



AGENDA
Housing & Homelessness Commission
Tuesday, February 18, 2020
Lorraine H. Morton Civic Center Room 2404 7:00 PM

Page

1. CALL TO ORDER/DECLARATION OF A QUORUM

2. APPROVAL OF MEETING MINUTES

- A. [HHC meeting minutes-Jan 9 2020-DRAFT](#) 3 - 4

3. PUBLIC COMMENT

4. ITEMS FOR CONSIDERATION

- A. [Application for HOME CHDO Funds to Construct a Coach House for Affordable Rental by Housing Opportunity Development Corporation - Attachment - Pdf](#) 5 - 32

5. NEW/OTHER BUSINESS

Members are asked to nominate Commissioners to serve as Chair and Vice Chair for 2020. The Chair and Vice Chair will be elected at the meeting on April 2, 2020.

6. STAFF REPORTS

- A. [Landlord-Tenant Services Report 10.1.2018-12.31.2019](#) 33 - 34

- B. The March 5, 2020 Housing and Homelessness Commission meeting is canceled so Commissioners may join the Affordable Housing Plan Steering Committee and members of the community at the Affordable Housing Community Workshop at 7 PM in the Parasol Room.

7. ADJOURNMENT

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 Sarah Flax at 847.448.8684.

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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)



MEETING MINUTES

DRAFT

HOUSING AND HOMELESSNESS COMMISSION

Thursday, January 9, 2020 7:00 P.M.
Lorraine H. Morton Civic Center, Room 2402

Present: Chair Larry Donoghue, Monika Bobo, Ellen Cushing, Renee Phillips, Ald. Eleanor Revelle

Absent: Kathy Feingold, Noelle Gilbreath, Moika Long, Neda Nozari

Presenters: David Block and Jenny Calero, Evergreen Real Estate Group, Margaret Gergen, Age Friendly Evanston Task Force Housing Committee

Staff: Sarah Flax, Housing and Grants Manager

Call to order

Chair Donoghue called the meeting to order at 7:14 PM with a quorum present.

Approval of minutes for December 5, 2019 meeting

Chair Donoghue noted a correction in the minutes on page 3; City Council denied funding for the pilot ADU project, not the Planning and Development Committee. Ald Revelle moved approval with the corrections, Chair Donoghue seconded the motion and it was approved unanimously.

Public comment

Sarah Vanderwicken spoke in support of the work of the Age Friendly Evanston Task Force on behalf of Joining Forces for Affordable housing.

Sue Carlson raised a concern about availability of HOME funding for CHDOs in light of proposed use of HOME funding for the Evergreen project.

Approval of Allocation of HOME and Affordable Housing Fund dollars for Evergreen/CJE Senior Housing Project

Monika Bobo recused herself from the discussion and vote, as the project is receiving financing from her employer, the Illinois Housing Development Authority and left the room. Chair Donoghue gave an overview of the Evergreen/CJE 60-unit senior housing project that will be built at 999-1015 Howard Street. David Block, Evergreen real Estate Group, provided details including that all 60 units will be restricted to households with incomes at or below 60% AMI, per LIHTC requirements. Half of the units will be extremely low or very low income in the units that receive project based vouchers; tenants will pay 30% of their income toward housing and the voucher will pay the remainder. Some renovations will be made to the CJE property that provides adult day services and the senior transportation program. The new housing and the CJE building will both pay property taxes, as required by LIHTC. In addition, City of Evanston funding has a leverage ratio of \$12:1.

DRAFT

Staff explained that the project met City underwriting standards and that the Commission was being asked to approve the portion of funding from the City's HOME funds and Affordable Housing Fund, and the proposed schedule of draws in the staff memo; City Council approved the actual funding amount when it voted unanimously to provide a letter of support for the project that was part of the application to IHDA for funding. Evergreen responded to questions from the committee. There being no further discussion, Chair Donoghue asked for a motion to approve the funding allocation as proposed. Ellen Cushing moved approval, Ald. Revelle seconded the motion and it was approved unanimously. Monika Bobo, who had recused herself, rejoined the meeting.

