



**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE  
and  
MENTAL HEALTH BOARD**  
Tuesday, March 16, 202  
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](#) or the [Mental Health Board webpage](#) and clicking on Public Comment Form.

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

Please click this URL to join.

<https://zoom.us/j/95480817649?pwd=MHBrbXRveGJvS2NjenBMSEY2eIFzQT09>

Passcode: 393531

Or join by phone:

Dial US: +1 312 626 6799

Webinar ID: 954 8081 7649      Passcode: 393531

- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. SUSPENSION OF THE RULES ALLOWING FOR REMOTE PARTICIPATION**
- III. PUBLIC INPUT OF THE [DRAFT 2020 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT](#) (CAPER)**
- IV. VOTE TO RECOMMEND APPROVAL OF CAPER BY CITY COUNCIL AT MARCH 22, 2021 MEETING**
- V. REALLOCATION OF UNEXPENDED FY2020 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO 2019 CARES ACT AMENDMENT FOR USE IN FY 2021**

*Order of agenda items is subject to change*

**VI. DISCUSSION AND VOTE TO RECOMMEND APPROVAL OF THE [2021 ACTION PLAN](#) AND [AMENDED CITIZEN PARTICIPATION PLAN](#) TO CITY COUNCIL**

**VII. UPDATE ON THE ALLOCATION PROCESS FOR MHB/CDBG PUBLIC SERVICES FUNDS**

**VIII. PUBLIC COMMENT**

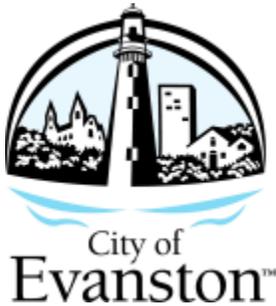
**IX. HCDA APPROVAL OF MEETING MINUTES FOR FEBRUARY 16, 2021 AND DECEMBER 15, 2020**

**X. MHB APPROVAL OF MEETING MINUTES FOR FEBRUARY 16, 2021 AND FEBRUARY 20, 2020**

**XI. STAFF REPORTS**

**XII. ADJOURNMENT**

The next joint meeting of the Housing & Community Development Act Committee and the Mental Health Board will be scheduled in April, 2021.



## 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 Economic Development Analyst; Meagan Gibeson, Housing and Economic Development Analyst

Subject: Approval of the 2020 Consolidated Annual Performance Evaluation Report for the City's Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grant Programs

Date: March 16, 2021

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### Summary:

Staff recommends the Housing and Community Development Act Committee (HCDA) approve the 2020 Consolidated Annual Performance and Evaluation Report (CAPER) and recommend its approval by the City Council at the March 22, 2021 meeting. The CAPER must be submitted to the Chicago Field Office of the U.S. Department of Housing and Urban Development by March 31, 2021.

The Consolidated Annual Performance and Evaluation Report (CAPER) reviews how the City of Evanston used federal entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD) to implement programs and projects to address community needs during the 2020 program year (January 1 to December 31, 2020). Evanston received \$2,559,824 in HUD entitlement funds in FY2020:

- \$1,836,033 in Community Development Block Grant (CDBG)
- \$364,291 in HOME Investment Partnerships (HOME)
- \$158,463 in Emergency Solutions Grant (ESG) funds

The City expended a total of \$2,226,547 in the 2020 program year from its 2021 entitlement grants, unexpended CDBG, HOME and ESG funds from prior years, plus program income. All programs and projects funded in 2020 addressed strategic priorities identified in the City's 2020-2024 Consolidated Plan and 2020 One Year Action Plan. The City met HUD requirements for both commitment and expenditure of CDBG, HOME and ESG funds in 2020.

