

Memorandum

To: Housing and Homelessness Commissioners

From: Savannah Clement, Housing Policy and Planning Analyst

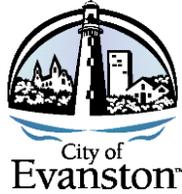
Subject: May 3, 2018 HHC Meeting Cover Memo

Date: May 1, 2018

Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the April 5, 2018 meeting for approval
- Item 2: Memo and scope of work for a Request for Applications for the Landlord-Tenant Program
- Item 3: Housing reports, per request from the Commission

We look forward to seeing you on May 3rd.



HOUSING AND HOMELESSNESS COMMISSION

Thursday, May 3, 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** April 5, 2018
- 3. PUBLIC COMMENT**
- 4. INTRODUCTION OF NEW COMMISSIONER, MONIKA BOBO**
- 5. REQUEST FOR APPLICATIONS FOR LANDLORD-TENANT WORK**
- 6. COMMISSION VACANCIES UPDATES**
- 7. STAFF REPORTS**
 - A. Affordable housing plan next steps
 - B. Housing work updates
- 8. CHAIR'S REPORT**
- 9. NEW/OTHER BUSINESS**
- 10. ADJOURNMENT**

Next Meeting: June 7, 2018 at 7:00 p.m. in room 2402

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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DRAFT

MEETING MINUTES

HOUSING AND HOMELESSNESS COMMISSION

Thursday, April 5, 2018, 7:00 P.M.

Lorraine H. Morton Civic Center, Room 2402

Present: Chair Ellen Cushing, Suzanne Calder, Sidney Caselberry, Noelle Gilbreath, Moika Long, Alderman Eleanor Revelle

Absent: Vice-Chair Geri Palmer, Sandra Hill

Staff: Patricia Efiom, Equity and Empowerment Coordinator; Savannah Clement, Housing Policy and Planning Analyst

Call to order

Chair Ellen Cushing called the meeting to order at 7:05 PM with a quorum present.

Approve minutes of February 28, 2018 meeting

Alderman Revelle moved for approval, Sidney Caselberry seconded and the motion was approved unanimously. Chair Ellen Cushing asked about the breakdown of \$1.4 million in Continuum of Care funding that went to Evanston organizations, and requested a report on said funding and HMIS clients for the next meeting.

Public comment

Doug Sharp, 9th Ward, wants to know where IHO and affordable housing work is going. He asked the Commission to urge Council to move work forward.

Patricia Efiom, Equity and Empowerment Coordinator, provided updates on the City's Equity and Empowerment Commission. The Commission meets on the fourth Thursday every month from 6:30 to 8:00 p.m. at various locations. She also said the City will be applying an equity lens to its budgeting process for FY2019.

Open Communities Landlord-Tenant Application for Funding

Item was removed from the agenda and rescheduled for a later date, TBD.

Commission Vacancies Updates

Chair Ellen Cushing has put a list together of people that could potentially fill the vacancies. Commissioners discussed the need to have people with different backgrounds on the Commission.

Staff Reports

Chair Ellen Cushing and Sue Calder will work on reviewing Affordable Housing Plan from 2009.

DRAFT

Commissioners said that they would like the new commissioners to be a part of the affordable housing plan discussions. Chair Cushing and Ald. Revelle will work on the affordable housing plan outside of Commission meetings, and divide it into pieces to have groups work on.

Staff provided updates on the following pieces of housing work: Coach houses, the Trammel Crow Planned Development at 1727 Oak, the HOW project at 2215 Dempster, the Landlord Rehabilitation Assistance Program, and the rental assistance program.

Chair's Report

Chair Ellen Cushing reported the following: She and others are meeting with Mayor to talk about the Commission vacancies; the League of Women Voters is looking at boards, committees and commissions overall at the City and will be meeting with the City Manager, Mayor, and Chair Cushing – the Chair will report back on this later; April 30th is the next City Council affordable housing quarterly updates meeting; “A Home on the Lake” (play) will be at the Piven Theatre Workshop from April 21 – May 20, 2018.