Age Friendly Evanston Task Force Market Assessment for Independent and Assisted Living in Evanston

Margaret Gergen, a member of the Age Friendly Evanston Task Force Housing Committee, summarized the process that resulted in getting funding for the market assessment. She also summarized the key results of the assessment, including the high level of unmet need for affordable independent and assisted living units in Evanston. Discussion about the need for new Supportive Living Facilities licenses from the State of Illinois to fund the services for affordable assisted living followed. David Block noted the importance of voicing this need at the State level, as development of affordable assisted living units is dependent on SLF licenses. Following the discussion, Ald. Revelle moved to accept the Market Assessment and to refer it to the Affordable Housing Steering Committee to inform the development of the Affordable Housing Plan. Monika Bobo seconded the motion and it was approved unanimously.

New/Other Business

Chair Donoghue inquired about any next steps for the ArtSpace proposal that the Commission considered at its December meeting. Staff noted that it was on the agenda for the January 21, 2020 special City Council meeting on housing for consideration.

Chair Donoghue noted that he would not be at the February meeting, but asked that Commissioners submit nominations for the Chair and Vice Chair positions. He also thanked Ellen Cushing for her six years of service in the Commission, including two years as its Chair. He also noted that three Commissioners would be retiring this year.

Adjournment

Ellen Cushing moved to adjourn at 8:15 PM, Monika Bobo seconded the motion and it was approved unanimously.

The next scheduled meeting of the Commission is Thursday, February 6, at 7:00 PM. in room 2402.

Respectfully submitted,
Sarah K. Flax, Housing and Grants Manager



Memorandum

To: Members of the Housing and Homelessness Commission
From: Sarah Flax, Housing & Grants Administrator
Subject: Application for HOME CHDO Funds to Construct a Coach House for Affordable Rental by Housing Opportunity Development Corporation
Date: February 18, 2020

Recommended Action:

Staff recommends approval of a \$190,000 forgivable HOME loan for Housing Opportunity Development Corporation (HODC) to construct an ADU/coach house on its property at 1930 Jackson Avenue. The property will be rented to households with incomes $\leq 60\%$ of the area median for 20 years, as required. The loan would be forgiven following the successful completion of the affordability period.

Funding Source:

Funding is from the City's HOME Investment Partnerships grant from the US Department of Housing and Urban Development. The City has \$57,733.35 in 2018 funds, \$53,282.40 in 2019 funds, and expects to get approximately \$53,300 in 2020 funds that must be used for acquisition, construction or rehabilitation of housing units for income eligible households under the HOME program by a certified Community Housing Development Organization (CHDO). CHDO Reserve funding is 15% of each fiscal year HOME grant that must be awarded to a certified CHDO. Additional funding of approximately \$25,700 to total \$190,000 would come from the City's 2019 or 2020 HOME entitlement funds that are not specifically restricted for CHDOs.

Council Action:

For Action

Summary:

HODC is requesting a forgivable HOME loan in the amount of \$190,000 to construct a coach house with parking for two vehicles on the ground level and a 2-bedroom apartment on the second story on its property at 1930 Jackson Avenue. The two-flat currently located on the property has two 3-bedroom units that are rented to income eligible households. A deteriorated coach house that was on the property when acquired by HODC was demolished several years ago. That structure lacked a foundation and had other issues that made it infeasible to rehab. The property does not currently have a garage or off-street parking. Revisions to zoning approved by City Council at its meeting on January 21, 2020 to allow

construction of coach houses on properties with 2-flats makes this project possible for the first time and enables HODC to add to the City's supply of income restricted housing without the cost of purchasing land, thus reducing the cost per unit.

HODC will contract with the Evanston Development Cooperative to build the first ADU/coach house in Evanston using EDC's innovative structural insulated panels (SIPs) instead of traditional stick frame construction. As the exclusive contractor and installer of Eco-Panels SIPs in the Chicago region, EDC's pre-engineered wall panels result in a stronger and significantly more energy efficient exterior wall system. Insulation, closed cell polyurethane, is injected in the factory to give standard 4.5" walls an R-value of 26. These wall panels are rapidly assembled on-site, often speeding enclosure by 3 to 5 times, and yield tighter structures that reduce HVAC energy consumption by more than 70%. HODC anticipates completing and renting up the new structure by December 31, 2020. The structure will exceed HUD energy efficiency goals for new housing construction and help maintain affordability through lower operating costs.