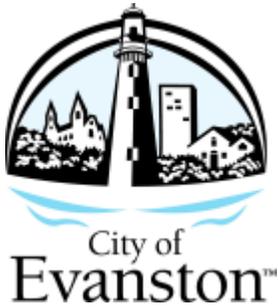
2020 was the first year of the five-year 2020-2024 Consolidated Plan; the City received access to its grant funds in September. Due to the late release of funds, the City is working to complete

capital projects funded in 2020. The alley paving project and lighting and drainage improvements to Butler Park are substantially completed but for final inspections and billing. The City's Housing Rehab program completed four projects, including the replacement of failed sewer lateral and removal of boxelder tree whose roots contributed to the collapse of the sewer lateral, and repair of the damaged sidewalk. Following COVID-19 safety protocols, the City stopped conducting routine rental inspections, but continued to conduct area inspections, complaint inspections, and inspections of new and HUD subsidized units. 1306 total inspections, 1190 of which were complaint inspections, were conducted; 668 cases were located in CDBG target areas. The COVID-19 pandemic continues to have disparate impact on Evanston's homeless and low/moderate income populations. All Public Services programs were implemented with modifications in service delivery because of the pandemic. The City and community partners focused FEMA and CARES Act resources in addition to entitlement funding and local resources to provide shelter, food and additional support to our most vulnerable individuals, families, and small businesses. The City anticipates a need to provide ongoing support for those most negatively affected by COVID-19, including vulnerable residents and small businesses, in 2021.

The City of Evanston obligated its 2020 CDBG entitlement, program income, and reallocated dollars from projects completed in prior years to fund programs and projects in the categories of Housing, Public Services and Public Infrastructure and Facilities. HOME funding was used for Tenant-Based Rental Assistance and the Evergreen development, new rental construction with 60 affordable units for seniors. Two agencies received ESG funding to provide shelter, essential services and rental assistance to homeless individuals and families. ESG and ESG-CV funds provided by the CARES Act were used for rapid rehousing.

The public comment period for the CAPER opened on March 1 and will close March 16, 2021, following any comment received at the Housing & Community Development Act Committee Meeting on March 16. Notice of the meeting and the 15-day public comment period, including the opportunity to provide comment at the March 16 meeting, was published in the Evanston Review. Notice was included in the City's e-newsletter which is delivered to more than 50,000 emails and sent to a list of over 50 individuals and organizations that indicated an interest in CDBG, HOME and ESG programs. The City used social media, including Facebook and Twitter accounts, to further advertise the public comment period and provide access to the 2020 CAPER. Notifications of recent updates and developments were sent to an interested parties email list that includes nonprofit service providers, governmental agencies, community residents and representatives from various City departments. The meeting agenda was posted on the City's website in the City calendar section and on the HCDA Committee web page, and includes links to the CAPER for public review. To date, the City has received no public comment. All public comment received subsequent to this memo will be included in the final version of the CAPER that is submitted to HUD.

The 2020 Consolidated Annual Performance and Evaluation Report may be accessed on the website at [cityofevanston.org/caper](http://cityofevanston.org/caper)



## 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 Economic Development Analyst; Meagan Gibeson, Housing and Economic Development Analyst

Subject: Discussion and Vote to Recommend Approval of the Updated Draft 2021 Action Plan Incorporating 2021 Entitlement Grant Amounts, the Amended Citizen Participation Plan, and Reallocation of \$124,773 of Unexpended 2020 CDBG to the City's CARES Act Amendment to Address COVID-19 to City Council

Date: March 16, 2021

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### Summary:

Staff recommends approval by the Housing and Community Development Act Committee (HCDA) of the updated 2021 Draft Action Plan that governs the use of the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) entitlement funding from the U.S. Department of Housing and Urban Development (HUD). The Action Plan has been updated to incorporate 2021 grant amounts that were released on February 25, 2021.

Staff also recommends approval of the reallocation of \$124,733 in unexpended 2020 CDBG funds to the City's CARES Act Amendment to the 2019 Action Plan to prevent, prepare for, and respond to the coronavirus. This action takes these funds out of the 2020 CDBG 15% Public Services cap and makes them available to address the ongoing impact of COVID-19. Staff recommends including these funds in the unified CDBG Public Services and Mental Health Board funding allocation for 2021 funding.

The 2021 Action Plan and Amended Citizen Participation Plan will go to the City Council for approval on April 12, 2021 pending action by HCDA. Reallocation of unexpended 2020 CDBG funds will require a 30-day public comment period before implementation, as it constitutes a change in funding of more than 20% to the 2020 Administration goal.

