold or ceases to be the buyer's primary residence before the end of the affordability period, subject to net proceeds.

The City's recapture terms are based on the minimum HOME requirements. Subsidies of \$14,999 per unit or less are subject to recapture for five years, subsidies between \$15,000 and \$39,999 are subject to recapture for ten years and subsidies over \$40,000 are subject to recapture for 15 years.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

If homebuyer activities were undertaken, the City would record a Junior Mortgage and Land Use

Regulatory Agreement (LURA) deed restriction that acts as the Affordable Housing Restriction to ensure that the HOME funds are subject to recapture if the unit does remain the principal residence of the purchaser for the length of the affordability period. Buyers would also sign an Agreement with the City describing the HOME subsidy. The City considers requests to subordinate its junior mortgage in a refinance of the first mortgage as long as the borrower does not receive any cash back as part of the refinancing and the new loan amount does not exceed the original first mortgage with allowances for generally accepted financing costs. The City will not subordinate to a negative amortization loan or any loan it deems to be predatory.

Loan principal would be forgiven:

- At the rate of 1/60th per month for a 5 year term
  - At the rate of 1/120th per month for a 10 year term
  - At the rate of 1/180th per month for a 15 year term
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds may be used to refinance existing debt secured on multi-family rehab projects, excluding projects whose debt is made or insured by any federal program. The City may consider using HOME funds to refinance existing debt in specific situations using the following guidelines:

- To ensure that rehabilitation is the primary eligible activity, HOME funds may be used only to refinance the rehabilitation portion of a loan and up to 40% of acquisition financing.
- The property must be inspected to ensure disinvestment has not occurred.
- The Project pro forma will be reviewed to ensure that the long-term needs of the project can be met and that serving the targeted population is feasible.
- It must be stated whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
- Whether the length of the affordability will extend beyond the minimum 15 years will be determined and specified before HOME funds are invested.
- The project must be located in Evanston.
- HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

ESG Policies and Procedures are attached.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The City of Evanston is part of the Suburban Cook County Continuum of Care. The Alliance to End Homelessness in Suburban Cook County, lead agency for the Cook County CoC, has a common intake form and data entry standards for HMIS. The Alliance includes members of the Continuum of Care in a process to refine and improve its coordinated intake system. The process coordinates intake from multiple access points, including phone/internet, walk-ins at agencies, shelters and street outreach and uses a pre-screen to assign individual cases to:

- Diversion/Prevention with case management only
- Prevention funding and case management
- Referral to parallel systems such as Veterans and DV programs
- Progressive engagement strategies to ensure participants receive needed subsidies and services
- Short-term intervention combining case management and shelter for homeless
- Medium-term intervention combining case management with bridge housing (rapid re-housing), Safe Haven or transitional housing
- Long-term intervention combining case management with permanent supportive housing or rapid re-housing or transitional housing, as available.

All cases qualified as needing short-, medium, or long-term interventions would use the VI-SPDAT and be ranked for housing based on vulnerability.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

City Staff develops recommendations for ESG allocations that are reviewed by the Housing and Homelessness Commission (HHC). Staff then takes recommendations to the Human Services Committee or Planning and Development Committee of City Council. The recommendation of that committee is reviewed and approved by the Evanston City Council. All recommendations are discussed at public meetings, whose agendas are published in advance, as required by the Open Meetings Act.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR

576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Evanston is part of the Alliance to End Homelessness in Suburban Cook County and the Suburban Cook County Continuum of Care. The Alliance has homeless or formerly homeless persons on its Board of Directors and in its working groups. Connections for the Homeless, an ESG subrecipient and member of the Alliance, also has people with lived experience on its board of directors and engaged in Joining Forces, its advocacy program.

5. Describe performance standards for evaluating ESG.

Performance standards are as follows:

- Engagement rate: the percent of persons exiting shelter where the destination is known
- Percent of persons exiting shelter who use 30 shelter-nights or fewer
- Percent of persons exited to permanent housing
- Follow up contact to determine housing status 6 months after termination of assistance

## Attachments

## Citizen Participation Comments



2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

August 19, 2022

Chair Eleanor Revelle and the Evanston Housing and Community Development Committee:

I am writing today to express Connections for the Homeless' support for the recommendation before the Committee that the City of Evanston direct its allocation of HOME-ARP funding for the purpose of acquisition and rehabilitation of fixed-site, non-congregate shelter.

At the beginning of the pandemic, the church-based system that provided shelter to homeless individuals and families collapsed. Through COVID-related federal relief funding, however, providers across suburban Cook County were able to transition to a more humane, dignified system in which shelter was provided through the use of hotels or other multi-family facilities. Non-congregate shelter, delivered in conjunction with intensive wrap-around services, has proven invaluable to service providers as they assist these vulnerable households with the ultimate goal of ending their experience of homelessness by moving them into their own safe and stable housing solution.

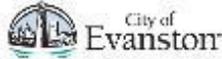
The City of Evanston has the opportunity to play a pivotal role in making this temporary solution permanent by allocating its HOME-ARP dollars to acquisition and rehabilitation of a fixed-site non-congregate shelter.

This opportunity is particularly important in that there has never before been funding available for capital needs such as asset acquisition. One-time investments such as these ensure that the stock of much-needed shelter beds is available to households who have no other place to go. We urge you to deploy this critical funding in the manner recommended by City staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Betty A. Bogg".

Betty A. Bogg  
Executive Director



Ana Elizarraga <aelizarraga@cityofevanston.org>

### Support for Staff's Recommendation re: HOME ARP Supplemental Funds

3 messages

**Patrick Keenan-Devlin** <pkeenandevlin@moran-center.org> Tue, Sep 20, 2022 at 8:53 AM  
To: Eleanor Revelle <erevelle@cityofevanston.org>  
Cc: Sarah Flax <sflax@cityofevanston.org>, aelizarraga@cityofevanston.org, housing@cityofevanston.org

Dear Chair Revelle,

On Wednesday, September 14th, the James B. Moran Center for Youth Advocacy's Board of Directors voted unanimously to support the Housing & Grants Division's recommendation to the Housing & Community Development Committee to allocate the \$1,298,584 in HOME ARP Supplemental Funds for the acquisition and rehabilitation/construction of a fixed-site 24/7 homeless shelter in our community. The persistent and ongoing need in Evanston for a non-congregate shelter for residents experiencing homelessness fully merits this allocation.

Thank you, in advance, for your support.

Sincerely,  
Patrick Keenan-Devlin

--



**Patrick Keenan-Devlin | Executive Director**  
*(He, Him, His)*  
Phone: 847-492-1410 X103  
Fax: 847-859-5836  
[1900A Dempster Street, Evanston, IL 60202](https://www.moran-center.org/1900A-Dempster-Street-Evanston-IL-60202)



*Confidentiality: This email message is intended for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately by telephone and delete the original message from your email. Thank you.*

**Patrick Keenan-Devlin** <pkeenandevlin@moran-center.org> Wed, Sep 21, 2022 at 8:42 AM  
To: aelizarraga@cityofevanston.org

Dear Ana,

Unfortunately, I was unable to tune in last night to the Housing & Community Development Committee meeting last night. What was the outcome re: the question pertaining to the application of the HOME-ARP Supplemental Funds?

Thanks for all that you do!

<https://mail.google.com/mail/u/0/?ik=9f7f949661&view=pt&search=all&permthid=thread-f%3A1744497042346112753&siml=msg-f%3A1744497042346112753> 1/2

9/29/22, 8:53 AM

CITY OF EVANSTON Mail - Support for Staff's Recommendation re: HOME ARP Supplemental Funds

Yours,  
Patrick  
[Quoted text hidden]

---

**Ana Elizarraga** <aelizarraga@cityofevanston.org>  
To: Patrick Keenan-Devlin <pkeenandevlin@moran-center.org>

Wed, Sep 21, 2022 at 9:31 AM

Good morning, Patrick -

The HOME-ARP Allocation Plan was approved by the Housing and Community Development Committee. The next step is to bring it before the City Council during their October 10 meeting before it can be submitted to HUD.

Best regards,  
[Quoted text hidden]

—  
**Ana Elizarraga, MPA** (she/her/ella)  
Housing & Economic Development Analyst  
Morton Civic Center  
City of Evanston

2100 Ridge Ave. | Evanston, IL 60201 | 401-484-7270



2021 All-America City | 2021 What Works Cities Silver Certified

Note: The contents of this electronic mail to/from any recipient hereto, any attachments hereto, and any associated metadata pertaining to this electronic mail, are subject to disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et. seq.*

<https://mail.google.com/mail/u/0/?ik=9f7f949661&view=pt&search=all&permthid=thread-f%3A1744497042346112753&siml=msg-f%3A17444970423...> 2/2



**CHRISTOPHER O'HARA** • CHAIR  
**KERRY THOMAS** • VICE CHAIR  
**TROY O'QUIN** • PAST CHAIR  
**DAVID YOUNG** • SECRETARY  
**LUTICIA FIORITO** • TREASURER

**JENNIFER C. HILL** • EXECUTIVE DIRECTOR

August 12, 2022

Chair Eleanor Revelle and the Evanston Housing and Community Development Committee:

In April of 2021, the City of Evanston received \$1,298,584 in FY2021 allocation of HUD HOME-ARP funding. The HOME-ARP funding is designed to help communities provide housing, shelter, and services for individuals experiencing homelessness or at-risk of experiencing homelessness. As the lead agency for the Cook County Continuum of Care, we are advising that the City of Evanston HOME-ARP Allocation Plan dedicate HOME-ARP funding to creating non-congregate shelter units in alignment with our strategic plan to end and prevent homelessness.

The Alliance to End Homelessness in Suburban Cook County is designated by the U.S. Department of Housing and Urban Development (HUD) as the lead agency for the Cook County Continuum of Care (CoC). Our assigned region includes all 130 Cook County suburbs located outside the city of Chicago, including the city of Evanston.

As the lead agency for the Cook County CoC we are responsible for leading a coordinated, comprehensive, community-wide homelessness response system and providing the framework for housing interventions and services that are provided to people experiencing homelessness regardless of where they are located across the suburbs. We are also responsible for leading regional planning efforts for the effective, efficient, and equitable distribution of public resources dedicated to serving people experiencing homelessness and at-risk of experiencing homelessness.

Public jurisdictions that receive HUD funding designated to serve people who are homeless and housing unstable are required to consult with their local CoC to make sure their allocation plans are in alignment with the priorities and unmet needs identified by their local CoC lead agency and CoC member organizations. Within our CoC's assigned region, we provide guidance to the 12 municipalities designated as public jurisdictions (which includes Evanston) as well as provide guidance to decision-makers at the Cook County Department of Planning and Development about the priorities and unmet needs of our homelessness response system. We also work with the Illinois Department of Human Services to inform their allocation plan for Emergency Solutions Grant funding (ESG), and the Illinois Housing Development Authority (IHDA) to inform their allocation plan for HOME funding.

4415 HARRISON STREET, SUITE 228 • HILLSIDE, IL 60162  
telephone 708.236.3261 • fax 708.236.3299 • web [www.suburbancook.org](http://www.suburbancook.org)

Through the American Rescue Plan Act, public jurisdictions that receive HOME dollars also received one-time HOME-ARP funding. This one-time funding source is explicitly designed to help communities provide crisis housing and permanent housing for people experiencing homelessness. This available funding is critical for our community-wide strategic plan to end homelessness across suburban Cook County.

Evanston is the only suburban Cook municipality that received their own allocation of HOME-ARP funding, and as such Evanston has the power to play a critical role in rebuilding our community's emergency shelter system by designating HOME-ARP funding for the eligible activity of creating non-congregate shelter.

When the pandemic and stay-at-home orders began in March 2020, our suburban emergency shelter system disappeared. Prior to the pandemic, our community relied on donated space in places of worship to provide rotating, seasonal, emergency shelter to people experiencing homelessness. This model of shelter relied heavily on volunteers and included dinner and a pad on the floor to sleep overnight. This was known as the PADS model, and this type of shelter represented over 70% of our community's emergency shelter capacity before the pandemic.

Five of our nonprofit homeless service providers located across our CoC's region quickly transitioned to set up agreements with hotels to provide hotel-based shelter in those first few weeks of the stay-at-home orders. Hotel-based shelter grew to meet the 350-bed capacity that PADS-type shelters previously provided, but quickly hotel-based shelter capacity doubled in size to serve 720 shelter guests a night at its peak in summer 2020. Over the past two years, the five nonprofit homeless service providers across our region have continued to serve about 600 guests in hotel-based emergency shelter every night.

The CoC is working in partnership with homeless service providers and local, County, and State decision-makers to build a stronger, more resilient shelter system to serve people in crisis. We engaged Clutch Consulting, a national firm specializing in homeless response systems to provide strategic recommendations based on evidence-based best practices to provide guidance on how to reconfigure our emergency shelter system using our local homeless data to inform target numbers of shelter beds needed for each of our three suburban regions.

In the north suburbs - including Evanston - we need at least 185 emergency shelter beds available each night to serve individuals and families experiencing an emergency housing crisis. Developing non-congregate shelter is specifically named as a required shelter model to achieve our vision for shelter. Due to public health and safety considerations, non-congregate shelter is seen as a national best practice in emergency shelter. Non-congregate shelter refers to emergency shelter provided in a dormitory style environment – like a hotel or other multifamily facilities. Non-congregate shelter is also seen as a best practice because it provides individuals and families with their own private, safe space and immediate access to on-site trained housing staff who work one-on-one with individuals to quickly transition them out of their crisis and into their own safe, stable housing.

4415 HARRISON STREET, SUITE 228 • HILLSDALE, IL 60162  
**telephone** 708.236.3261 • **fax** 708.236.3299 • **web** [www.suburbancook.org](http://www.suburbancook.org)

The HOME-ARP funding provides a critical, unique opportunity to rebuild our emergency shelter system by acquiring non-congregate facilities for the use of non-congregate shelter. This is a stated eligible activity for HOME-ARP funding and it represents the largest unmet need for our suburban Cook County homeless response system. As the lead agency for the Cook County CoC, we are advising that the City of Evanston HOME-ARP allocation plan prioritize HOME-ARP funding to create non-congregate shelter in alignment with our community plan to rebuild our emergency shelter system.

As the lead agency for the CoC, we have also been asked to advise the HOME-ARP allocation plans for Cook County and the Illinois Housing Development Authority. We have also advised these decision-makers that the one-time HOME-ARP funding be used to create non-congregate shelter in order to achieve our target number of shelter beds needed across suburban Cook County.

I am available and eager to discuss any questions you have. I can be reached via email at [katie@suburbancook.org](mailto:katie@suburbancook.org) or by phone at 708-240-9533. Thank you for your work to serve our neighbors experiencing homelessness.

Sincerely,



Katie Spoden  
Continuum of Care Planning Director  
Alliance to End Homelessness in Suburban Cook County

4415 HARRISON STREET, SUITE 228 • HILLSIDE, IL 60162  
**telephone** 708.236.3261 • **fax** 708.236.3299 • **web** [www.suburbancook.org](http://www.suburbancook.org)



eliminating racism  
empowering women  
**ywca**  
Evanston/North Shore

**Board of Directors**  
Shabnum Sanghvi, Chair  
Brenda B. Asare  
Victoria Dinges  
Jessy Gelber Grossman  
Colette Hands  
Keri Holleb Hotaling  
Sarah Malone  
Lynette Murphy  
Anna Nichols  
Jennifer Paul  
Karl Peters  
Deb Price  
Cindy Rawlings  
Kathy Rubash  
Penelope Sachs  
Jennifer Steans

**President/CEO**  
Karen Singer

**Advisory Council**  
Ronna Stamm, Chair  
Ann Balusek  
Vickie Burke  
Dave Davis  
Donna Frett  
Steve Hagerty  
Rachel Hayman  
Denise Martin  
Dan Munro  
Jim Nothnagel  
Patty Reece  
Ingrid Stafford  
Laura Tucker  
Sarah Wagner

Dear Ana Elizarraga and Jessica Wingader,

After reviewing the HOME-ARP Memorandum and the Vision for Shelter Document by the Alliance to End Homeless, we had a few items we wanted to provide our feedback on. Currently, for our clients that are at risk of homelessness and are domestic violence survivors, survivors are facing significant difficulties locating affordable housing, access to rental assistance, sustainable employment to support and sustain housing, interim financial assistance until employment begins, affordable childcare, and transportation assistance.

Additionally, increased emergency shelter continues to be a significant need across not only our organization, but various community organizations. Our shelter is typically at full capacity. When this is the case, we can provide warm referrals to shelters for survivors needing emergency housing and we can provide hotel placements, if necessary. Even with the additional bed capacity at our newly renovated shelter, we are continuously at capacity. This demonstrates that there is definitely a need for increased emergency shelter options for survivors within the community.

We do have a transitional housing program and one of the biggest challenges for this program is the lack of access to affordable housing options and the lack of assistance for survivors and their children in sustaining this housing in order to transition into permanent housing. There are so many individuals that could benefit from assistance obtaining transitional housing and there is also a significant need for more options for transitioning into permanent housing for individuals.

We appreciate the opportunity to share our feedback regarding the use of HOME-ARP funds and we look forward to hearing more in the future.

Best Regards,

Rachelle Ellis, MSW

YWCA Evanston/North Shore | 1215 Church Street | Evanston, IL | 60201 | P 847.864.8445 | F 847.864.8498 | ywca-ens.org



September 1, 2022

2100 Ridge Avenue  
Evanston, IL 60201

Dear Housing & Community Development Committee,

I am writing in support of the City of Evanston using HOME-ARP dollars to address homelessness in our community through the development of affordable housing, shelter, support services and rental assistance.

At The Harbour, we provide emergency shelter, transitional housing, and therapeutic services for youth ages 12-23, most of whom are referred through the Evanston community. I am thrilled The Harbour is part of the Coalition to End Homelessness in Evanston and to be co-chair of the Crisis and Interim Housing workgroup because housing resources for young people are difficult to access in the Evanston community. Most specifically, there are no options for emergency housing for minors in Evanston and limited shelter options for the incredibly vulnerable 18-23 year-old population. These funds will have a direct impact on the ability to build effective wraparound supports with community partners in addition to expanding emergency and affordable housing that would be invaluable to the young people of Evanston.

Thank you for your consideration of these urgent needs.

Respectfully,

Melody Rose, LCSW  
Executive Director

1440 Renaissance Drive | Suite 240 | Park Ridge, IL 60068 | P: 847.297.8540 | F: 847.297.8562 | [theharbour.org](http://theharbour.org) | @theharbour



Youth & Opportunity United  
1611 Church Street | Evanston, IL 60201  
P: 847.856.1200 F: 847.856.9143 W: youthandopportunity.org

**BOARD OF DIRECTORS**

- Jim Blake
- Abigail Bullock
- Marilyn Clark
- Matthew English
- Elizabeth Evers
- Mary Finnegan
- Lucinda Fox
- Marya Frenzel
- David Hill
- Leif Johnson
- Marina March
- Kevin Mack
- Leif McMan
- Adala Marshall
- Kevin McMill
- Laura Ann Proctor
- Kevin Rostad
- Dawn Samaria
- Barbara Shuman
- Clarence Weaver
- Henry Wilkins
- Alliya Williamson

**ASSOCIATE BOARD**

- Linda Blakey
- Joe Bremer
- C. Louise Brown
- Sandra Brown
- Al Bullock
- Barbara Hiller
- Betsy Johnson
- Richard Johnson
- Merrill Lammert
- Tom Scott
- Chris Wilson
- Leif McMan  
Board President
- Craig Lynch  
Chief Executive Officer
- Donald A. Baker  
Founder and Director Emeritus

September 1, 2022

City of Evanston  
Department of Housing

To Whom it May Concern,

I am writing in support of the City of Evanston using HOME-ARP dollars to address homelessness in our community through the development of affordable housing, shelter, support services, and rental assistance.

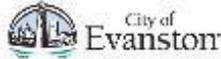
At Y.O.U., in addition to working with high risk youth through education and therapeutic services, we are also the only provider receiving emergency calls 24/7 for homeless youth between the ages of 11 and 17 years old. Evanston does not have suitable emergency housing options for this population and others experiencing homelessness and these funds will make a direct impact on those who need temporary shelter and permanent housing.

Please consider the needs of those experiencing homeless for the use of these funds.

Sincerely,

Teresa Cortas, LCSW  
Director of Clinical and Outreach Services

Expanding Opportunity.  
Empowering Youth.



Ana Elizarraga <aelizarraga@cityofevanston.org>

**Fwd: Margarita ARPA funding tonight**

1 message

**Eleanor Revelle** <erevelle@cityofevanston.org>

Tue, Sep 20, 2022 at 4:38 PM

To: Marion Johnson <marionjohnson@cityofevanston.org>

Cc: Sarah Flax <sflax@cityofevanston.org>, Ana Elizarraga <aelizarraga@cityofevanston.org>

2nd email in opposition/

Begin forwarded message:

**From:** Chris Dillow <chrisadillow@hotmail.com>

**Subject: Re: Margarita ARPA funding tonight**

**Date:** September 20, 2022 at 4:23:07 PM CDT

**To:** Nefrette Halim <nefrettehelim@hotmail.com>

**Cc:** Eleanor Revelle <erevelle@cityofevanston.org>, "dbiss@cityofevanston.org"

<dbiss@cityofevanston.org>, Jonathan Nieuwsma <jnieuwsma@cityofevanston.org>, Clare Kelly

<ckelly@cityofevanston.org>, "dreid@cityofevanston.org" <dreid@cityofevanston.org>,

"mwynne@cityofevanston.org" <mwynne@cityofevanston.org>, Luke Stowe <lstowe@cityofevanston.org>,

John Cleave <john@cleave.org>, Joe Rocheleau <jerocheleau@yahoo.com>, North Shore Apartments

and Condos <info@nsapts.com>, "ds.durkes@comcast.net" <ds.durkes@comcast.net>,

"didurkes@yahoo.com" <didurkes@yahoo.com>, Ceal H <ceal\_h@yahoo.com>, Mary Beth Whalen

<mwhalen@eatright.org>

Ms Revelle,

CFH and Alderman Nieuwsma have attempted to circumvent city homeless ordinances and processes while attempting to secure this building since June, including: 1) attempting to avoid all accountability by declaring the building a 'rooming house' in June which was stopped by the overwhelming input of concerned citizens, 2) they tried to push the 'outline' of a new ordinance through Committee to facilitate the purchase of the building but had to pull back under the weight of their own malfeasance and now 3) are trying to get \$1M approved to buy the building before any city review or approval.

It is not OK for the city to continue to partner with a non-gov organization to make a private real estate deal with only the assumption they can continue to force this one failed operation past our concerned citizens.

Please put a stop to this now and force them through due process. Thank you.

Regards,

Chris

On Sep 20, 2022, at 3:55 PM, Nefrette Halim <nefrettehelim@hotmail.com> wrote:

Hello Everyone,

We had a successful meeting of immediate neighbors with Mayor Biss and City Manager Stowe. I was under the impression from the Mayor's request that we would have « small group follow ups » akin to the Connections listening sessions.

I am troubled this is going meeting is forward without further comment from those immediately affected. I am equally troubled by the « calendar of events » sent out by Mr Stowe.

I, as well as those present; understood we would be meeting with officials and the Police and that the Mayor and City Manager had a vested interest in listening to neighbors as well as Connections. The Mayor also specifically mentioned 5 options- one of which was keep the

9/28/22, 1:49 PM

CITY OF EVANSTON Mail - Fwd: Margarita ARPA funding tonight

shelter but find a different provider. The neighbors want to discuss all 5 options and have valuable input.

I hope, Ms Revelle, that you know that the neighbors have not been able to contribute to this process and explain their experiences. One meeting has not been sufficient.

Additionally, many people have discussed the financial improprieties in this transaction and I believe it puts the City in a very vulnerable position to be agreeing to pay monies towards this transactions.

Please note that there is no Neighbor input because no one was made aware of this meeting. We would like the ability to represent ourselves.

If this money is approved, must it go toward the acquisition of « 66 shelter beds » at the expense of other potential uses? At what point, would the City lose control of allocating these funds to anything besides 66 shelter beds?

I sincerely believe it would behoove everyone in this process to take time to listen to the neighbors instead of pushing this through. I hope that the City has the respect for those in the 4th Ward to do so.

Thank you,  
Nefrette Halim

**Use of HOME-ARP Funding**

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 0		
Acquisition and Development of Non-Congregate Shelters	\$ 1,000,000		
Tenant Based Rental Assistance (TBRA)	\$ 150,000		
Development of Affordable Rental Housing	\$ 0		
Non-Profit Operating	\$ 0	0%	5%
Non-Profit Capacity Building	\$ 0	0%	5%
Administration and Planning	\$ 148,584	11%	15%
<b>Total HOME ARP Allocation</b>	<b>\$ 1,298,584</b>		

The HOME-ARP Allocation Plan proposes \$1 million (77%) of HOME-ARP dollars towards the acquisition and development of a non-congregate shelter. This funding, combined with additional external sources, will support the development of approximately 66 shelter beds, helping to address the need for 106 shelter beds in Evanston. Another \$150,000 thousand (12%) is proposed to be allocated for Tenant-Based Rental Assistance, to help address the needs of 760 0%-50% AMI renter households with 1 or more severe housing problems (At-Risk of Homelessness).

Attachments:  
[DRAFT HOME-ARP Allocation Plan - City of Evanston](#)  
[HCDC HOME ARP Letters of Support](#)

https://mail.google.com/mail/u/0/?ik=9f7f949661&view=pt&search=all&permthid=thread-f%3A1744526275043498999&siml=msg-f%3A17445262750... 2/4

On Sep 20, 2022, at 3:29 PM, Chris Dillow <chrisadillow@hotmail.com> wrote:

Luke,

I assume you are aware of this meeting tonight.

The lack of transparency on this is ver concerning. If this had been transparent certainly there would also be letters in the packet from folks on the other side of this, and not just from CFH. It's extremely convoluted and obscures CFH Margarita Inn plan

I hope you can be a voice of reason.

<https://cityofevanston.civicweb.net/document/83455/Discussion%20and%20Vote%20to%20Recommend%20Approval%20of%20th.pdf?handle=570E40BBFD544D0F8216E16A9FFE9F21>

Regards,

Chris

On Sep 19, 2022, at 11:06 AM, Luke Stowe <lstowe@cityofevanston.org> wrote:

Good Morning All,

Several of you have reached out in the past week about the next steps. I asked the staff to put together a list (see below). I plan to attend the Connections [event](#) this Wednesday at 6:00 pm at Unitarian Church. Please let me know if you have any questions or concerns.

*Connections has indicated they are submitting their special use request for a rooming house very soon. Once fully submitted, it will follow this process:*

1. *Community Meeting if requested by CM Nieuwsma (not typically done, but sometimes for prominent cases)*
2. *DAPR review and discussion of special use conditions (not a public meeting; tentatively early October)*
3. *Public notice mailed to all property owners within 500 ft, public notice in the newspaper and at the property*
4. **Land Use Commission public hearing:** *All property owners who received notice may speak. The case may be continued if many people want to speak. Right now, with public notice deadlines, the special use is on track for the October 26th Land Use Commission meeting. There are other cases scheduled (3 so far), so it may be better to schedule a special Land Use Commission meeting in early November for just this case. The LUC will make a recommendation with conditions. The staff's intent is that the conditions would guide the details that are to be spelled out in the Good Neighbor Agreement*
5. *Establish a Good Neighbor Agreement with operational requirements/details (this could be done after the*

9/28/22, 1:49 PM

CITY OF EVANSTON Mail - Fwd: Margarita ARPA funding tonight

*special use process if the ordinance is written to allow it that way).*

6. *LUC recommendation and Good Neighbor Agreement to P&D and possibly Introduction at City Council (tentatively late November or early December)*
7. *Action at City Council*

Also, please forward this to anyone I may have inadvertently left off this email.

Thank you,  
Luke

**Luke Stowe**  
City Manager  
City of Evanston  
847-448-8177



2021 All-America City | 2021 What Works Cities Silver  
Certified

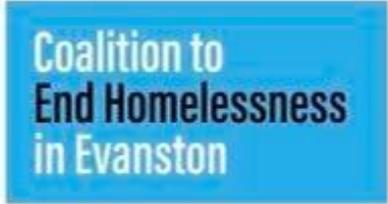
<https://mail.google.com/mail/u/0/?ik=9f7f949661&view=pt&search=all&permthid=thread-f%3A1744526275043498999&simpl=msg-f%3A17445262750...> 4/4

Dear Chair Eleanor Revelle and Housing and Community Development Committee,

My name is Shawn Iles. I work for Interfaith Action of Evanston. My main area of responsibility is the management of the IAE Emergency Overnight Shelter. We generally have a waitlist of 50-60 individuals to get into the shelter. Evanston is not doing enough to meet the needs of the unhoused. I strongly support using HOME-ARP funds to help house those experiencing homelessness.

Thank you for your consideration,

Shawn Iles  
647 Judson Ave.



August 31, 2022

To the City of Evanston,

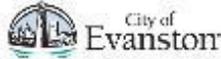
On behalf of the Coalition to End Homelessness in Evanston, we support directing HOME-ARP Allocation Plan funds for the purpose of acquisition and rehabilitation of a fixed-site, non-congregate shelter.

The need to house those experiencing homelessness in Evanston is significant, and this will provide a tremendous step toward addressing the need. Once people are housed, Coalition members can layer on the necessary wraparound services to keep people stably housed.

Thank you for the opportunity to provide comment on this important issue in our community.

A handwritten signature in black ink that reads "John Harris". The signature is stylized and cursive.

John Harris  
Coalition to End Homelessness in Evanston



Ana Elizarraga <aelizarraga@cityofevanston.org>

**Fwd: Petition in support of the Margarita Inn and Connections**

1 message

**Eleanor Revelle** <erevelle@cityofevanston.org>

Tue, Sep 20, 2022 at 4:39 PM

To: Marion Johnson <marionjohnson@cityofevanston.org>

Cc: Sarah Flax <sflax@cityofevanston.org>, Ana Elizarraga <aelizarraga@cityofevanston.org>

Email and petition in support.  
ER

Begin forwarded message:

**From:** Sue Murphy <ia@interfaithactionofevanston.org>

**Subject:** Petition in support of the Margarita Inn and Connections

**Date:** September 20, 2022 at 2:20:13 PM CDT

**To:** "erevelle@cityofevanston.org" <erevelle@cityofevanston.org>

Dear Council Member Revelle,

The board, staff, and advocacy committee of Interfaith Action of Evanston wish to express support for Connections for the Homeless, its purchase of the Margarita Inn, and the City's approval of a special use permit. We shudder to think of the impact of losing this facility. For the last two years, the Margarita has been a beacon of hope for people in Interfaith Action's overnight and daytime shelters. Without it, Evanston streets, building enclaves, alleyways, and parking structures will likely take its place for people left without housing, restrooms, privacy, or much faith in a future.

Interfaith Action launched a petition for individuals to voice their support of Connections and the Margarita Inn. Attached are scanned copies of paper petitions as well as the online petition with names, totaling more than 600 signatures. These are not legal documents, but rather an expression of support from people who may not be comfortable speaking up in public comment. A small few reside outside of Evanston but look to this community for leadership, as do many on the North Shore.

