



**AGENDA**  
**Housing & Community Development Act Committee**  
**Tuesday, September 15, 2020**  
**Remotely via 7:00 PM**

*As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, Plan Commission members and City staff will be participating in this meeting remotely.*

*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 Housing & Community Development Act Committee online comment form available by [clicking here](#) or visiting the [HCDA webpage](#) and clicking on Public Comment Form.*

Community members may watch the HCDA meeting online through the Zoom platform:

**Join Zoom Meeting**

**<https://zoom.us/j/99659837311?pwd=aG5lVS83aDZseW9WdUEExQlVvTXFIZz09>**

**Meeting ID: 996 5983 7311**

**Passcode: 683319**

**Join by Phone:**

**Dial +1 312 626 6799 US**

**Meeting ID: 996 5983 7311**

**Passcode: 683319**

*Information about the Housing & Community Development Act Committee is available at: [www.cityofevanston.org](http://www.cityofevanston.org). Questions can be directed to Jessica Wingader at 847.859.7889.*

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

*La ciudad de Evanston esta comprometida a proveer accesibilidad a todos; si necesita facilidades adicionales para poder acudir a esta junta, por favor contacte Sarah Flax (847-448-8684; [sflax@cityofevanston.org](mailto:sflax@cityofevanston.org)) con 48 horas de anticipación para que se hagan los arreglos necesarios para cumplir con su pedido si es posible.*

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

**2. SUSPENSION OF THE RULES**

Members participating electronically or by phone.

**3. APPROVAL OF MEETING MINUTES**

- A. [HCDA Meeting Minutes-December 17 2020-Draft](#) 3 - 5

**4. PUBLIC COMMENT**

**5. NEW BUSINESS/OLD BUSINESS**

- A. Staff Updates
- 2020 CDBG Programs and Projects
  - Housing Rehab Program
  - McDaniel Ave/Nathaniel PI Alley Income Survey
  - CARES Act Funding
- B. 2021 Community Development Block Grant Funding Allocation by Goals Recommendation for Draft 2020 Action Plan and Reallocation of up to \$300,000 of Unexpended 2019 CDBG Entitlement Funding to the 2019 CDBG-CV Amended Action Plan to Protect, Prepare for, and Respond to Coronavirus 6 - 10
- [BCC Memorandum-Community Development-Attachment - Pdf](#)

**6. ADJOURNMENT**

Order of agenda items is subject to change

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**MEETING MINUTES**

**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Monday, December 17, 2019

7:00 PM

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

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

Members Absent: None

Presiding Member: Ald. Wilson, Committee Chair

Staff: S. Flax, J. Wingader

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**Call to Order / Declaration of Quorum**

Chair Wilson declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:11 pm.

**2020 CDBG Funding—Committee Discussion and Recommendations**

Ald. Wilson proposed allocations for public service programs. After discussion, Ald. Rainey moved approval seconded by Ad. Wynne; a voice vote was taken and all approved the allocation amounts for public services in the amount of \$261,838. It was additionally decided that if the total grant was higher and additional funding was available for public services, an increase to the allocation amount for Family Focus would be considered.

Ald. Rainey proposed an allocation amount of \$330,000 for Administration, seconded by Ald. Braithwaite; a voice vote was taken and the amounts were unanimously approved. Chair Wilson thanked the agencies for their presentations and proposed allocations for Housing. After discussion, Ald. Wilson moved approval to allocate \$200,000 to Housing Rehab. Administration and \$93,113 to Housing Rehab. Loan Repayments seconded by Ald. Braithwaite; a voice vote was taken the allocation amounts were unanimously approved.

Chair Wilson requested information from staff about the Reba Early Learning Center project. Ms. Flax defined the project scope which included input from the Water Department and Housing Rehab. Specialist and conformed to DCFS guidelines. After discussion, the Committee defined allocations for public facilities and infrastructure projects. Bureau Chief and City Engineer Lara Biggs provided information about components of the Butler Park project and confirmed that no additional funds were available in the City's budget. There was additional discussion about allocating funds to Code Enforcement and Economic Development. Ald. Rue Simmons moved to allocate

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\$75,000 to Economic Development seconded by Ald. Rainey; a voice vote was taken and the allocation was approved.

After discussion about allocating funds to public facilities and infrastructure projects, Chair Wilson called for a motion to approve \$20,000 for CJE Senior Life's ADS Upgrade project, \$300,000 for the Butler Park Drainage and Lighting project, and \$400,000 for the Dempster/Dewey Alley Paving project seconded by Ald. Braithwaite; a voice vote was taken and the allocation was unanimously approved. Chair Wilson called for a motion to recommend the 2020 CDBG grant allocations totaling \$1,813,809. Ald. Braithwaite motioned to approve, seconded by Ald. Rue Simmons; a voice vote was taken and the total allocations were unanimously approved.