### Funding Source:

Funding for the 2021 Action Plan totals \$2,560,165 comprising 2021 entitlement funds and 2020 program income as shown below:

- CDBG: 2021 entitlement funds of \$1,816,493; and \$74,015 in Program Income for a total of \$1,890,508
- HOME: 2021 entitlement funds of \$358,643; and \$45,698 in Program Income for a total of \$404,341
- ESG: 2021 entitlement funds of \$155,606

2020 CDBG funding recommended for reallocation comprises \$104,733 in unexpended CDBG Administration and \$20,000 allocated to CJE for a capital project that will not be undertaken until the Evergreen development is completed. CJE “returned” that funding to be reallocated to CARES Act uses in December 2020; they will reapply for CDBG funding when the project can be undertaken.

**Summary:**

To receive its CDBG, HOME and ESG entitlement funds from HUD, the City of Evanston is required to submit a 2021 Action Plan that states its goals, including specific strategies to develop viable neighborhoods through the provision of decent housing, a suitable living environment, and expansion of economic opportunities principally for low- and moderate-income persons. The proposed 2021 Action Plan outlines priority needs that will be addressed through these goals using CDBG, HOME and ESG funds. The Action Plan includes a summary of the objectives and outcomes of the six identified goals: Affordable Housing, Homelessness, Creating Livable Communities, Economic Development, Public Services and Administration. The draft 2021 Action Plan was developed by allocating estimated available funding to address the priorities, goals and outcomes of the 2020-2024 Consolidated Plan.

2021 CDBG funding was allocated based on the average funding by goal in fiscal years 2015-2019, and actual allocations for 2020. The attached spreadsheet shows the CDBG allocations by goal that was approved by HCDA on September 15 2020 to develop the draft 2021 Action Plan and the revised allocations by goal for CDBG based on the 2021 grant and program income. Additional information taken into consideration in the initial allocation included:

- *Affordable Housing goal* received 30% of available funds, less than the 2015-2019 average but slightly above 2020 actual. In addition, \$130,040 of CDBG allocated in prior years for housing rehab projects was unexpended due to the reduction in rehab activity due to COVID-19 and the early retirement of the Housing Rehab Specialist.
- *Homelessness goal* was not funded with CDBG due to \$966,314 in ESG-CV from the CARES Act to address homeless needs.
- *Livable Communities goal* received 35% of available funds, consistent with prior year funding that ranged from 32% - 37%.
- *Public Services goal* received the full 15% allowable under CDBG regulations.
- *Economic Development goal* was not funded in 2021 because \$75,000 of CDBG allocated in prior years was unexpended and CDBG-CV funding had also been allocated for economic development to support recovery from the coronavirus.

HOME and ESG funding is allocated to goals in the Action Plan, with funding for specific activities proposed and approved after grant agreements are finalized.

- *Affordable Housing goal* received HOME funding for the commitment made to the Evergreen 60-unit senior housing development and the 15% CHDO reserve requirement that must be used for affordable housing construction.
- *Homelessness goal* received the remaining available HOME funds.
- *Homelessness goal* received 92.5% of ESG funding for eligible activities to address the needs of homeless individuals and families.

*Program Administration goal* received 20% of CDBG, 10% of HOME and 7.5% of ESG as allowed for management and compliance with grant requirements.

The draft 2021 Action Plan has been updated to include actual 2021 grant amounts released on February 25, 2021, following the process outlined in that Plan. The updates do not trigger a Substantial Amendment to that plan based on the CPP, so a second 30-day public comment period is not required. The language from the draft plan based on estimated grant amounts that explains what changes would be made following receipt of actual grant amounts is retained in the updated plan per guidance from HUD.

#### 2021 CDBG Allocation Process

2021 Public Services funding will be allocated to specific activities with Mental Health Board funding in the new unified process; applications will open in late March. Reallocated unexpended 2020 CDBG funding will be included in that allocation, pending approval by HCDA and City Council.

The application for Public Facilities funding will open in late spring for agencies to apply for capital projects.

HCDA approved allocations to specific activities for Housing Rehab, Code Enforcement and two Alley Paving projects at its December 15, 2020 meeting. These allocations are reflected in the attached spreadsheet and in the updated 2021 Action Plan.