We ask that you take the first step and approve the special use permit for the Margarita Inn. We appreciate that this may be difficult for you, but we hope you will give Connections the opportunity to find the right balance that will allow us all to move forward.

Sincerely,

Susan Murphy  
Executive Director  
Interfaith Action of Evanston

Melissa Appelt  
Board President  
Interfaith Action of Evanston

**2 attachments**

**Faith Community Paper Petition Signatures for the Margarita Inn.pdf**  
14735K

<https://mail.google.com/mail/u/0/?ik=9f7f949661&view=pt&search=all&permthid=thread-f%3A1744526384166955225&siml=msg-f%3A17445263841...> 1/2

11/17/22, 2:22 PM

CITY OF EVANSTON Mail - Fwd: Petition in support of the Margarita Inn and Connections

 **Interfaith Action Petition for the Margarita Inn.pdf**  
128K

<https://mail.google.com/mail/u/0/?ik=9f7f949661&view=pt&search=all&permthid=thread-f%3A1744526384166955225&simpl=msg-f%3A17445263841...> 2/2

# CHICAGO TRIBUNE

media group

Sold To:  
City Of Evanston (Print) - CU00039704  
2100 Ridge Ave  
Evanston, IL 60201-2716

Bill To:  
City Of Evanston (Print) - CU00039704  
2100 Ridge Ave  
Evanston, IL 60201-2716

## Certificate of Publication:

Order Number: 7253597  
Purchase Order:

State of Illinois - Cook

Chicago Tribune Media Group does hereby certify that it is the publisher of the Evanston Review. The Evanston Review is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Evanston, Township of Evanston, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the Evanston Review, namely one time per week or on 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on 7/21/2022, and the last publication of the notice was made in the newspaper dated and published on 7/21/2022.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: Jul 21, 2022.

---

Evanston Review  
In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

22nd Day of July, 2022, by

Chicago Tribune Media Group



Jeremy Gates

Chicago Tribune - [chicagotribune.com](http://chicagotribune.com)  
160 N State Street, Chicago, IL 60601  
(312) 222-2222 - Fax: (312) 222-4014

# CHICAGO TRIBUNE

media group

## **CITY OF EVANSTON SEEKS PUBLIC COMMENT ON THE SUBSTANTIAL AMENDMENT TO THE 2021 ACTION PLAN THROUGH AUGUST 16, 2022**

The City of Evanston's Housing & Community Development Committee seeks public comment from Friday, July 15, 2022, through Tuesday, August 16, 2022, on the substantial amendment to the 2021 Action Plan to reallocate unexpended 2021 CDBG Administration funds and transfer of un-obliged Neighborhood Stabilization Program 2 (NSP2) program income.

The 2021 Action Plan outlines how the City's 2021 Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds, along with program income and unspent CDBG funds from prior years, will be used to improve the quality of life primarily for low and moderate-income Evanston residents.

A draft of the substantial amendment to the 2021 Action Plan may be viewed in person at the Evanston Public Library (1703 Orrington Avenue, Evanston) and Robert Crown Community Center or online at [www.cityofevanston.org/complan](http://www.cityofevanston.org/complan) beginning Friday July 15, 2022.

Questions and comments may be submitted via email to [housing@cityofevanston.org](mailto:housing@cityofevanston.org) or during the public meeting that will be held on Tuesday, August 16, 2021 at 7 p.m.; meeting details will be available at [cityofevanston.org/events](http://cityofevanston.org/events). All interested persons are encouraged to participate.

For more information about the Draft Action Plan and/or the meeting, email [housing@cityofevanston.org](mailto:housing@cityofevanston.org) or call/text 847-448-4311.  
7/21/22 7253597

Chicago Tribune - [chicagotribune.com](http://chicagotribune.com)  
160 N Stetson Avenue, Chicago, IL 60601  
(312) 222-2222 - Fax: (312) 222-4014

## HUD Consolidated Plan

### **Draft 2021 Action Plan and Amended Citizen Participation Plan**

The [2021 Action Plan](#) and [Amended Citizen Participation Plan](#) are currently available for review. The public comment period will close Tuesday, December 15, 2020.

The 2021 Action Plan outlines how the City will use grant funds from HUD in 2021. The City of Evanston's Citizen Participation Plan (CPP) outlines the process for Evanston residents and stakeholders to participate in the development of the City's Consolidated Plans, annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), as well as any substantial amendments to the Consolidated Plan or Action Plans. The Citizen Participation Plan has been revised to include virtual meetings during federally and/or locally declared emergencies, the reassessment of greatest needs due to COVID-19 impact and changes in the allocation of CDBG funding to individual activities to address those needs.

The 30-day comment period for the City's 2021 Action Plan and amended Citizen Participation Plan opens on Monday, November 16 and closes Tuesday, December 15, 2020. Comments may be submitted by phone or video conference at the meeting on Dec. 15 or via email to [housing@cityofevanston.org](mailto:housing@cityofevanston.org).

**Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Housing & Community Development Act Committee meeting may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the HCDA's online form at [www.cityofevanston.org/government/HCDA/public-comment-sign-up](http://www.cityofevanston.org/government/HCDA/public-comment-sign-up) or by calling/texting 847-448-4311. To watch the meeting live, please visit the [City Calendar](#) for additional information.**

### **Third Substantial Amendment to PY 2019 Action Plan for CARES Act**

The 5 day comment period for the City of Evanston's Substantial Amendment to the City's [PY2019 Action Plan](#) which includes the second allocation of CDBG-CV funding from the CARES Act in the amount of \$506,127, closed October 12, 2020. Comments were submitted by email to [housing@cityofevanston.org](mailto:housing@cityofevanston.org), or by telephone or video conference during the live public comment period of the October 12 virtual City Council meeting at 7 pm (or following the conclusion of the Planning & Development Committee meeting). All interested persons are encouraged to participate.



## News List

### City Seeks Public Comment on Draft 2021 Action Plan and Citizen Participation Plan

**Post Date:** 11/12/2020 1:37 PM

The City of Evanston's Housing & Community Development Act Committee will hold a virtual meeting to hear comment on the draft 2021 Action Plan and revised Citizen Participation Plan on Tuesday, Dec. 15 at 7 p.m. at the virtual City Council meeting. All interested persons are encouraged to attend.

The 2021 Action Plan outlines how the City will use grant funds from HUD in 2021. The City of Evanston's Citizen Participation Plan (CPP) outlines the process for Evanston residents and stakeholders to participate in the development of the City's Consolidated Plans, annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), as well as any substantial amendments to the Consolidated Plan or Action Plans. The Citizen Participation Plan has been revised to include virtual meetings during federally and/or locally declared emergencies, the reassessment of greatest needs due to COVID-19 impact and changes in the allocation of CDBG funding to individual activities to address those needs.

The 30-day comment period for the City's 2021 Action Plan and amended Citizen Participation Plan opens on Monday, Nov. 16 and closes Tuesday, Dec. 15. Comments may be submitted by phone or video conference at the meeting on December 15 or via email to [cdbg@cityofevanston.org](mailto:cdbg@cityofevanston.org).

Beginning November 16, the Draft Action Plan documents can be viewed online at [cityofevanston.org/2021actionplan](https://www.cityofevanston.org/2021actionplan).

[Return to full list >>](#)



# Chicago Tribune

Printed: 11/9/2020 1:28:12 PM

Page 1 of 2

\* Agency Commission not included

Order ID: 6812097

GROSS PRICE \* : \$66.88

PACKAGE NAME: Legal Pioneer North

---

Order ID: 6812097

\* Agency Commission not included

GROSS PRICE \* : \$66.88

PACKAGE NAME: Legal Pioneer North

---

Product(s): SubTrib\_Pioneer North , Publicnotices.com

AdSize(s): 1 Column

Run Date(s): Thursday, November 12, 2020

Color Spec. B/W

Preview

---

**CITY OF EVANSTON SEEKS  
PUBLIC COMMENT**

**DRAFT 2021 ACTION PLAN  
and CITIZEN PARTICIPATION  
PLAN**

The City of Evanston's Housing & Community Development Act Committee will hold a virtual meeting to hear comment on the draft 2021 Action Plan and revised Citizen Participation Plan on Tues., Dec. 15, 2020 at 7 p.m. at the virtual City Council meeting. All interested persons are encouraged to attend.

The 2021 Action Plan outlines how the City will use grant funds from HUD in 2021. The City of Evanston's Citizen Participation Plan (CPP) outlines the process for Evanston residents and stakeholders to participate in the development of the City's Consolidated Plans, annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), as well as any substantial amendments to the Consolidated Plan or Action Plans. The Citizen Participation Plan has been revised to include virtual meetings during federally and/or locally declared emergencies, the reassessment of greatest needs due to COVID-19 impact and changes in the allocation of CDBG funding to individual activities to address those needs.

The 30-day comment period for the City's 2021 Action Plan and amended Citizen Participation Plan opens on Mon., Nov. 16 and closes Tuesday, Dec. 15, 2020. Comments may be submitted by phone or video conference at the meeting on Dec. 15 or via email to [cdbg@cityofevanston.org](mailto:cdbg@cityofevanston.org).

Beginning November 16, the Draft Action Plan documents may be viewed online at [www.cityofevanston.org/2021actionplan](http://www.cityofevanston.org/2021actionplan).  
11/12/2020 6812097

**City of Evanston**  
**Citizen Participation Plan Amendments**  
**for Citizen Comment 11/16 - 12/15/2020**  
**Changes highlighted in blue**

**Introduction and Purpose**

As a recipient of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) entitlement funds from the U.S. Department of Housing and Urban Development (HUD), the City of Evanston is required to develop a Consolidated Plan and annual Action Plans to guide its use of those funds, and Consolidated Annual Performance and Evaluation Reports (CAPER) to report accomplishments against the goals of those plans. The City is also responsible for engaging the public in all phases of the development of its Consolidated Planning process. In addition to consulting with public and private agencies to define community needs and resources available to address them, the City encourages participation from all residents, particularly low- and moderate-income residents, non-English speaking residents, persons with disabilities, and other segments that receive services funded by its entitlement grants, to expand their participation in the Consolidated Planning process.

The City of Evanston's Citizen Participation Plan (CPP) outlines the policies and procedures the City has developed to encourage Evanston residents and stakeholders to participate in the development of the City's Consolidated Plans, annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER), as well as any substantial amendments to the Consolidated Plan or Action Plans. The CPP is designed in accordance with Section 104 (a) of the Housing and Community Development Act of 1974, codified at 42 U.S.C. Section 5304 (a) and 24 CFR Part 91.105.

The City's Community Development Department is the lead agency with responsibility for the Consolidated Planning process, including implementation of its Citizen Participation Plan.

**Development of the Consolidated Plan and Action Plans**

Community Development staff employ online surveys and public meetings to get input on the housing, community and economic development needs and priorities from its residents for the development of the Consolidated Plan. Surveys, focus groups and individual conferences are used to get input from housing providers, non-profit services providers, public agencies and elected and appointed officials. The City's Housing & Community Development Act Committee holds one or more meetings to solicit input regarding needs in the community and to hear public comment on the priorities and activities proposed in the plans.

A draft of the Consolidated Plan and/or Action Plan is posted on the City's website and printed copies are made available at the Lorraine H. Morton Civic Center during the required 30-day comment period. Public input on the plan is sought by the Housing & Community Development Act Committee at a public meeting and in written form during the 30-day comment period. The

committee recommends approval of the plans to City Council subsequent to that process. City Council meetings at which action to adopt or approve the plans is taken also offer opportunity for public comment. Any public comments received during the comment period or at the public meetings is summarized and attached to the Consolidated Plan and/or Action Plan prior to its submission to HUD, including any comments or views that are not accepted and the reasons for which they are not accepted. Consolidated Plans and Action Plans must be approved by City Council prior to the end of the preceding calendar year to ensure expenses incurred by CDBG funded programs can be charged starting January 1st, the beginning of the City's fiscal year. Action Plans are submitted to HUD once the city is in receipt of final grant amounts.

### **Needs Assessment - CARES Act Substantial Amendment to the 2019 Action Plan**

Housing and Grants staff received input on the needs resulting from the COVID-19 pandemic from Evanston stakeholders and residents during the development of the CARES Act substantial amendment. Sources include:

- Mayor Hagerty's COVID-19 Task Force comprising key members of the education, government, business, faith, nonprofit, health, and senior communities. Organizations include AMITA Health Saint Francis Hospital, NorthShore University HealthSystem, Representative Jan Schakowsky, State Senator Laura Fine, State Representatives Robyn Gabel and Jennifer Gong-Gershowitz, Cook County Commissioner Larry Suffredin, Evanston senior living communities, Evanston Chamber of Commerce, Evanston Community Foundation, Interfaith clergy and leaders, Evanston Own It, Northwestern University, Evanston/Skokie School District 65, and Evanston Township High School District 202. The task force has been met at least weekly since 3/17/2020.
- City of Evanston Emergency Operations Center, a cross-departmental team formed to address the immediate needs of the COVID-19 emergency, secure resources to address those needs, and develop a multi-phase "re-opening" plan for the City, coordinated with the State of Illinois and federal plans.
- Non-profit agencies that are addressing the needs for housing, shelter, food, and other necessities, including Connections for the Homeless, Meals On Wheels Northeast Illinois, Interfaith Action, YWCA Evanston North Shore, Family Promise, and the McGaw YMCA Men's Residence Program.
- Surveys of local businesses and landlords/property managers to determine needs and their ability to access assistance through programs such as the Small Business Administration's Payroll Protection Plan.

### **Process for Citizen Participation**

The City of Evanston invites public participation at all stages of the Consolidated Planning process. The City is committed to making reasonable and timely access to the needs assessment, strategy development and budget recommendation process for all members of the community, particularly low- and moderate-income persons.

### **Substantial Amendments to the Consolidated Plan or Action Plans**

HUD requires entitlement communities to specify the criteria that trigger an amendment to the Consolidated Plan or Action Plan and describe the public process for amending those plans. The City of Evanston defines a substantial amendment to the Consolidated Plan or Action Plan as:

- A change in funding among the Goals used in the development of the plan (SP-45 for Consolidated Plan, AP-20 for Annual Action Plans), that is greater than 20% of the total allocated towards the Goal
- The deletion of a Goal included in a plan
- The addition of a Goal not currently included in a plan

Substantial amendments to the Consolidated Plan are proposed to the Housing & Community Development Act Committee for review and a public hearing is conducted. Additionally, the public is provided a minimum of 30 days to review and make comment on the proposed change. If approved by that committee, the substantial amendment is submitted to City Council for approval.

Substantial amendments to Action Plans are proposed to the Housing & Community Development Act Committee if pertaining to CDBG, or the Planning & Development or Human Services Committee if pertaining to HOME or ESG. A public hearing is conducted during the required 30-day comment period to allow the public to review and make comment on the proposed change. If approved at the committee level, the substantial amendment is submitted to City Council for approval. All City Council meeting agendas include public comment, so the Council meeting may also serve as the public meeting for the 30-day public comment period. Any substantial amendment approved by City Council is submitted to HUD as it occurs during the year or at the end of the program year. All public comment received during the comment period or at the public meeting are considered, summarized and attached to the substantial amendment when submitted to HUD; any comments or views that are not accepted and the reasons for which they are not accepted are also included.

### **CARES Act Substantial Amendment Process**

The CARES Act substantial amendment requires amendments to both the 2019 Action Plan and 2015-2019 Consolidated Plan. These amendments, and this amendment to the Citizen Participation Process, will be posted on the City of Evanston's HUD Consolidated Plan webpage for a minimum of five (5) days, as required. Comments on the substantial amendments may be submitted via email to [housing@cityofevanston.org](mailto:housing@cityofevanston.org) during the five-day public comment period. In addition, the CARES Act substantial amendment must be approved by City Council before it is submitted to HUD. The substantial amendment is included in the packet for the City Council "virtual" meeting and posted at least 48 hours prior to that meeting. Input may be provided in writing via email, or verbally by telephone or online during public comment. Any public comment received, including at public comment at the City Council meeting, are considered, summarized and attached to the substantial amendment when submitted to HUD; any comments or views that are not accepted and the reasons for which they are not accepted are included.

All other amendments shall be considered "non-substantial." This includes amendments to either the Consolidated Plan or Action Plan that are required when plans are based on estimated funding and are modified based on actual grant amounts.

Non-substantial amendments to CDBG, HOME or ESG may be approved by the Housing & Community Development Act Committee, Planning & Development Committee or Human Services Committee depending on the program affected and shall not trigger a public comment period or re-submission to HUD for approval.

### **Consolidated Annual Performance and Evaluation Report**

The Consolidated Annual Performance and Evaluation Report (CAPER) identifies the expenditures and performance results for each Annual Action Plan activity in a completed program year and any outstanding activities from prior program years. Corresponding to the City's fiscal year of January 1-December 31, CAPERs are submitted to HUD by March 31, within 90 days of the City's CDBG, HOME and ESG program year. Prior to its submission to HUD, the draft CAPER is posted on the City's website for the required 15-day public comment period and The Housing & Community Development Act Committee holds a public meeting for input on it. Input is also accepted in written form. The Housing & Community Development Act Committee recommends acceptance of the CAPER to City Council. The City Council meeting at which the CAPER is approved also provides opportunity for public comment. Any public comment received during the comment period or at the public hearing is considered, summarized and attached to the CAPER for submission to HUD.

### **Public Meetings**

Opportunities for citizen input on housing, economic development and public services needs are provided throughout the year through public comment at regularly scheduled public meetings of the Housing & Community Development Act Committee, Housing & Homelessness Commission, Economic Development Committee, Planning & Development Committee and Human Services Committee, as well as at City Council meetings.

To ensure access for persons with disabilities, most meetings are held at the Lorraine H. Morton Civic Center and occasionally at other locations that are accessible to persons with mobility impairments including the Main Public Library, Levy Center and Fleetwood-Jourdain Community Center. Translators are provided at meetings if requested 48 hours in advance of the meeting.

Meetings of the City Council and standing committees of the Council are broadcast on Evanston cable channel and streamed live on the internet. Notices of public meetings and comment periods include contact information for anyone needing assistance because of a disability or language difference. If an individual is unable to attend a public hearing and wishes to comment on the subject matter of the hearing, written comments may be submitted to the Community Development Department via email, USPS or in person.

### **Amendment for Public Meetings During Declarations of Emergencies**

During the COVID-19 pandemic, Evanston public meetings have been modified based on Governor Pritzker's order that waives some requirements of the Illinois Open Meetings Act to

4

allow local governments to hold “remote” meetings to help control the spread of COVID-19. That order waives the requirement that a quorum of members of a public body be “physically present” at the meeting location, and limits the circumstances under which an individual member may take part by video or audio conference. It applies to City Council meetings, as well as Evanston board, committee and commission meetings. The order did not suspend other provisions of the Open Meetings Act pertaining to public notice of all meetings or that meetings be open and accessible to the public and press, and includes that there must be a way for the public to address the Council, board, committee or commission.

### **Funding Allocation Process**

Funding recommendations for CDBG, HOME and ESG are presented and discussed at meetings of the committees that oversee each grant program. The Housing & Community Development Act Committee conducts an annual application process for CDBG to develop funding recommendations for programs/projects that the City anticipates undertaking in the upcoming fiscal year. City staff holds one or more pre-application meetings to provide technical assistance to applicants, particularly new applicants, and schedules individual meetings as needed. Applications are submitted via an online grants application program, ZoomGrants, and are available for public review on the City’s website and at one or more committee meetings where applicants present their proposals and answer questions from committee members. The Housing & Community Development Act Committee holds a public meeting at which members develop CDBG funding recommendations for the upcoming year. Application review and funding meetings are televised on the City of Evanston cable TV channel. Applications for Economic Development projects or programs are accepted throughout the year and first reviewed and underwritten by staff, then by the Economic Development Committee.

HOME and ESG funding recommendations for individual activities or subgrants are made by the Housing & Homeless Commission at a public meeting following the procedures described above. Recommendations from the Commission go to either Planning & Development or Human Services Committee for approval and are recommended to City Council.

### **CARES Act Funding Allocation Process**

To expedite access to funding and provide relief to residents, City staff developed the substantial amendment for CARES Act funding based on the needs identified through the assessment process described above. This enables the City to submit its substantial amendment before the detailed regulations for CDBG-CV and ESG-CV are released. It also allows greater flexibility to prevent, prepare for, and respond to the coronavirus by addressing needs that will likely arise in the months ahead. Funding allocations to specific activities will be made on a rolling basis to target needs that are not being addressed through other CARES Act funding and potential duplication of benefits. This process is similar to how HOME and ESG funds are allocated to one or more goals in the annual Action Plan rather than the annual application process used for CDBG entitlement which uses an open application process and allocations are made to specific activities to develop the Action Plan. Funding allocations for specific activities will be reviewed and approved by City Council prior to implementation. City Council may

delegate authority to approve funding allocations for specific activities to the Housing and Community Development Act Committee, Housing and Homelessness Committee, Economic Development Committee, Mayor's COVID-19 Task Force, or other board, committee or commission that has been formed by the City to oversee the type of activities being funded on behalf of City Council. Any such action will be approved by City Council at a public meeting that provides members of the public the opportunity to provide input on the action. Information on the proposed action will be included in the agenda and packet for the meeting that is posted at least 48 hours in advance, in compliance with the Open Meetings Act.

### **Amendment to the Funding Allocation Process, November 16, 2020**

The process and timing to develop the draft 2021 Action Plan has been affected by the coronavirus pandemic, which has disparate impact on our low/moderate income residents, particularly people of color. In addition, Evanston is experiencing substantial increases in homeless and unstably housed residents due to income loss from the continued impact of the pandemic. In addition, there is increased food insecurity and inability of residents at high risk of infection to shop for groceries. Child care and programming for elementary through high school age students is greatly reduced, affecting families, particularly those without a parent or adult at home to supervise children's remote learning, resulting in more women dropping out of the workforce to care for children or older family members, and reducing income for necessities. There is also increased need for job counseling and training for workers who have been laid off and are unable to find living wage jobs.

Staff is working with community partners and the Mayor's COVID-19 Task Force to address these needs with CDBG-CV and ESG-CV funding, and to develop a plan that continues to support Evanston's recovery from COVID-19 using CDBG and local Mental Health Board funds and to address inequities in access to services for residents with greatest needs, particularly Blacks, Latinos and other people of color. This results in a change to the timing and application process for CDBG and Mental Health Board funds.

The allocation of CDBG funds to specific activities will be made later than in typical years. It is expected that some or all CDBG funds will be allocated to specific activities after receipt of the City's 2021 CDBG grant amount, following the current practice for HOME and ESG funding. All available CDBG, HOME and ESG funds will be allocated to Goals in the final 2021 Action Plan for submission to City Council for approval and then to HUD. If this process results in a substantial amendment to the draft 2021 Action Plan, a second 30-day comment period and public meeting for input on the amended plan will be held, following the process outlined in the CPP. A substantial amendment to the Action Plan is defined in the CPP as:

- A change in funding among the Goals used in the development of the plan (AP-20) that is greater than 20% of the total allocated towards the Goal
- The deletion of a Goal included in the plan
- The addition of a Goal not currently included in a plan

Any changes to the Action Plan following receipt of the City's entitlement grant amounts that increase or decrease funding for a goal by less than 20% shall be considered "non-substantial" and may be approved by the Housing & Community Development Act Committee, Planning & Development Committee or Human Services Committee, as appropriate, based on the program affected. These changes would not trigger a second public comment period.

CDBG allocations to individual activities may be made on a rolling basis to allow greater capacity to respond to changing needs during the COVID-19 recovery. Programs or projects proposed for CDBG funding will be reviewed and approved by the Housing and Community Development Act Committee before submission to City Council for approval in most cases but could go directly to City Council, following the CARES Act activity approval process.

There is no change to the process of allocating HOME and ESG funding to specific activities. Changes to the amounts allocated to Goals in the final Action Plan based on actual grant amounts will not constitute a substantial amendment unless they result in a change to funding for any goal by more than 20%, or the addition or deletion of a Goal.

#### **Public Outreach**

The City uses multiple communications channels to inform residents about the Consolidated Planning process and engage them in its development, approval and assessment. The following outreach efforts may be taken as appropriate to provide citizen access to the Consolidated Planning process. Failure to use any one of these shall not be considered a violation of this Plan.

- Notices of all public comment periods and public hearings are published in a paper of general circulation, on the homepage of the City website, on the City's social media accounts (Facebook, Twitter, etc.), and via the City's e-newsletter that goes to over 45,000 emails prior to the opening of the public comment period. The notice includes the dates of the comment period; the date, time and location of the public hearing.
- Notices of public meetings are sent to the media for all public meetings in accordance with the Illinois Open Meetings Act and posted on bulletin boards in the Lorraine H. Morton Civic Center. Meeting agendas, packets and minutes are posted online for public review at [www.cityofevanston.org](http://www.cityofevanston.org).
- Email notification is sent to community organizations and individuals who request to receive information about meeting dates, agendas, funding application and allocation schedules, and other information.

#### **Access to Information**

The City of Evanston Consolidated Plan, including this CPP, Annual Action Plans, any Substantial Amendments to those plans, and Consolidated Annual Performance and Evaluation Reports are available online at [www.cityofevanston.org](http://www.cityofevanston.org). The City website may be translated into 150 different languages using Google Translate. In addition, the Consolidated Plan, Action Plans and CAPERs are available in print format for public review during regular working hours at:

Community Development Department

City of Evanston

Citizen Participation Plan

7

Lorraine H. Morton Civic Center  
2100 Ridge Ave, 3<sup>rd</sup> Floor  
Evanston, IL 60201  
847-448-4311

This information shall be provided in a format accessible to persons with disabilities, upon adequate notice. Requests for additional information may be made to the Community Development Department at the address and phone listed above. A response shall be provided within 15 working days of receipt of the request, where practicable. If printed copies are requested, photocopier charges and miscellaneous charges for other related services and materials will be assessed in accordance with the City's Freedom Of Information Act policy.

### **Comments/Complaints**

Any complaints relating to the Consolidated Plan, Action Plan or CAPER received in writing will receive a written response within 15 working days. The following points are used as guidance in responding to complaints:

- Stated needs and objectives are inconsistent with available and reliable data
- Stated projects are inappropriate for meeting needs and approved objectives
- Consolidated Plan does not comply with regulations for the Community Development Block Grant, HOME Investment Partnerships or Emergency Shelter grants programs.

### **Displacement**

The City of Evanston will make every effort to minimize the displacement of persons as a direct result of the implementation of projects funded by its HUD entitlement grant programs. If displacement does occur, the City will follow all applicable federal regulations to alleviate the impact of such permanent and involuntary relocations.

### **Section 108 Loan Guarantee**

The City of Evanston intends to apply for a Section 108 Loan Guarantee, authorized under HUD regulation 24 CFR Part 570, Subpart M, in the form of a Pooled Fund. If received, the Section 108 Program will be subject to all provisions set forth within this Citizen Participation Plan. Applications for Section 108 loan guarantee assistance may be included as part of the process for obtaining CDBG or HOME Entitlement funds, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of uses of funds will be carried out by the City's Economic Development Division or Community Development Department staff.

Citizen Participation Comments

4/23/2021

CITY OF EVANSTON Mail - Fwd: 2 questions



Jessica Wingader <jwingader@cityofevanston.org>

Fwd: 2 questions

1 message

Sarah Flax <sflax@cityofevanston.org> Tue, Apr 20, 2021 at 9:27 AM
To: "Wingader, Jessica" <jwingader@cityofevanston.org>, Meagan Gibeson <mgibeson@cityofevanston.org>, Marion Johnson <marionjohnson@cityofevanston.org>

Sarah K. Flax
Housing and Grants Manager
Community Development
Morton Civic Center
City of Evanston

2100 Ridge Ave. | Evanston, IL 60201 | 847-448-6694
(she/her/hers)
sflax@cityofevanston.org | cityofevanston.org

----- Forwarded message -----
From: Sarah Flax <sflax@cityofevanston.org>
Date: Fri, Apr 16, 2021 at 7:41 PM
Subject: Re: 2 questions
To: Luke Stowe <lstowe@cityofevanston.org>

I can answer this -

The draft 2020 Action Plan and the Amendment to the Citizen Participation plan were posted on the City's website for their required 30-day public comment period on 11/17/2020. Notice of the public comment period, how to provide comments via email or regular mail, and the Housing and Community Development Act Committee on December 15 where people could make comments in person was published in the Evanston Review and in at least one City e-newsletter. The public comment period closed at the Housing & Community Development Act Committee meeting on December 15, 2020. No comment was received by email or mail during the 30 days, or in person at the meeting. The minutes of the December 15 meeting are also posted, as well as the video of the meeting.

Let me know if there are any other questions.

Sarah K. Flax
Housing and Grants Manager
Community Development
Morton Civic Center
City of Evanston

2100 Ridge Ave. | Evanston, IL 60201 | 847-448-6694
(she/her/hers)
sflax@cityofevanston.org | cityofevanston.org

On Fri, Apr 16, 2021 at 4:11 PM Luke Stowe <lstowe@cityofevanston.org> wrote:
Hi Sarah, do you have the answer to question #2?

----- Forwarded message -----
From: ray f. <rflp3514@gmail.com>
Date: Fri, Apr 16, 2021 at 1:52 PM

https://mail.google.com/mail/u/0/?ik=a2bcbf80c&view=pt&search=all&permthid=thread-%3A1697298879517719121%7Cmsg-%3A16975600423899... 1/2

4/23/2021

CITY OF EVANSTON Mail - Fwd: 2 questions

Subject: Re: 2 questions  
To: Luke Stowe <lstowe@cityofevanston.org>

No problem Luke,  
both questions are on Mondays Council meeting (4-12-2021)  
#1 - for A-22 - after reading thru the PDF file,, it says to repave an alley -- can you please specify where this alley is ???  
#2 - on SP 1 - for 42-R-21 Citizen Participation Plan, (CPP) This sounds like an Excellent Plan. I read thru the 8 pages including changes.  
So, what we really are interested in... is, what were the citizen comments between 11-16-2020 & 12-15-2020 ???  
how many people participated in the CPP & who made the comments ???  
Thank you for your help with this,  
Ray

On Fri, Apr 16, 2021 at 1:13 PM Luke Stowe <lstowe@cityofevanston.org> wrote:  
Hi Ray, are you comfortable emailing me the questions so I can start thinking about them?