**Public Input on the Draft 2020-2024 Consolidated Plan and Draft 2020 Action Plan**

Chair Wilson noted that no one signed up to provide public comment on the draft 2020-2024 Consolidated Plan and Draft 2020 Action Plan. After recognizing that no input was received from the public, Chair Wilson closed the public comment period.

**Discussion and Vote to Recommend Approval of the Draft 2020-2024 Consolidated Plan and Draft 2020 Action Plan Following Receipt of the 2020 Entitlement Amounts**

Chair Wilson called for discussion of the draft 2020-2024 Consolidated Plan and Draft 2020 Action Plan. There was no discussion. Chair Wilson called for a motion to approve and recommend to City Council the draft 2020-2024 Consolidated Plan and Draft 2020 Action Plan. Ald. Rue Simmons motioned, seconded by Ald. Wynne; a voice vote was taken and the motion was unanimously approved.

**Approval of Meeting Minutes for October 15, November 7, December 4 & December 11, 2019**

Ald. Rainey moved approval; seconded Ald. Rue Simmons the motion. Minutes were approved unanimously.

**2020 Meeting Dates**

Chair Wilson called for comments on or changes to the draft 2020 meeting dates. Ald. Rainey moved to accept the 2020 meeting dates seconded by Ald. Rue Simmons; a voice vote was taken and the 2020 meeting dates were approved unanimously.

**Public Comment**

There was none.

**Staff Reports**

Staff confirmed priorities for additional funding which included Family Focus and Code Enforcement, and consideration of Reba Early Learning Center, and outlined next steps. Ald. Rainey requested additional information about timing of the federal budget. Staff reported proposed increases as suggested by Congress and discussed the process and challenges.

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**Adjournment**

There being no further business before the committee, Ald. Braithwaite moved adjournment, seconded by Ald. Rue Simmons; motion passed unanimously and the meeting adjourned at 8:47 pm.

Respectfully submitted,

Jessica Wingader  
Grants & Compliance Specialist



## Memorandum

To: Members of the Housing & Community Development Act Committee

From: Sarah Flax, Housing & Grants Administrator

CC: Johanna Nyden, Community Development Director; Jessica Wingader, Sr. Grants and Compliance Specialist; Marion Johnson, Housing and Grants Intern

Subject: 2021 Community Development Block Grant Funding Allocation by Goals Recommendation for Draft 2020 Action Plan and Reallocation of up to \$300,000 of Unexpended 2019 CDBG Entitlement Funding to the 2019 CDBG-CV Amended Action Plan to Protect, Prepare for, and Respond to Coronavirus

Date: September 15, 2020

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### Summary:

#### Recommended Actions:

Staff requests approval of the proposed allocations of estimated 2021 Community Development Block Grant (CDBG) funds by Consolidated Plan goal based on a percentage of estimated available funding to develop the draft 2021 Action Plan; and the reallocation of up to \$300,000 in unexpended 2019 CDBG entitlement funding to the COVID-19 Emergency/Urgent Needs goal created in the PY2019 CARES Act Action Plan Substantial Amendment to provide additional resources for Public Services needed to protect, prepare for, and respond to coronavirus.

The draft 2021 Action Plan will be posted on or about November 15 for the required 30-day public comment period prior to January 1, 2021. This will allow the City to allocate CDBG-eligible costs as of January 1, 2021, regardless of when its 2021 grant agreements are finalized.

The reallocation of up to \$300,000 of unexpended 2019 CDBG entitlement funds to the COVID-19 Emergency/Urgent Needs goal created in the PY2019 CARES Act Action Plan Substantial Amendment will provide the City with significant additional resources to be used for Public Services in 2021 because those funds are removed from the 15% Public Services funding cap under the CARES Act.

### Discussion:

The federal government will not have its FY 2021 budget or appropriations bills finalized by the start of the fiscal year on October 1, 2020. In order for the City of Evanston to allocate

2021 CDBG-eligible expenses from the start of its fiscal year on January 1, 2021, the City must complete the 30-day public comment period for its 2021 Action Plan prior to January 1, 2021. To address this, staff proposes following the process used for the 2020 draft Action Plan to develop the draft 2021 Action Plan using estimated available CDBG funding of \$1,674,218, comprising the 2021 CDBG grant estimate of \$1,650,000 in the 2020-2024 Consolidated Plan plus 2020 program income and loan repayments of \$24,218.

The percent of 2021 CDBG funding allocated to each Consolidated Plan goal has been developed based on the Needs Assessment for the 2020-2024 Consolidated Plan, the average funding allocations by goal in fiscal years 2015-2019, and actual allocations for 2020. See attached spreadsheet. Additional information used for the proposed allocations are detailed below.