Required actions and deadlines are shown below:

- November 16, 2020 - Opening of 30-day public comment period for draft 2021 Action Plan based on estimated grants and the Amended Citizen Participation Plan (CPP) to allow virtual meetings and changes to the CDBG funding allocation process to address the goal of more equitable service delivery to residents with greatest needs and most impacted by COVID-19.
- December 15, 2020 - Housing and Community Development Act Committee meeting for public input on the draft 2021 Action Plan and Amended CPP and to close the 30-day public comment period, followed by a vote to recommend approval to City Council of the 2021 Action Plan following its update to include actual 2021 grant amounts, and the Amended CPP.
- February 25, 2021 - HUD released 2021 entitlement grant amounts
- March 16, 2021 - Housing and Community Development Act Committee reviews updated 2021 Action Plan reflecting actual grant amounts and program income received in 2020, following HUD guidance
- April 12, 2021 - 2021 Action Plan, Recommendation to reallocate unexpended 2020 CDBG funds to CARES Act Amendment to expand available CDBG Public Services funding to respond to coronavirus, and Amended CPP to City Council for approval.
- April 26, 2021 - submit 2021 Action Plan to HUD

The 2021 CDBG Funding Allocations By ConPlan Goal is attached for reference, the 2021 Action Plan, updated to reflect actual 2021 entitlement grant amounts and 2020 program income may be found at: [www.cityofevanston.org/2021actionplan](http://www.cityofevanston.org/2021actionplan), and the Amended Citizen Participation Plan may be found at: [www.cityofevanston.org/cppamendments](http://www.cityofevanston.org/cppamendments)

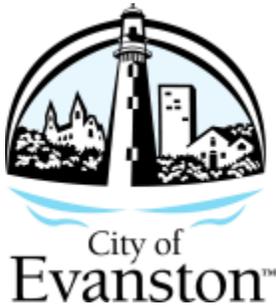
Legislative History:

The Housing and Community Development Act Committee voted unanimously to recommend approval by the City Council of the draft 2021 Action Plan based on estimated funding and the Amended Citizen Participation Plan at its December 15, 2020 meeting.

Attachments:

[CDBG Allocations by ConPlan Goal-2021 Action Plan \(1\)](#)

CDBG Allocations by ConPlan Goal	2015-2019 5-Year Average		2020 Actual Allocation		2021 Draft Action Plan (est grants & PI)		2021 Final Action Plan (actual grants & PI)	
	Amount	% of Total	Amount	% of Total	Amount	% of Total	Amount	% of Total
<b>Affordable Housing Goal</b>								
Housing Rehab Administration	\$ 163,280	24%	\$ 200,000	10%			\$ 134,752	
RL repayments/recapitalization	\$ 169,587	25%	\$ 29,641	1%			\$ 74,015	
Code Enforcement	\$ 335,000	50%	\$ 326,802	16%			\$ 325,000	
<b>Affordable Housing Totals</b>	<b>\$ 667,867</b>	<b>35%</b>	<b>\$ 556,443</b>	<b>28%</b>	<b>\$ 522,367</b>	<b>30%</b>	<b>\$ 533,767</b>	<b>28%</b>
<b>Homelessness Goal</b>	<b>\$ 10,504</b>	<b>1%</b>	<b>\$ 19,000</b>	<b>1%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 124,733</b>	<b>NA</b>
<b>Livable Communities Goal</b>								
City Public Infrastructure Projects	\$ 489,162	79%	\$ 730,000	97%			\$ 550,000	
Non Profits Facilities Projects	\$ 133,766	21%	\$ 20,000	3%			\$ 159,867	
<b>Livable Communities Totals</b>	<b>\$ 622,928</b>	<b>32%</b>	<b>\$ 750,000</b>	<b>37%</b>	<b>\$ 609,475</b>	<b>35%</b>	<b>\$ 709,867</b>	<b>38%</b>
<b>Public Services Goal</b>								
City Programs	\$ 91,410	35%	\$ 79,424	29%				
Non Profits programs	\$ 172,470	65%	\$ 192,838	71%				
<b>Public Services Totals</b>	<b>\$ 263,880</b>	<b>14%</b>	<b>\$ 272,262</b>	<b>14%</b>	<b>\$ 257,972</b>	<b>15%</b>	<b>\$ 283,576</b>	<b>15%</b>
<b>Economic Development Goal</b>	<b>\$ 23,053</b>	<b>1%</b>	<b>\$ 75,000</b>	<b>4%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>
<b>Administration Goal</b>	<b>\$ 331,339</b>	<b>17%</b>	<b>\$ 337,263</b>	<b>17%</b>	<b>\$ 330,000</b>	<b>19%</b>	<b>\$ 363,298</b>	<b>19%</b>
<b>Total Funding (grant &amp; PI)</b>	<b>\$ 1,919,570</b>		<b>\$ 2,009,968</b>		<b>\$ 1,719,813</b>		<b>\$ 1,890,508</b>	<b>100%</b>
<b>CDBG Grant Amounts</b>	<b>\$ 1,684,330</b>		<b>\$ 1,836,315</b>		<b>\$ 1,650,000</b>		<b>\$ 1,816,493</b>	