> On Apr 16, 2021, at 12:49 PM, ray f. <rfp3514@gmail.com> wrote:  
>  
>  
>  
> Good afternoon Luke,  
> would like your advice on 2 items,  
> if you have time,  
> thanks,  
> ray  
> 847 - 877 - 8201

<https://mail.google.com/mail/u/0/?ui=address&view=pt&search=ra&permmsgid=thread-%3A1057294879517719121%7Cmsg-%3A10575096423899...> 2/2

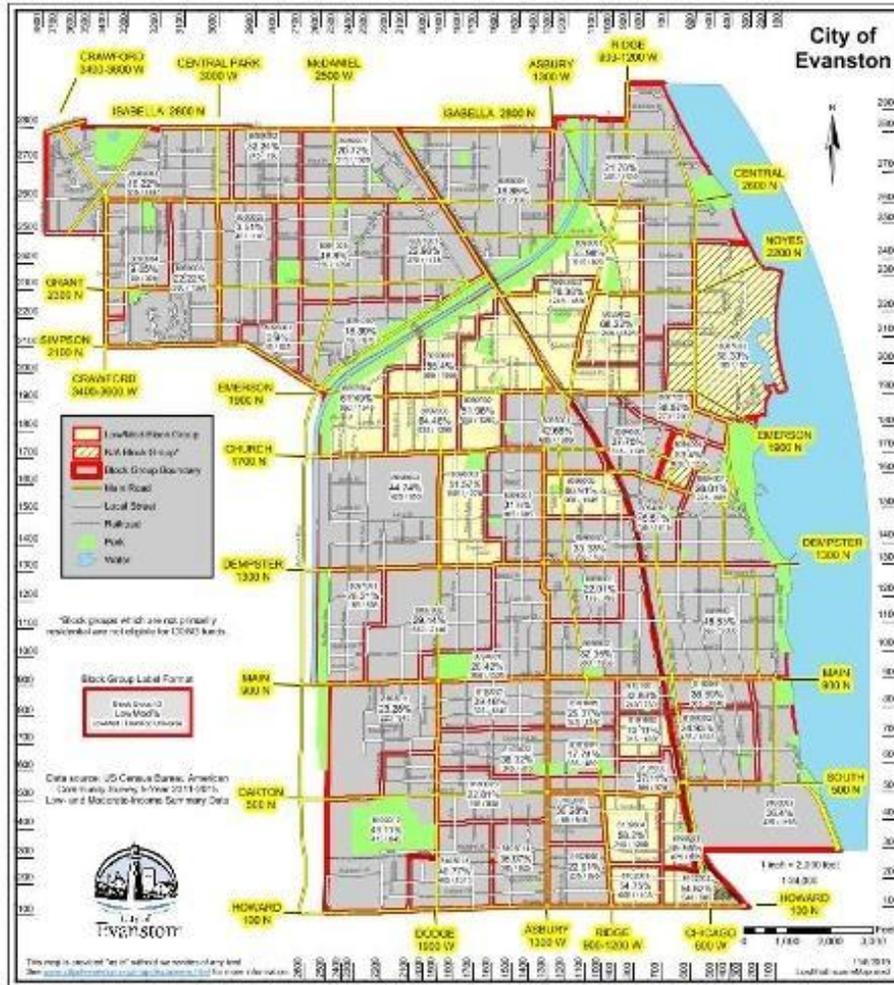


**Grantee Unique Appendices**

### CDBG Target Area



## Low/Moderate Income Census Block Groups



**City of Evanston  
Emergency Solutions Grant Program (ESG)  
Policies and Procedures Manual**

**I. Overview**

The Emergency Shelter Grant program provides funding for a broad range of activities that addresses the needs of people who are homeless or at risk of homelessness. ESG was one of 20 programs established by the Stewart B. McKinney Vento Homeless Act of 1987 (P.L. 100-77), the Nation's first comprehensive response to homelessness. The City of Evanston has received ESG funds since 1989.

In 2009, Congress approved the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act to better coordinate resources and address the growing problem of homelessness. The implementation of HEARTH includes changing the Emergency Shelter Grant to the Emergency Solutions Grant to include eligible activities based on the ARRA-funded Homelessness Prevention and Rapid Re-housing Program (HPRP).

The Emergency Solutions Grant Interim Rule regulations which took effect in 2012 direct entitlement communities to use funding for primarily re-housing and homeless prevention activities, following the "housing first" strategy of the HEARTH Act. The name change from the Emergency Shelter to the Emergency Solutions Grant highlights the focus on permanent housing rather than short-term shelters. Re-housing for people who are homeless is strongly prioritized. HUD adopted 24 CFR 91 and 24 CFR 578 establishing the definition of "chronically homeless" to be used by all recipients, subrecipients, and Continuum of Care Program participants, beginning January 15, 2016. This rule focuses on households and individuals with the longest histories of homelessness and who may also have the highest need. The new rule also establishes procedures for documenting homelessness and maintaining records. Under the current ESG regulations, funds may be used for the Homeless Management and Information System (HMIS), use of which is now required for all ESG-funded services by all service providers (excluding domestic violence shelters) to ensure consistency of data points and reduce duplication of services among providers.

Evanston receives ESG funds based on the needs of its residents and its goal is to provide housing and services in Evanston to the greatest extent possible. At present, all shelters and essential services funded with ESG are located in Evanston. Prevention funds are limited to eligible households living in Evanston. In order to be eligible for Re-housing funding, an individual or household's last permanent address must be in Evanston or they are residing in a homeless shelter in Evanston. Due to the shortage of affordable housing in Evanston, particularly larger units, a household eligible for Re-housing may choose rental housing located outside of Evanston's boundaries if no appropriate rental housing is identified in Evanston. Clients must continue to meet with their case manager and fulfill requirements of their case plan for the period in which rental assistance is provided.

Updated April 2021

1

Annual Action Plan  
2021

76

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

114

OMB Control No: 2506-0117 (exp. 09/30/2021)

Below, is a brief listing of eligible expenses by category. Additionally, Evanston continues to work with the Alliance to End Homelessness in Suburban Cook County. The City incorporates policies and procedures established in partnership with the Alliance. Included is the Coordinated Entry Protocol for Suburban Cook County.

**Homeless Management Information System (HMIS)**

Funds may be used for staff salaries and benefits for HMIS management, HMIS licenses and computer security assessments.

**Emergency Shelter Operational Costs**

Funds may be used for shelter maintenance, operation, rent, repairs, security, fuel, equipment, insurance, utilities, food, furnishings and costs of staff.

**Street Outreach**

Funds may be used for services relating to employment, health, drug abuse, and education and may include (but are not limited to):

1. Assistance in obtaining permanent housing
2. Medical and psychological counseling and supervision
3. Employment counseling, job placement and job training
4. Nutritional counseling
5. Substance abuse treatment and counseling
6. Assistance in obtaining other Federal, State and local benefits such as mental health benefits; employment counseling; medical assistance; Veteran's benefits; SSI/SSDI, TANF, General Assistance, LINK/SNAP; etc.
7. Other services such as child care and transportation
8. Salaries of program staff to provide the above services

**Rapid Re-housing**

Funds may be used for Direct Tenant Based Rental and Utilities Assistance, Housing Relocation and Stabilization Services, and case management.

**Homeless Prevention**

Funds may be used for Direct Tenant Based Rental and Utilities Assistance, Housing Relocation and Stabilization Services, and case management.

**II. Eligibility Criteria for Prevention and Re-housing Funds**

The City of Evanston's ESG program policies and procedures are based on its HPRP policies and procedures, modified to include the new HUD definition of Chronically Homeless as outlined in 24 CFR 91. Additionally, funded programs and services provide equal access for individuals in accordance with their gender identity. Households will be reviewed and approved for the program by the ESG Program Review Committee.

Updated April 2021

2

To receive **Rapid Re-Housing assistance:**

- A. Household must be homeless as defined under categories 1 or 4 of the homeless definition, §91.5
- B. Head(s) of household whose last permanent residence prior to becoming homeless was an Evanston address at which they resided for six or more months (exception may be made to this requirement for households fleeing domestic violence), or who have a child (children) enrolled in Dist. 65 or Dist. 202, or other Evanston based child care, or who are currently employed in Evanston
- C. The household must have undergone at least an initial consultation and eligibility assessment with a case manager or other authorized representative who is responsible for determining eligibility and the type and level of assistance needed
- D. Based on assessment at intake, household has likelihood of maintaining housing and becoming self-sustaining following the receipt of assistance estimated at 12 months, but could be for a shorter (3 – 6 month) period
- E. Head(s) of household must agree to follow the case management plan developed working with the case manager
- F. Head(s) of household must agree to meet with the designated case manager at least once a month while receiving assistance, including at least one home visit
- G. Head(s) of household must agree to follow-up contact at specified intervals following receipt of assistance. The City is working with the Alliance and ESG subrecipients to determine the most effective timing of follow-up contacts.

To receive **Prevention assistance:**

- A. Household must be at risk of becoming homeless under category 2 of the homeless definition
- B. Households must have an income below 30% of the Area Median Income (AMI) at initial assessment
- C. Head(s) of household must be an Evanston resident of six months or more, or who have a child (children) enrolled in Dist. 65 or Dist. 202, or other Evanston based child care, or who are currently employed in Evanston
- D. The household must have undergone at least an initial consultation and eligibility assessment with a case manager or other authorized representative who is responsible for determining eligibility and the type and level of assistance needed
- E. Based on assessment at intake, household has likelihood of maintaining housing and becoming self-sustaining following the receipt of medium-term assistance
- F. Household income must be reassessed at 3-month intervals and remain under 30% of AMI to continue to receive Prevention assistance
- G. Head(s) of household must agree to follow the case management plan developed working with the case manager
- H. Head(s) of household must agree to meet with the designated case manager at least once a month while receiving assistance, including at least one home visit

Updated April 2021

3

Annual Action Plan  
2021

78

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

116

OMB Control No: 2506-0117 (exp. 09/30/2021)

- I. Head(s) of household must agree to follow-up contact at specified intervals following receipt of assistance. The City is working with the Alliance and ESG subrecipients to determine the most effective timing of follow-up contacts.

### III. Standards for targeting and providing essential services related to street outreach

Street outreach takes place in locations in Evanston where homeless are known to be, such as soup kitchens, churches, hospitals, police departments, libraries and other locations. Case managers engage with eligible people to educate them about housing and supportive services options available. Referrals to services can also come from the Homeless Hotline for the northern suburbs of Cook County. Callers are screened to assess needs and directed to available services in the area. This includes scheduling callers for intake into local housing programs.

#### Referral

Clients are given referrals to mainstream services based on needs; common referral and case management services provided below.

#### Available Essential Services

##### Case Management services:

1. Obtaining ID
2. Applying for benefits, GA, SSI, SSDI, veterans benefits, SNAP, Section 8 housing vouchers, VASH vouchers
3. Locating housing
4. Applying for housing assistance: IDHS Prevention funds and City of Evanston ESG
5. Applying for Medicaid
6. Creating an individual service plan with goals and implementation steps and timeframes

##### Health Care services:

1. Physical
2. Vaccinations
3. Psycho-social assessment
4. Psychiatric evaluation and prescription of medication
5. Monitoring medication
6. Health education
7. Establishing a primary health care provider and physician.
8. Creating a coordinated care plan.

##### Employment services:

1. One-on-one counseling
2. Job clubs
3. Assistance with resumes
4. Job readiness training programs

Updated April 2021

4

Annual Action Plan  
2021

79

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

117

OMB Control No: 2506-0117 (exp. 09/30/2021)

5. Job referrals

Education services:

1. TABE (Test of Adult Basic Education) testing
2. Career counseling
3. Remedial education/GED
4. Assistance in applying for training programs or education programs
5. Tutoring
6. Tuition assistance

Discharge

Providers use a harm reduction and trauma-informed model for services. The philosophy of *harm reduction* promotes and supports the right of people who use substances and engage in other risky behaviors to be treated with dignity and respect, including their right to exercise self-determination related to use and their right to expect and receive collaboration in therapeutic relationships. *Trauma-Informed Systems* are those in which all components of a given service system have been reconsidered and evaluated in light of a basic understanding of the role that violence plays in the lives of people seeking mental health and addictions services.

**IV. Emergency Shelter: Admission, Diversion, Referral, and Discharge Policies**

There are two overnight shelters located in Evanston: Hilda's Place, Connections for the Homeless' 18-bed transitional shelter, and the YWCA Evanston-North Shore's 34-bed domestic violence shelter. Both are supported by the City with ESG and Mental Health Board funds. Both programs ensure equal access to individuals in accordance with their gender identity. The YWCA Evanston-North Shore provides shelter for up to 90 days. Hilda's Place provides shelter for up to one year and serves an estimated 50 single adults; the YWCA provides shelter for an estimated 250 women and children who are victims of domestic violence each year.

**Hilda's Place Admission, Diversion, Referral and Discharge Policies:**

Admission

- Open to any homeless individual over the age of 17.
- Must be able to function in a congregate setting
  - Cannot be disruptive

Individuals seeking admittance go through an intake process that requires an interview with case managers. Case managers review the application and approved clients may move in the following day, or as scheduled based on availability.

Diversion & Referral

Clients who are turned away from the shelter are referred to the nearest shelter and provided with transit/bus fare to get there.

Discharge

Updated April 2021

5

Clients may be discharged for three reasons.

1. They have stayed 365 nights at Hilda's Place.
2. They have completed their case plan, found housing, and moved out.
3. They can be discharged for cause, which includes:
  - a. Violent behavior that is a danger to others or to themselves;
  - b. Persistent no shows for their shelter bed without an acceptable explanation;
  - c. Persistent violation of the curfew causing a disturbance in the shelter.

**YWCA Evanston-North Shore Domestic Violence Shelter Admission, Diversion, Referral and Discharge Policies:**

Admission

Admissions are done over the 24-hour crisis hot line.

- Client must be a victim of domestic violence

Diversion & Referral

Clients who are turned away from the shelter because it is full are referred to the Illinois Help Line (877-863-6338). Clients that call the YWCA hotline and are suicidal are referred to the nearest hospital for assessment before intake can proceed. Male children over the age of 12 cannot stay at the shelter. If a family with a male child 12 or older would like to stay together, the household will be referred to Greenhouse or Family Rescue, which accepts families with male children up to 17 years.

Discharge

Clients can be discharged for the following reasons.

1. Violence
2. Safety Violations
3. Drug or Alcohol use
4. Repeated failure to follow the rules

In all cases, clients are assisted in finding an alternative shelter and given bus, train or cab fare to travel.

**V. Coordination**

The City of Evanston continues to work with the Alliance to End Homelessness in Suburban Cook County ("The Alliance"), local agencies that serve the homeless and people at risk of homelessness and other advocacy organizations to develop and maintain policies and procedures to coordinate provision of emergency shelter, street outreach, homeless prevention and rapid re-housing assistance, mainstream and other services and housing providers. Connections, the primary recipient of City of Evanston ESG funds participates very closely with the Alliance on many levels and follows all Coordinated Entry procedures. Participation across the Board and committees help to ensure clear communication of goals and priorities and decrease redundancies as they relate to ESG funding.

Updated April 2021

6

Annual Action Plan  
2021

81

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

119

OMB Control No: 2506-0117 (exp. 09/30/2021)

Coordination among ESG recipients is facilitated through the use of HMIS and the Universal Intake and Eligibility Form developed by the Alliance. This is an important component to a more coordinated process for intake and will help determine targeting and prioritization for services. In compliance with HUD requirements, all funded programs participate in the coordinated entry process known as Entry Point. Entry Point is the Coordinated Entry System for Suburban Cook County Continuum of Care (CoC). The purpose of Entry Point is to ensure that all people experiencing homelessness have fair and equal access to housing, regardless of race, color, national origin, religion, gender, age, familial status, disability, actual or perceived sexual orientation, gender identity, or marital status. The intake process has been standardized and a by-name vulnerability list for the region, which is maintained by the Alliance as the Entry Point Lead Agency, has been employed to prioritize the most vulnerable for the most intensive housing interventions. This process is only used to match individuals to Permanent Supportive Housing. The City of Evanston continues to work with local partners to provide all other services to our at-risk population.

#### **VI. Prioritization**

The City recognizes that the demand is greater than available resources to provide essential services, emergency shelter, prevention and re-housing that meet all needs. The City and Alliance also recognize that individuals and households must be prioritized to ensure that these limited resources available are allocated in the most efficient and appropriate manner. As stated above, the City of Evanston and the Alliance continue to refine policies and procedures to assess, prioritize and reassess the needs of all individuals and households participating in ESG-funded services, including essential services for those in emergency shelter, rapid re-housing and homelessness prevention activities.

Assessment tools and protocols, in use by all agencies receiving ESG, CoC and other homeless program funding within the Continuum, conform to the requirements established by the Alliance, ESG recipients and City of Evanston staff. These tools and protocols create consistency in assessment and provide the basis for appropriate agency referrals and for targeting and prioritization by program. All ESG subrecipients use this system to help identify immediate needs of participants: emergency shelter, homelessness prevention resources, diversion and stabilization services, or referral to specialized services to determine the individual or family need for emergency shelter or other ESG-funded assistance. Individuals and families in need can undergo the pre-screen over the phone or in person.

Street outreach and emergency shelter are intended to be low-barrier, and the prioritization work focuses on getting people the right housing intervention as needed, not on deciding who gets access to shelter or outreach services. Approximately half of seasonal shelter guests served in suburban Cook County stay 7 shelter nights or fewer, so the Alliance will focus on persons who spend longer in shelter when assessing them for a potential housing intervention.

The Alliance manages a central, by-name vulnerable list for the region, maintained within HMIS. Connections uses HMIS; clients are prioritized by vulnerability factors, and subpopulations are

Updated April 2021

7

ranked by different factors including, but not limited to: length of time homeless, lack of access to family and/or community support, and number of previous homeless episodes.

The City's Health and Human Services Department is responsible for administering General Assistance funds. There is a large overlap of populations served by both General Assistance and ESG, and staff will be working to ensure funds are spent in the most efficient manner. City staff gained access to HMIS in early 2016 and hired a dedicated Human Services Specialist to further coordinate and track services.

*Essential services for clients in emergency shelter*

ESG funding may be used to provide essential services to individuals and families who are in an emergency shelter. This may include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

ESG subrecipients are responsible for assessing an individual or family's initial need for shelter and must re-assess that need on an ongoing basis to ensure that only those with the greatest need receive ESG-funded emergency shelter assistance. Shelters that serve families must serve all eligible families. Individuals may not

*Rapid Re-Housing:* Homeless households whose last permanent address was in Evanston, who resided there for a minimum of six months, and who demonstrate potential to retain permanent housing following a medium-term subsidy of up to six months are eligible for ESG Re-housing.

Risk factors for Rapid Re-housing assistance include, but are not limited to:

- Individuals/Households who lack a fixed, regular, and adequate nighttime residence, meaning:
  - Primary nighttime residence is a public or private place not meant for human habitation; or
  - Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
  - Exiting an institution where (s)he has resided for 90 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
- Any individual or family who:
  - Is fleeing, or is attempting to flee, domestic violence;
  - Has no other residence; and
  - Lacks the resources or support networks to obtain other permanent housing

Updated April 2021

8

Annual Action Plan  
2021

83

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

121

OMB Control No: 2506-0117 (exp. 09/30/2021)

*Prevention:* Evanston households with incomes under 30% of area median that have potential of remaining stability housed following a medium-term subsidy will be targeted for Prevention. Risk factors for Prevention assistance include but are not limited to:

- Individual or family at imminent risk of losing their primary nighttime residence:
  - Residence will be lost within 14 days of the date of application for Prevention assistance;
  - No subsequent residence has been identified; and
  - The individual or family lacks the resources or support networks needed to obtain other permanent housing
- Unaccompanied youth under 25 years of age, or families with children and youth who do not otherwise qualify as homeless under this definition, but who:
  - Are defined as homeless under the other listed federal statutes;
  - Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
  - Have experienced persistent instability as measured by two moves or more in the preceding 60 days; and
  - Can be expected to continue in such status for an extended period of time due to special needs or barriers
- An individual or family who:
  - Has an annual income below 30% of median household income for the area based on HUD Part 5 definition; and
  - Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; and
  - Meets one of the following conditions:
    - Has moved two or more times because of economic reasons during the 60 days immediately preceding the application for assistance; OR
    - Is living in the home of another because of economic hardship; OR
    - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance; OR
    - Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
    - Lives in an SRO or efficiency apartment unit in which more than 2 persons reside or in a larger housing unit in which more than one and a half persons per room reside; OR
    - Is exiting a publicly funded institution or system of care; OR
    - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Consolidated Plan
- A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute

Updated April 2021

9

Annual Action Plan  
2021

84

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

122

OMB Control No: 2506-0117 (exp. 09/30/2021)

- An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

**VII. Minimum Standards for Permanent Housing**

ESG subsidized housing must meet the minimum habitability standards under 24 CFR §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-Housing components, including rental assistance and housing relocation and stabilizations services. In addition:

- If an eligible household needs homeless prevention assistance to remain in its existing unit, the assistance can only be provided if that unit meets the minimum standard.
- If an eligible household needs homeless prevention or rapid re-housing assistance to move to a new unit, the assistance can only be provided if the new unit meets the minimum standards. The unit the household is leaving does not need to be inspected.
- All units must be inspected prior to entering into a lease agreement and prior to occupancy.
- The housing must also comply with any other standards established by the City that exceed or add to these minimum standards.

The same standards apply regardless of the amount of ESG funds involved. For example, the unit must be inspected and confirmed that it meets the ESG minimum habitability standards, even if the only ESG assistance provided is for a security deposit or moving assistance. The Subrecipient is required to document compliance with ESG habitability standards in the program participant's file.

*Homelessness Prevention*

When ESG Rental Assistance and/or Housing Relocation and Stabilization Services are provided under the Homelessness Prevention component to help a program participant remain in or move into permanent housing, the ESG minimum habitability standards apply to either the current unit (if the program participant is staying in place) or to a new unit (if the program participant is moving). Even if only a minimal amount of Housing Relocation and Stabilization Services assistance – such as utility arrears/payments (Financial Assistance) or housing stability case management (Services) – is provided under the Homelessness Prevention component to assist a program participant to stay in their unit, the habitability standards apply to the unit and must be documented in the program participant's file.

If the program participants need Homeless Prevention assistance to stay in their current housing, the housing must be inspected and found to meet the minimum habitability standards before the subrecipient incurs ESG costs for any of the following:

- Providing any service to the program participant;
- Entering into a rental assistance agreement with the owner; or
- Making any payment on behalf of the program participant (e.g., rental or utility arrears, rental or utility payments, etc.)

*Rapid Re-Housing*

When ESG Rental Assistance and/or Housing Relocation and Stabilization Services are provided under the Rapid Re-housing component to help a program participant move into a new permanent housing unit, the habitability standard apply to the unit into which they are moving and must be documented in the program participant's file. If Rapid Re-housing services are being provided before a unit has been identified, no habitability inspection is required until there is a unit to be inspected. If assistance with arrears for a prior unit is needed as part of the rapid re-housing assistance, no habitability inspection is required for the old unit on which the arrears are owed, so long as the program participant will be rapidly re-housed in a different unit.

If the program participant needs Homeless Prevention or Rapid Re-housing assistance to obtain housing, the unit into which the program participant is moving must be inspected before the program participant signs the lease and before the subrecipient provides any ESG rental assistance or housing relocation and stabilization services specific to the unit into which the program participant will be moving. One exception to this is the rental application fee. If a program participant applies for several units, only the unit into which they ultimately decide to move must be inspected.

**VIII. Inspections**

Inspections of any unit supported with leasing or rental assistance funds are required to ensure that the unit meets ESG program requirements for habitability, lead based paint, and rent reasonableness, before any assistance can be provided on behalf of a program participant. When the unit is located in Evanston, Subrecipient must request and coordinate inspections with the City's Property Standards Department. If the unit is not located in Evanston, Subrecipient is responsible for coordinating inspections with a comparable property review entity.

During a nationally declared disaster or locally declared disaster as defined by local health officials (such as COVID-19), City inspectors will have the ability and authority to perform virtual inspections in order to facilitate housing families and individuals in units that meet housing suitability requirements, provided that physical inspections occur within three months after it is declared by local health officials that special measures to mitigate damage caused by the disaster are no longer required.

**IX. Rent and Utilities Subsidy**

Each household's case will be reviewed by a case manager to assess its capacity to pay a portion of rent and utilities. A household's contribution to rent and/or utilities generally should not exceed 50% of the gross household income using the HUD Part 5 definition. Subsidies may be deep or shallow based on the unique circumstances of each recipient; the amount of subsidy will be reassessed each month. ESG funds may be used for rent and utilities arrearages on a one time basis provided arrears do not exceed 6 months, security and utility deposits, first and last month's rent and rent and utility subsidies as allowed. The City does not consider any funds for

Updated April 2021

11

security deposits that are refunded as Program Income and does not expect the Subrecipient to return any such funds.

**X. Length of Assistance**

Evanston's ESG program can provide subsidies for up to 24 months including, but not to exceed up to 6 months of rent arrears; subsidies are generally estimated at up to \$2,100 per month for families with children and up to \$1,400 per month for single adults or couples. Case managers meet with clients monthly and practice progressive engagement, wherein households are engaged in case management services and given a basic level of financial support. Monthly monitoring and periodic budget assessments determine if and when the basic level of assistance should be changed or increased. The percent of subsidy paid is meant to decrease as households move toward stability and are able to assume responsibility for paying full rent. Extending the potential timeframe for households, with clients required to maintain compliance with their case plan in order to qualify for direct assistance, can help clients overcome the following challenges:

1. Households have not been able to maintain their housing independently following six months of assistance
2. Households remain rent burdened and are not able to achieve financial stability in Evanston's high rent market
3. Landlords are unwilling to write leases for clients based on their history of housing and financial instability.

Households receiving Homelessness Prevention and Rapid Re-Housing subsidies will be re-evaluated no less than once every 3 months to determine if a subsidy is still required to maintain housing and the amount of subsidy to be received. Households receiving Rapid Re-Housing must be income certified not less than once annually; households receiving Homelessness Prevention must be income certified not less than once every 3 months. Extension of funding may be approved by the review committee based on need and the availability of funding. No client will receive more than 24 months of assistance in a three-year period.

**XI. Type, amount, and duration of housing stabilization and/or relocation services**

Housing relocation and/or relocation services provided to the participant will include basic case management. Housing search, placement, legal services, mediation, and credit repair may be a component to case management or referred out to other service providers.

**XII. Application Process**

A household may enter the ESG program through several avenues, including:

1. Referral from City or other sources including those outlined by the Alliance's Coordinated Entry Protocol
2. By contacting subrecipient(s) directly

Updated April 2021

12

After an initial intake screening has been conducted to determine program fit, a potential client will be referred to a case manager who will conduct a full intake application (including initial budget review). Once all information is gathered from the applicant the case manager will present the eligible case to the Program Review Committee. The Review Committee will meet monthly or as needed to review and approve applicants for assistance through ESG or for referral to other programs or sources. Once an applicant is approved for assistance, case managers will develop a case management plan for each client household. This plan may include referrals to other agencies for needed services (e.g., legal, financial literacy, etc.).

#### **XIII. Agency Compensation**

Agencies providing ESG eligible services may request reimbursement once funds are spent. Funds may be requested as frequently as once a month, but in no case less than once a quarter. A draw down request form must be submitted along with a match report and source documents for all expenses, including time and activity tracking for staff costs. No funds will be disbursed until all required reports and substantiating documentation are submitted.

#### **XIV. Reporting/Data Collection**

**Performance Standards:** The following are preliminary performance standards established by the Suburban Cook County Continuum of Care to measure the goals of reducing and eliminating homelessness.

- Engagement rate: the percent of persons exiting shelter where the destination is known
- Percent of persons exiting shelter who used 30 shelter-nights or fewer
- Percent exited to permanent housing, for each component type (shelter, HP, RRH)
- Follow up on housing status at 6 month following the end of assistance

Reporting requirements for ESG have not been finalized. Once requirements are established, the City of Evanston will work with Subrecipients to establish compliance.

#### **Case Management Requirements**

Case managers will be expected to:

- Conduct an initial intake
- Complete full application with client
- Collect and store verification documents
- Maintain confidentiality as described in the subrecipient agreement for a period of four (4) years following the termination of said agreement.
- Participate in the ESG Program Review Committee, as appropriate
- Assess client needs and coordinate/facilitate the case management service plan
- Follow up with each client to gauge compliance with case management service plan
- Keep case notes for each household served
- Input client level data into HMIS. It is recommended that information be input into HMIS immediately following client contact or service provision.

Updated April 2021

13

Annual Action Plan  
2021

88

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

126

OMB Control No: 2506-0117 (exp. 09/30/2021)

- Meet with the client(s) at least once a month in accordance with 24 CFR 576.401(b) for clients receiving Prevention services and in accordance with 24 CFR 576.401(e) for clients receiving Rapid Re-housing services
- Conduct a home visit at least once during the period of time in which a household is receiving direct assistance
- Conduct a follow up with each client household 6 months after their exit from the ESG program to determine if the client retains their housing and other measures of stability.

All clients should, in addition to the initial case management budget session, receive budgeting help as part of case management or be referred to an approved budget counseling program, such as Money Management International (workshop or telephone consult) or the YWCA Evanston/North Shore (workshop).

Although assistance may be approved for up to six months, case managers may recommend early termination of assistance if it is determined that a household requires less assistance. Assistance must be terminated for any Prevention client whose income equals or exceeds 30% of AMI at their three month evaluation. Either lack of compliance with their case management plan or if information provided in the initial application was false constitutes grounds for immediate termination of assistance.

*COVID-19 Waivers*

HUD Notice: CPD-20-08 titled Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act outlines waivers of certain regulatory requirements associated with several CPD grant programs to prevent the spread of COVID-19 and to facilitate assistance to eligible communities and households economically impacted by COVID-19. Additionally, the City of Evanston requested and was granted permission to use waivers under FR-6218-N-01 and the Memorandum dated March 31, 2021 with the subject Availability of Additional Waivers for Grant Community Planning and Development (CPD) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19. Notice and applicable memoranda are attached and establish alternative requirements as defined.

