

Memorandum

To: Housing & Community Development Act Committee

From: Sarah Flax, Housing and Grants Manager

Subject: June 18, 2019 HCDA Meeting Cover Memo

Date: June 18, 2019

Attached please find:

- The meeting agenda
- Item 2: Draft minutes of the April 23, 2019 meeting for approval
- Item 3: 2020-2024 Consolidated Plan and 2020 Action Plan Process and Meeting Schedule Memo

We look forward to seeing you on June 18th.



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, June 18, 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 APRIL 23, 2019**
- III. 2020-2024 CONSOLIDATED PLAN AND 2020 ACTION PLAN PROCESS AND MEETING SCHEDULE**
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
- VI. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee
is scheduled for
Tuesday, July 16, 2019 in Room 2402.

Order of agenda items is subject to change

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MEETING MINUTES

HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, April 23, 2019

7:00 P.M.

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

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

Members Absent: Ald. Braithwaite

Presiding Member: Ald. Wynne

Staff: S. Flax

Call to Order / Declaration of Quorum

Ald. Wynne declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:02 pm.

Approval of Meeting Minutes for March 19, 2019

Ald. Rainey moved approval of the minutes as presented seconded by Ald. Wilson; the minutes were approved unanimously.

Allocation of Additional FY 2019 CDBG Funds

Ald. Wynne noted that the committee would allocate the additional CDBG funding based on the City's 2019 grant from HUD, and final amounts of Revolving Loan and Program Income funds received. She asked staff to provide a brief summary of their recommendation. Staff noted that additional Public Services funds were allocated to Youth Job Center, Connections for the Homeless and the YWCA, following the statement of the committee at the allocation meeting in October 2018. In addition, increased funding was recommended for CDBG Administration, Code Enforcement, the Revolving Loan fund, and Public Facilities and Infrastructure projects. Ald. Wilson moved approval of the funding recommendations, Ald. Rainey seconded the motion and it was approved unanimously.

Ald. Rainey noted that she was talking to City library staff about their new Memory Care program for seniors with dementia and found that staff was not aware of CJE's Senior Day program. Staff suggested that short articles about the different programs that the City funds to address needs in the community could be included in the City's e-newsletter to expand awareness. Staff will work with Patrick Deignan to develop a schedule for this.

Public Comment

Thomas A. Lydon noted that he did not have any input on housing matters, but has worked in transportation management for many years and was interested in Evanston

transportation issues, including increasing pedestrian safety. Chair Wynne suggested that he attend the Transportation and Parking Committee meeting on April 24.

Staff Reports

Staff noted that the additional allocations would be used to update the City's 2019 Action Plan to reflect actual grant amounts. The Action Plan would then go to City Council for approval on May 13, 2019, before being submitted to HUD for approval. It is anticipated that grant funds will be released by the end of August.

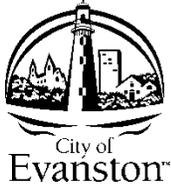
Ald. Wilson noted that in subsequent meetings, the committee should be updated on the 2020 Census. The Supreme Court had discussed adding a citizenship question to the census that would suppress response. Staff gave a brief update on the work of the 2020 Complete Count committee to identify hard to count areas, the importance of engaging people who have the trust of residents in hard to count groups, and a meeting on April 22 with Census staff. Information on Census jobs would be shared with City staff and non-profits including Youth Job Center, etc.

Adjournment

There being no further business, Glenn Mackey moved to adjourn the meeting, seconded by Ald. Wilson; the motion was approved unanimously. The meeting was adjourned at 7:23 pm.

Respectfully submitted,

Sarah K. Flax
Housing and Grants Manager



Memorandum

To: Members of the Housing and Community Development Act Committee

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

Subject: 2020-2024 Consolidated Plan and 2020 Action Plan Process and Meeting Schedule

Date: June 13, 2019

Staff is proposing changes to the meeting schedule for the 2020 Community Development Block Grant and Mental Health Board (MHB) funding allocation process to provide the Housing and Community Development Act Committee (HCDA) the opportunity to review: 1) conclusions relating to use of an equity lens for City funded human services by the Social Services Core Committee led by Deputy City Manager, Kimberly Richardson and 2) the Community Needs Assessment to inform the development of the 2020-2024 Consolidated Plan. Staff proposes the following changes to meeting dates and application deadlines:

- Letters Of Intent and applications for 2020 CDBG and MHB submitted in October
- Application review meetings in November
- Allocation meetings in December

Scheduled Meetings	Proposed Meetings
Thursday, September 12: Joint application review meeting with MHB	NA
Tuesday, September 17: 2 nd application review meeting to review CDBG requests only	Tuesday, September 17: Presentation of Social Services Core Committee results and Community Needs Assessment for 2020-2024 Consolidated Plan to HCDA and MHB
Tuesday, October 15: 2020 CDBG Allocation Meeting	Friday, October 4: LOIs due in Zoom Tuesday, October 15: Proposed new CDBG funding allocations by percentage of total estimated funding available Tuesday, October 22: Full applications due
Tuesday, November 19: regularly scheduled meeting	Thursday, November 7: Joint HCDA and MHB application review meeting

	<p>Monday, November 18: Public comment period for 2020-2024 ConPlan and 2020 Action Plan opens</p> <p>Tuesday, November 19: 2nd application review meeting - external CDBG only applications</p> <p>Thursday, November 21: 3rd application review meeting - City CDBG applications</p>
Tuesday, December 19, 2019	Tuesday, December 17: CDBG Allocation Meeting and close of public comment period for 2020-2024 Consolidated Plan

Adopting the proposed meeting timeline would enable more effective use of CDBG and Mental Health Board funds to address the needs of Evanston’s residents and City Council goals. The 2020 budget will be finalized in November, in advance of the MHB funding allocations on December 12.