- **Affordable Housing goal** is funded at 30% of available funds, which is less than the 2014-2015 average but slightly above 2020 actual. This will not affect the housing activities that can be undertaken because there is \$130,040 of CDBG allocated in prior years for housing rehab projects rehab work that is unexpended due to the substantial reduction in rehab activity due to COVID-19 and the early retirement of the Housing Rehab Specialist, Scott Williams. Mr. Williams is working on a part-time basis to complete the rehab projects underway. Staff is developing a plan for the rehab program in 2021 for approval by the Committee before year end.
- **Homeless Services goal** is not funded in 2021 because the City received \$966,314 in ESG-CV funding from the CARES Act to address homeless needs. In addition, the Action's Cold Weather Overnight Shelter, the only CDBG funded activity in this goal, was shut down in March 2020 to prevent spread of COVID-19; the viability of operating such a shelter in the 2021 has not been determined.
- **Livable Communities goal** appears to be lower than in past years because the actual funding in past years is higher than 2021 estimate. The percentage of available funding is consistent with prior years.
- **Public Services goal** is the full 15% allowable under CDBG regulations because the 1% that had been allocated to Homelessness goal in past years is included here.
- **Economic Development goal** is not funded in 2021 because there is \$75,000 in 2020 funding for this goal that has not been allocated to specific projects. In addition, the City has allocated \$70,000 of CDBG-CV funding for micro-enterprise assistance to address the impact of COVID-19. Additional CDBG-CV funding of \$130,000 for Economic Development needs may also be allocated in the future based on needs to address the ongoing impact of the coronavirus.

Staff requests approval of these allocations by ConPlan goal to develop the draft 2021 Action Plan that will be posted for public comment on or about November 15, 2020 and close at the committee's December 15, 2020 meeting following any public comment. The draft Action Plan will be approved by the committee and held until HUD releases the 2021 entitlement grant amounts. At that time, allocations will be finalized and approved by the committee prior to being submitted to City Council for approval. The approved 2021 Action Plan is due to HUD for review and approval 45 days after entitlement grant amounts are released.

The application process and schedule for 2021 CDBG and Mental Health Board funding is expected to be similar to 2020, with applications opening in October and application review meetings occurring in November. Staff is developing priorities for funding based on the

recommendations made by the City's Social Services Core Committee in 2019 and the continued increase in basic needs, including housing, food, child care, resulting from COVID-19.

Staff proposes the reallocation of up to \$300,000 of unexpended 2019 CDBG entitlement funds to the COVID-19 Emergency/Urgent Needs goal created in the PY2019 CARES Act Action Plan Substantial Amendment to give the City significant additional resources for Public Services in 2021. These reallocated 2019 funds would be removed from the 15% Public Services funding cap by the waiver in the CARES Act and would be subject to the CARES Act requirement to prevent, prepare for, and respond to the coronavirus. One of the most critical needs that these funds could be used for is rent assistance for tenants who have lost income due to COVID-19 and are at high risk of becoming homeless after the moratoria on evictions due to inability to pay rent are lifted. The City has \$100,000 of its CDBG-CV funding budgeted for this purpose, however the need is expected to substantially exceed this amount. Based on current discussions, it does not appear likely that the federal government will pass significant funding to address this pending eviction and homeless crisis. The City's CARES Act Budget is attached.

The unexpended 2019 funding is the result of favorable bids on City Public Infrastructure projects in the last three years from packaging CDBG-funded alley paving, street resurfacing and park improvements with similar capital projects funded with GO bonds. Historically these unexpended funds are carried over for CDBG Public Infrastructure projects in the next year in the Livable Communities goal. This change would constitute a substantial amendment to the 2019 Action Plan and trigger a public comment period and approval by City Council.

Attachments:

[CDBG Allocations by ConPlan Goal 2015-2019 & 2020 with 2021 Proposed City of Evanston CARES Act COVID-19 Budget](#)

**City of Evanston**  
**CDBG Allocations By Consolidated Plan Goals**  
**2015-2019 Averages and 2020 Actual with 2021 Proposed Allocations for Draft 2021 Action Plan**