# Flexibilities/Waivers Granted by the CARES Act + Mega Waiver and Guidance

## Table of Contents

<b>CARES Act Allocations</b> .....	<b>4</b>
<b>CAPER</b> .....	<b>5</b>
<b>CDBG</b> .....	<b>6</b>
CARES Act Self-implementing Flexibilities .....	6
Regulatory Waivers in the Mega Waiver .....	7
Waiver for Plan Amendments.....	7
Setting Up a Substantial Amendment for CARES Act Funding.....	7
Quick Guide - CDBG Eligible Activities to Support Infectious Disease Response.....	7
<b>CDBG-DR COVID-19 FAQs</b> .....	<b>8</b>
Staff Costs and Unused and Partially Utilized Space Q&A.....	8
Section 108 Q&A.....	8
<b>Consolidated Plan – Mega Waiver</b> .....	<b>9</b>
Citizen Participation Public Comment Period for Plan Amendment .....	9
Citizen Participation Reasonable Notice and Opportunity to Comment.....	9
Substantial Amendment .....	10
<b>ESG-CV</b> .....	<b>11</b>
<b>ESG – Mega Waiver</b> .....	<b>12</b>
HMIS Lead Activities.....	12
Re-evaluations for Homelessness Prevention Assistance.....	12
Housing Stability Case Management .....	13
Restriction of Rental Assistance to Units with Rent at or Below FMR.....	14
<b>HOME</b> .....	<b>15</b>
Waiver and Suspension Authority .....	15
Section I: Statutory Suspensions and Regulatory Waivers Available Only to Major Disaster Areas .....	15
10% Administration and Planning Cap.....	15
CHDO Set-aside Requirement.....	16
Limits and Conditions on CHDO Operating Expense Assistance.....	16
Matching Contribution Requirement.....	17
	<b>1</b>

Section II: Regulatory Waivers Available to All Participating Jurisdictions.....	17
Citizen Participation Reasonable Notice and Opportunity to Comment.....	17
Income Documentation.....	18
On-Site Inspections of HOME-assisted Rental Housing.....	18
Annual Inspection of Units Occupied by Recipients of HOME Tenant-Based Rental Assistance (TBRA).....	19
Four-Year Project Completion Requirement.....	19
Nine-Month Deadline for Sale of Homebuyer Units.....	20
Use of HOME Funds for Operating Reserves for Troubled HOME Projects.....	20
Timeframe for a Participating Jurisdiction’s Response to Findings of Noncompliance.....	22
<b>HOME – TBRA – Suspensions and Regulatory Waivers.....</b>	<b>23</b>
Waiver and Suspension Authority.....	23
Section I: Statutory Suspensions and Regulatory Waivers Available Only to Major Disaster Areas.....	23
Consolidated Plan – HOME Certification, Analysis of Local Market Conditions, and Citizen Participation.....	24
Tenant Selection and Targeted Assistance.....	25
Section II: Regulatory Waivers Available to All Participating Jurisdictions.....	25
Citizen Participation Reasonable Notice and Opportunity to Comment.....	25
Rent Reasonableness.....	26
Eligible Tenant-based Rental Assistance Costs and Maximum TBRA Subsidy.....	26
Term of Rental Assistance Contract.....	27
Tenant Protections – Lease.....	28
Housing Quality Standards.....	28
Annual Inspection of Units Occupied by Recipients of HOME TBRA.....	29
Income Determinations.....	29
<b>HOME Investment Partnerships Program FAQs.....</b>	<b>30</b>
<b>HOPWA (Housing Opportunities for Persons with AIDS) Mega Waiver.....</b>	<b>31</b>
Self-Certification of Income and Credible Information on HIV Status.....	31
FMR Rent Standard.....	31
Property Standards for HOPWA.....	32
Property Standards for TBRA.....	32
Space and Security.....	33
Time Limits for Short-Term Housing Facilities and Short-Term Rent, Mortgage, and Utility Payments.....	33
<b>HOPWA Program Flexibilities.....</b>	<b>34</b>
CARES Act Instructions and Related Flexibilities for HOPWA.....	34
Using HOPWA Program Funds for Infectious Disease Preparedness and Response.....	36
	2

Formula Grant Agreement Execution.....	36
Competitive Grant Agreement Execution.....	37
Expectations for Competitive Grantees.....	38
Technical Assistance.....	38
Reporting.....	38
Additional CARES Act Reporting.....	39
Waivers.....	39
Flexibilities and Plan Amendment Waiver for HOPWA Funds Used to Support Coronavirus Response.....	39
Materials Posted: Infectious Disease Preparedness Guidance for Homeless Assistance Providers.....	40
Further Information.....	40
<b>CoC – Mega Waiver.....</b>	<b>41</b>
Fair Market Rent for Individual Units and Leasing Costs.....	41
Disability Documentation for Permanent Supportive Housing (PSH).....	41
Limit on Eligible Housing Search and Counseling Services.....	42
Permanent Housing-Rapid Re-housing Monthly Case Management.....	42
Housing Quality Standards (HQS) – Initial Physical Inspection of Unit.....	43
HQS – Re-Inspection of Units.....	43
One-Year Lease Requirement.....	44
Permanent Housing Rapid Re-housing Limit to 24 Months of Rental Assistance.....	44
Limit to be Eligible for DedicatedPLUS Project When Coming from Transitional Housing Being Eliminated.....	45
Assistance Available at Time of Renewal.....	45
Permanent Housing-Rapid Re-housing Monthly Case Management.....	46
<b>Environmental Review.....</b>	<b>48</b>

---

## CARES ACT FUNDING ALLOCATION

---

[CPD CARES Act Allocations](#) page shows CPD Program Formula Allocations for FY 2020 and CARES Act Supplemental Funding. These spreadsheets provide full-year allocations for the Office of Community Planning and Development's (CPD) formula programs: Community Development Block Grants (CDBG); CDBG Recovery Housing Program (RHP); HOME Investment Partnerships (HOME); Housing Opportunities for Persons with AIDS (HOPWA); Emergency Solutions Grants (ESG); Housing Trust Fund (HTF); and Coronavirus Aid, Relief, and Economic Security (CARES Act) supplemental funding.

Congress provided \$5 billion (\$10 million taken off the top for TA) in the CARES Act for the Community Development Block Grant (CDBG) program, specifically noting three different allocation methods:

- 1) Round 1. HUD allocated the first \$2 billion based on the same formula used for the regular FY 2020 CDBG formula allocation. HUD announced allocations on April 2, 2020.
- 2) Round 2. This [document](#) describes the methodology for allocating the second round of CDBG CARES Act funding (CDBG-CV). The CARES Act requires HUD to allocate the second round of \$1 billion to state and insular area governments by May 11, 2020. The allocation targets public health, coronavirus, and housing and economic disruption needs.
- 3) Round 3. \$1.990 billion to be allocated for cities, counties, and/or states on a rolling basis based on criteria to be determined by the Secretary, prioritizing risk of transmission, coronavirus cases compared to the national average, and economic and housing market disruptions. The CARES Act does not establish a deadline to allocate funds, but HUD must obligate all funds by September 30, 2022. HUD will describe the third round of allocations in a later allocation announcement.

Congress provided \$4 billion (\$40 million taken off the top for TA) in the CARES Act for the Emergency Solutions Grant (ESG) Program with two rounds of funding:

- 1) Round 1. \$1 billion. Allocated under the normal ESG formula to the roughly 363 grantees (cities, counties, states, insulars).
- 2) Round 2. \$2.960 billion. HUD has committed \$40 million of the appropriated funds to technical assistance to recipients of ESG to build capacity and facilitate speedy implementation. The remaining \$2.96 billion is to be allocated under a formula "for the benefit of unsheltered homeless, sheltered homeless, and those at risk of homelessness, to geographical areas with the greatest need based on factors to be determined by the Secretary, such as risk of transmission of coronavirus, high numbers or rates of sheltered and unsheltered homeless, and economic and housing market conditions as determined by the Secretary."

4

Annual Action Plan  
2021

93

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

131

OMB Control No: 2506-0117 (exp. 09/30/2021)

---

**CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
(CAPER) PERFORMANCE REPORT**

---

A waiver of the regulatory requirement at 24 CFR 91.520(a), that within 90-days of the end of a jurisdiction's program year a grantee shall submit to HUD a performance report known as the Consolidated Annual Performance and Evaluation Report (CAPER) has been authorized. The CAPER is associated with several CPD grant programs.

As a result of the COVID-19 virus, a majority of States have declared a state of emergency with most shutting down large gathering places and limiting the movement of residents. More State and local governments are operating under extenuating circumstances and may need additional time for certain administrative requirements.

Under the authority of 24 CFR 5.110 and 24 CFR 91.600, HUD may, upon a determination of good cause and subject to statutory limitations, waive regulatory provisions. The Acting Assistant Secretary for Community Planning and Development, has determined that there is good cause to waive the following regulatory requirement for the program year 2019 CAPER, subject to the condition that grantees comply with the modified requirement in the applicability section below:

**Requirement:** The Consolidated Annual Performance and Evaluation Report (performance report) submission to HUD within 90 days after the close of a jurisdiction's program year. Citation: 24 CFR 91.520(a).

**Explanation:** The regulation at 24 CFR 91.520(a) requires each grantee to submit a performance report to HUD within 90 days after the close of the grantee's program year. Justification: Under the authority at 24 CFR 91.600, HUD is authorized to waive this requirement when a determination of good cause is made and supported by documentation. Given the outbreak of the coronavirus known as SARS-CoV-2 and the extenuating circumstances placed on state and local governments, and citizens, HUD has determined that there is good cause for waiving this provision. The extenuating circumstances and administrative strain supporting this waiver are well documented in the broad public news coverage related to the outbreak.

**Applicability:** For program year 2019 CAPERs, the requirement that grantees submit a performance report within 90 days after the close of a jurisdiction's program year is waived, subject to the condition that within 180 days after the close of a jurisdiction's program year the jurisdiction shall submit its performance report.

If you need additional information regarding this waiver, please contact your Headquarters program office desk officer(s).

<https://www.hud.gov/sites/dfiles/CPD/documents/CPD-COVID-19-CAPER-Waiver-050420-signed-JG.pdf>

5

Annual Action Plan  
2021

94

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

132

OMB Control No: 2506-0117 (exp. 09/30/2021)

---

## CDBG - COMMUNITY DEVELOPMENT BLOCK GRANT

---

### CARES Act Flexibilities

- **Public Services:** The CARES Act eliminates the 15 percent\* cap on the amount of grant funds that can be used for public services activities. *Following enactment, the cap in section 105(a)(8) of the HCD Act and 24 CFR 570.201(e) has no effect. \*While the cap is generally 15%, section 105(a)(8) of the Housing and Community Development Act of 1974, provides a different percentage cap for some grantees.*
- **Reimbursement of Costs for Coronavirus:** The CARES Act clarifies that grantees may use CDBG-CV\* grant funds to reimburse allowable costs to prevent, prepare for, and respond to coronavirus that were incurred by a State or locality, regardless of the date on which the State or locality incurred the costs. *This provision does not apply to FY 20 and FY 19 CDBG grant funds. \*However, for State CDBG Grantees, pre-agreement costs are reimbursable in accordance with 24 CFR 570.489(b). For Entitlement CDBG Grantees, pre-award costs are reimbursable in accordance with 24 CFR 570.200(h).*
- **Citizen Participation and Public Hearings for Consolidated Plans (including Action Plans):** The CARES Act clarifies that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.
- **Deadline to Submit Consolidated Plans (including CDBG-CV Action Plans and Annual Action Plans):** The CARES Act extends the deadline for grantees to submit action plans and other updates to their consolidated plans submissions for fiscal years 2019\* and 2020\* to August 16, 2021. Grantees are not required to wait and HUD expects most grantees to apply for both grants promptly. *\*Without extension, the deadline for fiscal year 2020 grants would be August 16, 2020, in accordance with section 116(b) of the HCD Act and 24 CFR 91.15. The deadline for fiscal year 2019 passed on August 16, 2019 (plans due then have been submitted). This deadline also applies to CDBG-CV Action Plan submissions, which are amendments to the consolidated plan.*
- **Waiver and Alternative Requirement Authority:** The CARES Act authorizes the Secretary to issue statutory and regulatory waivers/alternative requirements for CDBG-CV and some CDBG FY19 and FY20 funds when necessary to expedite or facilitate the use of grant funds to prevent, prepare for, and respond to coronavirus. It prohibits waivers/alternative requirements related to fair housing, nondiscrimination, labor standards, and the environment.

6

Annual Action Plan  
2021

95

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

133

OMB Control No: 2506-0117 (exp. 09/30/2021)

#### Regulatory Waivers in the Mega Waiver

- **Citizen Participation Comment Period:** Reduces the period from 30 to 5 days. This only covers substantial amendments through the end of the grantees 2020 program year and only covers 2020 funds. Grantees wanting to amend prior year plans must do so with their 2021 plans.
- **Citizen Participation Reasonable Notice and Opportunity to Comment:** Allows the grantee to determine what is reasonable notice and opportunity to comment and is available through the end of the grantees 2020 program year.

#### Waiver for Plan Amendments

In addition to urging all States and localities not to wait to apply for their allocations, the memorandum grants a waiver for plan amendments with instructions on how a grantee may submit an amendment for allocated CDBG coronavirus response (CDBG-CV) funds. The expedited process allows a grantee to incorporate CDBG-CV funds within the most recent annual action plan, including a 2019 annual action plan.

The guide outlines the CARES Act flexibilities for CDBG grantees. The flexibilities expand the usefulness of CDBG-CV grants and fiscal years 2019 and 2020 CDBG grants for coronavirus response. The CARES Act also authorizes HUD to grant waivers and alternative requirements to be released in the forthcoming implementation notice. You can view the memo.

<https://www.hudexchange.info/resource/6018/cares-act-flexibilities-for-cdbg-funds-used-to-support-coronavirus-response/>

#### Setting Up a Substantial Amendment for CARES Act Funding

This guide is for CARES Act Substantial amendments in order to incorporate CDBG-CV, ESG-CV, and HOPWA-CV funding into a grantee's most recent approved Annual Action Plan (AAP). Grantees adding CARES Act funds to a new 2020 Consolidated Plan/Annual Action Plan, see the addendum to this guide. Following the process in this guide allows HUD to complete reviews most expeditiously and best enables later completion of the consolidated annual performance report (CAPER).

<https://files.hudexchange.info/resources/documents/Setting-Up-a-Substantial-Amendment-for-CARES-Act-Funding.pdf>

#### Quick Guide - CDBG Eligible Activities to Support Infectious Disease Response

This Quick Guide to Community Development Block Grant (CDBG) Eligible Activities to Support Infectious Disease Response provides grantees with information on implementing CDBG funds in a coordinated effort with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use CDBG funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus disease 2019 (COVID-19).

[Quick Guide to CDBG Eligible Activities to Support Infectious Disease Response](#)

7

Annual Action Plan  
2021

96

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

134

OMB Control No: 2506-0117 (exp. 09/30/2021)

[CDBG-DR COVID-19 FAQs](#)

These frequently asked questions (FAQs) provide information to Community Development Block Grant Disaster Recovery (CDBG-DR), CDBG National Disaster Resilience (CDBG-NDR), and CDBG Mitigation (CDBG-MIT) grantees on flexibilities HUD is granting on timelines, eligible activities, and citizen participation as communities work to prevent and respond to the spread of COVID-19.

[CDBG-DR COVID-19 FAQs](#)

[Staff Costs and Unused and Partially Utilized Space Q&A](#)

This question and answer provides information on the eligible use of Community Development Block Grant (CDBG) funds for costs associated with staff who are on leave due to the closure of the grantee or subrecipient's office, and the costs of the grantee or subrecipient's unused or partially utilized space in response to COVID-19.

[CDBG COVID-19 Q&A: Using CDBG Funds for Staff Costs and Unused and Partially Utilized Space \(PDF\)](#)

[Section 108 Q&A](#)

Many communities used Section 108 funds to make loans to businesses undertaking economic development projects. Some of these businesses are experiencing reductions in revenue due to the economic impact of coronavirus and are now requesting relief, e.g., forbearance on their payment obligations under their loans. Since repayments of the business loans are the intended source for repayment of the Section 108 loans, the ability of a community to grant relief to a business borrower may depend on the relief HUD can provide the community on the Section 108 loan.

[Section 108 Q&A for Borrowers Seeking Relief as a Result of Coronavirus](#)

---

**CONSOLIDATED PLAN REQUIREMENTS**  
*HOME, CDBG, HTF, ESG, AND HOPWA PROGRAMS*

---

**Citizen Participation Public Comment Period for Plan Amendment**

- Requirement:** 30-day Public Comment Period.
- Citations:** 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401
- Explanation:** A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee's citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.
- Justification:** Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA or ESG funds.
- Applicability:** This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Recipients wishing to undertake further amendments following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

**Citizen Participation Reasonable Notice and Opportunity to Comment**

- Requirement:** Reasonable Notice and Opportunity to Comment.
- Citations:** 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401
- Explanation:** As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.
- Justification:** HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.
- Applicability:** This authority is in effect through the end of the 2020 program year.

9

Annual Action Plan  
2021

98

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

136

OMB Control No: 2506-0117 (exp. 09/30/2021)

Substantial Amendment Guide

This [guide](#) is for CARES Act Substantial amendments in order to incorporate CD6G-CV, ESG-CV, and HOPWA-CV funding into a grantee's most recent approved Annual Action Plan (AAP). Grantees adding CARES Act funds to a new 2020 Consolidated Plan/Annual Action Plan, see the addendum to this guide. Following the process in this guide allows HUD to complete reviews most expeditiously and best enables later completion of the consolidated annual performance report (CAPER).

<https://files.hudexchange.info/resources/documents/Setting-Up-a-Substantial-Amendment-for-CARES-Act-Funding.pdf>

10

Annual Action Plan  
2021

99

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

137

OMB Control No: 2506-0117 (exp. 09/30/2021)

---

## EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)

---

### CARES Act Flexibilities

#### SUMMARY:

- \$4 Billion appropriation
- No Emergency Shelter/Street Outreach cap
- Increase of admin from 7.5% to 10%
- Increase of income limit from 30% to 50% AMI for Homelessness Prevention component
- Eliminates matching requirement
- Allows deviation from applicable procurement standards when procuring goods and services to prevent, prepare for, and respond to coronavirus;
- Prohibits using any funds to require people experiencing homelessness to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services.
- No citizen participation or consultation requirements
- No minimum period of use for emergency shelters

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) makes available \$4 billion in supplemental Emergency Solutions Grants (ESG) Program and \$65 million in supplemental Housing Opportunities for Persons With AIDS (HOPWA) funding for grants to prevent, prepare for, and respond to coronavirus (ESG-CV grants). Additionally, the CARES Act provides various flexibilities and authority for HUD to issue waivers and alternative requirements to make it easier for ESG and HOPWA grantees to use ESG-CV and HOPWA-CV grant funds and annual ESG and HOPWA grant funds for coronavirus response.

ESG and HOPWA grantees are advised to amend or prepare their plans as soon as possible. Grantees have the option of incorporating CARES Act funding into their FY20 Consolidated Plans currently being drafted. However, HUD recommends that grantees submit a substantial amendment to their most recent annual Action plan to expedite their access to CARES Act funding. Similarly, grantees should not wait for HUD to allocate the remaining \$2.96 billion of the \$4 billion provided by the CARES Act for the ESG Program.

ESG and HOPWA grantees should proceed with all amendments and plans now by adding the ESG-CV and HOPWA-CV allocations into their plans as available resources for the year. This memorandum transmits the attached instructions for submitting substantial amendments in the eCon Planning Suite for CDBG, ESG, and HOPWA programs.

ESG recipients have the immediate ability to omit the citizen participation and consultation requirements for substantial amendments and new consolidated plan submissions for ESG-CV funding. However, each grantee must publish how it has used and will use its allocation, at a minimum, on the Internet at the appropriate Government website or through other electronic media. Please note that these new provisions are only applicable to ESG funding from the CARES Act.

For HOPWA, the Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 memo allowed flexibility to waive 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (l) to the extent necessary to allow the grantee to provide no fewer than 5 calendar days for citizen comment (rather than 30 days) for its substantial amendment. Grantees should post the substantial amendment on its official website along with a summary of citizen comments received within the comment period.

11

Annual Action Plan  
2021

100

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

138

OMB Control No: 2506-0117 (exp. 09/30/2021)

To expedite grantees' use of ESG-CV funds to prevent, prepare for, and respond to coronavirus as authorized by the CARES Act, HUD is waiving the requirements at 42 U.S.C. 12705(a)(2) to the extent it requires updates to the housing and homeless needs assessment, housing market analysis and strategic plan. For both ESG-CV and HOPWA-CV funds, HUD is also waiving 24 CFR 91.220 and 91.320, pursuant to its authority under 24 CFR 91.600, to the extent the action plan is limited to a specific program year to permit grantees to prepare substantial amendments to their most recent annual action plan, including their 2019 annual action plan. Grantees must identify the proposed use of all funds and how the funds will be used to prevent, prepare for, and respond to coronavirus.

To the extent necessary for the required submission of a substantial amendment to HUD in accordance with 24 CFR 91.500, the Department is also waiving 24 CFR 91.505(c), pursuant to 24 CFR 91.600, to facilitate the expedited use of ESG-CV and HOPWA-CV funds. To receive an ESG-CV or HOPWA-CV grant, a grantee must also submit a signed SF-424, SF-424D and the certifications at 24 CFR 91.225(a), (c) and (e), or 24 CFR 91.325(a), (c), and (e). HUD will provide new certifications consistent with the alternative requirements provided by the CARES Act.

Please send additional inquiries to the HUD Exchange Ask A Question (AAQ) portal.

### Mega Waiver

#### HMIS Lead Activities

- Requirement:** ESG funds may be used to pay the costs of managing and operating the HMIS, provided that the ESG recipient is the HMIS Lead.
- Citation:** 24 CFR 576.107(a)(2)
- Explanation:** To enable ESG-funded projects to participate in HMIS as required by section 416(f) of the McKinney-Vento Homeless Assistance Act,  
  
24 CFR 576.107(a)(2) authorizes the use of ESG funds for managing and operating the HMIS (e.g., hosting and maintaining HMIS software or data, upgrading, customizing, and enhancing the HMIS), only where the ESG recipient is the HMIS Lead, as designated by the CoC.
- Justification:** Waiving the rule as specified below would allow more recipients to use ESG funding to upgrade or enhance the HMIS as needed to incorporate ESG program data related to COVID-19.
- Applicability:** The condition that the recipient must be the HMIS Lead to pay costs under 24 CFR 576.102(a)(2) is waived to the extent necessary to allow any recipient to use ESG funds to pay costs of upgrading or enhancing its local HMIS to incorporate data on ESG Program participants and ESG activities related to COVID-19. This waiver is in effect for 6-months beginning on the date of this memorandum.

#### Re-evaluations for Homelessness Prevention Assistance

- Requirement:** Homelessness prevention assistance is subject to re-evaluation of each program participant's eligibility need for assistance not less than once every 3 months.
- Citation:** 24 CFR 576.401(b)
- Explanation:** The ESG regulations at 24 CFR 576.401(b) requires recipients or subrecipients providing homelessness prevention assistance to re-evaluate the program participant's eligibility, and the types and amounts of assistance the program participant needs not less than once every 3 months.

12

**Justification:** Waiving re-evaluation requirement for homelessness prevention assistance as specified below is necessary to help program participants remain stable in housing during the economic uncertainty caused by COVID-19.

**Applicability:** The required frequency of re-evaluations for homelessness prevention assistance under section 576.401(b) is waived for up to 2-years beginning on the date of this memorandum, so long as the recipient or subrecipient conducts the required re-evaluations not less than once every 6 months.

**Housing Stability Case Management**

To the extent that funding provided under the CARES Act for the ESG program is subject to the same requirements in 24 CFR part 576 that apply to ESG funding provided through annual appropriations, the waivers made available on March 31, 2020 for ESG are made available with respect to the CARES Act funding for the same justifications and subject to the same conditions.

Additionally, the following housing stability case management waiver is made available with respect to all ESG grants, whether funded under the CARES Act or annual ESG appropriations.

**Requirement:** Program participants receiving homelessness prevention or rapid re-housing assistance must meet with a case manager not less than once per month, unless certain statutory prohibitions apply.

**Citation:** 24 CFR 576.401(e)

**Explanation:** Under 24 CFR 576.401(e), the recipients or subrecipients must require program participants to meet with a case manager not less than once per month to assist them in ensuring long-term housing stability, unless the Violence Against Women Act of 1994 or Family Violence Prevention and Services Act prohibits the recipient or subrecipient from making its shelter or housing conditional on the participant's acceptance of services. As provided by the CARES Act, people experiencing homelessness cannot be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services funded with ESG grants provided under the CARES Act. Accordingly, 24 CFR 576.401(e) does not apply to the extent the assistance is provided with CARES Act funding to people who qualified as homeless at the start of that assistance.

**Justification:** HUD originally waived this requirement for 2-months on March 31, 2020. Recipients are continuing to report limited staff capacity as staff members are home for a variety of reasons related to COVID-19 (e.g., quarantining, children home from school, working elsewhere in the community to manage the COVID-19 response). In addition, not all program participants have capacity to meet via phone or internet. Waiving the monthly case management requirement as specified below will allow recipients to provide case management on an as needed basis and reduce the possible spread and harm of COVID-19.

**Applicability:** This waiver is in effect for an additional three months beginning on March 31, 2020.

Restriction of Rental Assistance to Units with Rent at or Below FMR

<b>Requirement:</b>	Restriction of rental assistance to units with rent at or below FMR.
<b>Citation:</b>	24 CFR 576.106(d)(1)
<b>Explanation:</b>	Under 24 CFR 576.106(d)(1), rental assistance cannot be provided unless the total rent is equal to or less than the FMR established by HUD, as provided under 24 CFR Part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
<b>Justification:</b>	Quickly moving people into permanent housing is especially critical in preventing the spread of COVID-19. Waiving the limit on rental assistance to rents that are equal to or less than the FMR, established by HUD, will assist recipients and subrecipients in more quickly locating additional units to house individuals and families experiencing homelessness.
<b>Applicability:</b>	The FMR restriction is waived for any individual or family receiving Rapid Re-housing or Homelessness Prevention assistance who executes a lease for a unit during the 6-month period beginning on the date of this memorandum. The ESG recipient or subrecipient must still ensure that the units in which ESG assistance is provided to these individuals and families meet the rent reasonableness standard.

[Availability of Waivers of CPD Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 \(March 31, 2020\)](#)

[Availability of Waivers of Community Planning and Development \(CPD\) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19](#)

[Availability of Additional Waivers for Community Planning and Development \(CPD\) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 \(May 22, 2020\)](#)

---

## HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

---

[HOME COVID-19 guidance](#) and the necessary statutory suspensions and regulatory waivers to enable HOME participating jurisdictions (PJs) affected by the Coronavirus Disease 2019 (COVID-19) pandemic to use HOME funds to address immediate housing needs and to help prevent spread of the virus. This is divided into two sections. Section I addresses PJs located in areas covered by a major disaster declaration made under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). Section II describes regulatory waivers available to all HOME PJs, not just those included in a major disaster declaration. Provisions that are not specifically suspended or waived remain in full effect.

CPD Field Offices shall inform PJs of the availability of these suspensions and waivers. A PJ that intends to implement the HOME statutory suspensions and/or regulatory waivers identified below, must send written notification via e-mail to the CPD Division in its local HUD Field Office before it implements the waiver or suspension. This written notification must identify which suspensions and/or waivers the PJ plans to use.

### Waiver and Suspension Authority

Section 290 of the Cranston-Gonzalez National Affordable Housing Act of 1990 (NAHA), as amended, authorizes HUD to suspend HOME statutory requirements to assist PJs in addressing the damage in an area for which the President has issued a major disaster declaration under Title IV of the Stafford Act and to assist them in disaster recovery.

Upon determination of good cause, in accordance with 24 CFR 5.110, HUD may waive regulatory provisions subject to statutory limitations. These provisions provide HUD the authority to make waiver determinations for the HOME program.

### Section I: Statutory Suspensions and Regulatory Waivers Available Only to Major Disaster Areas

Pursuant to the authority provided in Section 290 of NAHA and 24 CFR 5.110, I hereby find good cause, as stated in the justifications that follow, to suspend the statutory provisions and waive the related regulatory provisions described below for PJs covered by a major disaster declaration under Title IV of the Stafford Act as a result of the COVID-19 pandemic. These suspensions and waivers are also available to any PJ that receives a major disaster declaration related to the COVID-19 pandemic after the date of this memo. These suspensions and waivers are intended to provide maximum administrative flexibility to PJs and better assist low-and very low-income households as they deal with the effects of the COVID-19 pandemic.

### 10% Administration and Planning Cap

<b>Requirement:</b>	Limitation on the Use of HOME Funds for Administrative Costs
<b>Citations:</b>	Section 212(c) of NAHA and 24 CFR 92.207
<b>Explanation:</b>	These provisions limit the amount of HOME funds that a PJ may use for administrative and planning costs associated with its HOME award. A PJ may expend up to 10 percent of its annual HOME allocation, plus any program income received, for administrative and planning costs. These provisions are suspended to enable the PJ to expend up to 25 percent of its FY 2019 and FY 2020 allocations and program income received for administrative and planning costs.
<b>Justification:</b>	This suspension is required to provide the PJ adequate funds to pay for the increased cost of administering HOME-related activities to address the effects of COVID-19, including attempts

15

Annual Action Plan  
2021

104

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

142

OMB Control No: 2506-0117 (exp. 09/30/2021)

to prevent the spread of the virus. The suspension is also intended to relieve the PJ of the burden of identifying other general funds to pay HOME administrative and planning costs at a time when the State and local tax revenues that provide general operating revenue are decreasing.

**Applicability:** This suspension and waiver applies to the FY 2019 and FY 2020 HOME allocations of PJs that are covered by a major disaster declaration.

#### CHDO Set-aside Requirement

**Requirement:** Set-aside for Community Housing Development Organizations (CHDOs)

**Citations:** Section 231 of NAHA and 24 CFR 92.300(a),1

**Explanation:** These provisions establish a set-aside for CHDOs. The PJ must use 15 percent of each annual allocation of HOME funds only for housing owned, developed, or sponsored by CHDOs.

**Justification:** The suspension and waiver are required to relieve the PJ of requirements that may impede the obligation and use of funds to expeditiously assist families affected by the COVID-19 pandemic. Suspension of the CHDO set-aside will immediately make additional HOME funds available for activities such as tenant-based rental assistance for which CHDO set-aside funds cannot be used.

**Applicability:** The CHDO set-aside requirement is reduced to zero percent for the fiscal year 2017, 2018, 2019, and 2020 allocations of State and local PJs.

#### Limits and Conditions on CHDO Operating Expense Assistance

**Requirement:** Operating Assistance for Community Housing Development Organizations (CHDOs)

**Citations:** Section 212(g) and 234(b) of NAHA; 24 CFR 92.208 and 24 CFR 92.300(e) and (f)

**Explanation:** Section 212(g) of NAHA and 24 CFR 92.208 limit the amount of CHDO operating assistance that a PJ may provide to 5% of each annual HOME allocation. Section 234(b) of NAHA and 24 CFR 92.300(f) limit the amount of CHDO operating assistance, in combination with certain other forms of assistance, that each CHDO may receive to the greater of 50% of its annual operating budget or \$50,000. 24 CFR 92.300(e) requires a CHDO receiving operating assistance that is not currently receiving CHDO set-aside funding for a specific project must be expected to receive such funding within 24 months.

These statutory provisions are suspended and regulatory provisions are waived to permit a PJ to provide up to 10% of its FY 2019 and FY 2020 HOME allocations as operating assistance to CHDOs and to permit a CHDO to receive funding to fill operating budget shortfalls, even if the amount exceeds the higher of \$50,000 or 50% of its annual operating budget. Furthermore, PJs will not be required to include a provision in the written agreement with the CHDO that the CHDO is expected to receive CHDO set-aside funds within 24 months of receiving the additional operating assistance, as required in 24 CFR 92.300(e).

**Justification:** The suspension and waiver of these requirements is required to ensure that CHDOs are able to maintain operations and retain staff capacity to own, develop and sponsor housing with CHDO set-aside funds to serve communities impacted by the COVID-19 pandemic

16

**Applicability:** PJs in areas covered by a major disaster declaration may use up to 10% of their FY 2019 and FY 2020 allocations for CHDO operating assistance. A CHDO receiving increased operating assistance must use the assistance to maintain organizational capacity during the COVID-19 pandemic. CHDOs may receive increased operating assistance under these suspensions and waivers through June 30, 2021.

**Matching Contribution Requirement**

**Requirement:** Reduction of Matching Contributions

**Citation:** 24 CFR 92.218 and 92.222(b)

**Explanation:** The provisions of 24 CFR 92.218 and 24 CFR 92.222(b) require all HOME PJs to contribute throughout the fiscal year to housing that qualifies as affordable housing under the HOME program. The contributions must total no less than 25 percent of the HOME funds drawn from the PJ's HOME Investment Trust Fund Treasury account. The COVID-19 pandemic has drastically reduced economic activity, reducing state and local tax revenues and placing financial strain on PJs as they deliver urgently needed public health, emergency housing, education, community and social services. Reducing the matching requirement for PJs in areas covered by a major disaster declaration by 100 percent for FY 2020 and FY 2021 will ease the economic burden on PJs and eliminate the need for them to identify other sources of match for HOME activities.

