



# Memorandum

To: Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Manager

Subject: April 23, 2019 HCDA Meeting Cover Memo

Date: April 23, 2019

---

Attached please find:

- The meeting agenda
- Item 2: Draft minutes of the March 19, 2019 meeting for approval
- Item 3: 2019 Community Development Block Grant Funding from U.S. Department of Housing and Urban Development Memo
- Item 4: 2019 CDBG Allocation Recommendation based on Actual Funds Available

We look forward to seeing you on April 23rd.



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

Tuesday, April 23, 2019

7:00 pm

Lorraine H. Morton Civic Center, 2100 Ridge Avenue

Room 2402

### **AGENDA**

- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. APPROVAL OF MEETING MINUTES FOR MARCH 19, 2019**
- III. ALLOCATION OF ADDITIONAL FY 2019 CDBG FUNDS**
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
- VI. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee  
is scheduled for  
Tuesday, May 21, 2019 in Room 2402.

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

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management at 847/866-2916 (Voice) or 847/448-8052 (TDD).

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).



**DRAFT**

## **MEETING MINUTES**

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

Tuesday, March 19, 2019

7:00 P.M.

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

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

Members Absent: Ald. Rue Simmons, Ald. Braithwaite, Ald. Wynne

Presiding Member: Ald. Rainey

Staff: S. Flax, J. Wingader

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

Ald. Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:03 pm.

#### **Approval of Meeting Minutes for December 10, 2018**

Ald. Wilson moved approval of the minutes as presented seconded by Glenn Mackey; a voice vote was taken and the minutes were unanimously approved.

#### **Public Input on the Draft 2018 Consolidated Annual Performance and Evaluation Report (CAPER)**

Ald. Rainey opened the floor for comment on the draft 2018 CAPER and asked for any input. There was no one in attendance to provide input and staff confirmed that no input had been received in writing or in person for the duration of the 15-day public comment period. There being no input, Ald. Wilson made a motion to close the public comment period seconded by Michael Miro. A voice vote was taken and it was unanimously approved to close the public comment period for the draft 2018 CAPER.

#### **Vote to Approve Submission of 2018 CAPER to HUD**

With the close of the public comment period, Michael Miro moved to approve the submission of the 2018 CAPER to HUD seconded by Ald. Wilson. A voice vote was taken and the committee voted unanimously to approve submission of the 2018 CAPER to HUD.

#### **Other Public Comment**

No other public comment.

#### **Staff Reports**

Staff provided information about updated low/moderate income information received from HUD. This information would be used to develop a new CDBG Target Area map for the upcoming 2020-2024 Consolidated Plan. Staff also confirmed that the revised income information would not affect the alley paving project funded in part with 2019 CDBG grant award and scheduled to commence in 2019.

The Committee agreed to reschedule the April 16 meeting to Tuesday, April 23, 2019 because HUD is expected to release 2019 grant amounts on or about April 15<sup>th</sup>. This will allow staff time to develop allocation recommendations for any additional funds over the estimated amount used to develop estimated 2019 funding recommendations at the October 2018 meeting, taking into consideration the priorities for additional funding made by the Committee at that meeting and included in the draft 2019 action Plan..

**Adjournment**

There being no further business, Ald. Wilson called for a motion to adjourn seconded by Michael Miro; motion passed unanimously and the meeting adjourned at 7:15 pm.

Respectfully submitted,

Jessica Wingader  
Grants and Compliance Specialist



# Memorandum

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

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

Subject: 2019 Community Development Block Grant Funding from U.S. Department of Housing and Urban Development

Date: April 23, 2019

## Recommended Action:

Staff recommends approval of the proposed increases of Community Development Block Grant (CDBG) funding to the following public service programs: Connections for the Homeless/Drop In Program, Youth Job Center/Youth Employment Program, and YWCA Evanston/North Shore, and increases to Administration, Code Enforcement, and Public Facilities & Infrastructure projects as outlined in the attached spreadsheet.

## Funding Source:

CDBG funding is from the U.S. Department of Housing and Urban Development. The City's actual 2019 CDBG grant, combined with 2018 repayments to the Revolving Loan fund, 2018 program income and unspent CDBG funds from prior years, total \$1,959,876, giving the Committee \$200,925 more CDBG funding to allocate than the estimated \$1,758,951 used to make allocations in October 2018 for the draft 2019 Action Plan.

## Livability Benefit:

**Economy & Jobs:** Retain and expand local businesses, expand job opportunities, develop workforce, and support green jobs and businesses

**Education, Arts and Community:** Support social and cultural diversity, promote a cohesive and connected community, provide quality education from cradle to career, and support older adults as they age in the community

Equity & Empowerment: Ensure equitable access to community assets, provide for meaningful community engagement, support quality human services programs, and support poverty prevention and alleviation

Summary:

The U.S. Department of Housing & Urban Development released the 2019 Federal grant allocations for Entitlement Grantees on April 12, 2019. City of Evanston CDBG, HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) grants are shown below. CDBG and ESG amounts are modest increases from 2018, while HOME decreased by a higher dollar amount and percentage, reflecting the reduced allocation for the overall HOME program.

