

Memorandum

To: Housing and Homelessness Commissioners

From: Savannah Clement, Housing Policy and Planning Analyst

Subject: June 19, 2018 HHC Meeting Cover Memo

Date: June 11, 2018

Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the May 3, 2018 meeting for approval
- Item 2: Memo and renewal application for Tenant-Based Rental Assistance, administered by Connections for the Homeless
- Item 3: Handyman Program report

We look forward to seeing you on June 19th.



HOUSING AND HOMELESSNESS COMMISSION

Tuesday, June 19, 2018

7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge, Room 2402

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. APPROVAL OF MEETING MINUTES** May 3, 2018
- 3. PUBLIC COMMENT**
- 4. INTRODUCTION OF NEW COMMISSIONERS: MARK KRUSE, RENEE PHILLIPS AND LARRY DONOGHUE**
- 5. CONNECTIONS FOR THE HOMELESS APPLICATION FOR RENEWAL FUNDING FOR THE TENANT-BASED RENTAL ASSISTANCE PROGRAM**
- 6. HANDYMAN PROGRAM REPORT**
- 7. STAFF REPORTS**
- 8. CHAIR'S REPORT**
- 9. NEW/OTHER BUSINESS**
- 10. ADJOURNMENT**

Next Meeting: July 12, 2018 at 7:00 p.m. in room G300

Order & Agenda Items are subject to change. Information about the Housing and Homelessness Commission is available at: www.cityofevanston.org/government/agendas-minutes. Questions may be directed to Savannah Clement at 847.448.8679.

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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 AND HOMELESSNESS COMMISSION

Thursday, May 3, 2018, 7:00 P.M.

Lorraine H. Morton Civic Center, Room 2402

Present: Chair Ellen Cushing, Vice-Chair Geri Palmer, Monika Bobo, Suzanne Calder, Alderman Eleanor Revelle

Absent: Sidney Caselberry, Sandra Hill, Noelle Gilbreath, Moika Long

Staff: Savannah Clement, Housing Policy and Planning Analyst

Call to order

Chair Ellen Cushing called the meeting to order at 7:07 PM with a quorum present.

Approve minutes of April 5, 2018 meeting

Ald. Revelle moved for approval, Vice-Chair Geri Palmer seconded, Monika Bobo abstained and the motion was approved unanimously.

Public comment

Sue Loellbach, Connections for the Homeless/Joining Forces for Affordable Housing, passed out a statement, asked that it be entered into the record. The statement is in favor an affordable housing plan.

Doug Sharp, 9th Ward/Reclaim Evanston, spoke in favor of an affordable housing plan.

Jane Doe (name withheld), provided comment in support of making current residents, or residents that have had to leave, a priority in affordable housing access.

Introduction of new commissioner, Monika bobo

Staff introduced Monika Bobo, and provided a brief overview of her background.

Request for Applications for Landlord-Tenant Work

Commissioners made minor suggested edits and discussed the scope of work.

Commission Vacancies Updates

Chair Ellen Cushing put list together of potential new commissioners to fill the three June vacancies. Chair Cushing, Ald. Revelle, Sue Calder, and staff met with the Mayor to discuss the various candidates, and put together a list of top picks that will then be sent to City Council for approval.

Staff Reports

Staff provided updates on the City Council affordable housing activities from the April 30th quarterly update meeting. The housing finance workshop is scheduled for Wednesday, May 30th, at 6:30 p.m. in City Council Chambers. The event will be recorded and broadcasted on Channel 16 and the City's YouTube channel.

Chair's Report

Chair Ellen Cushing is evaluating former housing plans, and putting together an analysis of the need and current resources and units. She asked about having two monthly Commission meetings - second meeting, no actions - just analysis and discussion. Staff will look into the feasibility of this.

New/Other Business

Staff will send an email to the commissioners about moving the July Commission meeting from the 5th to the 12th, per request from commissioners. There will be no August meeting.

Adjournment

Sue Calder motioned to adjourn, Ald. Revelle seconded, and the motion was unanimously approved. The meeting was adjourned at 8:26 p.m.

The next scheduled meeting of the commission is Thursday, June 7, at 7:00 p.m. in room 2402.

Respectfully submitted,
Savannah Clement, Housing Policy and Planning Analyst



Memorandum

To: Housing and Homelessness Commission

From: Johanna Leonard, Community Development Director
Sarah Flax, Housing and Grants Administrator
Savannah Clement, Housing Policy & Planning Analyst

Subject: Tenant-Based Rental Assistance Program Renewal Funding

Date: June 14, 2018

Recommendation Action:

Staff recommends approval of a funding renewal of \$250,000 in HOME funds to continue the current Tenant-Based Rental Assistance (TBRA) program, administered by Connections for the Homeless. The funding will provide stable housing for two years to up to ten at-risk Evanston families with children under the age of 18 in Evanston that are underemployed, and break the cycle of poverty and instability by developing the capacity to earn a living wage to support their families and afford market rate rental housing.

Funding Source:

Funding is from the HOME Investment Partnerships Program, 240.21.5430.65535. Currently, the City has a total of \$474,275.33 in available uncommitted HOME funds. This amount includes \$185,608.58 of uncommitted FY2017 HOME funds, and the FY2018 grant amount (\$384,889) less the 15% CHDO reserve and 10% for administration costs, or \$288,666.75.

Livability Benefits:

Built Environment: Support housing affordability;

Equity & Empowerment: Ensure equitable access to community benefits, and support poverty prevention and alleviation.

Discussion:

Continuation of TBRA is based on the need and the current program's success. Of the 22 families enrolled in the 2013 program, 18 graduated from the program and were able to achieve housing stability/self-sufficiency due to an increase in an income or access to other affordable housing. Two families exited early due to moving from Evanston, and two families received an extension of rental assistance.

In addition, the need for housing and other supports for at-risk families has grown due to state budgeting issues and recent cuts to federal programs including the Housing

Choice Voucher program. That program has lost \$228 million nationally from 2010 to 2016 causing tens of thousands of families to lose rental assistance. Furthermore, rents have continued to increase both nationally and locally, while incomes have remained stagnant. As a result, there is a considerable need for rental assistance programs in order to help households achieve housing stability, self-sufficiency, and break the cycle of poverty.

The City allocated \$500,000 to the program in 2013, and \$250,000 to the program in 2016, and \$250,000 again in 2017. The money allocated in 2013 funded the program which officially began in 2014 and provided 24 months of rental assistance for 22 families. The \$250,000 allocated in 2016 provided two years of rental assistance for ten families. Three families have already left the program for various reasons, and the remaining families will graduate sometime in 2018. The \$250,000 allocated in 2017 is providing two years of rental assistance to ten families that will graduate in 2019. The household sizes for the 17 families currently enrolled are provided in the table below.

| Household Size | Number of Households |
|--------------------------------|-----------------------------|
| Two people | 2 |
| Three people | 8 |
| Four people | 1 |
| Five people | 4 |
| Six people | 2 |
| Total people in program | 64 |

Connections for the Homeless has reported the following outcomes for the 2016/2017 TBRA cohorts:

- 100% (45) of the TBRA children have stayed in their schools and passed to the next grade level
- Of the 19 TBRA adults, nine are in school, one finished school, 11 are working full-time jobs and three are working part-time jobs
- Of the eight families that will graduate from TBRA in the coming months, five will stay on their current leases, one is moving to another state for a job opportunity, and the other two are still deciding where they will live after the program
- Two families have moved out of the current TBRA program; they both moved out of state to better meet the needs of their families – one moved permanently with family in another state, and the other moved to another state for more housing opportunities

In addition, Connections has also recently learned that a family from the original TBRA program funded in 2013 was able to remain on their lease in Evanston, and is now

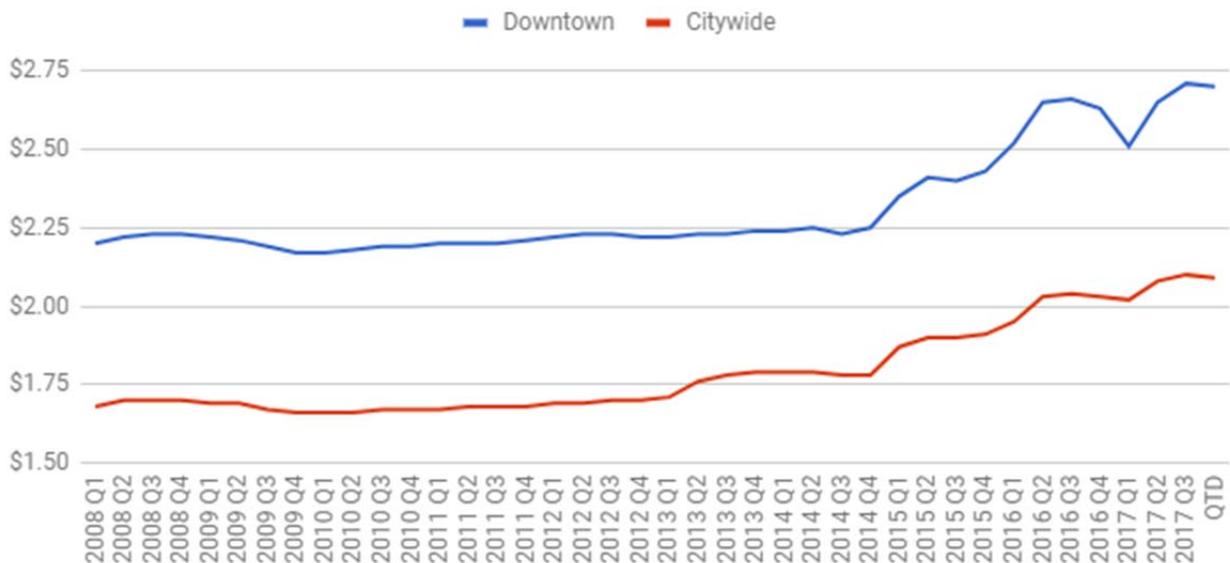
moving out to buy a house

Connections currently receives \$1,041/month per household for TBRA (\$250,000 for 10 families for 24 months of rent). The average rent for a TBRA family is \$1,478/month, or approximately \$393 per person/month. TBRA families do contribute 30% of their income to rent, which sometimes offsets the difference between what Connections receives for the program and how much it pays for rent. However, in the initial months of the program, the TBRA funds sometimes pay the entire cost of rent, in addition to paying security deposits, since many families have very little or no income when they first enter the program.

As shown in the diagram below, rental costs in Evanston have skyrocketed from 2014/15 compared to 2017. Almost all TBRA families are housed in the 5th and 8th wards of Evanston among properties owned by 10 private landlords/rental companies. Due to the rising housing costs, the \$250,000 grant would allow Connections to assist eight to ten families.

Asking apartment rent per square foot in Evanston

Source: CoStar



For the mostly high end portion of the Evanston apartment market tracked by CoStar, this chart shows the change in rent rates over the last decade. Note that downtown apartments are included in the citywide figures.

There are currently three families on the TBRA waitlist that were referred by social workers from Districts 65 and 202. In addition, Connections had roughly 45 calls into its intake line from November 2016 through February 2018 that were referred to TBRA. Four of those households were housed and assisted through the TBRA program when funding was renewed in the summer of 2017, and 27 households were deemed ineligible for the program. However, 14 households were eligible for the program, but there was not even funding available to assist them. The households that were ineligible or not able to receive assistance referred to other internal Connections programs, like Homeless Prevention assistance, and outside referrals to Impact Behavioral Health, YWCA, WINGS, Center of Concern, Community Partners for Affordable Housing and affordable housing options in the area.

No additional families can be enrolled in TBRA unless more funds are allocated. If the City allocates \$250,000 to the program in 2018, it will allow Connections for the Homeless to provide two years of rental subsidies to an additional eight to ten families, even with the rising housing costs.

Attachments:

Connections for the Homeless application for renewal funding for the Tenant-Based Rental Assistance Program



**Community Development Dept.
Housing & Grants**

2100 Ridge Avenue
Evanston, Illinois 60201
T: 847.448.8679

HOME Tenant Based Rental Assistance (TBRA) Program Application

Application Date: _____

SECTION A General Information

Applicant Name: _____

Telephone #: _____

Contact: _____

Fax #: _____

Address: _____

E-mail Address: _____

City / State / Zip: _____

Federal Tax ID #: _____

SECTION B Activity/Funding

Assistance Type: (check all that apply)

Monthly Rental Assistance Security Deposits Utility Deposits

Funding: Total **HOME** funds requested: _____

Units: Estimated **HOME** units to be assisted: _____

SECTION C Geographic Location

Location of Program:

County: _____

Census Tract: _____

Congressional District: _____

State House District: _____

State Senate District: _____

SECTION D Special Needs Populations

If you are proposing to target any special needs populations, check **ALL** that apply and number to be served:

Mentally Disabled _____ Homeless _____ Chemical Dependencies _____
 Physically Disabled _____ Elderly _____ Other: _____
 Migrant/Agriculture Workers _____ HIV/AIDS _____

SECTION E Program Summary

Program Summary: Describe the proposed rental assistance program and how it will be carried out by your agency. Applicants should address the process and procedures for each of these components (rent standard, program design, groups served, method of payment) and how they will be addressed within a two year program.

With funding from the City of Evanston, Connections provides stabilizing housing and supportive services for two years for up-to 20 Evanston families with school-aged children. Connections helps each family create and implement an independence plan that includes steps to increase the households' income through education, training, increased hours (if part-time), and higher wages.

We will be using the 2018 fair market rents established by HUD for the Chicago-Joliet-Naperville area. The goal is to help families connect to living wage employment opportunities, afford market rate rents, and break the cycle of poverty and housing instability. Participants receive case management and supportive services, including housing coordination, employment and education support, and benefits assistance.

The Case Manager works with each participant to identify their goals and help each adult in the household to develop an individual service plan to achieve them. They meet at least once a month to review progress, make adjustments to the plan, and connect the participant to the appropriate services to meet their goals. The Case Manager also assesses eligibility for benefits, including SNAP, WIC, Medicaid, etc., and assists with enrollment if eligible. We also provide financial assistance for tuition and fees to participate in education and employment training programs, offer resume and job search support, and provide advocacy and counseling to support the participants' goals. In collaboration with the Case manager, Connections' Housing Locator helps the household identify safe, affordable housing in Evanston. The Housing Locator advocates on behalf of the participant to secure housing and helps navigate landlord relationships.

Groups Served: The program services families with children in District 65 or 202 that are identified as homeless. This means the family is living in shelters, doubled up with families and friends, or have lost their own housing to eviction or foreclosure.

Method of Payment: Participants contribute 30% of their adjusted gross income toward rent which gradually increases as the participants connect to living wage jobs. Connections provides the balance, and the City reimburses the agency with HOME funds.

SECTION F Selection Procedure

Provide a description of the selection procedure or process that will be used to qualify potential tenants. Be certain to include how applicants will be selected for participation (to include preferences).

The TBRA program is targeted to serve the families of the 400 homeless children in Districts 65 and 202. Most of these families are not currently served by existing housing programs and are living doubled up with other families or in shelters. With support, these families have the capacity to increase their household income to sustain housing.

Candidates are primarily referred from District 65 and 202 social workers. However, we also receive referrals from Family Focus, CEDA, Family Promise, and via our partnership with our Continuum of Care. Through our own outreach efforts, families are also connected to the program. Families interested in the program are assessed for eligibility and informed of the program rules. Participants must:

- Establish a lease and utilities in their own name,
- Adhere to all lease requirements throughout the duration of the program,
- Agree to have employability assessed for each adult in the household,
- Agree to have all children's medical, education, and psychosocial needs assessed,
- Agree to have the household assessed for benefits and work with staff to complete enrollment, if eligible,
- Participate in service planning and identify goals to lead to successful completion of the program, and
- Meet monthly with the Case Manager, provide verification of income, pay 30% of the household income toward rent.

If the program is full, we will maintain a wait-list. However, we will connect and refer households to other programs to meet their needs.

SECTION G Self Sufficiency

If applicant is proposing to target assistance to tenants who are a part of an existing self sufficiency program, provide a brief description of the current program and how the HOME TBRA would be used.

NA. None of the tenants in this program will have been enrolled previously in a self-sufficiency program.

SECTION H Administrative Team

Please complete for each individual administrative team member to include: name, address, and telephone number.

| Type | Name | Address, City, State, Zip | Telephone Number |
|--------------------------------|------|---------------------------|------------------|
| Project Administrator | | | |
| Financial Administrator | | | |
| Intake Specialist | | | |
| Property/Maintenance Inspector | | | |

SECTION I Administrative Management Plan

The applicant **must** address the following items in the administrative management plan:

-  Tenant Selection Process
-  Affirmative Marketing
-  Equal Opportunity and Fair Housing
-  Assistance Contract

Provide the Administrative Management Plan:

Monthly Utility Allowance Calculations (Round to nearest dollar amount)

| Utilities | Type of Utility (Gas, Electric, etc.) | Utilities Paid By | | Enter Allowances by Bedroom Size | | | | |
|---|--|--------------------------------|---------------------------------|----------------------------------|--------|--------|--------|--------|
| | | | | 0 Bdrm | 1 Bdrm | 2 Bdrm | 3 Bdrm | 4 Bdrm |
| Heating | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| AC | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | 50 | | | |
| Cooking | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| Lighting, etc. | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| Hot Water | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| Water | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| Sewer | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| Trash | | <input type="checkbox"/> Owner | <input type="checkbox"/> Tenant | | | | | |
| Total Utility Allowance for Units: | | | | | | | | |

Source of utility allowance calculation:

Local PHA: _____ Utility Company Other: _____

Note: Documentation to support utility allowance claims must be submitted with this application

Assistance payments will be paid to:

Owner/Landlord Tenant

Method used to calculate subsidy:

Section 8 Certificate Model

Section 8 Voucher Model

Other (describe method):

SECTION J Marketing Plan

Affirmative Fair Housing Marketing Plan

| | | |
|---|---|---|
| Applicant's Name, Address (including city, state & zip code) & Phone Number: | Approximate Starting Dates Advertising: Occupancy: | Price or Rental Range From: \$ _____ To: \$ 2,045 |
| | Targeting Units: <input type="checkbox"/> Homeless <input type="checkbox"/> Elderly <input type="checkbox"/> Large Family <input type="checkbox"/> Special Needs <input type="checkbox"/> Handicapped | Number of Units: |
| Project's Name, Location (including city, state and zip code): | County: | Census Tract |
| | Managing/Sales Agent's Name & Address (including city, state and zip code): | |
| Type of Affirmative Marketing Plan (check only one): <input type="checkbox"/> Project Plan <input type="checkbox"/> Minority Area <input type="checkbox"/> White (non-minority) Area <input type="checkbox"/> Mixed Area (with _____ % minority residents) <input type="checkbox"/> Annual Plan (for single-family scattered site units) | | |
| Direction of Marketing Activity: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander | | |

Marketing Program: Commercial Media (Check the type of media to be used to advertise the availability of this housing):

Newspaper/Publications Radio TV Billboards Other (specify) _____

| Name of Newspaper, Radio or TV Station | Group Identification of Readers/Audience | Size/Duration of Advertising |
|--|--|------------------------------|
| | | |
| | | |
| | | |

Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster:

a) Will brochures, letters, or handouts be used to advertise? Yes No If "Yes", attach a copy or submit when available.

b) For project site sign, indicate sign size ____ x ____ Logo type size ____ x ____ Attach a photograph of project sign and submit if available.

c) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the Sales/Rental Office Real Estate Office Model Unit Other (specify) _____

Community Contacts. To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area. If more space is needed, attach an additional sheet. Notify HUD- Housing of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

| Name of Group/Organization: | Group Identification: | Approximate Date (mm/dd/yyyy): | Person Contacted or to be Contacted: |
|-----------------------------|-----------------------|---|--------------------------------------|
| | | | |
| | | | |
| | | | |
| Address & Phone Number: | Method of Contact: | Indicate the specific function the Group/Organization will undertake in implementing the marketing program: | |
| | | | |
| | | | |

| | |
|--|--|
| Future Marketing Activities (Rental Units Only) Mark the box(s) that best describe marketing activities to fill vacancies as they occur after the project has been initially occupied: <input type="checkbox"/> Radio <input type="checkbox"/> Community Contacts <input type="checkbox"/> Billboards <input type="checkbox"/> Newspaper/Publications <input type="checkbox"/> Brochures/Leaflets/Handouts <input type="checkbox"/> TV <input type="checkbox"/> Site Signs <input type="checkbox"/> Other (specify) _____ | Staff has experience. <input type="checkbox"/> Yes <input type="checkbox"/> No On separate sheets, indicate training to be provided to staff on federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing. |
|--|--|

DECLARATION

All attachments to this application are identified in the appropriate exhibits checklist. All attachments are clearly labeled and provided in the order requested.

The undersigned agrees that the City of Evanston may substitute its own figures, which it deems reasonable, for any or all figures provided herein by the undersigned. The City of Evanston reserves the right to request additional information, documents, plans, specifications, or other materials as needed or require changes to the information submitted herewith. The undersigned agrees to provide any and all such information, documents, plans, specifications, or other materials, at its own cost, whenever the same are requested to be provided.

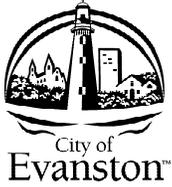
Applicant Certification:

The undersigned certifies that the statements made in this application and all attachments are true, correct and complete. Verification may be obtained from any source necessary. Falsification of any of the statements made in this application will, result in the cancellation of any award resulting from the submission of this application.

ORIGINAL SIGNATURE REQUIRED: _____

Title: _____

Date: _____



Memorandum

To: Housing and Homelessness Commission

From: Karen Hawk, Assistant Director, Parks, Recreation and Community Service
Audrey Thompson, Long-Term Care Ombudsman

Subject: Handyman Program Report

Date: June 12, 2018

Parks, Recreation and Community Services request renewed Handyman funding from the City's Affordable Housing Fund not to exceed the annual amount of \$35,000. The Handyman Program makes small but important repairs to housing units occupied by low- and moderate-income individuals, enabling them to live safely in their homes. No additional funding request has been submitted since March of 2016. Therefore, it is imperative that the following information be shared to ensure the Commission's full understanding of the success of the Program.

:

| Date range: | # of calls for Handyman service: | # of requests completed: | # of tasks completed | Amount of funds spent: |
|--------------------|----------------------------------|--------------------------|----------------------|------------------------|
| 3/1/2016 to 5/1/18 | 313 | 202 | 662 | \$29,810* |

In 2016, program staff limited each user's annual allotment to \$250 per year. As a result, fewer funds have been used and more tasks completed. Prior reports demonstrated the number of tasks completed as well as the duplicated count of individuals who utilized program services. The numbers above represent unduplicated users as well as many new users, who, in the past, were unable to access program services, as funds were depleted before the funding year ended. Due to program procedure changes, a variety of users have been added to the program and able to access services.

In the same timeframe, the program has ensured that all units receiving Handyman services have a working smoke/carbon monoxide detector. The cost of the detectors is not included in the client's \$250 spending cap. The installation of smoke/carbon monoxide detectors as well as adaptive devices has been completed on a case-by-case basis in order to determine if there is a need in each home. The additional cost for smoke/carbon dioxide detectors from March 1, 2016 to May 30, 2018 is \$3,690.96.

In summary, the projected estimated cost for the Handyman Program for a 12-month period is \$35,000. This amount represents a \$15,000 decrease in the amount of funding requested in March of 2016. The average amount of each completed request is approximately \$148/person.

*Amount does not include \$3,691 for smoke/carbon monoxide detectors.