**Justification:** Given the urgent housing and economic needs created by COVID-19, and the substantial financial impact the PJ will face in addressing those needs, waiver of these regulations will relieve the PJ from the need to identify and provide matching contributions to HOME projects.

**Applicability:** This match reduction applies to funds expended by a PJ located in Presidentially declared-disaster area between October 1, 2019 and September 30, 2021.

**Section II: Regulatory Waivers Available to All Participating Jurisdictions**

The following regulatory waivers are available to all PJs, not just those PJs covered by a major disaster declaration under Title IV of the Stafford Act. Pursuant to the authority provided in 24 CFR 5.110, I hereby waive the HOME regulatory requirements specified below for all HOME PJs.

**Citizen Participation Reasonable Notice and Opportunity to Comment**

**Citation:** 24 CFR 91.105(c)(2) and (k) (Local governments), 24 CFR 91.115(c)(2) and (i) (States), and, 24 CFR 91.235(e) (Insular areas) 24 CFR 91.401 (Consortia)

**Explanation:** The regulations at 24 CFR 91.105(c)(2) and (k) (Local governments), 24 CFR 91.115(c)(2) and (i) (States), 24 CFR 91.235(e) (Insular Areas), and 24 CFR 91.401 (Consortia) set forth the citizen participation requirements for PJs. For substantial amendments to the consolidated plan, the regulations require the PJ to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given. This waiver will permit PJs amending their plans as a result of the COVID-19 pandemic to reduce the comment period to 5 days.

**Justification:** Given the unprecedented economic disruptions caused by the COVID-19 pandemic, PJs may need to expeditiously reprogram HOME funds to activities that more directly meet their immediate housing needs, including reprogramming funds to cover increased administrative

costs or away from other development activities. Requiring these PJs to complete the required public comment period would cause undue delays in the face of urgent and growing need. PJs must have the ability to respond immediately to the unprecedented housing need caused by the COVID-19 pandemic.

**Applicability:** This waiver is in effect for any necessary substantial amendments to FY 2020 and earlier consolidated plans or action plans.

#### Income Documentation

**Requirement:** Source Documentation for Income Determinations

**Citations:** 24 CFR 92.203(a)(1) and (2), 24 CFR 92.64(a) (Insular Areas)

**Explanation:** These sections of the HOME regulation require initial income determinations for HOME beneficiaries by examining source documents covering the most recent two months. 24 CFR 92.64(a) applies these requirements to Insular Areas.

**Justification:** This waiver permits the PJ to use self-certification of income, as provided at §92.203(a)(1)(ii), in lieu of source documentation to determine eligibility for HOME assistance of persons requiring emergency assistance related to COVID-19. Many families affected by actions taken to reduce the spread of COVID-19, such as business closures resulting in loss of employment or lay-offs, will not have documentation that accurately reflects current income and will not be able to qualify for HOME assistance if the requirement remains effective.

**Applicability:** The waiver applies to individuals and families that have lost employment or income either permanently or temporarily due to the COVID-19 pandemic and who are applying for admission to a HOME rental unit or a HOME tenant-based rental assistance program. This waiver also applies to homeless individuals and families who are applying for admission to a HOME rental unit or a HOME tenant-based rental assistance program. Timely provision of this assistance will reduce the spread of COVID-19.

If a PJ chooses to use this waiver availability, the PJ must ensure that self-certified income takes into consideration all income, including any unemployment and emergency benefits the applicant will receive. However, for purposes of an applicant's self-certification, emergency tax relief (commonly referred to as stimulus payments) is not to be included as an emergency benefit. Also, the PJ must arrange to conduct on-site rent and income reviews within 90 days after the waiver period. The PJ must include tenant income certifications in each project file. This waiver remains in effect through December 31, 2020.

#### On-Site Inspections of HOME-assisted Rental Housing

**Requirement:** Ongoing Periodic Inspections of HOME-assisted Rental Housing

**Citation:** 24 CFR 92.504(d)(1)(ii) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** These provisions require that during the period of affordability PJs perform on-site inspections of HOME-assisted rental housing to determine compliance with the property standards at §92.251 and to verify the information submitted by the owners in accordance with the income and rent requirements of §92.252. On-site inspections must occur at least once every three

18

Annual Action Plan  
2021

107

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

145

OMB Control No: 2506-0117 (exp. 09/30/2021)

years during the period of affordability. 24 CFR 92.64(a) applies these requirements to Insular Areas.

**Justification:** Waiving the requirement to perform ongoing on-site inspections will help protect PJ staff and limit the spread of COVID-19. To protect PJ staff and reduce the spread of COVID-19, this waiver extends the timeframe for PJs to perform on-site reviews to determine a HOME rental project's compliance with rent and income requirements if the project owner is unable to make the documentation available electronically.

**Applicability:** The waiver is applicable to ongoing periodic inspections and does not waive the requirement to perform initial inspections of rental properties upon completion of construction or rehabilitation. The waiver is in effect through December 31, 2020. Within 120 days of the end of this waiver period, PJs must physically inspect units that would have been subject to HQS inspections during the waiver period.

#### Annual Inspection of Units Occupied by Recipients of HOME Tenant-Based Rental Assistance (TBRA)

**Requirement:** Annual Inspections of TBRA Units

**Citation:** 24 CFR 92.504(d)(1)(iii); 24 CFR 92.209(i) requirement for annual re-inspections. 24 CFR 92.64(a) (Insular Areas)

**Explanation:** These provisions require PJs to annually inspect each unit occupied by a recipient of HOME TBRA. 24 CFR 92.64(a) applies these requirements to Insular Areas.

**Justification:** Waiving the requirement that these annual inspections be performed according to schedule will protect the health of both inspectors and TBRA tenants by observing physical distancing recommendations to limit the spread of COVID-19.

**Applicability:** The waiver is applicable to annual HQS re-inspections required to occur from the date of this memorandum through December 31, 2020. At the end of this waiver period, PJs must inspect units that would have been subject to HQS inspections during the waiver period within 90 days of the expiration of the waiver. In addition, PJs shall make reasonable efforts to address any tenant-reported health and safety issues during the waiver period.

#### Four-Year Project Completion Requirement

**Requirement:** Four-Year Project Completion Deadline

**Citation:** 24 CFR 92.205(e)(2) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** The provision requires that projects assisted with HOME funds be completed within 4 years of the date that HOME funds were committed. If the project is not complete, in accordance with the definition of "project completion" at 24 CFR 92.2, by the deadline, the project is involuntarily terminated in HUD's Integrated Data Information System (IDIS), and the PJ must repay all funds invested in the project. The regulations permit a PJ to request an extension of the deadline for up to one-year. 24 CFR 92.64(a) applies these requirements to Insular Areas.

19

Annual Action Plan  
2021

108

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

146

OMB Control No: 2506-0117 (exp. 09/30/2021)

**Justification:** This waiver is necessary to provide additional time to permit completion of HOME-assisted projects that may be delayed as a result of the impact of COVID-19 on project timelines. These delays may occur as a result of worker illnesses or efforts to reduce the spread of COVID-19, such as smaller construction crews or delays in local permitting or inspections due to government office closures.

**Applicability:** This waiver applies to projects for which the 4-year project completion deadline will occur on or after the date of this memorandum. The completion deadlines for covered projects are extended to December 31, 2020.

**Nine-Month Deadline for Sale of Homebuyer Units**

**Requirement:** Qualification as Affordable Housing: Homeownership

**Citation:** 24 CFR 92.254(a)(3) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** This provision requires that a homebuyer housing unit developed with HOME funds have a ratified contract for sale to an eligible homebuyer within 9 months of the date of completion of construction or rehabilitation. If there is no ratified sales contract with an eligible homebuyer within 9 months of completion of construction or rehabilitation, the housing must be rented to an eligible tenant in accordance with §92.252. 24 CFR 92.64(a) applies these requirements to Insular Areas.

**Justification:** Many PJs will not be able to meet this deadline due to the effect the COVID-19 pandemic will have on the ability of eligible households to qualify for mortgages due to income losses or to schedule inspections, titles searches, or closings during periods of business closures. The waiver is necessary to prevent the loss of homeownership opportunities for HOME-eligible families and temporarily suspend the required corrective actions of repayment of HOME funds or conversion of the homebuyer units to rental housing.

**Applicability:** The waiver applies to projects for which the 9-month homebuyer sale deadline occurs on or after the date of this memorandum and extends the deadline for those projects to December 31, 2020. This waiver does not apply to the remaining requirements of the regulation, including that a homebuyer must receive housing counseling, and that a PJ must determine eligibility of a family by including the income of all persons living in the housing.

**Use of HOME Funds for Operating Reserves for Troubled HOME Projects**

**Requirement:** Troubled HOME Projects

**Citations:** 24 CFR 92.210(a) and (b) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** 24 CFR 92.210 establishes provisions to permit HOME rental projects that are not financially viable (i.e., projects for which operating costs significantly exceed operating revenue) to be preserved through the use of HOME funds to recapitalize project reserves. 24 CFR 92.210(a) requires HUD to review market needs, available resources, and the likelihood of long-term viability of the project before approving this use of HOME funds. 24 CFR 92.210(b) requires a written memorandum of agreement between HUD and the PJ as a precondition of this funding and certain limitations on the amount of funding. 24 CFR 92.64(a) applies these requirements to Insular Areas.

20

**Justification:** The waiver is necessary to enable PJs to take rapid action to preserve the financial viability of HOME-assisted affordable rental projects currently under a HOME period of affordability. Because existing tenants in HOME units may be unable to meet their rent obligations due to the economic impact of the COVID-19 pandemic, HOME rental projects may experience operating deficits due to the sudden decrease in rental revenue

**Applicability:** The waiver applies to HOME-assisted rental projects currently within the period of affordability established in the HOME written agreement. PJs will not be required to obtain HUD approval or execute a memorandum of agreement with HUD before providing this assistance. PJs may only exercise this waiver authority when the project owner agrees to forego: 1) any distributions of residual receipts resulting from the project throughout the waiver period and for a period of 6 months thereafter; 2) any right under the existing lease agreement or State or local law to pursue legal action against tenants of HOME-assisted units for non-payment of rent and the collection of any fees associated with late payments without prior approval of the PJ; and 3) any adverse credit reporting against tenants of HOME-assisted units for nonpayment of rent or fees without prior approval of the PJ

The PJ may provide additional HOME funds to recapitalize operating deficit reserves for HOME-assisted rental projects if the PJ determines that the project is experiencing operating deficits related to the economic effects of the COVID-19 pandemic during the waiver period. The PJ may only provide this assistance to projects experiencing operating deficits that will not be covered by insurance or other sources (e.g., other private, local, state, or federal funds)

The maximum amount of HOME assistance that may be provided is equal to the total of the project's operating expenses, previously scheduled payments to a replacement reserve, and actual debt service (excluding debt service of loans in forbearance) multiplied by the proportionate share of HOME-assisted units to the total number of units in the project for the period beginning on April 1, 2020 and ending on December 31, 2020. Project operating expenses may be demonstrated by one of the following:

- The Owner's most recent year to date financials for the project;
- Certified project-level accounting records covering the most recent 3 months; and
- Copies of project-level bank statements covering the most recent 3 months.

Project operating expenses may also be adjusted due to COVID-19-related expenditures and foregone expenses due to social distancing measures and other COVID-19-related impacts. An owner may demonstrate these expenses with recent receipts, copies of work orders, revised budgets that have been certified by the project owner as true, accurate representations of current expenditures.

In order to take advantage of this waiver, PJs must amend the HOME written agreement with the project owner to include the amount of HOME funds that will be provided to an operating reserve (i.e., the proportion of total costs attributable to HOME units as described in the paragraph above), the costs eligible to be paid with HOME funds in the operating reserve (i.e., operating expenses, scheduled payments to a replacement reserve, and qualifying debt service), and the documentation the PJ is required to maintain to demonstrate the allowable amounts and eligibility of costs paid with the HOME funds in the operative reserve.

21

Annual Action Plan  
2021

110

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

148

OMB Control No: 2506-0117 (exp. 09/30/2021)

The written agreement must specify that the owner must forego: 1) any distributions of residual receipts during the period this waiver is in effect and for a period of 6 months thereafter; 2) any right under the existing lease agreement or State or local law to pursue legal action against tenants of HOME-assisted units for non-payment of rent and the collection of any fees associated with late payments without prior approval of the PJ; and 3) any adverse credit reporting against tenants of HOME-assisted units for nonpayment of rent or fees without prior approval of the PJ.

Within 6 months following the waiver period, the PJ must review the project's records of actual revenue and operating expenses, total amount of HOME funds expended from the operating reserve, and the eligibility of expenses by examining invoices and receipts. The written agreement must require the project owner to repay any expenditures for costs determined to be ineligible and any balance of HOME funds remaining in the reserve after December 31, 2020. Any HOME funds repaid to the PJ must be deposited in the local HOME account and reported as program income in IDIS.

The waiver is effective through December 31, 2020.

**Timeframe for a Participating Jurisdiction's Response to Findings of Noncompliance**

<b>Requirement:</b>	Corrective and Remedial Actions
<b>Citations:</b>	24 CFR 92.551(b)(1) and 24 CFR 92.64(a) (Insular Areas)
<b>Explanation:</b>	24 CFR 92.551(b)(1) requires that if HUD determines preliminarily that a PJ has not met a provision of the HOME regulations, the PJ must be notified and given an opportunity to respond within a time period prescribed by HUD, not to exceed 30 days. 24 CFR 92.64(a) applies this requirement to Insular Areas.
<b>Justification:</b>	The waiver is necessary to permit HUD to provide a PJ with an extended period to respond to findings of noncompliance in recognition of the unanticipated circumstances created by the COVID-19 pandemic. While HUD must continue its oversight function for the HOME Program, requiring PJs to respond to all findings of noncompliance within 30 days may interfere with a PJ's ability to address the unprecedented housing needs caused by the COVID-19 pandemic.
<b>Applicability:</b>	The waiver applies to all findings of noncompliance with the HOME regulations issued from the date of this memorandum through December 31, 2020. In the notice of findings, HUD will specify a time period for the PJ's response based on the nature of the noncompliance and required corrective action(s). HUD may also, upon request by the PJ, extend time periods imposed before the date of this memorandum.

[Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID-19 Pandemic](#)

---

**HOME-ASSISTED TENANT-BASED RENTAL ASSISTANCE (TBRA) FOR  
EMERGENCY AND SHORT-TERM ASSISTANCE**

---

**HOME – TBRA – Suspensions and Regulatory Waivers**

Guidance and the necessary statutory suspensions and regulatory waivers to enable HOME participating jurisdictions (PJs) affected by the Coronavirus Disease 2019 (COVID-19) pandemic to use HOME tenant-based rental assistance (TBRA) funds to facilitate urgent housing assistance to the communities and families experiencing financial hardship. It is divided into two sections. Section I addresses PJs located in the areas covered by a major disaster declaration made under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). Section II describes regulatory waivers available to all HOME PJs not just those PJs included in a major disaster declaration. Provisions that are not specifically suspended or waived remain in full effect.

While HOME program funds are primarily a resource for the physical development of affordable housing, the Department recognizes that the COVID-19 pandemic has caused widespread economic damage and created an unprecedented need for housing assistance among individuals and families directly affected by these unanticipated economic changes. The suspensions and waivers provided will allow PJs to use HOME funds for TBRA to individuals and families experiencing financial hardship as a result of the COVID-19 pandemic, including 1) providing immediate rental assistance to individuals and families seeking housing, 2) assisting households that have housing but face reduced or lost wages, and 3) assisting existing TBRA families that need additional assistance due to reduced or lost wages.

CPD Field Offices shall inform PJs of the availability of these suspensions and waivers. A PJ that intends to implement the HOME statutory suspensions and/or regulatory waivers identified below must send written notification via e-mail to the CPD Division in its local HUD Field Office before it implements the waiver and/or suspension. This written notification must identify which suspensions and/or waivers the PJ plans to use.

**Waiver and Suspension Authority**

Section 290 of the Cranston-Gonzalez National Affordable Housing Act of 1990 (NAHA), as amended, authorizes HUD to suspend, respectively, HOME statutory requirements to assist PJs in addressing the damage in an area for which the President has issued a major disaster declaration under Title IV of the Stafford Act and to assist them in disaster recovery.

Upon determination of good cause, in accordance with 24 CFR 5.110, HUD may waive regulatory provisions subject to statutory limitations. These provisions provide HUD the authority to make waiver determinations for the HOME program.

**Section I: Statutory Suspensions and Regulatory Waivers Available Only to Major Disaster Areas**  
Pursuant to the authority provided in Section 290 of NAHA and 24 CFR 5.110, I hereby find good cause, as stated in the justifications that follow, to suspend HOME statutory requirements and waive related regulatory requirements specified below for PJs covered by a major disaster declaration under the Title IV of the Stafford Act as a result of the COVID-19 pandemic.

Consolidated Plan – HOME Certification, Analysis of Local Market Conditions, and Citizen Participation

<b>Citations:</b>	Section 212(a)(3)(A)(i) of NAHA and 24 CFR 92.209(b) 24 CFR 91.105(c)(2) and (k), 24 CFR 91.215(b)(1) and (e) and 24 CFR 91.225(d)(1) (Local governments), 24 CFR 91.115(c)(2) and (i), 24 CFR 91.315(b)(1) and (e) and 24 CFR 91.325(d)(1) (States), 24 CFR 91.401, 24 CFR 91.415 and 24 CFR 91.425(2)(i) (Consortia), and 24 CFR 91.235(e) and 24 CFR 92.61 (Insular Areas)
<b>Explanation:</b>	<p>Section 212(a)(3)(A)(i) of NAHA requires that a PJ that intends to use HOME funds for TBRA certify that the provision of such assistance is an essential part of its Consolidated Plan based on an analysis of local market conditions. This requirement is codified in 24 CFR 92.209(b) and for Insular Areas 24 CFR 92.61, as well as in the Consolidated Submissions for Community Planning and Development Programs regulations at 24 CFR 91.215(b)(1) and (e) and 91.225(d)(1) (for local governments), 24 CFR 91.315(b)(1) and (e) and 91.325(d)(1) (for States), and 24 CFR 91.415 and 91.425(2)(i) (for Consortia). When amending its Consolidated Plan, a PJ must follow the citizen participation plan it developed and adopted in accordance with 24 CFR 91.105(c)(2) and (k) (for local governments), 24 CFR 91.115(c)(2) and (i) (for States), 24 CFR 91.235(e) (Insular Areas), and 24 CFR 91.401 (for Consortia). The citizen participation plan must provide citizens with reasonable notice and an opportunity to comment. The citizen participation plan must state how reasonable notice and an opportunity to comment will be given and provide a period of not less than 30 calendar days to allow citizens to submit comments.</p> <p>This suspension will eliminate: 1) the requirement for PJs to amend their Consolidated Plans to include or revise an analysis of local market conditions before implementing a TBRA program; and 2) the requirement that PJs certify that the use of HOME funds for TBRA is an essential element of the Consolidated Plan and that it has conducted an analysis of local needs. PJs that choose to use HOME TBRA to address the urgent housing needs resulting from the COVID-19 pandemic may do so by amending their Annual Action Plan to reflect the use of HOME funds for TBRA without meeting these requirements.</p>
<b>Justification:</b>	Given the unprecedented economic disruptions and associated job losses caused by the COVID-19 pandemic, there is an urgent need for TBRA assistance in communities across the country. Requiring PJs to conduct an analysis of local market conditions, amend their Consolidated Plan, and complete the required public comment period would cause undue delays in commencing TBRA programs to address the urgent and growing need. PJs must have the ability to respond immediately to the unprecedented housing needs created by the COVID-19 pandemic.
<b>Applicability:</b>	This suspension and regulatory waiver is applicable to a PJ's current 5-year Consolidated Plan and any Consolidated/Action Plans being amended to reprogram funds to TBRA to address housing needs related to the COVID-19 pandemic.

24

Annual Action Plan  
2021

113

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

151

OMB Control No: 2506-0117 (exp. 09/30/2021)

Tenant Selection and Targeted Assistance

<b>Citation:</b>	Section 212(a)(3)(A)(ii) of NAHA, 24 CFR 92.209(c) and 24 CFR 92.64(a) (Insular Areas)
<b>Explanation:</b>	Section 212(a)(3)(A)(ii) of NAHA requires a PI to establish written tenant selection criteria for its TBRA program. In accordance with 24 CFR 92.209(c), or 24 CFR 92.64(a) for Insular Areas, those criteria must be consistent with the local housing needs and priorities established in the PI's Consolidated Plan. This suspension will eliminate the need for PJs to develop or revise written tenant selection criteria and will allow PJs to assist individuals requiring immediate housing assistance as a result of the COVID-19 pandemic.
<b>Justification:</b>	Given the sudden onset and severe effects of the COVID-19 pandemic, PJs could not anticipate the urgent, widespread housing needs created by the pandemic or reflect those needs and priorities in the Consolidated Plan. Suspending this provision will provide PJs with greater flexibility to expeditiously use TBRA as a resource to assist individuals and families affected by the COVID-19 pandemic.
<b>Applicability:</b>	Suspending Section 212(a)(3)(A)(ii) of NAHA and waiving 24 CFR 92.209(c) and 24 CFR 92.64(a) for Insular Areas eliminates the requirement for PJs to establish new or revise existing tenant selection criteria for the HOME TBRA program. The statutory suspension and regulatory waiver are in effect through December 31, 2020, for TBRA provided in response to the COVID-19 pandemic. However, a PJ must document its criteria for selecting individuals and families to be assisted by the TBRA program.

Section II: Regulatory Waivers Available to All Participating Jurisdictions

The following regulatory waivers are available to all PJs, not just those PJs covered by a major disaster declaration under Title IV of the Stafford Act. Pursuant to the authority provided in 24 CFR 5.110, I hereby waive the HOME regulatory requirements specified below for all HOME PJs.

Citizen Participation Reasonable Notice and Opportunity to Comment

<b>Citation:</b>	24 CFR 91.105(c)(2) and (k) (Local governments), 24 CFR 91.115(c)(2) and (i) (States), 24 CFR 91.235(e) (Insular Areas), and 24 CFR 91.401 (Consortia)
<b>Explanation:</b>	The regulations at 24 CFR 91.105(c)(2) and (k) (Local governments), 24 CFR 91.115(c)(2) and (i) (States), 24 CFR 91.235(e) (Insular Areas), and 24 CFR 91.401 (Consortia) set forth the citizen participation requirements for PJs. For substantial amendments to the Consolidated Plan, the regulations require the PJ to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given. This waiver will permit PJs amending their plans as a result of the COVID-19 pandemic to reduce the comment period to 5 days.
<b>Justification:</b>	Given the unprecedented economic disruptions caused by the COVID-19 pandemic, the need for this type of assistance in communities across the country is clear. Requiring these PJs to complete the required public comment period would cause undue delays in commencing TBRA programs to address an urgent and growing need. PJs must have the ability to respond immediately to the unprecedented housing need caused by the COVID-19 pandemic.
<b>Applicability:</b>	This waiver applies to any approved Annual Action Plan being amended to reprogram funds to TBRA to address housing needs related to the COVID-19 pandemic.

25

Rent Reasonableness

<b>Citations:</b>	24 CFR 92.209(f) and 24 CFR 92.64(a) (Insular Areas)
<b>Explanation:</b>	In accordance with the HOME regulations at 24 CFR 92.209(f), a PJ must disapprove a lease if the rent is not reasonable, based on an assessment of rents charged for comparable unassisted rental units. The HOME regulations at 24 CFR 92.64(a) applies this requirement to Insular Areas. This waiver will permit PJs to provide immediate rental assistance to individuals and families seeking housing and assist individuals and families that have housing but are experiencing reduced or lost wages, without requiring an assessment of rents charged for comparable unassisted rental units.
<b>Justification:</b>	Given the unprecedented need for rental assistance for individuals facing financial hardship during the pandemic, requiring PJs to conduct a rent comparison prior to providing rental assistance presents an undue administrative burden. PJs must focus on providing immediate housing for income-eligible individuals currently not in stable housing, as well as assistance to income-eligible individuals that currently have housing, but are unable to pay rent and/or utilities due to lost or reduced wages. In the latter case, some households affected by sudden economic disruptions may be occupying housing with rents that would exceed a PJ's established rent reasonableness standard. Without this waiver, those households could not be assisted with HOME TBRA.
<b>Applicability:</b>	This waiver is applicable to TBRA provided to individuals and tenant households experiencing financial hardship because of a reduction or loss of income. This requirement is waived through December 31, 2020, for TBRA provided in response to the COVID-19 pandemic. PJs using this waiver authority must execute a rental assistance contract with the owner or tenant.

Eligible Tenant-based Rental Assistance Costs and Maximum TBRA Subsidy

<b>Citation:</b>	24 CFR 92.209(a) and (h) and 24 CFR 92.64(a) (Insular Areas)
<b>Explanation:</b>	<p>The HOME regulations at 24 CFR 92.209(a) state that eligible TBRA costs include rental assistance and security deposit payments made to income-eligible households. PJs can also use HOME funds to provide utility deposit assistance if such assistance is provided in conjunction with TBRA or a security deposit payment. The amount of monthly utility costs included in HOME TBRA is limited by the utility allowance established by the PJ for its TBRA program, irrespective of whether those utilities are paid by the landlord or the tenant.</p> <p>In accordance with 24 CFR 92.209(h), the maximum amount of monthly assistance a PJ may pay to, or on behalf of, a tenant, may not exceed the difference between the PJ's rent standard and 30 percent of the tenant's monthly adjusted income. The PJ must establish a minimum tenant contribution to rent, and a rent standard that is based on local market conditions or the subsidy standards under the Section 8 Housing Choice Voucher Program. The HOME regulations at 24 CFR 92.64(a) apply these requirements to Insular Areas.</p> <p>This waiver will allow PJs to pay the full cost of monthly utilities in addition to rental assistance and security deposit payments for new and existing TBRA families affected by the COVID-19 pandemic. PJs may provide up to 100 percent subsidy for rent, security deposit payments, and utility bills paid by tenants affected by a reduction or loss of income from the COVID-19 pandemic. The waiver also eliminates the need for the PJ to establish utility allowances for different types and sizes of units for its TBRA program, which eliminates a significant administrative burden.</p>

26

**Justification:** The COVID-19 pandemic has caused widespread loss or reduction of income, significantly affecting the financial stability of households, including existing TBRA families, and rendering many unable to pay rent and/or utilities. Households must be able to maintain the basic utilities required to ensure housing remains safe and sanitary. Permitting PJs to use HOME funds to pay for utilities will enable affected households to maintain decent, safe and sanitary housing, which necessarily requires electricity, water, and/or gas service during the pandemic.

As individuals experience financial hardship, the amount of assistance required to ensure they remain housed will often exceed the PJ's payment standard. In addition, individuals may be unable to pay the PJ's minimum required tenant contribution toward rent. Requiring PJ's to establish or revise payment standards and the minimum tenant contribution to rent policies in the current emergency would be burdensome and delay the provision of TBRA in response to the pandemic.

**Applicability:** This waiver is applicable to TBRA provided to individuals or families experiencing financial hardship, including existing TBRA families that have experienced a loss or reduction in income due to the COVID-19 pandemic. This requirement is waived through December 31, 2020, for rental assistance provided in response to the COVID-19 pandemic. PJs using this waiver authority must execute a rental assistance contract with the owner or tenant for a term mutually agreed upon by all parties, but not to exceed the December 31, 2020, waiver period. The PJ may make utility payments directly to the tenant or utility company based on utility bills submitted for the assisted unit, either by mail or electronically.

**Term of Rental Assistance Contract**

**Citation:** 24 CFR 209(e) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** The HOME regulations at 24 CFR 209(e) state that the term of the rental assistance contract must begin on the first day of the term of the lease. For a rental assistance contract between a PJ and an owner, the term of the contract must terminate upon termination of the lease. For a rental assistance contract between a PJ and a family, the term of the contract is not required to terminate upon the termination of the lease, but no payments may be made after lease termination until the family executes a new lease. The HOME regulations at 24 CFR 92.64(a) apply these requirements to Insular Areas. This waiver eliminates the requirement that the rental assistance contract must begin on the first day of the term of lease.

**Justification:** This waiver is necessary to enable PJs to assist tenants that are currently housed, including existing TBRA households, but have experienced sudden financial hardship as a result of the COVID-19 pandemic. Because affected households already have an executed lease, it is impossible for the TBRA contract to begin on the first day of the term of the lease.

**Applicability:** This requirement is waived through December 31, 2020, for TBRA provided in response to the COVID-19 pandemic. The PJ's requirement to execute a rental assistance contract with the owner or tenant is not waived. PJs using this waiver authority must execute a rental assistance contract with the owner or tenant for a term mutually agreed upon by all parties, but not to exceed the December 31, 2020, waiver period.

Tenant Protections – Lease

**Citation:** 24 CFR 92.209(g) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** The HOME regulations at 24 CFR 92.209(g) require that each HOME-assisted tenant have a lease that complies with the tenant protection requirements of 24 CFR 92.253(a) and (b). In accordance with 24 CFR 92.253(a), there must be a lease between the tenant and the owner of rental housing assisted with HOME TBRA. The lease must have a term of not less than one year, unless both parties mutually agree to a shorter period. The lease cannot contain any of the prohibited lease terms defined in 24 CFR 92.253(b). The HOME regulations at 24 CFR 92.64(a) apply these requirements to Insular Areas. This waiver will permit PJs to assist individuals currently housed but facing financial hardship, where an executed lease is already in place.

**Justification:** During the COVID-19 pandemic, PJs may assist individuals that are already in rental units but are unable to pay rent and/or utilities due to job loss or reduced wages. These individuals already have an executed lease that may include one or more of the prohibited lease terms included in 24 CFR 92.253(b). Requiring PJs to immediately execute or amend leases creates an undue administrative burden and may disqualify some in-place tenants from receiving TBRA.

**Applicability:** In response to the COVID-19 pandemic, the requirement that a tenant assisted by TBRA have a lease that complies with the requirements of 24 CFR 92.253(a) and (b) is waived through December 31, 2020, for rental assistance provided to tenants already housed who have an executed lease. PJs using this waiver authority are required to execute a rental assistance contract with the tenant for a term mutually agreed upon by all parties, but not to exceed the waiver period ending on December 31, 2020. PJs must still comply with all VAWA requirements contained in 24 CFR 92.359 by including, at a minimum, a lease addendum that addresses all VAWA requirements.

Housing Quality Standards

**Citation:** 24 CFR 92.209(i) and 24 CFR 92.64(a) (Insular Areas)

**Explanation:** The HOME regulations at 24 CFR 92.209(i) require that all housing occupied by households receiving HOME TBRA must meet the housing quality standards (HQS) at 24 CFR 982.401. The PJ is required to inspect the unit for compliance prior to occupancy and annually thereafter. The HOME regulations at 24 CFR 92.64(a) apply these requirements to Insular Areas. This waiver will permit the PJ to rapidly house or assist individuals affected by the COVID-19 pandemic without requiring an initial HQS inspection.