Additionally, staff recommends changing the method of allocating estimated CDBG funding for the 2020 draft Action Plan to a percentage of estimated funding for each of the goals in the Consolidated Plan, and allocating to specific activities at a later date. Staff would prepare a recommended allocation by goal for CDBG based on the ConPlan priorities and taking into consideration the applications anticipated based on the Letters of Intent that will be submitted by October 4. HCDA would approve the allocation by percentages at the October 15 regularly scheduled HCDA meeting.

Defining percentage caps for specific goals would streamline the allocation process for the length of the 2020-2024 Consolidated Plan. This is consistent with the allocation process for HOME and ESG funding. This method could be used annually for subsequent Action Plans.

In the current 2015-2019 ConPlan, a change of funding or 20% or more for a goal in the draft Action Plan in the final plan following receipt of our grant amounts triggers a substantial amendment that would require a second public comment period. The changes in allocations made among CDBG activities once our grant amount is received have not triggered a substantial amendment in any of the five years. The City must prioritize its goals in the 2020-2024 ConPlan, and based on historical patterns, the percentage of funds allocated by goals have been relatively consistent from year to year. See attached chart. Funding for two goals, Administration and Public Services, is capped. Infrastructure needs for alley, street, park and community center improvements in LMA census block groups can be evaluated and coordinated with the City’s capital improvement plan to reduce the likelihood of triggering a substantial amendment. Additionally, because Housing Rehab and Code Enforcement, are both part of the Affordable Housing goal funding can be moved between those activities as needed without triggering a substantial amendment.

City of Evanston
CDBG Allocations By Consolidated Plan Goals 2015-2018

CDBG Allocations by ConPlan Goal	2015		2016		2017		2018		2019		5 Year Average	
	Amount	% of Total	Amount	% of Total	Amount	% of Total	Amount	% of Total	Amount	% of Total	Amount	% of Total
Affordable Housing Goal												
Housing Rehab Administration	\$ 187,900		\$ 185,000		\$ 143,499		\$ 100,000		\$ 200,000	24%	\$ 163,280	24%
RL repayments/recapitalization	\$ 128,475		\$ 180,861		\$ 174,666		\$ 116,742		\$ 247,190	30%	\$ 169,587	25%
Code Enforcement	\$ 350,000		\$ 325,000		\$ 300,000		\$ 325,000		\$ 375,000	46%	\$ 335,000	50%
Affordable Housing Totals	\$ 666,375	36%	\$ 690,861	37%	\$ 618,165	33%	\$ 541,742	27%	\$ 822,190	42%	\$ 667,867	35%
											\$ -	
Homelessness Goal											\$ -	
Interfaith Action Cold Weather Shelter	\$ -	0%	\$ 10,000	1%	\$ 12,500	1%	\$ 15,000		\$ 15,020	1%	\$ 10,504	1%
											\$ -	
											\$ -	
Livable Communities Goal											\$ -	
City Infrastructure/Facilities Projects	\$ 464,707	76%	\$ 389,915	66%	\$ 360,000	57%	\$ 797,813	100%	\$ 433,374	89%	\$ 489,162	79%
Non Profits Facilities Projects	\$ 150,000	24%	\$ 198,443	34%	\$ 267,000	43%	\$ -	0%	\$ 53,387	11%	\$ 133,766	21%
Livable Communities Totals	\$ 614,707	33%	\$ 588,358	31%	\$ 627,000	33%	\$ 797,813	40%	\$ 486,761	25%	\$ 622,928	32%
											\$ -	
Public Services Goal											\$ -	
City Programs	\$ 79,498	32%	\$ 93,900	36%	\$ 93,921	36%	\$ 109,329	40%	\$ 80,400	29%	\$ 91,410	35%
Non Profits programs	\$ 170,000	68%	\$ 166,384	64%	\$ 169,700	64%	\$ 161,448	60%	\$ 194,819	71%	\$ 172,470	65%
Public Services Totals	\$ 249,498	13%	\$ 260,284	14%	\$ 263,621	14%	\$ 270,777	14%	\$ 275,219	14%	\$ 263,880	14%
											\$ -	
Economic Development Goal											\$ -	
	\$ 16,900	1%	\$ 14,492	1%	\$ 33,875	2%	\$ 50,000	2%	\$ -	0%	\$ 23,053	1%
											\$ -	
Administration Goal											\$ -	
	\$ 320,949	17%	\$ 320,645	17%	\$ 324,413	17%	\$ 330,000	16%	\$ 360,686	18%	\$ 331,339	17%
											\$ -	
Grant Year Totals	\$ 1,868,429	100%	\$ 1,884,640	100%	\$ 1,879,574	100%	\$ 2,005,332	99%	\$ 1,959,876	100%	\$ 1,919,570	100%