# Memorandum

To: Members of the Housing & Community Development Act Committee  
CC: Members of the Mental Health Board  
From: Jessica Wingader, Social Services Grants & Compliance Specialist  
CC: Johanna Nyden, Community Development; Director Sarah Flax,  
Housing and Grants Manager  
Subject: Allocation Process Update for MHB/CDBG Public Services Funds  
Date: March 16, 2021

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## Summary:

This memorandum outlines criteria for funding by category (Case Management, Safety Net Services, and Support Services) for the unified allocation process for Mental Health Board (MHB) and Community Development Block Grant (CDBG) Public Services funding to address inequities due to systemic barriers that impact our lower income residents, particularly African-Americans, Latinos and other people of color, who are also disparately impacted by COVID-19. This process implements recommendations made by the Social Services Core Committee to focus resources on underserved segments of our population using a client-centered service delivery model, and provides criteria for evaluating funding requests for case management, safety net, and support services. It can also strengthen partnerships between agencies serving targeted clients and enable more effective assessment of outcomes and accomplishments by reducing or eliminating duplicate counting of beneficiaries. Assessment will be based on people helped rather than services delivered.

**Case Management Services:** Robust case management is an effective way to enable clients with complex needs and multiple challenges to achieve wellbeing and self-sufficiency. The case management relationship provides a plan with a single point of accountability to coordinate services that clients are unable to access for themselves; services are tailored to the varying needs of each client/household to achieve measurable outcomes. Robust case management typically requires frequent meetings at the onset that taper off as participants stabilize. Case management programs include relationship building techniques such as trauma-informed care and strengths- based interviewing. A hallmark of this service is documentation of goals, connections to additional services, and documentation of outcomes.

Guidelines for case management services eligible for funding:

- Develop client-centered service plans in partnership with the client that have specific, measurable outcomes with strategies and timeframes to achieve them, and document provision of needed support services.

- Include regular meetings between clients and case managers on a defined schedule to monitor progress. Meeting frequency is anticipated to vary based on stability of client/household. Frequent meetings and based on the client's progress become less frequent "check in" meetings that ensure continued support, with quarterly or bi-annual reviews and modifications of service plans as needed.
- Connect clients to needed support services, and access federal, state, local and private benefits for which they are eligible such as Medicaid, SNAP, WIC, SSI/SSDI, and TANF. Case managers help clients gather documentation and complete applications. Referrals/connections to support services, including those funded with MHB/CDBG, are documented and tracked in participant case files.
- Have written policies and procedures for case plans including defining goals, setting timeframes and deadlines to meet objectives, and documenting referrals/support services, with caseload averages of  $\leq 25$  clients. Progress notes or case notes are maintained and included in participant files and document frequency of meetings, types and duration of services and outcomes achieved.
- Enroll at least 30% of total participants as new Evanston clients during a 12-month period, and Evanston clients comprise at least 80% of total clients.

**Safety Net Services:** The economic and social disruption caused by the pandemic has been devastating. Surveys by the Robert Wood Johnson Foundation conducted in major cities including Chicago have documented the widespread challenges people face that have been intensified by COVID-19 relating to housing, employment, health care, food, transportation, dependent care and other needs, and reinforces the importance of strong safety net services for individuals/households destabilized by COVID-19 or other crises.