**Justification:** The COVID-19 pandemic has created an unprecedented need for rental assistance for tenant households facing financial hardship. PJs must act quickly to address these needs and requiring HQS inspections of all units where HOME TBRA assistance is provided would create an administrative burden and reduce PJs' ability to respond timely to the housing needs created by the pandemic. In addition, requiring initial HQS inspections would increase housing inspectors' risk of contracting or spreading the COVID-19 virus.

**Applicability:** This waiver is applicable to TBRA provided to tenant households experiencing financial hardship. This requirement is waived through December 31, 2020, for rental assistance provided in response to the COVID-19 pandemic. The lead-safe housing requirements of 24 CFR part 35, subpart M, made applicable to units leased by recipients of HOME TBRA by the HOME

28

regulation at 24 CFR 92.355, cannot be waived. Consequently, units built before 1978 must undergo visual evaluation and paint repair in accordance with 24 CFR Part 35, subpart M. PJs using this waiver authority must establish procedures to minimize the risk that tenants are in housing that does not meet HQS, as well as procedures for conducting physical inspections within 120 days following the end of the December 31, 2020, waiver period.

**Annual Inspection of Units Occupied by Recipients of HOME TBRA**

- Citation:** 24 CFR 92.504(d)(1)(iii); 24 CFR 92.209(i) and 24 CFR 92.64(a) (Insular Areas)
- Explanation:** Provisions require PJs to annually inspect each unit occupied by a recipient of HOME TBRA.
- Justification:** Waiving the requirement that these annual inspections be performed according to schedule will protect the health of both inspectors and tenants by observing physical distancing recommendations to limit the spread of COVID-19.
- Applicability:** The waiver applies to annual HQS re-inspections required to occur from the date of this memo through December 31, 2020. Within 120 days of the end of this waiver period, PJs must physically inspect units that would have been subject to HQS inspections during the waiver period.

**Income Determinations**

- Citations:** 24 CFR 92.203(a)(2) and 24 CFR 92.64(a) (Insular Areas)  
The HOME regulations at 24 CFR 92.203(a)(2) require the PJ to determine a TBRA tenant's annual income by examining at least 2 months of source documentation evidencing income and projecting anticipated income forward for the next 12 months. The HOME regulations at 24 CFR 92.64(a) apply these requirements to Insular Areas. This waiver will permit PJs to follow the regulations at 24 CFR 92.203(a)(1)(ii) in lieu of requiring a review of source documentation. The HOME regulations at 24 CFR 92.203(a)(1)(iii) allow the PJ to obtain a written statement of the amount of the family's anticipated annual income and household size, along with a certification that the information is complete and accurate.
- Justification:** Given the rapid and unanticipated economic disruptions caused by the COVID-19 pandemic, source documentation from the past two months may not reflect the current financial circumstances of many households. Requiring PJs to determine an individual's annual income using source documentation would be administratively burdensome, may not reflect current or anticipated income, and may result in individuals or families being incorrectly disqualified from receiving TBRA.
- Applicability:** This waiver is applicable to TBRA provided to individuals or families experiencing financial hardship. This requirement is waived through December 31, 2020, for rental assistance provided in response to the COVID-19 pandemic. The PJ must ensure that the tenant's self-certification indicates how the tenant's financial situation has changed, (i.e., job loss or reduced wages), and includes all income, including any unemployment or emergency benefits received by the tenant as a result of the pandemic. However, for purposes of a tenant's self-certification, emergency tax relief (commonly referred to as stimulus payments) should not be included as an emergency benefit. The PJ must include tenant income certifications in each project file.

[Suspensions and Waivers to Facilitate Use of HOME-Assisted TBRA for Emergency and Short-term Assistance in Response to COVID-19 Pandemic](#)

## HOME Investment Partnerships Program FAQs

These frequently asked questions (FAQs) provide guidance on Section 4024 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act which imposes a temporary moratorium on evictions.

View [HOME Investment Partnerships Program \(HOME\) Frequently Asked Questions \(FAQs\)](#) on the [HOME landing page](#).

In addition, these documents contain HOME FAQs organized by topic.

[HOME FAQs - All](#)

[HOME FAQs - Broadband Infrastructure](#)

[HOME FAQs - Community Housing Development Organization](#)

[HOME FAQs - COVID-19 & CARES Act](#)

[HOME FAQs - Cross Cutting Requirements](#)

[HOME FAQs - Homebuyer Housing](#)

[HOME FAQs - Homeowner Rehabilitation](#)

[HOME FAQs - Planning and Coordination](#)

[HOME FAQs - Program Requirements](#)

[HOME FAQs - Rental Housing](#)

[HOME FAQs - Tenant-based Rental Assistance](#)

[HOME FAQs - Underwriting and Project Selection](#)

<https://www.hudexchange.info/onecpd/assets/File/HOME-FAQs-COVID-19.pdf>

---

## *HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)*

---

### SUMMARY:

- [HOPWA Guidance for COVID-19 can be found here.](#)
- \$65 million appropriation, of which:
  - Not less than \$50 million for formula grants (using same data elements as 2020 formula);
  - Up to \$10 million for competitive grants (for existing grantees providing permanent supportive housing, in proportionate share to existing grants; not required to spend funds on permanent supportive housing); and
  - Up to 2 percent for technical assistance (via increase to prior awards of existing technical assistance providers)
- the authority to provide housing assistance payments for rent, mortgage, utilities for up to 24 months;
- the authority to use funds to self-isolate, quarantine, or provide other CDC-recommended infection control services for household members not living with HIV/AIDS;
- the authority to use funds to provide relocation services (including lodging at hotels, motels, or other locations) for persons living with HIV/AIDS and household members not living with HIV/AIDS

30

Annual Action Plan  
2021

119

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

157

OMB Control No: 2506-0117 (exp. 09/30/2021)

## HOPWA (Housing Opportunities for Persons with AIDS) Mega Waiver

### Self-Certification of Income and Credible Information on HIV Status

<b>Requirement:</b>	Source Documentation for Income and HIV Status Determinations.
<b>Citation:</b>	24 CFR 574.530, Recordkeeping
<b>Explanation:</b>	Each grantee must maintain records to document compliance with HOPWA requirements, which includes determining the eligibility of a family to receive HOPWA assistance.
<b>Justification:</b>	This waiver will permit HOPWA grantees and project sponsors to rely upon a family member's self-certification of income and credible information on their HIV status (such as knowledge of their HIV-related medical care) in lieu of source documentation to determine eligibility for HOPWA assistance of families and grantees affected by COVID-19.
<b>Applicability:</b>	Eligibility is restricted to a low-income person who is living with HIV/AIDS and the family of such person. This waiver is in effect for recipients who require written certification of the household seeking assistance of their HIV status and income, and agree to obtain source documentation of HIV status and income eligibility within 3 months of public health officials determining no additional special measures are necessary to prevent the spread of COVID-19.

### FMR Rent Standard

<b>Requirement:</b>	Rent Standard for HOPWA Rental Assistance
<b>Citation:</b>	24 CFR 574.320(a)(2), Rent Standard
<b>Explanation:</b>	Grantees must establish rent standards for their rental assistance programs based on FMR (Fair Market Rent) or the HUD-approved community-wide exception rent for unit size. Generally, the rental assistance payment may not exceed the difference between the rent standard and 30 percent of the family's adjusted income.
<b>Justification:</b>	<p>This waiver of the FMR rent standard limit permits HOPWA grantees to establish rent standards, by unit size, that are reasonable, and based upon rents being charged for comparable unassisted units in the area, taking into account the location, size, type, quality, amenities, facilities, management and maintenance of each unit. Grantees, however, are required to ensure the reasonableness of rent charged for a unit in accordance with §574.320(a)(3).</p> <p>This waiver is required to expedite efforts to identify suitable housing units for rent to HOPWA beneficiaries and HOPWA-eligible families that have been affected by COVID-19, and to provide assistance to families that must rent units at rates that exceed the HOPWA grantee's normal rent standard as calculated in accordance with §574.320(a)(2).</p>
<b>Applicability:</b>	Such rent standards may be used for up to one year beginning on the date of this memorandum may be used for up to one year beginning on the date of this memorandum.

31

Annual Action Plan  
2021

120

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

158

OMB Control No: 2506-0117 (exp. 09/30/2021)

Property Standards for HOPWA

<b>Requirement:</b>	Property Standards for HOPWA
<b>Citation:</b>	24 CFR 574.310(b), Housing Quality Standards
<b>Explanation:</b>	This section of the HOPWA regulations provides that all housing assisted with acquisition, rehabilitation, conversion, lease, or repair; new construction of single room occupancy dwellings and community residences; project or tenant-based rental assistance; or operating costs must meet the applicable housing quality standards outlined in the regulations.
<b>Justification:</b>	This waiver is required to enable grantees and project sponsors to expeditiously meet the critical housing needs of the many eligible families that have been affected by COVID-19 while also minimizing the spread of coronavirus.
<b>Applicability:</b>	This waiver is in effect for one year beginning on the date of this memorandum for grantees and project sponsors that are able to meet the following criteria: <ul style="list-style-type: none"><li>a. The grantee or project sponsor is able to visually inspect the unit using technology, such as video streaming, to ensure the unit meets HQS before any assistance is provided; and</li><li>b. The grantee or project sponsor has written policies to physically reinspect the unit after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.</li></ul>

Property Standards for TBRA

<b>Requirement:</b>	Property Standards for Tenant-Based Rental Assistance (TBRA)
<b>Citation:</b>	24 CFR 574.310(b), Housing Quality Standards
<b>Explanation:</b>	This section of the HOPWA regulations provides that units occupied by recipients of HOPWA TBRA meet the Housing Quality Standards (HQS) established in this section.
<b>Justification:</b>	This waiver is required to enable grantees and project sponsors to expeditiously meet the critical housing needs of the many eligible families that have been affected by COVID-19 while also minimizing the spread of the coronavirus.
<b>Applicability:</b>	This waiver is in effect for one year beginning on the date of this memorandum for recipients and project sponsors that are able to meet the following criteria: <ul style="list-style-type: none"><li>a. The recipient or project sponsor is able to visually inspect the unit using technology, such as video streaming, to ensure the unit meets HQS before any assistance is provided; and</li><li>b. The recipient or subrecipient has written policies to physically re-inspect the unit after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.</li></ul>

32

Annual Action Plan  
2021

121

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

159

OMB Control No: 2506-0117 (exp. 09/30/2021)

Space and Security

**Requirement:** Adequate Space and Security.

**Citation:** 24 CFR 574.310(b)(2)(iii), Space and security

**Explanation:** This section of the HOPWA regulations provide that each resident must be afforded adequate space and security for themselves and their belongings.

**Justification:** This waiver is required to enable grantees and project sponsors operating housing facilities and shared housing arrangements the flexibility to use optional appropriate spaces for quarantine services of eligible households affected by COVID-19. Optional spaces may include the placement of families in a hotel/motel room where family members may be required to utilize the same space not allowing for adequate space and security for themselves and their belongings.

**Applicability:** This space and security requirement is waived for grantees addressing appropriate quarantine space for affected eligible households during the allotted quarantined time frame recommended by local health care professionals.

Time Limits for Short-Term Housing Facilities and Short-Term Rent, Mortgage, and Utility Payments

**Requirement:** Time Limits for Short-Term Supported Housing

**Citation:** 24 CFR 574.330(a)(1), Time Limits

**Explanation:** A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-month period. Short-Term Rent, Mortgage, and Utility (STRMU) payments to prevent the homelessness of the tenant or mortgagor of a dwelling may not be provided for costs accruing over a period of more than 21 weeks in any 52-week period.

**Justification:** This waiver is required to prevent homelessness or discharge to unstable housing situations for households residing in short-term housing facilities or units assisted with STRMU if permanent housing cannot be achieved within the time limits specified in the regulation.

**Applicability:** On an individual household basis, grantees or project sponsors may assist eligible households for a period that exceeds the time limits specified in the regulations. A short-term supported housing facility may provide residence to any individual for a period of up to 120 days in a six-month period. STRMU payments to prevent the homelessness of the tenant or mortgagor of a dwelling may be provided for costs accruing up to 52 weeks in a 52-week period.

This waiver is in effect for one year beginning on the date of this memorandum for grantees and project sponsors that are able to meet the following criteria:

B. The grantee or project sponsor documents that a good faith effort has been made on an individual household basis to assist the household to achieve permanent housing within the time limits specified in the regulations but that financial needs and/or health and safety concerns have prevented the household from doing so; and

33

- b. The grantee or project sponsor has written policies and procedures outlining efforts to regularly reassess the needs of assisted households as well as processes for granting extensions based on documented financial needs and/or health and safety concerns.

[Availability of Waivers of Community Planning and Development \(CPD\) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19](#)

[Availability of Additional Waivers for Community Planning and Development \(CPD\) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 \(May 22, 2020\)](#)

[HUD COVID-19 Resources and Fact Sheets](#)

## HOPWA Program Flexibilities

### CARES Act Instructions and Related Flexibilities for HOPWA

The purpose of this [notice](#) is to provide instructions for implementing the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, provisions to the Housing Opportunities for Persons With AIDS (HOPWA) program, and provide additional information for HOPWA grantees and project sponsors related to coronavirus disease 2019 (COVID-19) response.

The CARES Act includes \$65 million in supplemental grant funding for the HOPWA program that the Department will distribute in the following manner:

- \$53.7 million will be allocated to formula grantees using the same data elements from the statutory allocation formula (42 U.S.C. § 12903) used to determine FY 2020 HOPWA formula allocations.
- \$10 million in additional one-time, non-renewable funding will be allocated to HOPWA permanent supportive housing competitive grantees that were initially funded with appropriated funds from FY 2010 or earlier and are currently administering grant awards. The supplemental grant funding will be allocated to such competitive renewal grantees in a manner proportionate to their existing grants.
- \$1.3 million in funding will be awarded, without competition, to increase prior awards made to existing HOPWA technical assistance (TA) providers. The purpose of the TA funding is to provide an immediate increase in capacity building and TA available to grantees.

### Eligible Activities

#### A. General

The supplemental grant funds authorized under the CARES Act are to be used as additional funding to maintain operations, and for rental assistance, supportive services, and other necessary actions, in order to prevent, prepare for, and respond to COVID-19.

These funds may be used to provide the eligible HOPWA activities identified at 24 CFR Part 574, so long as these funds are used for activities that are consistent with grantees' community needs for COVID-19 preparedness and response, as discussed more fully below. In order to protect persons living with HIV/AIDS, the CARES Act provides

34

Annual Action Plan  
2021

123

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

161

OMB Control No: 2506-0117 (exp. 09/30/2021)

that the supplemental grant funds may be used to self-isolate, quarantine, or provide other coronavirus infection control services as recommended by the Centers for Disease Control and Prevention for household members not living with HIV/AIDS.

Grantees may consider using the supplemental grant funds authorized under the CARES Act for activities such as:

- Stays at hotels, motels, or other locations to self-isolate, quarantine, or provide other infection control for HOPWA-eligible individuals or their family members (See Section III.D);
- Providing transportation services for eligible households to access medical care, supplies, and food or to commute to places of employment;
- Assisting HOPWA-eligible households in accessing essential services and supplies such as food, medications, medical care, personal protective equipment (PPE) and information;
- Providing nutrition services for eligible households in the form of food banks, groceries, and meal deliveries;
- Educating assisted households on ways to reduce the risk of contracting or spreading COVID-19 to others; and
- Costs related to infection control measures such as cleaning and disinfectant supplies, gloves, PPE, and other safety-related supplies for staff and assisted households.

As provided by the CARES Act, these supplemental funds may be used to cover or reimburse allowable costs as of the date a grantee or project sponsor began preparing for coronavirus, which HUD shall presume to be no earlier than January 21, 2020 – the date the first confirmed case was reported in the United States according to the Centers for Disease Control and Prevention (CDC). Grantees and project sponsors must maintain documentation demonstrating when they began preparing for COVID-19, such as notes on formal planning meetings or calls, and must maintain documentation to support any costs incurred by the recipient that the recipient plans to cover or reimburse with CARES Act grant funding.

Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), prohibits the duplication of benefits for programs that provide financial assistance to people or entities suffering losses as a result of a Federally-declared disaster or emergency. The duplication of benefits occurs when Federal financial assistance is provided to a person or entity through a program to address losses resulting from a Federally-declared emergency or disaster, and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs. HOPWA grantees must establish and maintain adequate procedures to prevent any duplication of benefits with CARES Act funds. HUD will issue additional guidance to facilitate compliance with this requirement.

#### B. Administrative Costs

The CARES Act provides that a grantee may use up to six (6) percent of the supplemental grant funding received under the CARES Act for administrative purposes, and a project sponsor may use up to ten (10) percent of its subaward under the CARES Act for administrative purposes. The administrative cost limits for grantees and project sponsors specified in the CARES Act are only applicable to the supplemental grant funds received under the CARES Act and to any portion of a grantee's FY 2020 formula funds that have been approved under its Annual Action Plan (AAP) for allowable activities to prevent, prepare for, and respond to the COVID-19 pandemic as described in section V of this Notice. All other HOPWA awards remain subject to 42 U.S.C. § 12905(g), which limits costs for administrative expenses to three (3) percent of the grant amount for grantees and seven (7) percent of the amount received by project sponsors.

35

Annual Action Plan  
2021

124

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

162

OMB Control No: 2506-0117 (exp. 09/30/2021)

#### C. Short-Term Rent, Mortgage, and Utility Assistance

The CARES Act provides that the supplemental grant funding may be used to provide short-term rent, mortgage, and utility (STRMU) assistance payments to prevent homelessness of a tenant or mortgagor of a dwelling for a period of up to 24 months. The 24-month limit on STRMU assistance specified by the CARES Act is only applicable to the supplemental grant funds received under the CARES Act and any portion of a grantee's FY 2020 formula funds that have been approved under its Annual Action Plan (AAP) for allowable activities to prevent, prepare for, and respond to the COVID-19 pandemic as described in section V of this Notice. STRMU assistance provided under all other HOPWA awards remains subject to 42 U.S.C. § 12907(b)(3)(B), which limits STRMU assistance to a period of no more than 21 weeks of any 52-week period.

Although the CARES Act increases the term limit on STRMU assistance in 42 U.S.C. § 12907(b)(3)(B) to 24 months, the other provisions related to STRMU in § 12907 remain unchanged and in effect for the supplemental grant funds received under the CARES Act. This includes the provisions that assistance with rent, mortgage, and utility payments be provided in a manner appropriate to maintain the assisted household in their residence; and that each assisted household be provided the opportunity to receive case management services from appropriate social service agencies (see 42 U.S.C. § 12907(b)(5) and (6)).

#### D. Hotel/Motel Stays

The supplemental grant funding provided under the CARES Act and any portion of a grantee's FY 2020 formula funds that have been approved under its Annual Action Plan (AAP) for allowable activities to prevent, prepare for, and respond to the COVID-19 pandemic as described in section V of this Notice may be used to pay for relocation services including lodging at hotels, motels, or other locations for eligible persons living with HIV/AIDS as well as household members who are not living with HIV/AIDS. Such funding may also be used to lodge one or more household members who may need to temporarily isolate from other members of the household. Members of households that currently reside in HOPWA-subsidized units are not precluded from receiving additional assistance for hotel/motel stays if isolation is needed.

HUD recommends that grantees and project sponsors limit hotel/motel stays to no more than 60 days in a six-month period, with exceptions related to COVID-19 related health and safety concerns. Grantees should ensure they have policies in place regarding hotel/motel stays that detail time limits as well as processes for granting extensions based on documented household health and safety concerns in accordance with CDC guidance, if needed.

#### Using HOPWA Program Funds for Infectious Disease Preparedness and Response

This resource below describes how Housing Opportunities for Persons With AIDS (HOPWA) grantees and project sponsors may use HOPWA funds to prepare for and respond to infectious diseases such as the coronavirus disease 2019 (COVID-19).

#### Using HOPWA Program Funds for Infectious Disease Preparedness and Response

#### Formula Grant Agreement Execution

Formula grantees will sign a grant agreement in order to accept the supplemental grant funds from HUD. Each Field Office will inform their respective grantees of the process for executing the grant agreement.

36

Annual Action Plan  
2021

125

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

163

OMB Control No: 2506-0117 (exp. 09/30/2021)

#### Consolidated Plan Amendments for Formula Grantees

HUD is waiving 24 CFR 91.505(c) -Amendments to the Consolidated Plan- to the extent necessary to require submission of the substantial amendment to HUD for review in accordance with this Notice. To receive its supplemental CARES Act grant allocation, a grantee must submit to HUD for review a signed standard federal form SF-424, SF-424D, the certifications at 24 CFR 91.225(a) and (e) or 24 CFR 91.325(a) and (e), and a substantial FY 2019 Action Plan amendment meeting the requirements of 24 CFR part 91 and this Notice. HUD recommends that the substantial amendment and other required documents be received by HUD within 15 business days of publication of this Notice.

HUD has waived 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) to the extent necessary to allow the grantee to provide no fewer than 5 calendar days for citizen comment (rather than 30 days) for its consolidated plan substantial amendment (see Section XII of this Notice). Grantees should post the approved substantial amendment on its official website along with a summary of citizen comments received within the comment period.

Each substantial amendment submitted to HUD will be subject to the review process set forth in 24 CFR 91.500. HUD intends to expedite its review.

If the substantial amendment is not disapproved, both HUD and the grantee will sign the grant agreement and then HUD will establish the grantee's line of credit in the amount of funds included in the FY 2019 Action Plan substantial amendment, up to the allocation amount.

HUD is exercising its authority under the CARES Act to allow HOPWA formula grantees to use a portion of their FY 2020 allocations on allowable activities to prevent, prepare for, and respond to COVID-19, including the provision of PPE, provided such activities are identified and approved in their FY 2020 AAPs and that all CARES Act funding has been expended. Grantees with previously approved FY 2020 AAPs that are interested in using a portion of their FY 2020 formula funds to prevent, prepare for, and respond to COVID-19 may amend such AAPs and resubmit for approval. All FY 2020 formula funds used for COVID-19 response will receive the same benefits and flexibilities as the CARES Act funding described in sections III.B, III.C, and III.D of this Notice.

#### Competitive Grant Agreement Execution

Competitive grantees will sign a grant agreement in order to accept the supplemental grant funds from HUD. Within 15 business days of the publication of this Notice, each competitive grantee is expected to submit a brief description of planned uses for the supplemental grant funds to the Office of HIV/AIDS Housing (OHH) at HUD headquarters via the HOPWA email box at [HOPWA@HUD.gov](mailto:HOPWA@HUD.gov).

This brief description should list the type and amount of each eligible activity the grantee anticipates undertaking with the funding, the process that will take place to carry out the work quickly, and how eligible households will access the assistance during any period of time the grantee's main operations are closed due to local public health department directive. Each grantee must also include a completed HOPWA budget form HUD-40110-B and completed forms SF-424 and SF-424D in its submission.

HUD will review the descriptive packages in accordance with the following process:

- HUD will expedite its approval or disapproval of the descriptive packages;
- HUD recommends that jurisdictions with disapproved descriptions revise and resubmit within 15 business days after HUD sends the first notification of its disapproval; and

37

Annual Action Plan  
2021

126

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

164

OMB Control No: 2506-0117 (exp. 09/30/2021)

- HUD will expedite its approval or disapproval of the revised descriptions after receiving the resubmission.

OHH will forward approved submissions to respective field offices and inform field offices when the grant agreement may move forward for execution. Local HUD field offices will inform their respective grantees of the process for executing the grant agreement after the grantee description is submitted, reviewed, and approved by OHH.

#### Expectations for Competitive Grantees

Competitive grantees are expected to continue implementing their current grant as approved. The supplemental grant funding provided under the CARES Act is not required to be spent on permanent supportive housing activities, but rather can be used for eligible activities under 24 CFR part 574, in accordance with the CARES Act and as set forth in section III.A of this Notice that are necessary actions in order to prevent, prepare for, and respond to COVID-19.

#### Project Sponsor Agreements

Grantees are expected to execute new or amend existing project sponsor agreements for the supplemental funds within fourteen calendar (14) days of execution of the formula or competitive grant agreements. The selection of project sponsors under the HOPWA program is not subject to the procurement requirements of 2 CFR part 200, subpart D (see 24 CFR 574.3).

#### Technical Assistance

The TA funding provided under the CARES Act will be used for the development of webinars, resource guides, and other TA materials to assist grantees in administering the supplemental grant funds and implementing activities related to COVID-19 preparedness and response. Grantees in need of individualized TA related to responding to COVID-19 or regular HOPWA program administration should submit a TA request via the "Request Program Assistance" webpage on the HUD Exchange portal: <https://www.hudexchange.info/program-support/technical-assistance/>. In the TA request submission process select "HOPWA: Housing Opportunities for Persons With AIDS" as the topic and write "Health Preparedness and Response" in the subject line.

#### Reporting

HOPWA grantees that accept the supplemental grant funding authorized under the CARES Act will be required to report on the activities undertaken with such funding. Consistent with 24 CFR 574.520, grantees will report information to HUD on the use of the supplemental grant funds, including the number of individuals assisted and the types of assistance provided. This information will be reported in the HOPWA Consolidated Annual Performance and Evaluation Report (Form HUD-40110-D) for formula grantees or HOPWA Annual Progress Report (Form HUD-40110-C) for competitive grantees, or similar combined data collection instrument to be specified by HUD.

24 CFR 91.520 requires HOPWA formula grantees to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD within 90 days after the close of the grantee's program year. The HOPWA Grant Agreement requires competitive grantees to submit an Annual Progress Report (APR) in accordance with 24 CFR 574.520(b) within 90 days of the end of each 12-month operating period. Any HOPWA grantee with a CAPER or APR due to HUD within six months of the date of this Notice may have up to a 90-day extension to submit their reports. The extension will allow a grantee to submit their APR or CAPER within 180 days of the end of their program or operating year. Grantees that wish to utilize the extension should submit an email to [HOPWA@hud.gov](mailto:HOPWA@hud.gov) and notify the grantee's local HUD Field Office.

38

Annual Action Plan  
2021

127

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

165

OMB Control No: 2506-0117 (exp. 09/30/2021)

#### Additional CARES Act Reporting

Section 15011 of the CARES Act requires that recipients of \$150,000 or more of CARES Act funding submit, not later than 10 days after the end of each calendar quarter, a report containing information regarding the amount of funds received; the amount of funds obligated or expended for each project or activity; a detailed list of all such projects or activities, including a description of the project or activity; and detailed information on any subcontracts or subgrants awarded by the recipient. As outlined in the Office of Management and Budget (OMB) memorandum, M20-21, existing reporting requirements are anticipated to meet the requirements of Section 15011, but the content and format for this reporting is still under development and will need to be reviewed against current program practices. The Department will work in coordination with OMB to ensure that this requirement can be fulfilled by recipients of CARES Act funding in a manner that utilizes to the greatest extent possible existing reporting streams, providing the necessary transparency and accountability with minimal additional burden. If additional reporting is necessary, further guidance will be released by the Department in the near future.

#### Waivers

HUD issued a memorandum providing regulatory waivers of certain HOPWA and other CPD program requirements to prevent the spread of COVID-19 and provide additional supports to eligible individuals and families who are economically impacted by COVID-19. The memorandum is available online at: [https://www.hud.gov/sites/dfiles/CPD/documents/COVID-19 Mega Waiver 03-31-2020.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/COVID-19%20Mega%20Waiver%2003-31-2020.pdf).

The memorandum includes a simplified notification process for grantees to use the waiver flexibility to expedite the delivery of assistance. Grantees wishing to utilize any of the waivers provided in the memorandum should notify their local CPD Director, by email to their COVID-19 specific email address, of their intent to utilize a specific waiver flexibility two days before they anticipate using the waiver flexibility.

Additionally, it is expected that the Department will issue further waivers addressing identified needs by grantees and guidance on the administrative flexibilities provided under Office of Management and Budget (OMB) Memo M-20-17. These waivers will be made available online at: [https://www.hud.gov/program\\_offices/comm\\_planning/hopwa\\_covid-19](https://www.hud.gov/program_offices/comm_planning/hopwa_covid-19).

Regulatory waiver flexibilities offered by HUD specific to the use of amounts in the HOPWA program in response to the COVID-19 pandemic may be deemed effective as of the date a grantee began preparing for coronavirus, which HUD shall presume to be no earlier than January 21, 2020 – the date the first confirmed case was reported in the United States according to the CDC. Grantees and project sponsors must maintain documentation demonstrating when the recipient began preparing for COVID-19, such as notes on formal planning meetings or calls, and must maintain documentation to support any costs incurred by the recipient that the recipient plans to cover or reimburse with CARES Act grant funding.

Flexibilities and Plan Amendment Waiver for HOPWA Funds Used to Support Coronavirus Response All Grantees of ESG-CV, ESG Grants (FY 2020 and older), and HOPWA-CV and All CPD Field Office Directors

39

Annual Action Plan  
2021

128

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

166

OMB Control No: 2506-0117 (exp. 09/30/2021)

Materials Posted: Infectious Disease Preparedness Guidance for Homeless Assistance Providers  
HUD posted the following Centers for Disease Control and Prevention (CDC) guidance and Technical Assistance (TA) materials on the [HUD Exchange Disease Risks and Homelessness Page](#):

- [CDC: Interim Guidance for Homeless Service Providers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Questions to Assist CoCs and Public Health Authorities to Limit the Spread of Infectious Disease in Homeless Programs](#)
- [Specific Considerations for Public Health Authorities to Limit Infection Risk Among People Experiencing Homelessness](#)
- [Eligible ESG costs for Infectious Disease Preparedness](#)

Families and individuals experiencing homelessness are more vulnerable to infectious diseases due to lack of access to primary care, mobility, and poor health status from extended episodes of homelessness. HUD strongly encourages Continuums of Care (CoCs) to contact local public health departments, Healthcare for the Homeless agencies, and other local health partners to ensure the unique needs and opportunities related to the homeless service system are incorporated. CoCs can take steps now to develop preparedness and response plans to protect against infection.

#### Further Information

All questions related to this Notice should be directed to the "HOPWA Ask A Question" portal available online at <https://www.hudexchange.info/program-support/my-question/>. In Step 2 of the question submission process, select "HOPWA: Housing Opportunities for Persons With AIDS" from the "My question is related to" drop down list and write "Health Preparedness and Response" in the subject line.

40

Annual Action Plan  
2021

129

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

167

OMB Control No: 2506-0117 (exp. 09/30/2021)

---

## CONTINUUM OF CARE PROGRAM (CoC)

---

### CoC – Mega Waiver

#### Fair Market Rent for Individual Units and Leasing Costs

<b>Requirement:</b>	Rent payments for individual units with leasing dollars may not exceed Fair Market Rent (FMR).
<b>Citation:</b>	24 CFR 578.49(b)(2)
<b>Explanation:</b>	The CoC Program regulation at 24 CFR 578.49(b)(2) prohibits a recipient from using grant funds for leasing to pay above FMR when leasing individual units, even if the rent is reasonable when compared to other similar, unassisted units.
<b>Justification:</b>	Waiving the limit on using grant leasing funds to pay above FMR for individual units above FMR, but not greater than the reasonable rent will assist recipients in locating additional units to house individuals and families experiencing homelessness and reduce the spread and harm of COVID-19.
<b>Applicability:</b>	The FMR restriction is waived for any lease executed by a recipient or subrecipient to provide transitional or permanent supportive housing during the 6-month period beginning on the date of this memorandum. The affected recipient or subrecipient must still ensure that rent paid for individual units that are leased with CoC Program leasing dollars meet the rent reasonableness standard in 24 CFR 578.49(b)(2).