1930 Jackson Avenue is owned by HODC and is located in census tract 8092 in the Fifth Ward. Alderman Rue Simmons is in support of the project that will bring investment and new construction, as well as much needed high quality affordable housing.

HODC is one of two CHDOs operating in Evanston; its portfolio includes four Evanston properties in addition to 1930 Jackson Avenue that range in size from two to 48 units. HODC has the financial and technical capacity to develop and manage this project. Its 2019 audit is attached. HODC is certified as a CHDO by the Illinois Housing Development Authority, and Cook, Lake and McHenry Counties in addition to the city of Evanston.

The City of Evanston will enter into an agreement for HOME funding with HODC to fund the construction of a 2-bedroom coach house consistent with applicable law and HOME requirements published at 24 CFR Part 92 "HOME Investment Partnership Program, Final Rule." Conditions include:

- a. Property will be rented to households whose incomes do not exceed 60% of the area median income for 20 years
- b. Total HOME investment in the property will not exceed \$208,913 for a two bedroom unit, the maximum allowable HOME subsidy
- c. Project meets City of Evanston's HOME underwriting standards as outlined in the HOME Policies & Procedures including, but not limited to, annual cash flow after debt service of at least \$100 per unit for the HOME affordability period, and a replacement reserve (funds for repairs and replacement of building components and equipment) of \$400 per unit on an annual basis
- d. Any funds HODC expends prior to approval by City Council and may not be eligible for reimbursement with HOME funds.
- e. Final project approval and commitment of HOME funds is contingent on completion of the HUD required Environmental Review Record and, if needed based on that review, release of funds by HUD
- f. Completed housing unit will exceed HUD energy efficiency requirements and contribute to the expansion of sustainable housing that meets the goals of the City's Climate Action and Resiliency Program

HODC has proven capacity and experience developing and managing HOME-funded development projects and rental housing for low and moderate income residents. Its Executive Director, Richard Koenig, will be the primary contact for this project. Richard has over 25 years of experience with the HOME program and affordable housing.

Attachments:

[HODC Application for HOME Funds for a Coach House at 1930 Jackson Ave.](#)



**HOUSING
OPPORTUNITY
DEVELOPMENT
CORPORATION**

2001 Waukegan Rd, PO Box 480 ♦ Techny, Illinois 60082
(847) 564-2900 ♦ (847) 564-2992 fax ♦ hodc@hodc.org ♦ www.hodc.org

February 3, 2020

City of Evanston
c/o Sarah Flax
2100 Ridge Rd.
Evanston IL 60201

Re: 1930 Jackson ADU
HOME Application

Dear Ms. Flax:

On behalf of Housing Opportunity Development Corporation please find attached an application for HOME funds to develop an accessory dwelling unit at 1930 Jackson. As a CHDO we are requesting \$190,000 to construct a two-bedroom coach house with garage that will provide an affordable rental unit for a low income household. HODC has owned and managed the property for over fifteen years as affordable housing and we wish to add another unit to support Evanston residents.

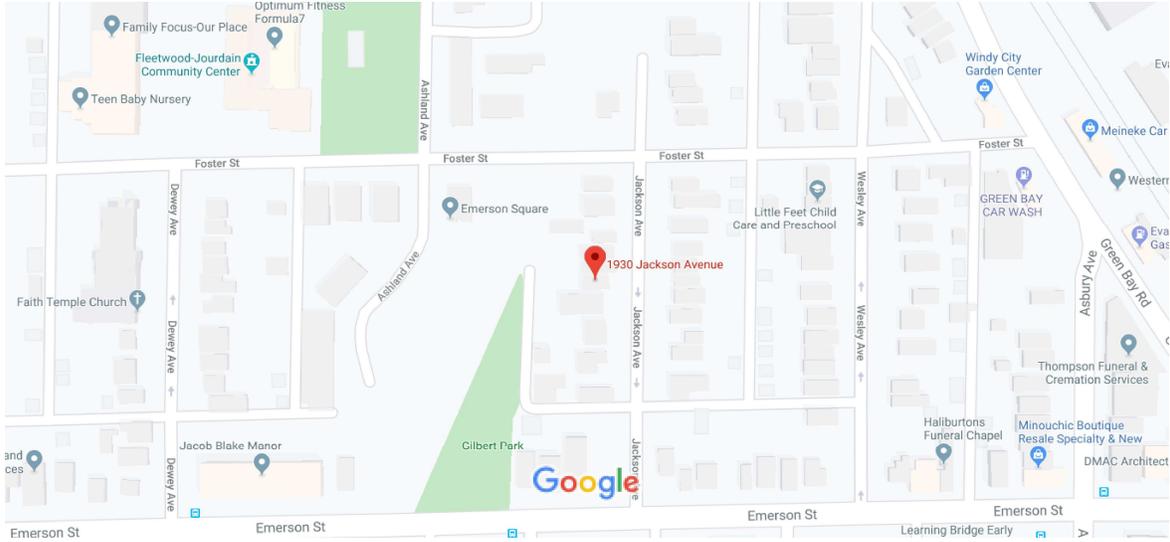
Please contact me if you have any questions or need any additional information.

Sincerely,

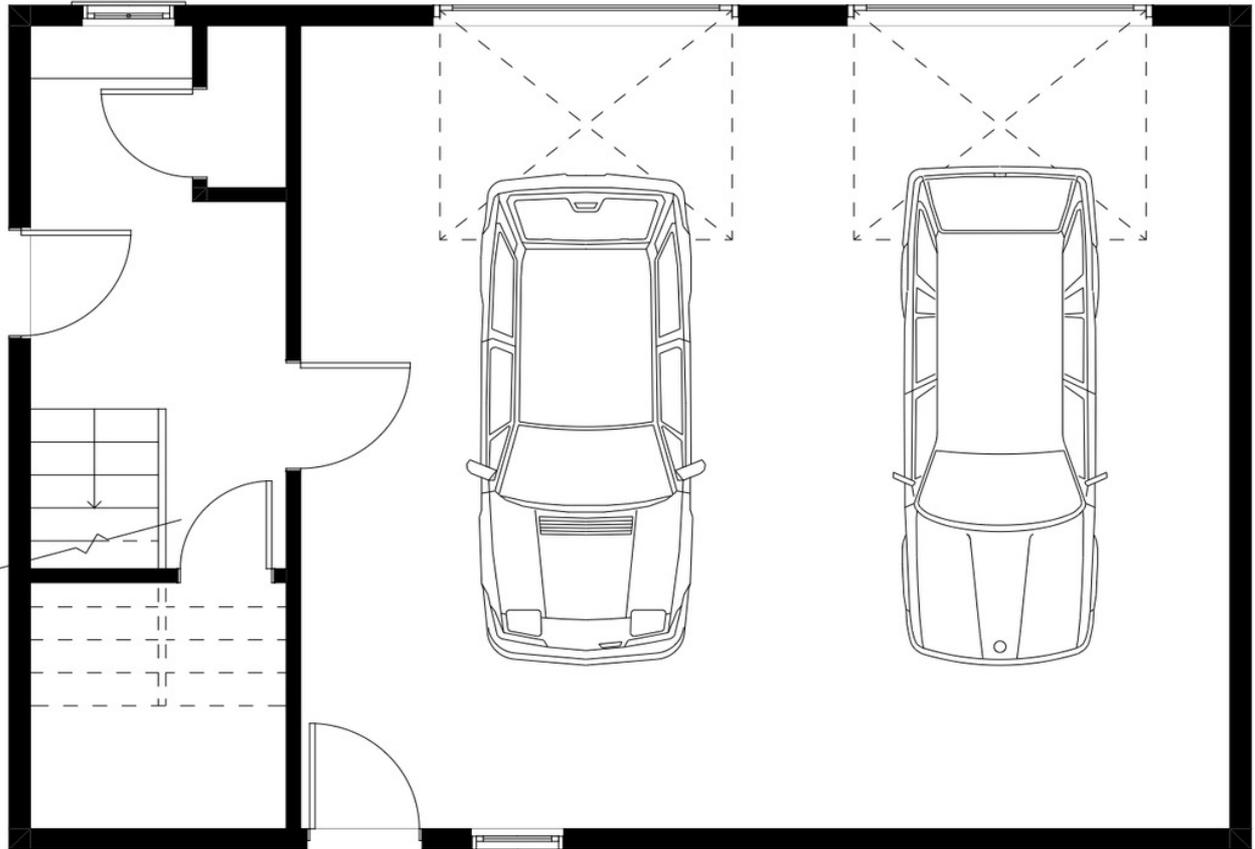
Richard Koenig
Executive Director



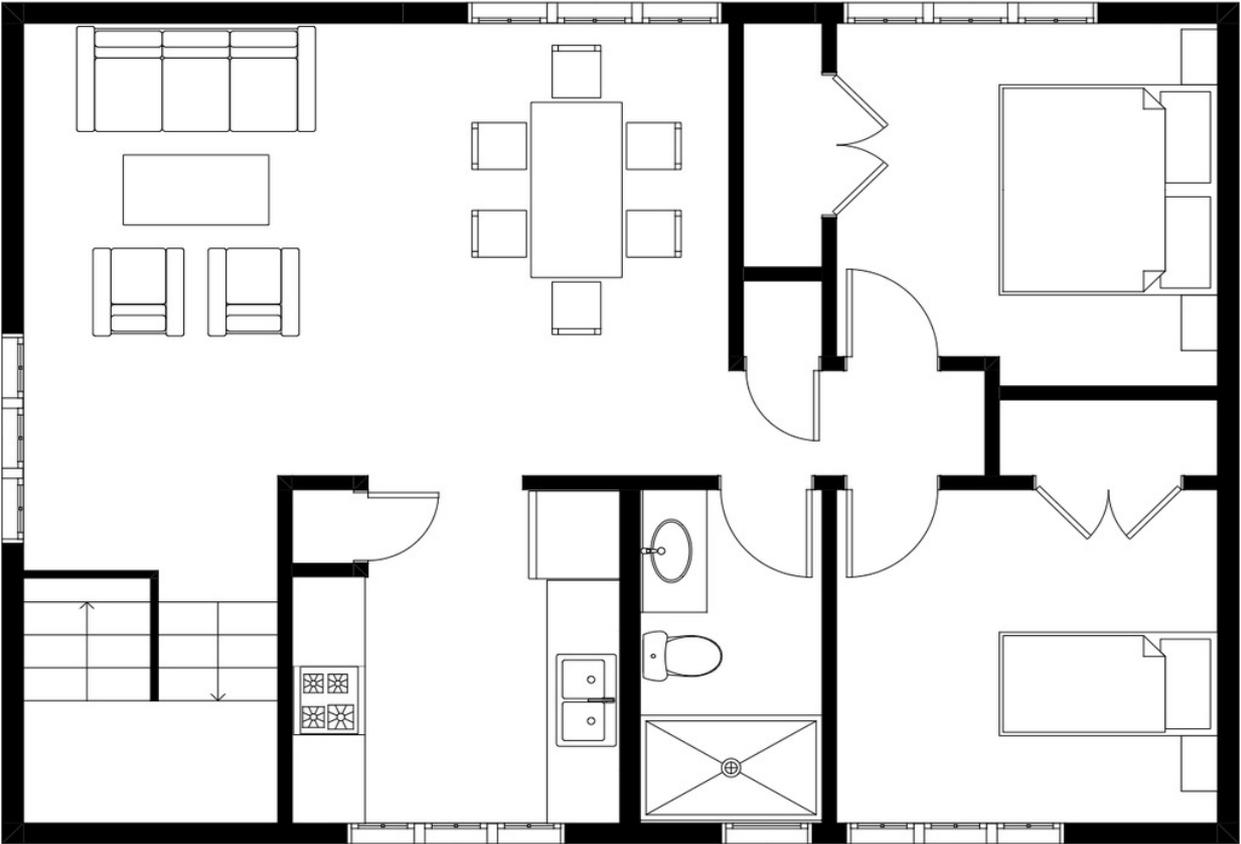
1930 Jackson Ave







First Floor



Second Floor

City of Evanston
HOME RENTAL PRODUCTION APPLICATION

Last Date Modified: **2/3/2020**
PROJECT NUMBER:

A. General Information

Development Information

Development Name:	1930 Jackson Coach House		
Street Address:	1930 Jackson	Census Tract:	
Municipality:	Evanston	IL	Zip: 60201
			8092

Total number of rental units planned	1	units	
Number of income restricted HOME Units planned	1	units	
Construction Type	New Construction		
Housing Type	Single Family Detached	Fixed or Floating Units?	Fixed

Project Summary Briefly describe your project. *Please note that many sections of this application will not apply to homebuyer projects. Please contact COE staff for guidance if your project is a homebuyer project.*

HODC proposes to build a new coach house behind an existing two flat as an accessory dwelling unit with garage.

Funding Request <i>(info from other worksheets)</i>	Total	Per Unit
City of Evanston Funding Request	\$190,000	\$190,000

Proposed use of City of Evanston funds: Construction Hard Costs *(More info will be provided in a schedule below.)*

B. Developer Information

Entity Name:	Housing Opportunity Development Corporation		Federal I.D. #:	36-3237455	
Contact Person:	Richard Koenig		Phone:	847-564-2900	
Address:	2001 Waukegan Rd		Email:	rkoenig@hodc.org	
City:	Evanston	State:	IL	Zip:	60082
DUNS #	135659253	CCR#		Expiration Date:	

Legal Form:	Non-Profit Corp
Is entity registered and in good standing with the State of Illinois?	Yes
Has a non-profit determination been made by the Internal Revenue Service?	Yes
IRS Code designation:	501(c)(3)
Will the proposed project be developed, owned, or sponsored by a currently certified Community Housing Development Organization (CHDO)?	Yes
Is CHDO designation from City of Evanston?	Yes
Is the firm a Certified Minority-owned Business Enterprise (MBE)?	No
Certifying entity:	
Is the firm a Certified Woman-owned Business Enterprise (WBE)?	No
Certifying entity:	
Is the firm a Certified Section 3 Business entity?	No
Certifying entity:	

Describe the ownership structure of the project and explain the role of any non-profits in the project.

HODC is a nonprofit and will own the project.

General Partner/Corporate Officer Information (if applicable)

(List Managing General Partner on first line.)

Name:	Fed. ID		Owner-ship %

Properties Currently Owned by Applicant & Affiliate Entities

On the worksheet "1a)Properties" enter all properties owned by the applicant and its affiliated entities. City of Evanston will check each address for outstanding taxes, code violations, etc.

C. Development Plan Information

Total number of Buildings planned buildings
 Age of existing Building(s) years old
 # of Stories stories

Structural System	<input type="text" value="Frame"/>	Other:	<input type="text"/>	Parking	<input type="text" value="Attached Garage"/>
Basement	<input type="text" value="Slab"/>	Other:	<input type="text"/>	Other Parking:	<input type="text"/>
Exterior	<input type="text" value="Vinyl"/>	Other:	<input type="text"/>	Sanitary Sewer	<input type="text" value="Public Sewer"/>

Will this project target special populations?
 If yes, indicate which populations: Other:

How many units will be fully accessible for the handicapped?

Describe accessibility improvements/features of the proposed units.

Will the project exceed the Americans with Disabilities Act standards & make units barrier free? Please explain.

Will the project address unique physical needs with special site/design features that will substantially add to costs? Please explain.

Energy and Equipment Information

City of Evanston requires that applicants use energy-efficient components.

Describe the energy-efficient features/techniques (effective insulation, high performance windows, tight construction & ducts, appliances, efficient heating & cooling equipment, etc.) which will be used:

EDC utilizes structural insulated panels (SIPs) for their projects. As the exclusive contractor and installer of Eco-Panels SIPs in the Chicago region, EDC's pre-engineered wall panels replace traditional stick frame construction for a stronger and significantly more energy efficient exterior wall system. Insulation, closed cell polyurethane, is injected in the factory to give standard 4.5" walls an R-value of 26. These wall panels are rapidly assembled on-site, often speeding enclosure by 3 to 5 times, and yield tighter structures that reduce HVAC energy consumption by more than 70%.

Have you joined the Energy Star Partnership?

Anticipated Energy Star third-party inspection date (Provide Independent Rater/Inspector Name & Service Area):

	Electric	Energy Star?	Other green amenities:
Heating System:	<input type="text" value="Electric"/>	<input type="text" value="Yes"/>	<input type="text"/>
Air Conditioning System:	<input type="text" value="Central Forced Air"/>	<input type="text" value="Yes"/>	<input type="text"/>
Domestic Hot Water:	<input type="text" value="Electric"/>	<input type="text" value="Yes"/>	<input type="text"/>

Equipment included with Income Restricted Units (check all that apply)

<input type="checkbox"/> Microwave	<input checked="" type="checkbox"/> Refrigerator	<input checked="" type="checkbox"/> Kitchen Exhaust Duct	Other:
<input checked="" type="checkbox"/> Range & Oven	<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Common On-site Laundry	<input type="text"/>
<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Security Alarm	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Blinds/Drapes	<input type="checkbox"/> Laundry Equipment	

D. Site Information

On the worksheet "1a)Properties" enter all properties included in the project site(s).

Project Site Area (utilized for proposed development):	3625	Sq Ft
Is the project in a national or local historic district?		No
Have you already acquired the project property?		Yes
Was the property occupied at the time you obtained ownership?		
If vacant at purchase, how many months had it been vacant?		
Did/will you acquire the property with clear title and no debt?		
Is this an "Arms-Length" Transaction, meaning the buyer and seller are acting independently and have no relationship to one another?		

Explain the relationship between buyer and seller. Provide a copy of the sales contract. If the sales contract cannot be provided at the initial application stage, it will be a requirement to receive a firm Financing Commitment.

HODC owns the property

Does current site zoning allow the proposed residential use?	Yes
If no, please explain what steps have been or will be taken to obtain zoning approval.	

Will the current site(s) require lots to be subdivided?	No
---	----

Are the following utilities now located on the site?			
Public Water Supply	Yes	Private Water	
Public Sewer System	Yes	Private Sewer	
Natural Gas Distribution System	Yes	Broadband	
Electric Power System	Yes		
Cable Television System	Yes		
Telephone System	Yes		

Are the following conditions present at the proposed development site?			
In or includes a wetland?	No	Standing water	No
All or part in 100-yr. floodplain	No	Creek, lake, river frontage	No
Railroad tracks within 300 feet	No	Ravines or steep grades	No
High tension wires	No	Industrial sites	No
High noise levels	No	Commercial sites	No
Hazardous waste sites	No		

Are you aware of any other environmental hazards that are on or near the site?	No
Are there any soil, slope or erosion concerns associated with the site?	No
Has a Phase One Environmental Assessment been done for the site?	No
Are there any other environmental issues you wish to bring to our attention?	No

Please Describe any other unusual site conditions:

Is this a residential property for which construction was completed on or after 1/1/78?	No
Is this a zero bedroom dwelling unit or SRO?	No
Is housing exclusively for the elderly or disabled, disallowing children <6 as residents?	No
Has the property already undergone lead abatement?	No
Is this unoccupied residential property which is to be demolished?	No
Is this property going to be used for a purpose other than human residential habitation?	No

Is this rehab which will not disturb a painted surface? No

Is this an emergency action which must be undertaken immediately to safeguard human life? No

E. Market Analysis & Leasing

Applicants will be required to submit a market analysis demonstrating the need for & marketability of the proposed project. Market Analyses may be conducted in-house or by a 3rd party professional. This may be submitted after the application deadline.

Describe how you determined the need/market demand for the proposed project.

We have waiting lists for all our units in Evanston and get calls daily from households looking for affordable rentals.

Explain how you arrived at the projected rents:

Based on the rent limits and what income qualified households can afford.

How will you insure lease-up to eligible tenants within 18 months?

We have experience leasing to eligible households in Evanston.