Guidelines for programs eligible for funding as safety net services:

- Enable individuals/households to cope with a specific, limited-time hardship or unaddressed need to prevent further destabilization, or triage individuals/ households in crisis and serve as a gateway into more comprehensive services, including case management.
- Provide rapid access to free services for new Evanston participants with a focus on low/moderate income people.
- Result in a measurable improvement to the wellbeing of the participant by addressing a basic need.
- Can be defined using the "but for" rule. Examples: but for home-delivered meals, a low-income person living alone with limited mobility from an accident would be without healthy food.
- Include, but are not limited to: food, domestic violence services, emergency shelter, street outreach and drop in services for the homeless. Examples of other services that could fall under safety net include: benefits enrollment services, legal services, and employment services. (A safety net service provider may also accept direct referrals of clients in case management but would not be eligible for funding as Support Services and paid on a fee for service basis.)

**Support Services:** All other services can be considered support or enrichment services. These services are important to help people and households thrive, and will be provided for clients receiving case management services funded by MHB/CDBG or that are funded through other sources but meet the criteria for MHB/CDBG funding. case management partnership with case

management services for clients being funded by MHB/CDBG or by referral from entities that have robust case management services including City staff working with at-risk populations and other community partners. These services will be paid for as needed on a fee for service basis.

Data that are already collected for MHB/CDBG funded programs and services will be used to assess effectiveness in serving people with high needs and barriers to accessing services.

This includes:

- Outreach to and engagement of Black/Latino/POC/underserved populations
- Number and percent of clients with incomes ≤ 30% and 50% of the area median
- The percentage of new vs clients already receiving services
- Total number and percent of Evanston residents served
- Culturally competent staff, e.g. Black/African-Americans, Latino or other POC

### Estimating Funding by Category for 2021

The combined CDBG and MHB funding for fiscal year 2021 is shown below.

FY2021 CDBG-PS & MHB Budget	
2021 CDBG Funding	\$ 283,576
2020 CDBG Reallocated to CARES Act	\$ 124,733
Mental Health Board	\$ 763,373
<b>Total</b>	<b>\$ 1,171,682</b>

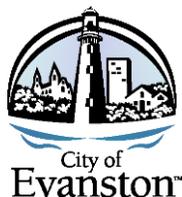
To provide structure to the application process and help set expectations for agencies applying, staff proposes assigning an estimated percentage of funding to each category. Staff reviewed combined CDBG-PS and MHB funding trends from the past 5 years (2016 to 2020) to determine to what extent prior year funding aligns with the Case Management, Safety Net Services and Support Services categories. Program descriptions in applications were used to assign each to a category. However, this does not take into account that agencies may already provide services that fall under a different category and choose to apply in a different category in 2021. Example, an agency may provide case management services but has been funded to provide benefits enrollment as a standalone service.

To effectively implement a client-focused service delivery model, funding for Case Management Services is increased. Safety Net Services are also increased due to the pandemic.

	HISTORIC*		PROPOSED 2021	
	Amount	%	Amount	%
Case Management	\$242,659	24%	\$468,673	40%
Safety Net services	\$141,551	14%	\$468,673	40%
Support Services	\$626,868	62%	\$234,336	20%

Based on 5-year averages in 2016-2020

The amount of funding allocated by category can be “retooled” when applications are received. Under the “old” structure, services were funded at the highest rate because funding was allocated as program support. Under the restructure, Support Services will be funded on a fee for services basis to address the needs of individual clients in case management relationships, building equity for underserved residents into the funding process.



## MEETING MINUTES

### HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, February 16, 2021 7:00 PM

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

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

Members Absent: D. Su, G. Mackey

Presiding Member: Ald. Rainey, Committee Chair

#### **Mental Health Board**

Members Present: B. Feiler, I. Ziaya, S. Johnson, A. Sood, and D. Cravens

Members Absent: R. Orr, G. Carpenter

Staff: S. Flax, J. Wingader

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

Chair Rainey called the meeting to order at 7:04 pm and asked for introductions.

#### **Suspension of the Rules**

Members participated electronically or by phone. Ald. Wilson moved to suspend the rules, seconded by Ald. Rainey; the motion was approved 10-0.