#### Disability Documentation for Permanent Supportive Housing (PSH)

<b>Requirement:</b>	A recipient providing PSH must serve individual and families where one member of the household has a qualifying disability (for dedicated projects and DedicatedPlus projects that individual must be the head of household). Further, the recipient must document a qualifying disability of one of the household members. When documentation of disability is the intake worker's observation, the regulation requires the recipient to obtain additional confirming evidence within 45 days.
<b>Citation:</b>	24 CFR 578.103(a) and 24 CFR 578.103(a)(4)(i)(B)
<b>Explanation:</b>	24 CFR 578.103(a) requires recipients to maintain records providing evidence they met program requirements and 24 CFR 578.103(a)(4)(i)(B) establishes the requirements for documenting disability for individuals and families that meet the "chronically homeless" definition in 24 CFR 578.3. Acceptable evidence of disability includes intake staff recorded observations of disability that, no later than 45 days from the application for assistance, is confirmed and accompanied by evidence in paragraphs  24 CFR 578.103(a)(4)(i)(B)(1), (2), (3), or (5). HUD is waiving the requirement to obtain additional evidence.
<b>Justification:</b>	Waiving 24 CFR 578.103(a)(4)(i)(B)(4) as specified below will allow recipients to house people by relying on intake staff-recorded observation of disability while providing recipients' intake staff with additional time to confirm the disability. This will help households with observed

41

Annual Action Plan  
2021

130

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

168

OMB Control No: 2506-0117 (exp. 09/30/2021)

disabilities to be housed quickly and obtain the necessary documentation once healthcare workers are no longer inundated by COVID-19 responses.

**Applicability:** The requirement that intake staff-recorded observation of disability be confirmed and accompanied by other evidence no later than 45 days from the application for assistance documentation requirement is waived for any program participants admitted into PSH funded by the CoC Program for the 6-month period beginning on the date of this memorandum.

**Note:** For the purposes of individuals and families housed in PSH from the date of this memorandum until public health officials determine no additional special measures are necessary to prevent the spread of COVID-19, a written certification by the individual seeking assistance that they have a qualifying disability is considered acceptable documentation approved by HUD under 24 CFR 578.103(a)(4)(i)(B)(5).

#### Limit on Eligible Housing Search and Counseling Services

**Requirement:** With respect to program participant's debts, 24 CFR 578.53(ed)(8)(ii)(B) only allows the costs of credit counseling, accessing a free personal credit report, and resolving personal credit issues. 24 CFR 578.53(d) limits the use of CoC Program funds for providing services to only those costs listed in the interim rule.

**Citation:** 24 CFR 578.53(e)(8)(ii)(B) and 578.53(d)

**Explanation:** 24 CFR 578.53(e)(8) allows recipients and subrecipients to use CoC funds to pay for housing search and counseling services to help eligible program participants locate, obtain, and retain suitable housing. For program participants whose debt problems make it difficult to obtain housing,

24 CFR 578.53(e)(8)(ii)(B) makes eligible the costs of credit counseling, accessing a free personal credit report, and resolving personal credit issues. However, payment of rental or utility arrears is not included as an eligible cost. 24 CFR 578.53(d) limits eligible supportive service costs to those explicitly listed in 24 CFR 578.53(e), which is a more limited list than is eligible under the McKinney-Vento Act.

**Justification:** Waiving the limitation of housing search and counseling eligible activities to allow recipients and subrecipients to pay for up to 6 months of rental arrears and 6 months of utility arrears will help recipients and subrecipients remove barriers to obtaining housing quickly and help reduce the spread and harm of COVID-19.

**Applicability:** The limitation on eligible housing search and counseling activities is waived so that CoC Program funds may be used for up to 6 months of a program participant's utility arrears and up to 6 months of program participant's rent arrears, when those arrears make it difficult to obtain housing. This waiver is in effect one-year beginning on the date of this memorandum.

#### Permanent Housing-Rapid Re-housing Monthly Case Management

**Requirement:** Recipients must require program participants of permanent housing – rapid rehousing projects to meet with a case manager at least monthly.

**Citation:** 24 CFR 578.37(a)(1)(ii)(F)

42

**Explanation:** The CoC Program interim rule at 24 CFR 578.37(a)(1)(ii)(F) requires program participants to meet with a case manager not less than once per month to assist them in ensuring long-term housing stability. The project is exempt from this requirement already if the Violence Against Women Act of 1994 (42 U.S.C. 13925 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits the recipient carrying out the project from making its housing conditional on the participant's acceptance of services.

**Justification:** HUD originally waived this requirement for 2-months beginning March 31, 2020. Recipients are continuing to report limited staff capacity as staff members are home for a variety of reasons related to COVID-19 (e.g., quarantining, children home from school, working elsewhere in the community to manage the COVID-19 response). In addition, not all program participants have capacity to meet via phone or internet. Waiving the monthly case management requirement as specified below will allow recipients to provide case management on an as-needed basis and reduce the possible spread and harm of COVID-19.

**Applicability:** This requirement in 24 CFR 578.37(a)(1)(ii)(F) that projects require program participants to meet with case managers not less than once per month is waived for all permanent housing- rapid re-housing projects for an additional three months beginning on the date of this memorandum.

Housing Quality Standards (HQS) – Initial Physical Inspection of Unit

**Requirement:** Recipients are required to physically inspect any unit supported with leasing or rental assistance funds to assure that the unit meets housing quality standards (HQS) before any assistance will be provided on behalf of a program participant.

**Citation:** 24 CFR 578.75(b)(1)

**Explanation:** 24 CFR 578.75(b)(1) requires that recipients or subrecipients physically inspect each unit to assure that it meets HQS before any assistance will be provided for that unit on behalf of a program participant.

**Justification:** Waiving the physical initial inspection requirement 24 CFR 578.75(b)(1) as specified below will allow recipients to help prevent the spread of COVID-19.

**Applicability:** This waiver of the requirement in 24 CFR 578.75(b)(1) that the recipient or subrecipient physically inspect each unit to assure that the unit meets HQS before providing assistance on behalf of a program participant is in effect for 6-months beginning on the date of this memorandum for recipients and subrecipients that are able to meet the following criteria:

- a. The recipient is able to visually inspect the unit using technology, such as video streaming, to ensure the unit meets HQS before any assistance is provided; and
- b. The recipient or subrecipient has written policies to physically re-inspect the unit within 3 months after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.

HQS – Re-Inspection of Units

**Requirement:** Recipients or subrecipients must inspect all units for which leasing or rental assistance funds are used, at least annually to ensure they continue to meet HQS.

**Citation:** 24 CFR 578.75(b)(2)

**Explanation:** 24 CFR 578.75(b)(2) requires that recipients or subrecipients are required to inspect all units supported by leasing or rental assistance funding under the CoC Program at least annually during the grant period to ensure the units continue to meet HQS.

**Justification:** Waiving the annual re-inspection 24 CFR 578.75(b)(2) requirement during this public health crisis as specified below will help allow recipients to prevent the spread of COVID-19.

**Applicability:** This requirement in 24 CFR 578(b)(2) is waived for 1-year beginning on the date of this memorandum.

**One-Year Lease Requirement**

**Requirement:** Program participants residing in PSH must be the tenant on a lease for a term of at least one year that is renewable and terminable for cause.

**Citation:** 24 CFR 578.3, definition of permanent housing, 24 CFR 578.51(i)(1)

**Explanation:** The CoC Program regulation at 24 CFR 578.3, definition of permanent housing, and 24 CFR 578.51(i)(1) requires program participants residing in permanent housing to be the tenant on a lease for a term of one year that is renewable and terminable for cause.

**Justification:** Waiving the one-year lease requirement as specified below will allow recipients to more quickly identify permanent housing for individuals and families experiencing homelessness, which is helpful in preventing the spread of COVID-19.

**Applicability:** The one-year lease requirement is waived for six-months beginning on the date of this memorandum, so long as the initial lease term of all leases is for more than one month.

**YHDP - Permanent Housing Rapid Re-housing Limit to 24 Months of Rental Assistance**

To the extent Youth Homelessness Demonstration Program (YHDP) grants are subject to the same requirements in 24 CFR part 578 that apply to grants provided under the CoC Program, the same waivers made available on March 31, 2020 for grants provided under the CoC Program are made available to YHDP grants for the same justifications and subject to the same conditions. Additionally, the following waivers are available to CoC Program and YHDP recipients.

**Permanent Housing Rapid Re-housing Limit to 24 Months of Rental Assistance**

**Requirement:** CoC Program funds may be used to provide short-term (up to 3 months) and/or medium-term (for 3 to 24 months) tenant-based rental assistance.

**Citation:** 24 CFR 578.37(a)(1)(ii), 24 CFR 578.37(a)(1)(ii)(C), and 24 CFR 578.51(a)(1)(i)

**Explanation:** The CoC Program regulation at 24 CFR 578.37(a)(1)(ii) and 24 CFR 578.51(a)(1)(i) defines medium-term rental assistance as 3 to 24 months and 578.37(a)(1)(ii) and 24 CFR 578.37(a)(1)(ii)(C) limits rental assistance in rapid re-housing projects to medium-term rental assistance, or no more than 24 months.

**Justification:** Waiving the limit on using rental assistance in rapid re-housing projects to pay more than 24 months will ensure that individuals and families currently receiving rapid re-housing assistance do not lose their assistance, and consequently their housing, during the COVID-19 public health

crisis and the subsequent economic downturn. This will reduce the spread and harm of COVID-19 by enabling affected program participants to continue to socially isolate in their housing.

**Applicability:** The 24-month rental assistance restriction is waived for program participants in a permanent housing rapid re-housing project who will have reached 24 months of rental assistance beginning on the date of this memorandum until a state or local public health official has determined special measures are no longer necessary to prevent the spread of COVID-19. Program participants who have reached 24 months of rental assistance during this time and who will not be able to afford their rent without additional rental assistance will be eligible to receive rental assistance until 3 months after a state or local public health official has determined that special measures are no longer necessary to prevent the spread of COVID-19.

Limit to be Eligible for DedicatedPLUS Project When Coming from Transitional Housing Being Eliminated

**Requirement:** To be eligible for a DedicatedPLUS project an individual or family must meet the criteria of DedicatedPLUS in the Notice of Funding Availability under which the grant was awarded. One of the possible criteria is residing in transitional housing that will be eliminated and meeting the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project.

**Citation:** Section III.C.3.f.(2) of the FY 2018 CoC Program Competition NOFA and Section III.C.2.g.(2) of the FY 2019 CoC Program Competition NOFA.

**Explanation:** Section III.C.3.f.(2) of the FY 2018 CoC Program Competition NOFA and Section III.C.2.g.(2) of the FY 2019 CoC Program Competition NOFA

define a DedicatedPLUS project as a PSH project where 100 percent of the beds are dedicated to serve individuals and families residing in one of six places at intake, including residing in a transitional housing project that will be eliminated.

**Justification:** Waiving the requirement within the definition of DedicatedPLUS project that the transitional housing project is being eliminated will expand permanent housing options available for people moving out of transitional housing and will make more transitional housing beds available to others who need it. Expanding permanent housing options for persons in transitional housing will assist in preventing the spread of COVID-19 by allowing more people to move off the streets and into transitional housing.

**Applicability:** The definition of DedicatedPLUS project is waived for DedicatedPLUS projects funded in the FY 2018 and FY 2019 CoC Program Competitions to allow these projects to serve individuals and families residing in transitional housing, whether it is being eliminated or not, as long as the individual or family met the definition of chronically homeless upon entry to the TH.

Assistance Available at Time of Renewal

**Requirement:** With respect to renewing CoC Program awards, 24 CFR 578.33(c) requires that assistance for a renewal period will be up to 100 percent of the amount available for supportive services and HMIS costs in the final year of the prior funding period, up to 100 percent of the amount for leasing and operating in the final year of the prior funding period adjusted in proportion to changes in FMR for the geographic area, and for rental assistance up to 100 percent of the result

45

of multiplying the number and unit size(s) in the grant agreement by the number of months in the grant agreement and the applicable FMR.

- Citation:** 24 CFR 578.33(c)
- Explanation:** 24 CFR 578.33(c) requires that budget line item amounts a recipient is awarded for renewal in the CoC Program Competition will be based on the amounts in the final year of the prior funding period for the project.
- Justification:** Waiving the requirement that the renewal grant amount is based on the budget line items in the final year of the grant being renewed will allow recipients to amend their budgets temporarily to address the needs of its program participants in responding to COVID-19 (e.g., providing different supportive services necessitated by the pandemic or serving fewer people because of the layout of the housing does not meet local social distancing recommendations) without changing the original design of the project when it is not operating in a public health crisis and can resume normal operations.
- Applicability:** The requirement that the renewal grant amount be based on the budget line items in the final year of the grant being renewed is waived for all projects that amend their grant agreement between March 31, 2020 and October 1, 2020 to move funds between budget line items in a project in response to the COVID-19 pandemic. Recipients may then apply in the next FY CoC Program Competition based on the budget line items in the grants before they were amended.
- Notification:** Recipients utilizing this waiver flexibility do not need to follow the notification process outlined in Attachment #1. Instead, HUD will consider any grant agreement amendment executed between March 31, 2020 and October 1, 2020 to move funds between budget line items in response to the COVID-19 pandemic as notification to HUD.

Permanent Housing-Rapid Re-housing Monthly Case Management

- Requirement:** Recipients must require program participants of permanent housing – rapid rehousing projects to meet with a case manager at least monthly.
- Citation:** 24 CFR 578.37(a)(1)(ii)(F)
- Explanation:** The CoC Program Interim rule at 24 CFR 578.37(a)(1)(ii)(F) requires program participants to meet with a case manager not less than once per month to assist them in ensuring long-term housing stability. The project is exempt from this requirement already if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant's acceptance of services.
- Justification:** HUD originally waived this requirement for 2-months beginning March 31, 2020. Recipients are continuing to report limited staff capacity as staff members are home for a variety of reasons related to COVID-19 (e.g., quarantining, children home from school, working elsewhere in the community to manage the COVID-19 response). In addition, not all program participants have capacity to meet via phone or internet. Waiving the monthly case management requirement as specified below will allow recipients to provide case management on an as-needed basis and reduce the possible spread and harm of COVID-19.

46

**Applicability:** This requirement in 24 CFR 578.37(a)(1)(ii)(F) that projects require program participants to meet with case managers not less than once per month is waived for all permanent housing- rapid re-housing projects for an additional three months beginning on the date of this memorandum.

[Availability of Waivers of Community Planning and Development \(CPD\) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19](#)

[Availability of Additional Waivers for Community Planning and Development \(CPD\) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 \(May 22, 2020\)](#)

[HUD COVID-19 Resources and Fact Sheets](#)

47

Annual Action Plan  
2021

136

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

174

OMB Control No: 2506-0117 (exp. 09/30/2021)

---

## ENVIRONMENTAL REVIEW PROCESS

---

Guidance on conducting environmental reviews pursuant to 24 CFR Part 58 for activities undertaken in response to the public health emergency as a result of COVID-19. Please note that this guidance is in addition to OEE's guidance on:

- Guidance for RROF and AUGF Signature and Certification Process
  - 7015.15 Request for Release of Funds (RROF) forms may be signed by the Certifying Officer via an e-signature.
  - RROFs may be submitted to HUD via email.
  - HUD may submit the 7015.16 Authority to Use Grants Funds via email, including an e-signature.
- Consultation, Review, and Comment on the Environmental Review Record (ERR)
  - Responsible Entities (REs) may provide a copy of the ERR via email or via the RE website during the public comment period
  - Objections to HUD's release of funds may be sent via email during the objection period
  - Communication regarding Section 106 reviews should be submitted via email
- HUD Expedited Section 106 Review of Undertakings Responding to COVID-19 Emergency Declarations
  - The Advisory Council on Historic Preservation approved an extended emergency period for expedited Section 106 review.
  - HUD-assisted COVID response projects can comply with Section 106 through a 7-day comment period instead of the usual 30-day consultation and concurrence process (through May 29, 2020).

HUD Expedited Section 106 Review of Undertakings Responding to COVID-19 Emergency Declarations  
HUD-assisted COVID-19 related projects that are reviewed through May 29, 2020 can comply with Section 106 through a notification and seven-day comment period for State and Tribal Historic Preservation Officers (SHPOs and THPOs) instead of the usual 30-day consultation and concurrence process. The Advisory Council on Historic Preservation approved the extended emergency period and it may be further extended if necessary. The shortened emergency review process only applies to COVID-19 response projects. <https://files.hudexchange.info/resources/documents/HUD-Extension-Regarding-Section-106-Review-of-Undertakings-Responding-to-COVID-19-Emergency-and-Disaster-Declarations.pdf>

### Guidance for RROF and AUGF Signature and Certification Process

During the National Emergency concerning the Novel Coronavirus Disease (COVID-19) Outbreak, HUD's Office of Environment and Energy (OEE) is temporarily allowing for flexibilities in the signature and certification process for the 7015.15 Request Release of Funds (RROF) and 7015.16 Authority to Use Grant Funds (AUGF) forms. RROF and AUGF forms submitted using the following guidelines will meet the legal obligations for environmental review purposes. <https://files.hudexchange.info/resources/documents/RROF-AUGF-Signature-Certification-Process-COVID-19.pdf>

### Consultation, Review, and Comment on the Environmental Review Record

Due to COVID-19, HUD's Office of Environment and Energy (OEE) is expanding the options for public review of the Environmental Review Record (ERR). This resource provides guidance on how to accept public comments and submit objections as well as information on Section 106 consultation. <https://files.hudexchange.info/resources/documents/Consultation-Review-Comment-on-Environmental-Review-Record-COVID-19.pdf>

48

Annual Action Plan  
2021

137

OMB Control No: 2506-0117 (exp. 09/30/2021)

Annual Action Plan  
2021

175

OMB Control No: 2506-0117 (exp. 09/30/2021)



**Grantee SF-424's and Certification(s)**

Application for Federal Assistance SF-424		
<b>1. Type of Submission</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>2. Type of Application</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
<b>3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> 36-6005870	
<b>5a. Federal Entity Identifier:</b> IL172238 EVANSTON	<b>5b. Federal Award Identifier:</b> M21-MP170218	
<b>State Use Only:</b> <b>6. Date Received by State:</b> <input type="text"/> <b>7. State Application Identifier:</b> <input type="text"/>		
<b>8. APPLICANT INFORMATION:</b>		
<b>a. Legal Name:</b> CITY OF EVANSTON		
<b>b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 36-6005870	<b>c. UEI:</b> XKVUMPN8PBN1	
<b>d. Address:</b>		
<b>* Street:</b> 2100 RIDGE AVENUE	<input type="text"/>	
<b>Street2:</b>	<input type="text"/>	
<b>* City:</b> EVANSTON	<input type="text"/>	
<b>County/Parish:</b>	<input type="text"/>	
<b>* State:</b> IL ILLINOIS	<input type="text"/>	
<b>Province:</b>	<input type="text"/>	
<b>* Country:</b> USA: UNITED STATES	<input type="text"/>	
<b>* Zip / Postal Code:</b> 60201-2716	<input type="text"/>	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> COMMUNITY DEVELOPMENT	<b>Division Name:</b> HOUSING AND GRANTS	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b>	<b>* First Name:</b> SARAH	
<b>Middle Name:</b>	<input type="text"/>	
<b>* Last Name:</b> FLAX	<input type="text"/>	
<b>Suffix:</b>	<input type="text"/>	
<b>Title:</b> HOUSING AND GRANTS MANAGER		
<b>Organizational Affiliation:</b> CITY OF EVANSTON		
<b>* Telephone Number:</b> 847-448-8684	<b>Fax Number:</b>	
<b>* Email:</b> SFLAX@CITYOFEVANSTON.ORG		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type:	<b>C: CITY OR TOWNSHIP GOVERNMENT</b>
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	<b>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>
11. Catalog of Federal Domestic Assistance Number:	<b>14.239</b>
CFDA Title:	<b>HOME INVESTMENT PARTNERSHIPS PROGRAM</b>
* 12. Funding Opportunity Number:	<b>M21-MP170218</b>
* Title:	<b>HOME INVESTMENT PARTNERSHIPS - AMERICAN RESCUE PLAN</b>
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:	<b>CITY OF EVANSTON 2021 HOME INVESTMENT PARTNERSHIPS PROGRAM AMERICAN RESCUE PLAN</b>
Attach supporting documents as specified in agency instructions.	<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <b>IL-9TH</b>	* b. Program/Project: <b>IL-9TH</b>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <b>07/01/23</b>	* b. End Date: <b>06/30/23</b>
18. Estimated Funding (\$):	
* a. Federal:	<b>\$1,298,584.00</b>
* b. Applicant:	
* c. State:	
* d. Local:	
* e. Other:	
* f. Program Income:	
* g. TOTAL:	<b>\$1,298,584.00</b>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is provided in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <b>MR.</b>	* First Name: <b>LUKE</b>
Middle Name:	
* Last Name: <b>STOWE</b>	
Suffix:	
* Title: <b>CITY MANAGER</b>	
* Telephone Number: <b>(847) 448-8177</b>	* Fax Number:
* Email: <b>LSTOWE@CITYOFFEVANSTON.ORG</b>	
* Signature of Authorized Representative: 	* Date Signed: <b>11/3/2022</b>



## HOME-ARP CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the participating jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing pursuant to 24 CFR 5.151 and 5.152.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** --It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It will comply with the acquisition and relocation requirements contained in the HOME-ARP Notice, including the revised one-for-one replacement requirements. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42, which incorporates the requirements of the HOME-ARP Notice. It will follow its residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the HOME-ARP program.

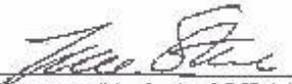
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

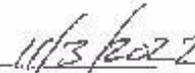
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and program requirements.

**Section 3** --It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

**HOME-ARP Certification** --It will use HOME-ARP funds consistent with Section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) and the CPD Notice: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program*, as may be amended by HUD, for eligible activities and costs, including the HOME-ARP Notice requirements that activities are consistent with its accepted HOME-ARP allocation plan and that HOME-ARP funds will not be used for prohibited activities or costs, as described in the HOME-ARP Notice.

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

LUKE STOWE- CITY MANAGER  
Title

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 18 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1861-1893, and 1685-1696), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-516), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
  - B. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11860; (d) evaluation of flood hazards in floodplains in accordance with EO 11868; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523), and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§466a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION 	DATE SUBMITTED 

Standard Form 424B (Rev. 7-97) Back

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4725-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4601 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§499a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
LUKE STOWE 	CITY MANAGER
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Evansston	11/3/2022

SF-424D (Rev. 7-07) Back

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Renewal	* 3. Revision select appropriate letter(s): A: Increase Award Other (Specify):
* 3. Date Received: 05/11/2021	* 4. Applicant Identifier: 36-8005870	
5a. Federal Entry Identifier: IL172238	5b. Federal Award Identifier: B2142170012	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
<b>B. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Evanston		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 36-8005870	* c. Organizational DUNS: 0743909070000	
<b>d. Address:</b>		
* Street1: 2100 Ridge Avenue	Street2:	
* City: Evanston	County/Parish:	
* State: IL: Illinois	Province:	
* Country: USA: UNITED STATES	* Zip / Postal Code: 60201-2716	
<b>e. Organizational Unit:</b>		
Department Name: Community Development	Division Name: Housing and Grants	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Ms.	* First Name: Barah	Middle Name:
* Last Name: Fish	Suffix:	
Title: Housing and Grants Manager	Organizational Attention:	
* Telephone Number: 847-440-8664	Fax Number:	
* Email: jfish@cityofevanston.org		

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="City or Township Government"/>	
<b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/>	
<b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.218"/>	
<b>CFDA Title:</b> <input type="text" value="Community Development Block Grant/Entitlement Grant"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="B2INC170012"/>	
<b>* Title:</b> <input type="text" value="Community Development Block Grant"/>	
<b>13. Competition Identification Number:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="City of Evanston 2021 Community Development Block Grant Program"/>	
<b>Attach supporting documents as specified in agency instructions.</b> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:

\*a. Applicant:  \*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\*a. Start Date:  \*b. End Date:

18. Estimated Funding (\$):

*a. Federal	<input type="text" value="1,843,261.00"/>
*b. Applicant	<input type="text" value="0.00"/>
*c. State	<input type="text" value="0.00"/>
*d. Local	<input type="text" value="0.00"/>
*e. Other	<input type="text" value="0.00"/>
*f. Program Income	<input type="text" value="74,035.00"/>
*g. TOTAL	<input type="text" value="1,917,296.00"/>

\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \*First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate (e789g): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 04/23/2021	4. Applicant Identifier: 36-8055170	
5a. Federal Entity Identifier: IL172298	5b. Federal Award Identifier: 8239C110012	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Evanston		
* b. Employer/Taxpayer Identification Number (E/TIN): 16-6205870	* c. Organizational DUNS: 074390972000	
d. Address:		
* Street1: 2100 Ridge Avenue	Street2: <input type="text"/>	
* City: Evanston	County/Parish: <input type="text"/>	
* State: IL: Illinois	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 60201-2715	
e. Organizational Unit:		
Department Name: Community Development	Division Name: Housing and Grants	
f. Name and contact information of person to be contacted on matters involving this application:		
* First Name: Sarah	* Last Name: Pax	
* Title: Housing and Grants Manager	* Telephone Number: 847-448-8664	
* Fax Number: <input type="text"/>	* Email: slax@cityofevanston.org	

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: C: City or Township Government	
Type of Applicant 2: Select Applicant Type: 	
Type of Applicant 3: Select Applicant Type: 	
* Other (specify): 	
* 10. Name of Federal Agency: Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number: 14.219	
CFDA Title: Community Development Block Grant/Entitlement Grant	
* 12. Funding Opportunity Number: B219CF70012	
* Title: Community Development Block Grant	
13. Competition Identification Number: 	
Title: 	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 16. Descriptive Title of Applicant's Project: City of Evanston 2021 Community Development Block Grant Program	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:  \* b. End Date:

18. Estimated Funding (\$):

* a. Federal	1,915,493.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	74,015.00
* g. TOTAL	1,990,508.00

19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

I AGREE

\*\* The list of certifications and assurances, or an internal site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

Application for Federal Assistance SF-424			
* 1. Type of Submission:		* 2. Type of Application:	
<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received: 04/20/2021		4. Applicant Identifier: 36-6005873	
5a. Federal Entry Identifier: T117273R EVANSTON		5b. Federal Award Identifier: W21AC17623R	
State Use Only:			
6. Date Received by State:		7. State Application Identifier:	
B. APPLICANT INFORMATION:			
* a. Legal Name: City of Evanston			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 36-6005873		* c. Organizational DUNS: 6743939370000	
d. Address:			
* Street1:	2100 Ridge Avenue		
* Street2:			
* City:	Evanston		
* County/Parish:			
* State:	IL: Illinois		
* Province:			
* Country:	USA: UNITED STATES		
* Zip/Postal Code:	60201-2716		
B. Organizational Unit:			
Department Name: Community Development		Division Name: Housing and Grants	
1. Name and contact information of person to be contacted on matters involving this application:			
* Prefix:	Mr.	* First Name:	Barza
* Middle Name:			
* Last Name:	Flax		
* Suffix:			
* Title:	Housing and Grants Manager		
Organizational Affiliation: <input type="text"/>			
* Telephone Number:	847-448-6684	* Fax Number:	847-448-8126
* Email:	sflax@cityofevanston.org		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: G: City or Township Government	
Type of Applicant 2: Select Applicant Type	
Type of Applicant 3: Select Applicant Type	
* Other (specify):	
* 10. Name of Federal Agency: Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number: 14.219	
CFDA Title: HOME Program	
* 12. Funding Opportunity Number: 42100170219	
* Title: HOME Investment Partnership Program	
13. Competition Identification Number:  Title	
14. Areas Affected by Project (Cities, Counties, States, etc.):  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Add Attachment</span> <span>Delete Attachment</span> <span>View Attachment</span> </div>	
* 15. Descriptive Title of Applicant's Project: City of Evanston 202: HOME Investment Partnership Program	
Attach supporting documents as specified in agency instructions. <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Add Attachments</span> <span>Delete Attachments</span> <span>View Attachments</span> </div>	

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="353,643.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="42,398.00"/>
* g. TOTAL	<input type="text" value="404,341.00"/>

**\* 19. Is this Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. "By signing this application, I certify (1) to the statements contained in the "List of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 9091)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: 04/20/2021		* 4. Applicant Identifier: 36-6005870
* 5a. Federal Entry Identifier: IL172231 Evanston		* 5b. Federal Award Identifier: K21MG170012
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Evanston		
* b. Employer/Teacher Identification Number (EIN/TIN): 36-6005870		* c. Organizational DUNS: 074390207600
d. Address:		
* Street:	2100 Ridge Avenue	
* Suite:		
* City:	Evanston	
* County/Parish:		
* State:	IL: Illinois	
* Province:		
* Country:	USA: 001760 30A753	
* Zip/Postal Code:	60201-2716	
e. Organizational Unit:		
Department Name: Community Development		Division Name: Housing and Grants
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	Es.	* First Name: Sarah
Middle Name:		
* Last Name:	Ellis	
Suffix:		
Title:	Housing and Grants Manager	
Organizational Affiliation:		
* Telephone Number:	847-448-6684	Fax Number:
* Email:	sarah@cityofevanston.org	

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="C: City or Township Government"/>	
<b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/>	
<b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.231"/>	
<b>CFDA Title:</b> <input type="text" value="Emergency Solutions Grant Program"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="B21XCL70012"/>	
<b>* Title:</b> <input type="text" value="Emergency Solutions Grant Program"/>	
<b>13. Competition Identification Numbers:</b> <input type="text"/>	
<b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/>	
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="City of Everett, 2021 BSG Program"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:  \* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="156,606.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="156,606.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internal site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** –The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-Displacement and Relocation Plan** – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** –To the best of the jurisdiction’s knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** –The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** –The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction’s consolidated plan.

**Section 3** – It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature of Authorized Official

04/20/2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2021 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** – The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** – Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** – It will comply with applicable laws.