CDBG Allocations by ConPlan Goal	2015-2019 5-Year Average			2020 Actual Allocation			2021 Proposed Allocation	
	Amount	% of Total	Activities	Amount	% of Total	Activities	Est. \$ By Goal	Est. % By Goal
<b>Affordable Housing Goal</b>								
Housing Rehab Administration	\$ 163,280	24%		\$ 200,000	10%	1		
RL repayments/recapitalization	\$ 169,587	25%		\$ 29,641	1%	5		
Code Enforcement	\$ 335,000	50%		\$ 326,802	16%	1		
<b>Affordable Housing Totals</b>	<b>\$ 667,867</b>	<b>35%</b>	<b>3</b>	<b>\$ 556,443</b>	<b>28%</b>	<b>7</b>	<b>\$ 502,265</b>	<b>30%</b>
	\$ -							
	\$ -							
<b>Homelessness Goal</b>	<b>\$ 10,504</b>	<b>1%</b>	<b>1</b>	<b>\$ 19,000</b>	<b>1%</b>	<b>1</b>	<b>\$ -</b>	<b>0%</b>
	\$ -							
	\$ -							
<b>Livable Communities Goal</b>	<b>\$ -</b>							
City Infrastructure/Facilities Projects	\$ 489,162	79%	3	\$ 730,000	97%	2		
Non Profits Facilities Projects	\$ 133,766	21%	3	\$ 20,000	3%	1		
<b>Livable Communities Totals</b>	<b>\$ 622,928</b>	<b>32%</b>	<b>6</b>	<b>\$ 750,000</b>	<b>37%</b>	<b>3</b>	<b>\$ 585,976</b>	<b>35%</b>
	\$ -							
<b>Public Services Goal</b>	<b>\$ -</b>							
City Programs	\$ 91,410	35%	3	\$ 79,424	29%	3		
Non Profits programs	\$ 172,470	65%	12	\$ 192,838	71%	14		
<b>Public Services Totals</b>	<b>\$ 263,880</b>	<b>14%</b>	<b>15</b>	<b>\$ 272,262</b>	<b>14%</b>	<b>17</b>	<b>\$ 251,133</b>	<b>15%</b>
	\$ -							
<b>Economic Development Goal</b>	<b>\$ 23,053</b>	<b>1%</b>	<b>1</b>	<b>\$ 75,000</b>	<b>4%</b>	<b>1</b>	<b>\$ -</b>	<b>0%</b>
	\$ -							
<b>Administration Goal</b>	<b>\$ 331,339</b>	<b>17%</b>	<b>1</b>	<b>\$ 337,263</b>	<b>17%</b>	<b>1</b>	<b>\$ 330,000</b>	<b>20%</b>
	\$ -							
<b>Grant Year Totals</b>	<b>\$ 1,919,570</b>	<b>100%</b>	<b>28</b>	<b>\$ 2,009,968</b>	<b>100%</b>	<b>30</b>	<b>\$ 1,674,218</b>	<b>100%</b>
<b>CDBG Grant Amounts</b>	<b>\$ 1,684,330</b>			<b>\$ 1,836,315</b>			<b>\$ 1,650,000</b>	

	Amount	% of CDBG	Activities	Amount	% of CDBG	Activities
Funding to non-profits by year	\$ 306,236	16%	16	\$ 231,838	12%	16

Public Services						
City Programs	\$ 91,410	33%	3	\$ 79,424	27%	3
Non Profits programs	\$ 182,974	67%	13	\$ 211,838	73%	15
<b>Total Public Services</b>	<b>\$ 274,384</b>	<b>100%</b>	<b>16</b>	<b>\$ 291,262</b>	<b>100%</b>	<b>18</b>
	\$ -			\$ -		
Public Facilities & Infrastructure	\$ -			\$ -		
City Projects	\$ 489,161.80	79%	3	\$ 730,000.00	97%	2
Non Profits Projects	\$ 133,766	21%	3	\$ 20,000	3%	1
<b>Total Public Facilities &amp; Infrastructure</b>	<b>\$ 622,928</b>	<b>100%</b>	<b>6</b>	<b>\$ 750,000</b>	<b>100%</b>	<b>3</b>

### City of Evanston CARES Act COVID-19 Budget

Category		CDBG National Objective		Total
		Low/Mod Benefit	Urgent Need	
CoE COVID-19 emergency expenses not reimbursed by FEMA (25% of total)	Hotel Stays for non-homeless		\$ 85,000	
	Hotel Stays for homeless	\$ 125,000		
	Other COVID-19 expenses		\$ 80,000	
CV Public Services	Rent & Utility Assistance	\$ 100,000		
	Food assistance			
	Child care assistance	\$ 237,643	\$ 75,000	
	Broadband access			
CV Public Facilities	Homeless shelter improvements - Hilda's Place	\$ 100,000		
CV Economic Development	Forgivable loans/grants for micro-enterprises	\$ 150,000	\$ 50,000	
	Technical assistance to micro-enterprises			
CV Administration	Grant administration (up to 20% of total grant)	\$ 175,000		
	<b>Total CDBG-CV &amp; Reallocated 2019 CDBG</b>	<b>\$ 887,643</b>	<b>\$ 290,000</b>	<b>\$ 1,177,643</b>
			26.8%	
ESG	Rapid Rehousing	\$ 715,000		
	Homeless Prevention	\$ 100,000		
	Case Management	\$ 76,314		
	Grant administration (up to 10% of total grant)	\$ 75,000		
	<b>Total ESG-CV</b>	<b>\$ 966,314</b>		<b>\$ 966,314</b>