#### **Public Comment**

Tina Paden requested additional information about CDBG funding for Rapid Re-Housing and to support landlords. Staff provided additional information. There was further discussion about CDBG Entitlement funds and CARES Act funds received.

#### **Allocation Process for MHB/CDBG Public Services Funds**

Staff provided a presentation of changes to the allocation process and addressed questions. There was discussion about ways this restructuring would support outcomes including the role of case management. There was further discussion about eligibility requirements and ways to better advertise resources for people, including Evanston's status as a welcoming city, and provided additional information about efforts taken to support undocumented residents. Staff closed by providing additional outcomes of the restructure, including the ability to track gains made by targeted populations and a timeline for the application/allocation process. Those present agreed to meet jointly again March 16, 2021.

#### **Staff Report**

No staff report.

**ADJOURNMENT**

There being no further business before the Committee, Ald. Rue Simmons moved to adjourn the meeting seconded by Ald. Wilson; it was approved unanimously and the meeting was adjourned at 8:15 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist



## MEETING MINUTES

### HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, December 15, 2020 7:00 PM

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

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

Members Absent: Ald. Braithwaite, G. Mackey

Presiding Member: Ald. Rue Simmons, Committee Chair

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

#### **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 7:04 pm. With new City staff and new members present, introductions were made.

#### **Suspension of the Rules**

Members participated electronically or by phone. Ald. Wynne moved to suspend the rules, seconded by Ms. Su; the motion was approved 7-0.

#### **Public Input on the [Draft 2021 Action Plan](#) and [Citizen Participation Plan Amendment](#)**

Staff confirmed that no written public comments were received and that audience participants had no comment. After receiving no public comment, the 30-day public comment period for the Draft 2021 Action Plan and Citizen Participation Plan Amendment closed.

#### **Discussion and Vote to Recommend Approval of the Draft 2021 Action Plan and Citizen Participation Plan to City Council Following Receipt of 2021 Entitlement Grant Amounts**

Staff reviewed the process for presenting the Draft Action Plan and soliciting public comment; staff also reviewed the estimated grant amount allocated by goal and the process for submitting the plan to City Council and HUD. Ald. Wynne recommended approval of the draft 2021 Action Plan and Citizen Participation Plan to City Council following receipt of 2021 Entitlement Grant amounts, seconded by Mr. Ohanian; a roll call vote was taken and the motion passed 5-0.

#### **Review and Allocation of 2021 CDBG Funding for City of Evanston Programs and Project Based on and Estimated 2021 CDBG Grant Amount of \$1,650,000 Public Comment**

Staff introduced the applications for review including CDBG Targeted Code Enforcement, CDBG Housing Rehabilitation, Alley Paving East McDaniel/North

Nathaniel, and Alley Paving East of Ridge Ave/North of Brummel St. and called for questions. There was discussion about the number of homes inspected by the Targeted Code Enforcement program, the process for bringing properties up to code, and the process for reviewing the performance of inspectors. Staff stated that the goal was to bring properties up to code and make properties safer which is best achieved in partnership between landlord, tenant, and City staff.

Staff also reviewed changes to the Housing Rehab. program including the proposed partnership with Community Partners for Affordable Housing to administer the program. There was discussion about the formation of the partnership and how administrative costs were determined and how the partnership would save costs and reach people of greatest need.

**Approval of HCDA Meeting Minutes for November 17, 2020**

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

**Approval of 2021 Meeting Dates**

Someone moved approval seconded by someone else

**Public Comment**

Tina Paden provided feedback about inspections in CDBG target areas and questioned the CPAH grant and process; she closed by suggesting that tenants be held responsible for rental violations.

**Staff Report**

No staff report.

**Adjournment**

There being no further business before the Committee, Ald. Wynne moved to adjourn the meeting seconded by Ald. Rainey; it was approved unanimously and the meeting was adjourned at 8:16 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist



## **MEETING MINUTES**

### **MENTAL HEALTH BOARD**

Thursday, February 20, 2020 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room G300

#### **Mental Health Board**

Members Present: J. Sales, I. Ziaya, S. Johnson, J. Haimes, B. Feiler, D. Cravens, A. Sood, G. Carpenter

Members Absent: R. Orr

Presiding Member: J. Sales, Board Chair

Staff: J. Wingader

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

Chair Sales declared a quorum and called the meeting to order at 7:04 pm.