New/Other Business

No new business.

Adjournment

Alderman Revelle motioned for adjournment, Noelle Gilbreath seconded, and the motion was unanimously approved. The meeting was adjourned at 8:03 p.m.

The next scheduled meeting of the commission is Thursday, May 3, at 7:00 p.m. in room 2402.

Respectfully submitted,
Savannah Clement, Housing Policy and Planning Analyst



Memorandum

To: Housing and Homelessness Commission

From: Sarah Flax, Housing and Grants Administrator
Savannah Clement, Housing Policy and Planning Analyst

Subject: Landlord-Tenant Program Request for Applications

Date: May 1, 2018

Recommended Action:

Staff is providing, for review and discussion by the Housing and Homelessness Commission, the scope of services for the Landlord-Tenant Program Request for Applications.

Funding Source:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65497. The Affordable Housing Fund has a current uncommitted cash balance of approximately \$600,000; including \$114,500 budgeted for housing services in 2018.

Summary:

In response to the City's current budget situation and priority budgeting plan for 2019, staff is proposing to announce a Request for Applications for landlord-tenant assistance work by the end of May 2018. The Request for Applications will ensure that the City is getting the most effective services at the most efficient cost. It will also open up the funding process to other organizations that may be interested, such as nonprofits, legal firms, and businesses, if they choose to apply and provide a competitively priced application.

Staff will reach out to the following organizations, as well as others as identified, to let them know about the Request for Applications:

- The Metropolitan Tenants Organization
- Lawyers' Committee for Better Housing
- Open Communities
- The John Marshall Law School Fair Housing Legal Clinic
- LAF (formerly the Legal Assistance Foundation of Metropolitan Chicago)

Staff will then bring viable applications to the Housing and Homelessness Commission for review. The Commission will make funding recommendations to the Planning and Development Committee, and will then go on to City Council for final approval.

Attachments:

Landlord-Tenant Program Request for Applications Scope of Work

Request for Applications
City of Evanston Landlord-Tenant Program
Scope of Services

The City of Evanston seeks proposals from qualified applicants to provide landlord-tenant services for residents and landlords throughout the city.

The City of Evanston is interested in facilitating landlord-tenant assistance services and mediation through referrals from its 311 system and other sources to the contracted organization. The contracted organization will provide consultation and guidance via phone calls, emails, in-person consultations, and trainings to assist both landlords and tenants in Evanston. During the program period, which will be 12 months from the start date determined in the contract, the City anticipates assistance will be provided to 375-425 residents. The details of the services requested are provided below:

Base Scope of Services

1. Respond to and provide assistance to resolve approximately 30-35 Evanston cases from either tenants or landlords that relate to the understanding of and compliance with the City's Landlord-Tenant Ordinance each month.
2. Provide mediation services for landlords and tenants and advice to tenants and/or landlords at troubled buildings as needed, estimated at 100 cases over the course of a year.
3. Provide access to free legal assistance to approximately 100 households with incomes \leq 150% of the federal poverty line directly or through referrals
4. Complete at least one two-hour group training for Evanston tenants and/or landlords on rights and responsibilities at a mutually agreeable location in Evanston. Additional trainings outside the base scope of work may be requested; provide a cost per training in your bid.
5. Organize and participate in at least one two hour group training session at a mutually agreeable location in Evanston for Evanston property managers and landlords in partnership with the City Property Standards division. Additional trainings outside the base scope of work may be requested; provide a cost per training in your bid
6. Management and maintenance of Landlord Tenant information specific to Evanston's Landlord-Tenant Ordinance shall be maintained on the contracted organization's website. Updates based on changes to federal, state, county or City of Evanston requirements must be made within seven business days of the effective date. Additionally, standard letter templates such as a rent reduction notice, 14 day/terminate tenancy notice, essential services 72 hour notice, etc. should be provided on the contracted organization's website in both English and Spanish.

Additional Services

Provide consulting services to assist the City with special projects, such as revision of the fair housing brochure to incorporate new amendments to the Evanston Human Rights ordinance.

Service delivery

- Accept inquiries by phone and email referred by the City's 311 system and through the contracted organization's phone, email and website.
- Maintain a minimum of three office hours per week at the main Evanston Public Library located at 1703 Orrington Ave
- Acknowledge all inquiries/requests for assistance within 2 business days
- Resolve/close simple requests for assistance, such as how to notify a landlord of needed maintenance, right to terminate a lease early, etc., within five business days

Reporting

Contracted organization will provide reports on a monthly basis by the 15th day of the following month on activities and outcomes. Reports will include:

- Number and type of all landlord-tenant services provided to Evanston residents or property owners by date of request, method of contact, type of request, response date, date case is closed and outcome/resolution
- Information on any trainings conducted during the month, including type of audience, names and contact information of attendees, topics addressed, and any additional/unmet needs identified.
- Submit monthly time tracking reports to demonstrate time spent on contracted work

Pricing

- A fixed-price bid shall be provided for items 1-7 for a 12 month period
- A price per training for any additional trainings shall be provided for items 5 and 6
- A cost per hour for consulting services shall be provided; name and qualifications of the individual(s) providing these services must be provided



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City of Evanston

Community Development

**2018 CDBG Public Services & Mental Health Board
- City of Evanston**

Available
8/18/2017 Deadline

Interfaith Action of Evanston

**Interfaith Action of Evanston (IAE) Emergency
Overnight Shelter**

\$ 15,000.00 \$ 20,000.00 Requested

\$ 0.00 MHB Request

Report 1

Due date (mm/dd/yyyy)

Report 1 not required

✓ Report 1 submitted: 4/3/2018

Un-Submit

1. Individuals Served - EVANSTON RESIDENTS

<input type="text" value="48"/>	NEW	48 total to date
<input type="text"/>	CONTINUING	
<input type="text" value="48.00"/>	TOTAL	48.00 TOTAL

2. Individuals Served - TOTAL (Evanston + Non-Evanston)

<input type="text" value="48"/>	NEW	48 total to date
<input type="text"/>	CONTINUING	
<input type="text" value="48.00"/>	TOTAL	48.00 TOTAL

3. Family Income - NEW, EVANSTON RESIDENTS

<input type="text" value="48"/>	Very Low - Less than 30% of median	48 total to date
<input type="text" value="0"/>	Low - Less than 50% of median	0 total to date
<input type="text" value="0"/>	Moderate - Less than 80% of median	0 total to date
<input type="text" value="0"/>	Not Low/Moderate - 80%+ of median	0 total to date
<input type="text" value="48.00"/>	TOTAL	48.00 TOTAL

4. Family Income - NEW, TOTAL (Evanston + Non-Evanston)

48	Very Low - Less than 30% of median	48 total to date
0	Low - Less than 50% of median	0 total to date
0	Moderate - Less than 80% of median	0 total to date
0	Not Low/Moderate - 80%+ of median	0 total to date
48.00	TOTAL	48.00 TOTAL

5. Special Needs - NEW, EVANSTON RESIDENTS

48	Homeless	48 total to date
	Female-Headed Households	
	Disabled/Special Needs	
48.00	TOTAL	48.00 TOTAL

6. Special Needs - NEW, TOTAL (Evanston + Non-Evanston)

48	Homeless	48 total to date
	Female-Headed Households	
	Disabled/Special Needs	
48.00	TOTAL	48.00 TOTAL

7. Race & Ethnicity - NEW EVANSTON RESIDENT CLIENTS ONLY

14	White / Non-Hispanic	14 total to date
	White / Hispanic	
14.00	SUBTOTAL	14.00 SUBTOTAL
33	Black-African American / Non-Hispanic	33 total to date
	Black-African American / Hispanic	
33.00	SUBTOTAL	33.00 SUBTOTAL
1	Asian / Non-Hispanic	1 total to date
	Asian / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	American Indian-Alaskan Native / Non-Hispanic	
	American Indian-Alaskan Native / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Native Hawaiian-Other Pacific Islander / Non-Hispanic	
	Native Hawaiian-Other Pacific Islander / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	American Indian-Alaskan Native & White / Non-Hispanic	
	American Indian-Alaskan Native & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Asian & White / Non-Hispanic	

	Asian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Black-African American & White / Non-Hispanic	
	Black-African American & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	American Indian-Alaskan Native & White / Non-Hispanic	
	American Indian-Alaskan Native & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Other Multi-Racial / Non-Hispanic	
	Other Multi-Racial / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
48.00	TOTAL	48.00 TOTAL

8. Enter the race/ethnicity of persons served in the table below for TOTAL UNDUPLICATED PERSONS SERVED. The sum of persons must match line 1 in Question 2.

33	Black-African American / non-Hispanic	33 total to date
	Black-African American / Hispanic	
33.00	SUBTOTAL	33.00 SUBTOTAL
12	White / non-Hispanic	12 total to date
	White / Hispanic	
12.00	SUBTOTAL	12.00 SUBTOTAL
1	Asian / non-Hispanic	1 total to date
	Asian / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	Amer. Indian-Alaskan native / non-Hispanic	
	Amer. Indian-Alaskan native / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Native Hawaiian-Pacif Is / non-Hispanic	
	Native Hawaiian-Pacif Is / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Black-Af. Amer & White / non-Hispanic	
	Black-Af. Amer & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Asian & White / non-Hispanic	
	Asian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Am Indian & Black / non-Hispanic	
	Am Indian & Black / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Am Indian & White / non-Hispanic	

	Am Indian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Other multi-racial / non-Hispanic	
	Other multi-racial / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
46.00	TOTAL	46.00 TOTAL

9. Age information (Evanston Residents)

Please enter the number of NEW EVANSTON RESIDENTS served in each category.

	Children under 18	
42	Adults 18-64	42 total to date
6	Senior Citizens 65+	6 total to date
48.00	TOTAL	48.00 TOTAL

10. Age Information (all new participants)

Please enter the number of new participants served for this period in each category.

	Children under 18	
42	Adults 18-64	42 total to date
6	Senior Citizens 65+	6 total to date
48.00	TOTAL	48.00 TOTAL

11. Narrative Report. Include information about program activities and accomplishments; unplanned activities or accomplishments; problems or changes that have significantly impacted your program, including financial issues or staffing changes.

N/A

12. Additional narrative report. Please use the space provided below for more detailed information about program activities and accomplishments. Please write NA in the question above if more space to provide information is preferred.

The emergency Overnight Shelter was open a total of 18 nights. In January 2018 we were open 10 nights with 226 visits (not individuals). In December we were open 8 nights with a total of 129 visits. There was an average of 20 people each night the shelter was open.

Six faith communities hosted, each donating their facility for 3 weeks. A trained overnight supervisor arrived at 8 pm.

We increased our volunteer total to 199. Volunteers arrived at 8 pm to set up the cots, make the coffee and greet the guests as they arrived at 9 pm. An overnight volunteer arrived at 9 pm to spend the night and assist the supervisor. More volunteers came from 6 to 7 am to wake the guests and clean up the facility.

Guests arrive at 9 pm, are given a friendly welcome, a blanket and sheet and offered warm drinks. Lights are turned off at 10 pm. Guests are awakened at 6 am, leave at 6:45 and walk to St. Mark's Monday through Friday for breakfast.

This winter we had a guest in a wheelchair and learned how to meet her needs. We also had a guest who was deaf and were able to communicate with her by writing notes.

Documents Requested *

Source Documents for MHB and/or CDBG-funded Expenses. May include invoices for any supplies purchased, payroll records for staffing and time & activity tracking for staff that also work on non-CDBG and/or MHB funded programs or activities.

Required? Attached Documents *

[Financials](#)

Financial Report (Optional). Updates to Funding Sources/Revenues and Funding Uses/Expenses under "Program Outcomes" tab required.

Source Documents

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City of Evanston

Community Development

**2018 CDBG Public Services & Mental Health Board
- City of Evanston**

Available
8/18/2017 Deadline

**Connections for the Homeless, Inc.
Outreach & Drop-In (MHB)**

\$ 55,000.00 \$ 60,000.00 Requested

\$ 60,000.00 MHB Request

Report 1

Due date (mm/dd/yyyy)

Report 1 not required

✓ Report 1 submitted: 4/13/2018

Un-Submit

1. Individuals Served - EVANSTON RESIDENTS

<input type="text" value="90"/>	NEW	90 total to date
<input type="text"/>	CONTINUING	
<input type="text" value="90.00"/>	TOTAL	90.00 TOTAL

2. Individuals Served - TOTAL (Evanston + Non-Evanston)

<input type="text" value="164"/>	NEW	164 total to date
<input type="text"/>	CONTINUING	
<input type="text" value="164.00"/>	TOTAL	164.00 TOTAL

3. Family Income - NEW, EVANSTON RESIDENTS

<input type="text" value="82"/>	Very Low - Less than 30% of median	82 total to date
<input type="text" value="8"/>	Low - Less than 50% of median	8 total to date
<input type="text"/>	Moderate - Less than 80% of median	
<input type="text"/>	Not Low/Moderate - 80%+ of median	
<input type="text" value="90.00"/>	TOTAL	90.00 TOTAL

4. Family Income - NEW, TOTAL (Evanston + Non-Evanston)

<input type="text" value="152"/>	Very Low - Less than 30% of median	152 total to date
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12	Low - Less than 50% of median	12 total to date
	Moderate - Less than 80% of median	
	Not Low/Moderate - 80%+ of median	
164.00	TOTAL	164.00 TOTAL

5. Special Needs - NEW, EVANSTON RESIDENTS

90	Homeless	90 total to date
27	Female-Headed Households	27 total to date
56	Disabled/Special Needs	56 total to date
173.00	TOTAL	173.00 TOTAL

6. Special Needs - NEW, TOTAL (Evanston + Non-Evanston)

164	Homeless	164 total to date
53	Female-Headed Households	53 total to date
88	Disabled/Special Needs	88 total to date
305.00	TOTAL	305.00 TOTAL

7. Race & Ethnicity - NEW EVANSTON RESIDENT CLIENTS ONLY

23	White / Non-Hispanic	23 total to date
	White / Hispanic	
23.00	SUBTOTAL	23.00 SUBTOTAL
59	Black-African American / Non-Hispanic	59 total to date
3	Black-African American / Hispanic	3 total to date
62.00	SUBTOTAL	62.00 SUBTOTAL
2	Asian / Non-Hispanic	2 total to date
	Asian / Hispanic	
2.00	SUBTOTAL	2.00 SUBTOTAL
1	American Indian-Alaskan Native / Non-Hispanic	1 total to date
	American Indian-Alaskan Native / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	Native Hawaiian-Other Pacific Islander / Non-Hispanic	
	Native Hawaiian-Other Pacific Islander / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	American Indian-Alaskan Native & White / Non-Hispanic	
	American Indian-Alaskan Native & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Asian & White / Non-Hispanic	
	Asian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Black-African American & White / Non-	

	Hispanic	
	Black-African American & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	American Indian-Alaskan Native & White / Non-Hispanic	
	American Indian-Alaskan Native & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Other Multi-Racial / Non-Hispanic	
2	Other Multi-Racial / Hispanic	2 total to date
2.00	SUBTOTAL	2.00 SUBTOTAL
90.00	TOTAL	90.00 TOTAL

8. Enter the race/ethnicity of persons served in the table below for TOTAL UNDUPLICATED PERSONS SERVED. The sum of persons must match line 1 in Question 2.

99	Black-African American / non-Hispanic	99 total to date
3	Black-African American / Hispanic	3 total to date
102.00	SUBTOTAL	102.00 SUBTOTAL
46	White / non-Hispanic	46 total to date
	White / Hispanic	
46.00	SUBTOTAL	46.00 SUBTOTAL
2	Asian / non-Hispanic	2 total to date
	Asian / Hispanic	
2.00	SUBTOTAL	2.00 SUBTOTAL
1	Amer. Indian-Alaskan native / non-Hispanic	1 total to date
	Amer. Indian-Alaskan native / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	Native Hawaiian-Pacif Is / non-Hispanic	
	Native Hawaiian-Pacif Is / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Black-Af. Amer & White / non-Hispanic	
	Black-Af. Amer & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Asian & White / non-Hispanic	
	Asian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Am Indian & Black / non-Hispanic	
	Am Indian & Black / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Am Indian & White / non-Hispanic	
	Am Indian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
11	Other multi-racial / non-Hispanic	11 total to date

2	Other multi-racial / Hispanic	2 total to date
13.00	SUBTOTAL	13.00 SUBTOTAL
164.00	TOTAL	164.00 TOTAL

9. Age information (Evanston Residents)

Please enter the number of NEW EVANSTON RESIDENTS served in each category.

Children under 18		
84	Adults 18-64	84 total to date
6	Senior Citizens 65+	6 total to date
90.00	TOTAL	90.00 TOTAL

10. Age Information (all new participants)

Please enter the number of new participants served for this period in each category.

2	Children under 18	2 total to date
153	Adults 18-64	153 total to date
9	Senior Citizens 65+	9 total to date
164.00	TOTAL	164.00 TOTAL

11. Narrative Report. Include information about program activities and accomplishments; unplanned activities or accomplishments; problems or changes that have significantly impacted your program, including financial issues or staffing changes.

N/A

12. Additional narrative report. Please use the space provided below for more detailed information about program activities and accomplishments. Please write NA in the question above if more space to provide information is preferred.

In preparation for opening our drop-in center from two to five days a week, we focused most of our first quarter (January thru March) on efforts to build our staff and infrastructure capacity. These efforts included hiring a new Outreach Specialist in February, who has already made significant progress connecting with community partners and people who are homeless to build relationships that support healing, recovery, and housing. We added and filled a new position of Site Manager who oversees location operations, staff, and services at the shelter and drop-in center. We've also hired an additional Community Case Manager to provide more direct support and engagement with participants and help them develop solutions to end their homelessness. Finally, we recently hired a full-time Mental Health Specialist to better triage and provide mental health interventions. Working alongside our Nurse Practitioner, she is delivering health stabilization services at our on-site health clinic.

With this full team in place that is trained to implement trauma-informed and harm reduction approaches, we are prepared to serve even more people, offer more targeted case management services, and more quickly move people into housing. Our community is actively supporting this effort. Our new Community Relations Manager is working alongside our Volunteer Coordinator to grow our pool volunteers and build awareness about our programs. Volunteers play a critical role in extending our impact and reach to help connect drop-in participants to basic necessities including food, clothes, laundry, showers, and storage. This combination of staff and volunteer expansion has also allowed us to reopen drop-in services to five days a week starting April 2. We are thrilled to meet the needs of our community and grateful for the Mental Health Board's support of our work.

During the coming quarter, we expect the number of people we serve and engage via case management to increase. We also expect more people coming through our street-based outreach and drop-in services to access our health services. And, ultimately, in the coming year, we expect to help our participants increase their housing stability and end their homelessness. We know that our work to help people move beyond their homelessness and into housing takes time and commitment. Thus, we will continue to provide the basic necessities people need to remain as safe and healthy as possible while living on the street.

Documents Requested *

Source Documents for MHB and/or CDBG-funded Expenses. May include invoices for any supplies purchased, payroll records for staffing and time & activity tracking for staff that also work on non-CDBG and/or MHB funded programs or activities.

Required? Attached Documents *

[Connections Q1 Source Documentation](#)

Financial Report (Optional). Updates to Funding Sources/Revenues and Funding Uses/Expenses under "Program Outcomes" tab required.

Source Documents

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City of Evanston

Community Development

**2018 CDBG Public Services & Mental Health Board
- City of Evanston**

Available
8/18/2017 Deadline

**Connections for the Homeless, Inc.
Supportive Housing (CDBG)**

\$ 15,000.00 \$ 30,000.00 Requested

\$ 0.00 MHB Request

Report 1

Due date (mm/dd/yyyy)

Report 1 not required

✓ Report 1 submitted: 4/13/2018

Un-Submit

1. Individuals Served - EVANSTON RESIDENTS

<input type="text" value="15"/>	NEW	15 total to date
<input type="text"/>	CONTINUING	
<input type="text" value="15.00"/>	TOTAL	15.00 TOTAL

2. Individuals Served - TOTAL (Evanston + Non-Evanston)

<input type="text" value="35"/>	NEW	35 total to date
<input type="text"/>	CONTINUING	
<input type="text" value="35.00"/>	TOTAL	35.00 TOTAL

3. Family Income - NEW, EVANSTON RESIDENTS

<input type="text" value="14"/>	Very Low - Less than 30% of median	14 total to date
<input type="text" value="1"/>	Low - Less than 50% of median	1 total to date
<input type="text"/>	Moderate - Less than 80% of median	
<input type="text"/>	Not Low/Moderate - 80%+ of median	
<input type="text" value="15.00"/>	TOTAL	15.00 TOTAL

4. Family Income - NEW, TOTAL (Evanston + Non-Evanston)

<input type="text" value="33"/>	Very Low - Less than 30% of median	33 total to date
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2	Low - Less than 50% of median	2 total to date
	Moderate - Less than 80% of median	
	Not Low/Moderate - 80%+ of median	
35.00	TOTAL	35.00 TOTAL

5. Special Needs - NEW, EVANSTON RESIDENTS

15	Homeless	15 total to date
5	Female-Headed Households	5 total to date
15	Disabled/Special Needs	15 total to date
35.00	TOTAL	35.00 TOTAL

6. Special Needs - NEW, TOTAL (Evanston + Non-Evanston)

35	Homeless	35 total to date
11	Female-Headed Households	11 total to date
35	Disabled/Special Needs	35 total to date
81.00	TOTAL	81.00 TOTAL

7. Race & Ethnicity - NEW EVANSTON RESIDENT CLIENTS ONLY

6	White / Non-Hispanic	6 total to date
1	White / Hispanic	1 total to date
7.00	SUBTOTAL	7.00 SUBTOTAL
5	Black-African American / Non-Hispanic	5 total to date
1	Black-African American / Hispanic	1 total to date
6.00	SUBTOTAL	6.00 SUBTOTAL
1	Asian / Non-Hispanic	1 total to date
	Asian / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	American Indian-Alaskan Native / Non-Hispanic	
	American Indian-Alaskan Native / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Native Hawaiian-Other Pacific Islander / Non-Hispanic	
	Native Hawaiian-Other Pacific Islander / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	American Indian-Alaskan Native & White / Non-Hispanic	
	American Indian-Alaskan Native & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Asian & White / Non-Hispanic	
	Asian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Black-African American & White / Non-	

	Hispanic	
	Black-African American & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	American Indian-Alaskan Native & White / Non-Hispanic	
	American Indian-Alaskan Native & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Other Multi-Racial / Non-Hispanic	
1	Other Multi-Racial / Hispanic	1 total to date
1.00	SUBTOTAL	1.00 SUBTOTAL
15.00	TOTAL	15.00 TOTAL

8. Enter the race/ethnicity of persons served in the table below for TOTAL UNDUPLICATED PERSONS SERVED. The sum of persons must match line 1 in Question 2.

15	Black-African American / non-Hispanic	15 total to date
1	Black-African American / Hispanic	1 total to date
16.00	SUBTOTAL	16.00 SUBTOTAL
13	White / non-Hispanic	13 total to date
3	White / Hispanic	3 total to date
16.00	SUBTOTAL	16.00 SUBTOTAL
1	Asian / non-Hispanic	1 total to date
	Asian / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	Amer. Indian-Alaskan native / non-Hispanic	
	Amer. Indian-Alaskan native / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
1	Native Hawaiian-Pacif Is / non-Hispanic	1 total to date
	Native Hawaiian-Pacif Is / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
	Black-Af. Amer & White / non-Hispanic	
	Black-Af. Amer & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Asian & White / non-Hispanic	
	Asian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Am Indian & Black / non-Hispanic	
	Am Indian & Black / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
	Am Indian & White / non-Hispanic	
	Am Indian & White / Hispanic	
0.00	SUBTOTAL	0.00 SUBTOTAL
1	Other multi-racial / non-Hispanic	1 total to date

	Other multi-racial / Hispanic	
1.00	SUBTOTAL	1.00 SUBTOTAL
35.00	TOTAL	35.00 TOTAL

9. Age information (Evanston Residents)

Please enter the number of NEW EVANSTON RESIDENTS served in each category.

0	Children under 18	0 total to date
13	Adults 18-64	13 total to date
2	Senior Citizens 65+	2 total to date
15.00	TOTAL	15.00 TOTAL

10. Age Information (all new participants)

Please enter the number of new participants served for this period in each category.

0	Children under 18	0 total to date
31	Adults 18-64	31 total to date
4	Senior Citizens 65+	4 total to date
35.00	TOTAL	35.00 TOTAL

11. Narrative Report. Include information about program activities and accomplishments; unplanned activities or accomplishments; problems or changes that have significantly impacted your program, including financial issues or staffing changes.

N/A

12. Additional narrative report. Please use the space provided below for more detailed information about program activities and accomplishments. Please write NA in the question above if more space to provide information is preferred.

Our work is driven by our ability to develop trusting relationships with our clients to move them beyond their homelessness. With the support of the City of Evanston and many community partners and volunteers, we provide our participants with all the things they need to remain stable. This ranges from the big things like housing and case management, to the little things like a holiday gift or a new coat. These touches, both big and small, help our participants walk away from the shame of being homeless, recover from the trauma, and move forward with confidence. To further illustrate this point, we would like to share the following story about one of our participants in the housing program.

One of our case managers recently helped to book a salon appointment for a Connections housing participant. The participant struggles with severe depression and the past few months have been particularly challenging. During this period, the participant had difficulty maintaining their hair and in an act of frustration, cut much of it off to remove the matted parts. When Connections received a donated salon gift certificate recently, the case manager advocated that this participant be the recipient. Together, they planned for the appointment, the date, the time, the services, and the new hairstyle. The participant was excited and looking forward to doing something to take care of themselves. The case manager reported that the end results were amazing. The participant shared that they felt happy and relieved to have their hair back in order, and the case manager noted some confidence was restored.

This simple act helps us to support our participants as they move through their trauma and

help them heal. It encourages an even deeper engagement with the case manager, and ultimately a deeper relationship with our community. Through this work, we help to serve and catalyze our community to end homelessness, one person at a time.

Documents Requested *

Required? Attached Documents *

Source Documents for MHB and/or CDBG-funded Expenses. May include invoices for any supplies purchased, payroll records for staffing and time & activity tracking for staff that also work on non-CDBG and/or MHB funded programs or activities.

[Connections Q1 Source Documentation](#)

Financial Report (Optional). Updates to Funding Sources/Revenues and Funding Uses/Expenses under "Program Outcomes" tab required.

Source Documents

** ZoomGrants™ is not responsible for the content of uploaded documents.*

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