  
\_\_\_\_\_  
Signature of Authorized Official

04/20/2021  
Date

City Manager  
Title

### **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** – If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** – It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** – Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

  
\_\_\_\_\_  
Signature of Authorized Official

04/20/2021  
Date

\_\_\_\_\_  
City Manager  
Title

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
\_\_\_\_\_  
Signature of Authorized Official

04/20/2021  
\_\_\_\_\_  
Date

City Manager  
\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Control and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 280 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-848) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- B. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 179(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1998 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Everett	DATE SUBMITTED 04/23/2021

Standard Form 424B (Rev. 7-97) Back

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0008  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §54901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1691-1693, and 1695-1696), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§8101-8107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§260 dd-3 and 260 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-87)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. § 51501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 16 U.S.C. §674), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-323) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§489a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Brantton	04/20/2021

SF-424D (Rev. 7-97) Back

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

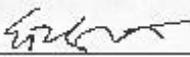
**Anti-Lobbying** –To the best of the jurisdiction's knowledge and belief:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-L.L.L. "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** –The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** –The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** – It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
\_\_\_\_\_  
Signature of Authorized Official

8-30-21  
\_\_\_\_\_  
Date

City Manager  
\_\_\_\_\_  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2021 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

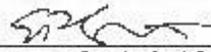
**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
\_\_\_\_\_  
Signature of Authorized Official

8-30-21  
\_\_\_\_\_  
Date

City Manager  
\_\_\_\_\_  
Title

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

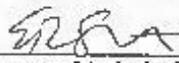
**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** – If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** – It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** – Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
\_\_\_\_\_  
Signature of Authorized Official

8-30-21  
Date

City Manager  
Title

## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
\_\_\_\_\_  
Signature of Authorized Official

8-30-21  
Date

City Manager  
Title

**Housing Opportunities for Persons With AIDS Certifications**

The HOPWA grantee certifies that:

**Activities** – Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** – Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0008  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§472B-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1691-1693, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§9101-9107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-266), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 ad-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-87)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. § 1501-1508 and 7321-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11739; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of flood hazards in floodplains in accordance with EO 11983; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1461 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Evanston	04/20/2021

SF-424D (Rev. 7-87) Back

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1885-1888), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 ds-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11693 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§468a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Kinston	DATE SUBMITTED 04/28/2021

Standard Form 424B (Rev. 7-87) Back

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0008  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§472B-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-266), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290d-3 and 290e-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§8601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-87)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. § 1501-1508 and 7321-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11739; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of flood hazards in floodplains in accordance with EO 11983; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1461 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1999 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Evanston	04/20/2021

SF-424D (Rev. 7-87) Back

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

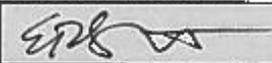
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1885-1888), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 ds-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11693 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§468a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Kinston	DATE SUBMITTED 04/28/2021

Standard Form 424B (Rev. 7-87) Back

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0008  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§472B-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-266), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 ad-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-87)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. § 1501-1508 and 7321-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11739; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of flood hazards in floodplains in accordance with EO 11983; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1461 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §57401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Evanston	04/20/2021

SF-424D (Rev. 7-87) Back

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

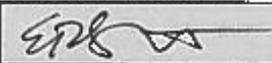
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1885-1888), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 ds-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11693 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§468a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Kinston	DATE SUBMITTED 04/28/2021

Standard Form 424B (Rev. 7-87) Back

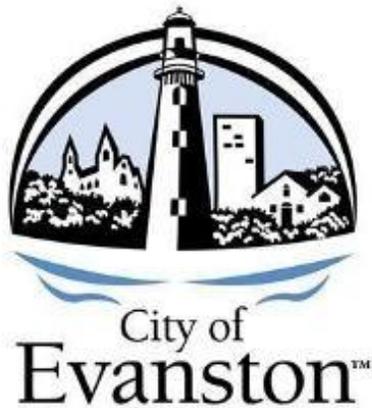


**HOME-ARP**

# HOME-ARP ALLOCATION PLAN



Approved by the Evanston City Council  
October 10, 2022



## **HOME-ARP Allocation Plan For City Council Approval**

**Participating Jurisdiction: City of Evanston**  
**Date: 10/10/2022**

### **Consultation**

*Describe the consultation process including methods used and dates of consultation:*

The City of Evanston consulted with homeless service providers within City limits. This active consultation with Coalition to End Homelessness in Evanston, Alliance to End Homelessness in Suburban Cook County CoC, the YWCA and other stakeholders to inform the draft HOME-ARP Allocation Plan resulted in the input from a diverse group of people serving qualifying populations. These groups include: municipal departments, non-profit homeless service providers, survivors of domestic violence service providers, governmental entities, PHAs, and community-based organizations. The consultation process assisted the City of Evanston in gauging current barriers and gaps in the delivery systems that serve the qualified populations. Engagement with the service providers proved imperative to forming the City's intent and potential scope for HOME-ARP funds.

Many of these partners, including community representatives, were sourced from the Evanston Coalition to End Homelessness. Staff participated in Coalition meetings in early 2022. On July 27, 2022 staff formally presented the HOME-ARP Allocation plan and explained the national, regional, state and county trends in QP needs. Staff also requested input from Coalition members and encouraged them to participate in the Public Comment period once it opened. From July 27 to September 1, 2022, the stakeholders provided consultation and commentary via virtual, in-person and telephone meetings. Consultation was useful in that it provided a forum to gauge the specific needs of local homeless service providers, and provided an opportunity for service providers to voice their opinions on how to best spend funds allocated to homeless alleviation services. The feedback gathered during the consultation process shed light on the single issue of a severe lack of non-congregate shelter in the region. Especially, in Suburban Cook County, and persisting for communities across the State of Illinois. This lack of non-congregate shelter is detrimental for individuals and families experiencing homelessness in a state with fluctuating weather. Homeless persons are therefore exposed to unsuitable, unsafe, unsanitary, and unstable conditions out in the streets. It became exceedingly apparent that the City of Evanston is in dire need of a safe, equitable, and adequate crisis response shelter for people experiencing homelessness. The consultation process demonstrated the need for the City of Evanston to allocate HOME-ARP funds to increase the supply of non-congregate shelter units to meet the increased demand after the loss of pre-pandemic emergency shelter units and bed stock.

**List the organizations consulted:**

**HOME-ARP Allocation Plan Consultations**

Organization	Dates	Contact Type	Notes
Alliance to End Homelessness in Suburban Cook County - Continuum of Care	2021: 10/28, 11/4, 11/18, 12/02  2022: 2/03, 2/17, 4/21, 5/5, 6/2, 7/28, 8/18	Meetings, Emails, Letters of Support	Evanston Member Organizations: <ul style="list-style-type: none"> <li>• Connections for the Homeless</li> <li>• Impact Behavioral Health Partners</li> <li>• Open Communities</li> <li>• Youth and Opportunity United</li> </ul>
Evanston Alliance to End Homelessness	2022: 7/27, 8/30, 8/31, 9/1, 9/20, 9/21,	Meetings, Emails, Letters of Support	Member Organizations: <ul style="list-style-type: none"> <li>• The Harbour</li> <li>• Interfaith Action</li> <li>• Connections for the Homeless</li> <li>• Family Promise</li> <li>• Moran Center</li> <li>• Evanston Cradle to Career</li> <li>• Evanston Community Foundation</li> <li>• Y.O.U.</li> <li>• District 65</li> </ul>

**Feedback**

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Alliance to End Homelessness in Suburban Cook County - Continuum of Care	Nonprofit - Coordinates the Cook County Continuum of Care (IL-511), and is responsible for the planning and coordination of homeless services and housing options for all of Cook County outside the city of Chicago.	Virtual and In-Person meetings, Letter of Support	Advises that the City of Evanston HOME-ARP Allocation Plan dedicates HOME-ARP funding to creating non-congregate shelter units in alignment with Continuum of Care strategic plan to end and prevent homelessness.  This available funding is critical for the community-wide strategic plan to end homelessness across suburban Cook County.

			<p>Evanston is the only suburban Cook municipality that received their own allocation of HOMEARP funding, and as such Evanston has the power to play a critical role in rebuilding our community's emergency shelter system by designating HOMEARP funding for the eligible activity of creating non-congregate shelter.</p> <p>The CoC is working in partnership with homeless service providers and local, County, and State decision-makers to build a stronger, more resilient shelter system to serve people in crisis.</p> <p>In the north suburbs - including Evanston - there is a need of at least 185 emergency shelter beds available each night to serve individuals and families experiencing an emergency housing crisis.</p> <p>Developing non-congregate shelter is specifically named as a required shelter model to achieve CoC's vision for shelter.</p> <p>Due to public health and safety considerations, non-congregate shelter is seen as a national best practice in emergency shelter.</p>
Connections for the Homeless	Nonprofit - Agency in Evanston, IL, delivering essential services to people facing homelessness and housing insecurity	Virtual and In-Person meetings, Letter of Support	<p>Connections for the Homeless supports the City of Evanston direct allocation of HOME-ARP funding for the purpose of acquisition and rehabilitation of fixed-site, non congregate shelters.</p> <p>Non-congregate shelter, delivered in conjunction with wrap-around services, has proven invaluable to service providers as they assist these vulnerable households with the ultimate goal of ending their experience of homelessness by moving them into their own safe and stable housing solution.</p>

			<p>The City of Evanston has the opportunity to play a pivotal role in making this non-congregate shelter a permanent solution to the lack of shelter units by allocating its HOME-ARP dollars to the acquisition and rehabilitation of a fixed-site non-congregate shelter.</p> <p>HOME-ARP funding of non congregate shelters is particularly important in that there has never before been funding available for capital needs such as asset acquisition. One-time investments such as these ensure that the stock of much-needed shelter beds is available to households who have no other place to go.</p> <p>Connections for the Homeless also supports additional funding for Tenant-Based Rental Assistance, as need for affordable housing continues to grow in the aftermath of the COVID-19 pandemic.</p>
Evanston Coalition to End Homelessness	Nonprofit - Coalition of agencies in Evanston, IL, collaborating to end homelessness in Evanston	Virtual and In-Person meetings, Letter of Support	<p>The need to house those experiencing homelessness in Evanston is significant, and this will provide a tremendous step toward addressing the need.</p> <p>The Evanston Coalition supports directing HOME-ARP Allocation Plan funds for the purpose of acquisition and rehabilitation of a fixed-site, non-congregate shelter.</p>
Impact Behavioral	Nonprofit - Develops opportunities for people with serious mental illness by providing services in housing, employment, and clinical support so that each person can live independently.	In-Person meetings, Letter of Support	<p>A multi-pronged approach to end homelessness involves prevention, shelters, rapid rehousing, and permanent supportive housing (PSH). The allocation of HOMEARP funds used for a fixed- site, non-congregate shelter would provide a permanent solution to homelessness.</p>

Shawn Iles - Interfaith Action Shelter	Shawn Iles works for Interfaith Action of Evanston. His main area of responsibility is the management of the IAE Emergency Overnight Shelter.	In-Person meetings, Letter of Support	Interfaith Action generally has a waitlist of 50-60 individuals to get into the shelter. Evanston is not doing enough to meet the needs of the unhoused. I strongly support using HOME-ARP funds to help house those experiencing homelessness.
The Harbour	Nonprofit - Agency that offers immediate, stable and safe housing to homeless young people and young mothers with children in North Suburban Cook County.	In-Person meetings, Letter of Support	<p>The Harbour is in support of the City of Evanston using HOMEARP dollars to address homelessness in the community through the development of affordable housing, shelter, support services and rental assistance.</p> <p>The Harbour, we provide emergency shelter, transitional housing, and therapeutic services for youth ages 12-23.</p> <p>Housing resources for young people are difficult to access in the Evanston community. Most specifically, there are no options for emergency housing for minors in Evanston and limited shelter options for the incredibly vulnerable 18-23 year-old population.</p> <p>HOME-Arp funds will have a direct impact on the ability to build effective wraparound supports with community partners in addition to expanding emergency and affordable housing that would be invaluable to the young people of Evanston.</p>

Y.O.U.	Nonprofit - Youth development organization that provides academic, social, and emotional support to 1,400 youth and their families annually in Evanston, IL.	Virtual and In-Person meetings, Letter of Support	Evanston is not doing enough to meet the needs of the unhoused. Y.O.U. strongly supports using HOME-ARP funds to help house those experiencing homelessness, especially youths between 11-17 years old.
Y.W.C.A.	Nonprofit - Agency that provides programs to support domestic violence survivors, prevent relationship violence, advance racial justice, empower women and girls, promote health and wellness, and advocate for racial and gender justice.	Emails, Letter of Support	<p>Domestic violence survivors are facing significant difficulties locating affordable housing, access to rental assistance, sustainable employment to support and sustain housing, interim financial assistance until employment begins, affordable childcare, and transportation assistance.</p> <p>Increased emergency shelter continues to be a significant need across not only our organization, but various community organizations. Our shelter is typically at full capacity. When this is the case, we can provide warm referrals to shelters for survivors needing emergency housing and we can provide hotel placements, if necessary.</p> <p>Even with the additional bed capacity at our newly renovated shelter, we are continuously at capacity. This demonstrates that there is definitely a need for increased emergency shelter options for survivors within the community.</p>

			YWCA has a transitional housing program and one of the biggest challenges for this program is the lack of access to affordable housing options and the lack of assistance for survivors and their children in sustaining this housing in order to transition into permanent housing. There are many individuals that could benefit from assistance obtaining transitional housing and there is also a significant need for more options for transitioning into permanent housing for individuals.
--	--	--	---

***Summarize feedback received and results of upfront consultation with these entities:***

Consultation revealed strong support for:

1. Capital investments in non-congregate shelter and rental assistance
2. Supportive wraparound services with emphasis on: youths, emergency shelter crisis, and mental health services

During the City of Evanston HOME-ARP consultation process, the City of Evanston met with continuum of care organizations and their housing and health service providers. The feedback received from the Continuum of Care, and local organizations serving the permitted populations, allowed for staff to gather insight into housing needs and priorities from local and regional organizations. All of the organizations consulted expressed the urgent need for more shelter space in the City of Evanston and in the Suburban Cook County region. One agency stated they would like to see funding allocated for permanent supportive housing, for Households with low incomes, which would include services to tenants to keep them from experiencing or falling back into homelessness. Stakeholders encouraged services to be available both on-site and at appropriate locations, with consideration of the needs of homeless and at-risk families and youth. For purposes of HOME-ARP allocations, non-congregate shelters provide private units or rooms for temporary shelter, and/or serve individuals and families that meet one or more of the QPs. Non-congregate shelters do not require occupants to sign a lease or occupancy agreement. This was deemed not only an imminent need to alleviate the decrease in shelter stock due to the effects of COVID-19 in the City of Evanston, but also in the region and State of Illinois as a whole. As the only City in suburban Cook County that received its own allocation of HOME-ARP funding, the City plays a critical role in helping rebuild the community's shelter system.

Stakeholders also highlighted the need for Tenant-Based Rental Assistance (TBRA) in the community. The TBRA program would provide stable housing for two years to very low-income at-risk families HOME-ARP Qualifying Populations (QP). The COVID-19 pandemic has added additional stress to an already overburdened housing landscape in the City and has disproportionately impacted low-income residents and people of color. As a result, there is a considerable need for rental assistance for the households to remain stably housed and avoid eviction.

## **Public Participation**

*Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:*

- *Date(s) of public notice: Sep 2, 2022*
- *Public comment period: September 2, 2022. end date -September 20,2022*
- *Date(s) of public hearing: July 19, 2022 and Sep 20, 2022*

*Describe the public participation process:*

The Public Participation Process for the HOME-ARP Allocation Plan follows processes prescribed in the HOME-ARP Allocation Plan guidelines. The primary goal of the public participation process was to provide all citizens with adequate notice, access to, and opportunity to participate in the needs assessment and planning of activities related to HOME-ARP funding. In the City of Evanston efforts included placing public notices on City of Evanston building notice boards; holding two public hearings that could be joined either virtually or telephonically; as well as website outreach on the City of Evanston website. A 15-day public comment period for public review of the draft HOME-ARP Plan began on September 2, 2022 and extended through September 20, 2022. Two public hearings were held, the first on August 16, 2022 was to present the HOME-ARP Allocation Plan and guidelines, the second public meeting was held to solicit input on September, 20, 2022 both hearings were before the Housing and Community Development Committee.

***Describe efforts to broaden public participation:***

The two City of Evanston Housing and Community Development Committee public hearings and HOME-ARP public comment were publicly announced on the City of Evanston website at Notices were also placed in City of Evanston notice boards. City of Evanston public notices include language in English and Spanish communication for how persons can request reasonable accommodations as well as how to request translation for residents with limited English proficiency (LEP). The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance can contact 847-448-4311 or 847-448-8064 (TYT) at least 48 hours in advance of the scheduled meeting. The public hearings held on August 16, and September 20, 2022 provided the public with the ability to attend both telephonically or virtually on a computer, laptop, or mobile phone. Comments were also accepted by GoogleForm, mail, phone, and email.

***Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:***

Five public comments were submitted; three in writing and two orally at the September 20, 2022 HCDC Meeting. The oral comment was in favor and came from the Alliance to End Homelessness in Suburban Cook County. This stakeholder strongly supported the HOME-ARP Allocation Plan as they recognized the efforts put forth in the creation of non-congregate housing as imperative to the City of Evanston, the Suburban Cook County region and the State of Illinois' plan to create more shelter beds. One email was received from Interfaith Action with a petition signed by more than 600 people in favor of funding a specific shelter in the City of Evanston. Staff reminded attendees that the item at hand was only concerned with the HOME-ARP Allocation Plan and not potential subrecipients. The second oral comment was provided by a resident who had questions about the allocation process. Questions were answered orally and via Zoom chat during the meeting.

Two comments were in opposition to the funding of a specific shelter in the City of Evanston. Staff reminded attendees that the item at hand was only concerned with the HOME-ARP Allocation Plan and not potential subrecipients.

***Summarize any comments or recommendations not accepted and state the reasons why:***

N/A

## Needs Assessment and Gaps Analysis

**OPTIONAL Homeless Needs Inventory and Gap Analysis Table**

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	63	18	86	86	0								
Transitional Housing	#	#		#	#								
Permanent Supportive Housing													
Other Permanent Housing	#	#	#	#	#								
Sheltered Homeless						29*	83	0	17**				
Unsheltered Homeless						#	4	#	#				
<b>Current Gap</b>										50	17	56	56

**Data Sources:** 1. Point in Time Count (PIT); 2. Continuum of Care Housing Inventory Count (HIC); 3. Connections Sage Report, YWCA Report, Interfaith Action Report. Gap is calculated based on length of stay (days) of shelter occupants using the following formula:

$$(\text{Number of Beds/Units} \times \text{Length of Stay}) \times 365 = \text{Bed Gap/Unit Gap}$$

\*Family units are counted as at least 3 members (two parents, at least one child), thus 29 HH equals to 87 individuals

\*\* 43 additional victims of Domestic Violence were served by YWCA in FY2021 data through report

**OPTIONAL Housing Needs Inventory and Gap Analysis Table**

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	12,090		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	3,190		
Rental Units Affordable to HH at 50% AMI (Other Populations)	1,610		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		2,580	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		1,460	
<b>Current Gaps</b>			760*

**Data Sources:** 1. American Community Survey (ACS); 2. Comprehensive Housing Affordability Strategy (CHAS)

\* 161 additional HH are in queue for the City of Evanston's Inclusionary Housing Ordinance waitlist, managed by Community Partners for Affordable Housing in FY2021.

***Describe the size and demographic composition of qualifying populations within the PJ's boundaries:***

***Homeless as defined in 24 CFR 91.5***

In 2021, approximately 447 people in the City of Evanston were experiencing homelessness (2021 Point in Time Count). This includes 191 individuals staying in emergency shelter or temporary transitional housing and individuals experiencing homelessness outside, on the train, or other locations not meant for habitation.

- 63 (~29 HH) of the 447 belong to a family unit.
- 60 of the 447 are fleeing or attempting to flee domestic, dating or sexual violence, and/or stalking.
- Of the total population of homeless individuals, 75% identify as Black/African-American, 16% identify as Hispanic/Latinx, 19% White
- 51% Female-identifying individuals.

***At Risk of Homelessness as defined in 24 CFR 91.5***

The financial downturn and the difficulty of finding employment with a living wage have contributed to the increase of the At-Risk of Becoming Homeless population. Connections For the Homeless, which tracks its contacts with the at-risk population in the City of Evanston, has seen significant growth of at-risk households in recent years.

- In FY21 Connections served 1,713 participants - 542 households - in their housing loss prevention programs.
- 53% of Connections at-risk clients identified as Black/African-American, 17% Hispanic/Latinx, 18% White.

The City of Evanston's Inclusionary Housing Ordinance (IHO) - which requires an allotment of affordable housing units for new construction - along with HOME and CDBG housing projects have yielded a total of 161 affordable housing units. Of which, 98 are affordable for households 0-50% AMI. The Community Partners for Affordable Housing (CPAH) manages the IHO waitlist.

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

The Continuum of Care PIT count revealed there were 17 domestic violence survivors. The YWCA Evanston/North Shore organization provides domestic violence services. In FY2021 the YWCA served 43 people fleeing or attempting to flee domestic, dating or sexual violence, and/or stalking.

- Of the 60 victims of domestic violence, 30% were Black/African-American, 20% Hispanic/Latinx, and 35% White. 74% were female-identifying individuals.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice***

HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(1) Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness. (2) At Greatest Risk of Housing Instability is defined as household who meets either paragraph (i) or (ii) below: is defined as household who meets either paragraph (i) or (ii) below: (i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs); (ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at 24 CFR 91.5: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

According to the Childcare Network of Evanston and Evanston/Skokie School District 65 2021 Annual Report:

12% of 164 children enrolled in CNE's Head Start/Early Head Start programs are either homeless or in foster care. Demographics for this group are as follows:

- Black/African American 34.6%, Hispanic/Latino 26.1%, Multi-Racial 10%, and White 29.24%

Additionally, approximately 52 Households are currently housed through a Rapid Rehousing program and at greater risk of homelessness if they experience a loss in housing assistance or supportive services.

***Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing (Optional):***

***Describe the unmet housing and service needs of qualifying populations:***

***Homeless as defined in 24 CFR 91.5***

In 2021, approximately 447 people in the City of Evanston were experiencing homelessness (2021 Point in Time Count). This includes 191 individuals staying in emergency shelter or temporary transitional housing and individuals experiencing homelessness outside, on the train, or other locations not meant for habitation. 60 of the 447 are fleeing or attempting to flee domestic, dating or sexual violence, and/or stalking. The current inventory for emergency shelter is fully occupied on a regular basis. There is a need of 50 additional beds for families and 56 additional beds for individuals.

***At Risk of Homelessness as defined in 24 CFR 91.5***

There are 12,090 available rental units in Evanston. Of which, 3,190 are rental units Affordable to HH at 30% AMI (At-Risk of Homelessness) and 1,610 are rental units Affordable to HH at 50% AMI (Other Populations). There are 4,040 renter households with a 0%-50% AMI with 1 or more severe housing problems (At-Risk of Homelessness).

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

There are a total of 60 survivors fleeing or attempting to flee domestic violence that are without a home. The YWCA has a total of 58 shelter beds available to serve this population. There is a need for 2 additional beds to fill the shelter gap.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability as defined by HUD in the Notice***

The City of Evanston Housing & Grants Division of Community Development currently assists 52 Households that are currently housed through a Rapid Rehousing program and at greater risk of homelessness by providing housing assistance and supportive services through CDBG, ESG, and ESG-CV funds. Youth & Opportunity United (Y.O.U.) provides free, comprehensive counseling services for youth and families. Y.O.U. works in partnership with the Alliance to End Homelessness to coordinate access to housing services for youths in the region.

***Identify any gaps within the current shelter and housing inventory as well as the service delivery system:***

There exists a large need for emergency shelter (473 beds, 73 units). The demand for affordable housing is also staggering. There are 921 in need of affordable housing who have 1 or more severe housing problems. As a result of the gap in unit and housing availability, homeless-serving organizations have become increasingly overburdened with a lack of space and financial resources. This in turn causes discrepancies in the service delivery system, adding pain and suffering to the already vulnerable qualifying populations.

***Under Section IV.4.2.ii.G of the HOME-ARP Notice, a PJ may provide additional characteristics associated with instability and increased risk of homelessness in their HOME-ARP allocation plan. These characteristics will further refine the definition of "other populations" that are "At Greatest Risk of Housing Instability," as established in the HOME-ARP Notice. If including these characteristics, identify them here:***

Not Applicable for the City of Evanston.

***Identify priority needs for qualifying populations:***

Assessment of housing gaps in the City of Evanston indicate a severe need for more fixed-site emergency shelters, as much of the hotel and motel-based shelter inventory utilized during the pandemic has since been lost as hotels and motels begin returning to normal operations. As revealed through research and consultation, the City of Evanston requires a larger inventory of non-congregate housing units to transition emergency housing residents to eventual long term stable housing. In addition to non-congregate shelter, the City of Evanston continues to see the need for Tenant-Based Rental Assistance due to increased rents and low availability of affordable housing units in the volatile rental market post-COVID-19 pandemic.

***Explain how the PJ determined the level of need and gaps in the PJ's shelter and housing inventory and service delivery systems based on the data presented in the plan:***

To estimate the housing and shelter needs of the City of Evanston homeless populations, staff utilized the 2021 Point in Time data to which a series of multipliers were applied developed from consultation with the Alliance to End Homelessness in Suburban Cook County - COC, and various members of the Evanston Coalition to End Homelessness, such as: Connections for The Homeless, The Harbour, Y.O.U, Interfaith Action, YWCA and Impact Behavioral. These included family versus adult household inflow multipliers, average length of stay by population of homeless individuals, and available Continuum of Care Housing Inventory Count (HIC), SAGE Reports, Connections for The Homeless at-risk population data, Community Partners for Affordable Housing data of the City of Evanston Inclusionary Housing Ordinance (IHO); YWCA data on domestic violence survivors served; the American Community Survey (ACS); and the Comprehensive Housing Affordability Strategy (CHAS) report. Gap is calculated based on length of stay (days) of shelter occupants using the following formula:

$$(\text{Number of Beds/Units} \times \text{Length of Stay}) \times 365 = \text{Bed Gap/Unit Gap}$$

## **HOME-ARP Activities**

*Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:*

HOME-ARP Non-Congregate Shelter funds will be made available as follows and as further described in an open application/RFP:

- HOME-ARP NCS funds will be made available competitively citywide .
- The allocations may include priority, or preference for applications located in the City of Evanston.

HOME-ARP Tenant-Based Rental Assistance will be made available as follows and further described in an open application/RFP:

- HOME-ARP TBRA funds will be made available competitively citywide .
- The allocations may include priority, or preference for applications located in the City of Evanston.

*Describe whether the PJ will administer eligible activities directly:*

The City of Evanston will not administer eligible activities directly.

*If any portion of the PJ's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:*

N/A

**Use of HOME-ARP Funding**

	<b>Funding Amount</b>	<b>Percent of the Grant</b>	<b>Statutory Limit</b>
Supportive Services	\$ #		
Acquisition and Development of Non-Congregate Shelters	\$ 1,000,000		
Tenant Based Rental Assistance (TBRA)	\$ 150,000		
Development of Affordable Rental Housing	\$ #		
Non-Profit Operating	\$ #	# %	5%
Non-Profit Capacity Building	\$ #	# %	5%
Administration and Planning	\$ 148,584	11%	15%
<b>Total HOME ARP Allocation</b>	<b>\$ 1,298,584</b>		

***Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:***

The HOME-ARP Allocation Plan proposes \$1 million (77%) of HOME-ARP dollars towards the acquisition and development of a non-congregate shelter. This funding, combined with additional external sources, will support the development of approximately 66 shelter beds, helping to address the need for 106 shelter beds in Evanston. Another \$150,000 thousand (12%) is proposed to be allocated for Tenant-Based Rental Assistance, to help address the needs of 760 0%-50% AMI renter households with 1 or more severe housing problems (At-Risk of Homelessness).

***Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:***

In the City of Evanston the gap analysis revealed that there exists a large need for emergency shelter (106 beds, 73 units). Extensive outreach to service providers, fair housing advocates, other state agencies, and the Alliance to End Homelessness Continuum of Care overall support the extensive need illustrated by the gaps analysis for more housing and shelter space. The demand for affordable housing is also staggering, the Tenant-Based Rental Assistance program is crucial to closing the gap between affordable units and the people that need them. The City of Evanston plans to utilize HOME-ARP funds as well as the skills, knowledge and expertise in Staff and Subrecipients to ameliorate the housing and shelter landscape in the City of Evanston.

## **HOME-ARP Production Housing Goals**

### **Template**

*Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:*

N/A

*Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:*

N/A

## Preferences

*Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:*

The City of Evanston will require preferences that must be applied to all applicants for the Tenant-Based Rental Assistance activity following the prioritization listed below

- Families with children, larger families, families with one primary caregiver.
- Victims of domestic violence moving from transitional housing.
- Elderly individuals or households at risk of homelessness due to low income and health problems.
- Homeless individuals living in an emergency shelter or who would be living on the street.
- Mentally ill individuals or households headed by a mentally ill person who are unable to maintain stable housing.
- Developmentally disabled individuals who are unable to maintain residential stability.
- Graduates of alcohol and drug treatment recovery who require assistance in to support and maintain sobriety.

*If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:*

In order to support the Objective of 'Homelessness: Developing and improving housing for homeless and housing insecure individuals and families is a critical need', as outline in the City of Evanston's HUD 2022 Action Plan and the 2020-2024 Consolidated Plan, the highest priority Families with children, larger families, families with one primary caregiver. The Plan works to reach functional zero for homeless and at-risk of homelessness qualifying populations. Providing decent, affordable housing through tenant-based rental assistance is a key part of that goal. The other populations are all subgroups of qualifying populations as outlined in the HOME-ARP Allocation guidance.

## Referral Methods

*Identify the referral methods that the PJ intends to use for its HOME-ARP projects and activities. PJ's may use multiple referral methods in its HOME-ARP program. (Optional):*

The City of Evanston may enter into an agreement with local subrecipients or Continuum of Care, if there is documented need and willingness between both parties in areas where tenant-based rental assistance or non-congregate shelters will be located. Coordinated Entry will be one of the referral methods for each project.

*If the PJ intends to use the coordinated entry (CE) process established by the CoC, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered. (Optional):*

The agreement(s) between the City of Evanston, subrecipients or the CoC will outline that the Coordinated Entry system must comply with the City of Evanston's established preferences and adhere to all qualifying populations eligible for the project.

*If the PJ intends to use the CE process established by the CoC, describe the method of prioritization to be used by the CE. (Optional):*

The Coordinated Entry system(s) used will adhere to the City of Evanston's preferences and HOME-ARP qualifying populations, when applicable, in addition to the CE system's own methodology.

*If the PJ intends to use both a CE process established by the CoC and another referral method for a project or activity, describe any method of prioritization between the two referral methods, if any. (Optional):*

N/A

#### **Limitations in a HOME-ARP rental housing or NCS project**

*Describe whether the PJ intends to limit eligibility for a HOME-ARP rental housing or NCS project to a particular qualifying population or specific subpopulation of a qualifying population identified in section IV.A of the Notice:*

*If a PJ intends to implement a limitation, explain why the use of a limitation is necessary to address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:*

N/A

*If a limitation was identified, describe how the PJ will address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the limitation through the use of HOME-ARP funds (i.e., through another of the PJ's HOME-ARP projects or activities):*

N/A

## HOME-ARP Refinancing Guidelines

- *Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity*  
N/A. The City of Evanston will not be pursuing refinancing on any project with HOME-ARP funds.
- *Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.*  
N/A
- *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.*  
N/A
- *Specify the required compliance period, whether it is the minimum 15 years or longer.*  
N/A
- *State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.*  
N/A
- *Other requirements in the PJ's guidelines, if applicable:*  
N/A