#### **Approval of MHB Minutes of January 9, 2020**

Ms. Sood moved approval seconded by Ms. Feiler; the minutes were unanimously approved.

#### **2020 Applications for Mental Health Board: Funding Discussion and Recommendations**

Chair Sales opened by asking Ms. Ziaya, the other member of the working group, to explain the criteria used to develop allocation recommendations. Based on applicant scores, applications were divided into thirds; estimates included 100% of request given to top applicants, 95% of request given to applicants in the middle group, and 90% of award estimated for applicants in the final group. The working group also recommended capping awards at \$73,000 and removing from consideration the lowest scoring application. There was discussion about the application from NAMI, members agreed that the program scope was unclear and that the application did not clearly state how funds would be used to directly benefit Evanston residents. Mr. Carpenter noted that NAMI offered free support group services not readily available in the community and made a motion to recommend funding to support NAMI, seconded by Ms. Sood. A voice vote was taken and members voted 4-4 to recommend funding for NAMI; the motion did not pass.

Ms. Ziaya recognized programs that demonstrated increased capacity and/or services and therefor received higher scores. After discussion, Ms. Sales motioned to approve the allocations seconded by Ms. Cravens; staff read the allocations and the following votes were made by program:

- \$24,750 to Books & Breakfast; members voted 7-0 to approve, Chair Sales abstained.
- \$12,315 to Center for Independent Futures; members voted 8-0 to approve.
- \$47,025 to CNE/Learning Together; members voted 8-0 to approve.
- \$59,400 to Connections for the Homeless/Outreach & Drop-In; members voted 8-0 to approve.
- \$39,600 to Family Focus/After School program; members voted 8-0 to approve.
- \$56,430 to Impact Behavioral Health/Clinical Services program; members voted 8-0 to approve.
- \$57,915 to Infant Welfare Society/Teen Baby Nursery program; members voted 6-0 to approve, Chair Sales and Mr. Carpenter abstained.
- \$14,850 to Interfaith Action/Overnight Shelter program; members voted 8-0 to approve.

- \$49,500 to Moran Center; members voted 8-0 to approve.
- \$16,650 to Learning Bridge/Mental Health Support program; members voted 7-0 to approve, Chair Sales abstained.
- \$9,900 to Meals at Home; members voted 7-0 to approve, Chair Sales abstained.
- \$72,270 to Metropolitan Family Services; members voted 8-0 to approve.
- \$31,185 to North Shore Senior Center/Social Services program; members voted 6-0 to approve, Ms. Johnson and Mr. Carpenter abstained.
- \$8,910 to North Shore Senior Center/Behavioral Health program; members voted 7-0 to approve, Ms. Johnson abstained.
- Northwest CASA/Sexual Assault Prevention program at \$18,810; members voted 8-0 to approve.
- \$78,586 to PEER Services; members voted 8-0 to approve.
- \$13,632 to Shore Community Services/Lois Lloyd program; members voted 8-0 to approve.
- \$19,602 to Shore Community Services/Residential; members voted 8-0 to approve.
- \$8,910 to The Harbour, Inc./Safe Harbour Emergency Shelter; members voted 8-0 to approve.
- \$29,700 to Trilogy, Inc./Evanston Mental Health Care Coordinator; members voted 8-0 to approve.
- \$72,391 to YOU/ Youth & Family Services program; members voted 8-0 to approve.

**Public Comment**

No public comment.

**Discussion of ZoomGrants Application & Process**

Chair Sales called for feedback from the agency representatives present; no feedback provided. Chair Sales suggested shortening the character limits for application questions and members agreed. It was also agreed that the application format worked well and aligned with score questions.

**Chair Report**

Chair Sales noted that there were no agenda items for March and cancelled the meeting. She suggested discussing liaison roles at the meeting in April.

**Adjournment**

There being no further business, Ms. Johnson moved to adjourn; seconded by Ms. Feiler. Motion passed unanimously and the meeting adjourned at 8:16 pm.

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist