



# Memorandum

To: Housing & Community Development Act Committee and Mental Health Board

From: Sarah Flax, Housing & Grants Manager  
Jessica Wingader, Senior Grants and Compliance Specialist

Subject: November 17, 2020 Meeting Cover Memo

Date: November 13, 2020

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Attached please find:

- The meeting agenda
- Update on 2021 CDBG Public Services and Mental Health Board Funding Process Memo
- 2020 Activities Update Memo and attachments
- Draft minutes of the Housing & Community Development Act Committee September 15, 2020 meeting for approval

We look forward to seeing you on November 17<sup>th</sup>.



**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE  
and  
MENTAL HEALTH BOARD**

Tuesday, November 17, 2020  
Remotely at 7:00 pm

**AGENDA**

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, HCDA and MHB 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 joint meeting of the Housing & Community Development Act Committee and the Mental Health Board 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 and Mental Health Board online comment form available by clicking here or visiting the HCDA webpage: and clicking on Public Comment Form.

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

Please click the link below to join the webinar:

<https://zoom.us/j/94106588204?pwd=aFFrbkVyeG1HWWVQZ1dFeWlxSXdRQT09>

Passcode: 330064

Or Telephone:

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Webinar ID: 941 0658 8204

Passcode: 330064

**I. CALL TO ORDER/DECLARATION OF QUORUM**

**II. UPDATE ON 2021 CDBG PUBLIC SERVICES AND MENTAL HEALTH BOARD  
FUNDING PROCESS**

**III. 2020 ACTIVITIES UPDATE**

**IV. DRAFT 2021 ACTION PLAN POSTED FOR 30-DAY PUBLIC COMMENT PERIOD**

*Order of agenda items is subject to change*

**a. DISCUSSION OF ALLOCATION PROCESS AND TIMING TO ALLOCATE  
HOUSING AND PUBLIC FACILITIES/ INFRASTRUCTURE CATEGORIES**

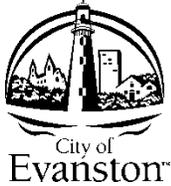
**V. APPROVAL OF HCDA MEETING MINUTES FOR SEPTEMBER 15, 2020**

**VI. STAFF REPORTS**

**VII. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee is scheduled for  
Tuesday, December 15, 2020 at 7PM.

The next meeting of the Mental Health Board is scheduled for Thursday, December 10, 2020 at  
7PM.



# Memorandum

To: Members of the Housing and Community Development Act Committee and Mental Health Board

From: Sarah Flax, Housing and Grants Manager  
Jessica Wingader, Senior Grants & Compliance Specialist

Subject: Update on 2021 CDBG Public Services and Mental Health Board Funding Process

Date: November 17, 2020

## Discussion:

Evanston continues to face significant public health, economic and housing market disruptions due to COVID-19. Residents are experiencing job loss and reduced income, which has a devastating impact on housing stability and food security. The shift by schools to remote learning has a disproportionately negative impact on single parent households and families with essential workers. The ongoing impacts of the pandemic have heightened disparities and inequities for low-income residents, particularly Blacks, Latinos, and other people of color, reinforcing the importance of aligning CDBG and MHB funding to external partners to address our most at-risk residents following recommendations by the City's Social Services Core Committee and approved by City Council in 2019 to develop a customer rather than provider focused service delivery process comprising:

- Intensive case management for client-centric service delivery for highest-need clients
- Referral system for quick access to primary care and mental health care, child care, substance abuse counseling, legal services, employment services, etc.
- Safety net services including: food, domestic violence, emergency shelter, street outreach & drop-in services

The City's 2021 Community Development Block Grant DBG grant amount is not known at this time but is estimated at \$1,650,000 for planning purposes; 15% or \$247,500 is the estimated amount that may be used for Public Services. The proposed FY2021 City budget includes \$736,373 in the Human Services Fund for allocation by the MHB to external agencies. CDBG will likely not be available until July or August 2021 based on historical patterns. Mental Health Board funding will be available on January 1, 2021, pending approval of the budget.

Housing and Grants staff sought input to define greatest needs from:

- Health and Human Services, including Indira Perkins, Human Services Manager and staff; Audrey Thompson, Community Services Manager, and Youth & Young Adult Division staff; and Victim Services
- Evanston Police Department
- Parks, Recreation and Community Services
- Mayor's COVID-19 Task Force, including the Community Recovery Task Force

The overarching needs reported are the most basic of human needs. Housing was identified as the overriding issue, including avoiding eviction for households unable to pay rent due to loss of income and locating affordable housing for homeless individuals and families. Food insecurity was also identified as an ongoing challenge. Parents, particularly female single heads of households with low-wage jobs that do not allow work from home, need care for preschool and school age children in order to continue to earn income to support their families. People who have been laid off or have reduced work hours need employment services to become employed and/or increase their income.

The rapidly increasing COVID-19 infection and hospitalization rates threaten to reverse progress made toward recovery and have pushed back the timing on next steps in this process to:

- January 2021 for meetings with community partners
- February-March 2021 to develop new funding allocation structure and process
- April 2021 for funding application process for services using the new service delivery system
- Potential start date of July 1, 2021 for funded activities



# Memorandum

To: Members of the Housing and Community Development Act Committee and Mental Health Board

From: Sarah Flax, Housing and Grants Manager  
Jessica Wingader, Senior Grants & Compliance Specialist

Subject: 2020 Activities Update

Date: November 17, 2020

Discussion:

**Reduction in Evanston's 2020 CDBG and HOME Grants**

The City received the attached notice from HUD of an error in the formula calculating the City's 2020 CDBG and HOME grant amounts. HOME funding is reduced by \$59. CDBG funding is reduced by \$282. Original CDBG award was \$1,836,315; recalculated CDBG award amount is \$1,836,033, which is a reduction of \$282. This correction will result in a \$42 reduction in public service spending. See attached letter from HUD.

**COVID-19 Impact on Programs and Projects**

*Learning Bridge* used a portion of City funds to buy technology supplies to support teletherapy, including cameras and equipment used by the therapist to connect with children and observe classroom interactions.

*Childcare Network of Evanston:* Agency used a portion of the FY2020 City award to purchase therapeutic supplies for participants in the Learning Together program; supplies included weighted blankets, seat wedges, cube chairs and addition equipment to support the development of occupational and gross motor skills.

*Open Studio Project and Girl Scouts:* Staff continues working with both agencies to determine that compliance with CDBG funding requirements can be met for their FY2020 programs. Both agencies provided some virtual programming but experienced challenges including engaging income-eligible participants and documenting program expenses. Funds will not be released unless compliance issues are resolved.

*Northwest CASA:* Agency has undergone personnel changes. Jim Huenink is no longer employed and the Executive Director position has not been filled. Staff is working with members of the board of directors to get reports on people served and required financial documents to verify program expenses in FY2020. Funds will not be released unless compliance issues are resolved.

*CJE Senior Life:* Agency evaluated the timeframe for its capital project and has returned its \$20,000 2020 CDBG grant to be used to address COVID-19 needs as allowable under the CARES Act. CJE will reapply when Evergreen construction is complete. 2020 funds will be reallocated to address COVID-19 needs. See attached letter from CJE.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

October 22, 2020

**CORRECTED NOTICE**

The Honorable Stephen H. Hagerty  
Mayor of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201-2716

Dear Mayor Hagerty:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2020 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-94 on December 20<sup>th</sup>, 2019, which includes FY 2020 funding for these programs.

Since issuing the original allocation announcement letters, HUD has discovered an error in the formula calculation for two CPD formula programs, the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) programs, stemming from issues at HUD field offices in California which are currently being resolved. HUD informs you that the correction to the formula has resulted in a decrease in the allocations for your community, an amount representing 99.98% of your total CDBG and HOME grants for FY 2020. Evanston's original CDBG and HOME allocations were \$1,836,315 and \$364,350, respectively. Your jurisdiction's FY 2020 available allocations are now as follows:

Community Development Block Grant (CDBG)	\$1,836,033
HOME Investment Partnerships (HOME)	\$364,291

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Based on your jurisdiction's CDBG allocation for this year, you also have \$9,181,575 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all of

its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs  
Assistant Secretary (Acting)  
for Community Planning and Development  
U.S. Department of Housing and Urban Development

October 20, 2020

City of Evanston  
Attention: Community Development Department  
Housing & Community Development Act Committee  
Morton Civic Center  
2100 Ridge Ave  
Evanston, IL 60201

Dear Members of the Housing & Community Development Act Committee:

On behalf of CJE SeniorLife's (CJE's) Board, staff, and myself, we extend our sincere gratitude to the City of Evanston for its plan to award CJE \$20,000 in 2020 CDBG funds for improvements to doors and windows at CJE's Adult Day Services site.

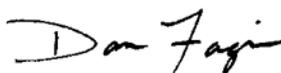
As you are aware, Evergreen Real Estate Group recently broke ground on a new affordable housing apartment building for low-income seniors near the ADS site. That project will include additional needed capital improvements to the existing ADS building. As a result of the multifaced project, we now estimate that we will not be able to seek bids and start work on the Evanston CDBG project until 2022.

We recognize that our CDBG-awarded funds could be put to immediate use in Evanston to help meet critical pandemic-related human needs as opposed to sitting idle for more than a year. We are therefore requesting that the funds be reallocated from CJE to the city to provide social services aid in Evanston.

CJE appreciates the support the city of Evanston provides through CDBG grant awards, and we plan to seek funding next year when we will be in a better position to put such awards to use quickly, should we receive them.

Please let me know if we need to take any additional steps to have the Evanston 2020 CDBG funds reallocated to the city.

Sincere regards,



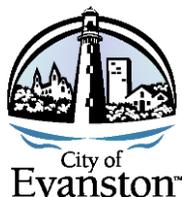
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\* Past Board Chair



## MEETING MINUTES

### HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, September 15, 2020 7:00 PM

#### **Housing and Community Development Act Committee**

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

Members Absent: G. Mackey

Presiding Member: Ald. Rue Simmons, Committee Chair

Staff: S. Flax, J. Wingader, M. Johnson

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

Chair Rue Simmons declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:06 pm.

#### **SUSPENSION OF THE RULES**

Members participated electronically or by phone. Ald. Wilson moved to suspend the rules, seconded by Ald. Rainey; a roll call vote was taken and the motion was approved 7-0.

#### **APPROVAL OF MEETING MINUTES**

Ald. Rainey moved approval of the meeting minutes of December 17, 2019, seconded by Ms. Su; a roll call vote was taken and the motion was approved 7-0.

#### **PUBLIC COMMENT**

No public comment.

#### **NEW BUSINESS/OLD BUSINESS**

##### A. Staff Updates

Staff provided updates on the following:

- 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 2021 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

Ms. Flax explained how funding by goal would allow City staff to create the 2021 Action Plan and submit for public comment prior to January 1, 2021. Staff also provided a

proposed budget and community needs. There was discussion about resources for landlords and the implementation of a landlord mitigation program. There was also discussion about childcare and food assistance programs. Staff agreed to gather additional input from Committee members.

Staff provided information about the micro enterprise grant program funded using the City's CDBG-CV award including award amounts, eligibility, and coordination with staff from the Economic Development Department. There was discussion about program concerns including overlap with other grant programs and potential to favor home based businesses. There was further discussion about qualifications and ways to consider businesses that may have received additional support. Ms. Flax outlined how staff would address concerns.

Ms. Flax provided information about funding by goal for the 2021 Action Plan including allocations based on grant estimate as well as a timeline for the application process. Staff introduced the idea of delaying applications for public services to better understand challenges faced by the community as a result of coronavirus to ensure funds serve those most in need.

Ald. Rainey moved approval of the funding allocation by goals for the draft 2021 Action Plan and reallocation \$300,000 of unexpended 2019 CDBG Entitlement Funding to the 2019 CDBG-CV amended Action Plan to protect, prepare for, and respond to Coronavirus, seconded by Ald. Rue Simmons; a roll call vote was taken and the motion passed 7-0.

Ald. Rue Simmons noted the importance of completing the Census and requested information about responses to date. Ms. Flax reported that there were extensive efforts in the fifth and eighth wards and that response to date exceeded responses received in 2010.

## **ADJOURNMENT**

There being no further business before the Committee, Ald. Braithwaite moved to adjourn the meeting seconded by Ald. Rue Simmons; it was approved unanimously and the meeting was adjourned at 8:31 pm.

Respectfully submitted,  
Sarah Flax  
Housing and Grants Manager