Grant	2019 City of Evanston Entitlement			Change from 2018	
	2018	2019 Estimate	2019 Actual	Dollars	Percent Change
CDBG	\$ 1,788,178	\$ 1,650,000	\$ 1,803,432	\$ 15,254	0.85%
HOME	\$ 384,889	\$ 280,000	\$ 355,216	\$ - (29,673)	-7.71%
ESG	\$ 146,023	\$ 140,000	\$ 151,731	\$ 5,708	3.91%

Following the process outlined in the draft 2019 Action Plan, the Housing & Community Development Act Committee will allocate the additional CDBG funds to specific activities; staff will incorporate those allocations and 2019 actual grant amounts for CDBG, HOME and ESG in the 2019 Action Plan. The plan will be submitted to City Council for approval on May 13, 2019 prior to submission to HUD.

The attached spreadsheet shows staff recommendations to allocate the additional CDBG funding received for 2019. Increases to three Public Services recipients follow the committee’s plan to allocate additional CDBG funds in the Public Services category stated at the October 9, 2018, meeting and included in the 2019 draft Action Plan. The proposed increases are: Connections for the Homeless by \$8,739, Youth Job Center by \$10,399 and the YWCA Evanston/North Shore by \$11,000.

Staff recommends increasing funding to CDBG Administration & Planning by \$30,686 to the 20% allowed by regulation. 2019 Administration expenses will include most or all of the \$13,000 that is the City’s share of the Cook county-wide Assessment of Fair Housing, and additional costs for data analysis needed for the City’s 2020-2024 Consolidated Plan. An increase of \$37,000 is recommended for Target Area Code Enforcement to support goals of maintaining safe and sanitary housing for low/moderate income residents and reduce the amount of CDBG-eligible expenses charged to the General Fund. Staff additionally recommends increasing funding to the Alley Paving project by \$60,012, and fully funding the CJE Senior Life, ADS Upgrade project at \$23,387. Funding will not be released until it is determined if the Evergreen Senior Housing Project will move forward. If so, CDBG funds would become part of the

renovation of the existing CJE facility. It is recommended that all CDBG rehab loan repayments received in FY2018, totaling \$117,150, be returned to the Revolving Loan fund. These recommendations are highlighted in green in the second column from the right in the attached 2019 CDBG Allocation Spreadsheet for review and discussion.

These proposed changes will not trigger a substantial amendment to the draft 2019 Action Plan, which the Committee approved at its meeting in October 2018, so a second 30-day public comment period will not be required. Following the Committee's allocation of the additional funds, the draft 2019 Action Plan will be updated and submitted to City Council for approval on May 13, 2019. The approved plan will be submitted to HUD by May 17, or no more than five business days following its approval by Council. HUD has 45 days to review and approve before grant agreements are executed and funds are released.

Attachments:

2019 CDBG Funding Spreadsheet with Actual Funds Available - Staff Allocation Recommendation

		2019 Request	10/9/18 Committee Recommendation		4/23/19 Staff Recommendation	
		\$ 2,238,387	\$ 1,758,951		\$ 1,959,876	
		\$ 1,758,951	\$ 1,758,951		\$ 1,959,876	
		\$ 479,436	\$ -		\$ -	
Program/Project Name	2018 Allocation	2019 Request	Committee Recommendation	% of Request	Staff Recommendation	% of Request
<b>Administration - 20% cap</b>						
City/CDBG Administration & Planning(or 20% of grant)	\$ 330,000	\$ 330,000	\$ 330,000	100%	\$ 360,686	100%
<b>Administration Subtotal</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>\$ 330,000</b>	<b>100%</b>	<b>\$ 360,686</b>	
<b>Spending cap (20% of entitlement)</b>		<b>\$ 330,000</b>	<b>\$ 330,000</b>		<b>\$ 360,686</b>	
<b>Amount over (under) cap</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ (0)</b>	
<b>Public Services - 15% cap</b>						
Family Focus/The Future Focus-Youth Program	\$ 15,000	\$ 20,000	\$ 11,400	57%	\$ 11,400	57%
Youth & Opportunity United/STEAM is For Teens	NA	\$ 20,000	\$ -	0%	\$ -	0%
Open Studio Project/Art and Action	\$ 4,000	\$ 10,000	\$ 4,800	48%	\$ 4,800	48%
Evanston Scholars/College Readiness	\$ 15,000	\$ 35,000	\$ 11,200	32%	\$ 11,200	32%
Youth Job Center/Youth Employment Programs	\$ 21,000	\$ 50,000	\$ 17,000	34%	\$ 27,399	55%
Moran Center/Legal & Social Services	\$ 20,000	\$ 35,000	\$ 20,400	58%	\$ 20,400	58%
Impact Behavioral Health/Employment Services	\$ 15,000	\$ 20,000	\$ 13,000	65%	\$ 13,000	65%
Shore Community Services/Vocational Training	\$ 7,448	\$ 20,000	\$ 7,500	38%	\$ 7,500	38%
The Harbour/Emergency Shelter	NA	\$ 10,000	\$ 5,200	52%	\$ 5,200	52%
Books and Breakfast/Morning Program	NA	\$ 10,000	\$ 5,620	56%	\$ 5,620	56%
Girl Scouts of GC&NWI/All In Program	NA	\$ 10,000	\$ 5,500	55%	\$ 5,500	55%
North Shore Senior Center/Grandparents Raising	\$ 9,000	\$ 12,000	\$ 8,600	72%	\$ 8,600	72%
Meals At Home/Home-Delivered Meals	\$ 15,000	\$ 20,000	\$ 14,200	71%	\$ 14,200	71%
Interfaith Action/Emergency Overnight Shelter	\$ 15,000	\$ 18,000	\$ 15,020	83%	\$ 15,020	83%
YWCA Evanston-NS/Domestic Violence Services	\$ 25,000	\$ 35,000	\$ 24,000	69%	\$ 35,000	100%
Connections for the Homeless/Drop In Program	\$ 15,000	\$ 25,000	\$ 16,261	65%	\$ 25,000	100%
City/Target Area Graffiti Removal	\$ 44,329	\$ 50,000	\$ 37,000	74%	\$ 37,000	74%
City/Summer Youth Employment Program	\$ 25,000	\$ 30,000	\$ 20,400	68%	\$ 20,400	68%
City/Certificate of Rehab & Record Sealing	\$ 40,000	\$ 30,000	\$ 23,000	77%	\$ 23,000	77%
<b>Public Services Subtotal</b>		<b>\$ 460,000</b>	<b>\$ 260,101</b>	<b>57%</b>	<b>\$ 290,239</b>	<b>63%</b>
<b>Spending cap (15% of entitlement +RL+PI)</b>		<b>\$ 260,101</b>	<b>\$ 260,101</b>		<b>\$ 290,239</b>	
<b>Amount over (under) cap</b>		<b>\$ 199,899</b>	<b>\$ 0</b>		<b>\$ (0)</b>	
<b>Housing</b>						
City/Housing Rehab Administration	\$ 100,000	\$ 225,000	\$ 200,000	89%	\$ 200,000	89%
CDBG Rehab Loan recapitalization	NA	\$ 100,000	\$ 90,000	90%	\$ 90,000	90%
Housing Rehab Loan Repayments	\$ 116,742	\$ 80,000	\$ 80,000	100%	\$ 117,150	146%
City/Lead Service Replacement Program	NA	\$ 75,000	\$ 40,040	53%	\$ 40,040	53%
<b>Housing Subtotal</b>		<b>\$ 480,000</b>	<b>\$ 410,040</b>	<b>85%</b>	<b>\$ 447,190</b>	<b>93%</b>
<b>Code Enforcement</b>						
City/CDBG Target Area Code Enforcement	\$ 325,000	\$ 375,000	\$ 338,000	90%	\$ 375,000	100%
<b>Code Enforcement Subtotal</b>		<b>\$ 375,000</b>	<b>\$ 338,000</b>	<b>90%</b>	<b>\$ 375,000</b>	<b>100%</b>
<b>Public Facilities &amp; Infrastructure</b>						
CJE Senior Life/ADS Upgrade Project	NA	\$ 23,387	\$ 17,448	75%	\$ 23,387	100%
Infant Welfare Society/Indoor Gross Motor Play Space	\$ 75,250	\$ 30,000	\$ 30,000	100%	\$ 30,000	100%
City/Harbert ParkBike Path Improvements	NA	\$ 100,000	\$ -	0%	\$ -	0%
City/Brummel Park Fencing Replacement	NA	\$ 50,000	\$ 50,000	100%	\$ 50,000	100%
City/Alley Paving Project	\$ 210,000	\$ 390,000	\$ 323,362	83%	\$ 383,374	98%
<b>Public Facilities &amp; Infrastructure Subtotal</b>		<b>\$ 593,387</b>	<b>\$ 420,810</b>	<b>71%</b>	<b>\$ 486,761</b>	<b>82%</b>
<b>Totals</b>		<b>\$ 2,238,387</b>	<b>\$ 1,758,951</b>		<b>\$ 1,959,876</b>	
<b>Total Estimated Funds Available</b>		<b>\$ 1,758,951</b>	<b>\$ 1,758,951</b>		<b>\$ 1,959,876</b>	
<b>Estimated To Be Cut:</b>		<b>\$ 479,436</b>	<b>\$ -</b>		<b>\$ -</b>	

**Funds Available:**

	Est 9/17/2018	Actual Grant
2019 CDBG Grant (est 7.7% under 2018 grant of \$1,788,178)	\$ 1,650,000	\$ 1,803,432
2018 Revolving Loan repayments-estimated	\$ 80,000	\$ 117,150
2018 Program Income	\$ 4,004	\$ 14,347
Unspent Prior Years Funds for Reallocation	\$ 24,947	\$ 24,947
<b>Total Available Funds:</b>	<b>\$ 1,758,951</b>	<b>\$ 1,959,876</b>