Have you completed an Affirmative Marketing Plan? No
(Required for projects with 5+ HOME units.)

Is there anything in proximity to the project that could have a noteworthy positive impact on the marketability of this development? Please describe:

F. Previous Development Experience

How many full-time equivalent (FTE) employees will be working on the project? 1.00

Has the developer completed other residential development projects? Yes

If yes, please answer the following:

How many projects has the developer completed? 24

How many dwelling units has the developer been responsible for producing?

New Construction # units 173 Rehab # units: 196

List most recently completed projects:

Project Name	Address	Construction Type	Tenure Type	Target Residents	# Units	Total Devel. Costs
Hearts Place	120 Boeger, Arlington Heights	New	Rental	Low/Mod Income	18	\$7,365,000
Cary Senior Living	880 Feinberg, Cary	New	Rental	Low/Mod Income	62	\$17,563,000
Axley Place	3235 Milwaukee Ave, Glenview	New	Rental	Low/Mod Income	13	\$3,845,000
North Suburban Supportive Housing	7850 Niles Ave, Skokie	Rehab	Rental	Low/Mod Income	18	\$4,054,850
Towerview Apts	4012 Kane, McHenry	Rehab	Rental	Low/Mod Income	44	\$2,000,000

Describe the experience of the specific staff members who will manage this project. Attach resumes.

Richard Koenig, Executive Director, will manage the project. He was hired in 1997 as HODC's first full-time executive director. He has completed over 20 affordable developments for HODC worth almost \$100 million with over 400 affordable units. Richard is responsible for running the agency, strategic visioning, project development and financing, budgeting, and board development. He was previously HOME Program Supervisor at the Illinois Housing Development Authority. Richard has a PhD in Community Economic Development from Southern New Hampshire University and a Masters of Urban Planning from the University of Illinois. He is an Adjunct Professor at

If developer has been involved in residential development projects in some other capacity, please specify:

If developer/team has completed previous HOME units in any jurisdiction, are there any outstanding performance issues to be resolved? If yes, please explain.

HODC has completed HOME projects in many other jurisdictions and has no outstanding issues.

G. Ongoing Management Experience, Structure & Capacity

Who will perform property management?	Developer/Owner will manage in-house
Name of management staff/company:	Housing Opportunity Development Corporation
How many units is your staff or 3rd party mgt company currently managing?	349
How many HUD income-restricted units is your staff/mgt company currently managing?	349

Describe staff/mgt company's experience managing HUD income-restricted rental units.

HODC provides professional property management to all HODC-developed projects as well as third-parties. Projects are financed by HUD and IHDA through programs such as LIHTC, HOME, CDBG and others. HODC's full-time managers have over twenty years of experience with all types of income-restricted properties.

Describe how the roles of property management, asset management & ongoing compliance will be delegated.

HODC staff will be responsible for property management, asset management and ongoing compliance.

H. Existing Loan Subsidies in Developments to be Acquired

Does your development plan include acquisition of units with existing subsidies? **No**

If yes, please indicate the kind of existing subsidy.

Does your development plan seek to preserve federally-assisted low-income housing which would otherwise convert to market rate use through mortgage prepayment, foreclosure or expiring subsidies? **No**

I. Rental & Operating Assistance Information

Do you expect to receive or are you currently receiving any rental subsidies for this development? **No**

If you answered yes, please check the types of subsidy expected:

If you answered yes, please describe the source and purpose of subsidies:

Number of units expected to receive assistance: _____ units

Number of years in assistance contract: _____ years

J. Supportive Services Information

If you plan to provide supportive services to your tenants, please provide the following:

Description of the population to be served:

Will participation in supportive services be mandatory? _____

Description of the services to be provided and how they will be provided:



K. Development Schedule

For each item in the chart below, enter the month and year that the item was accomplished, or for future events, the month and year when that item is expected to be accomplished. If an item does not apply to your development, enter N/A or leave blank.

		Month	Year	Draw on PJ funds
Site	Option			
	Contract			
	Closing			
	Zoning			
	Site Analysis			
Construction Financing	Application Submission	February	2020	
	Conditional Commitment	February	2020	
	Firm Commitment	March	2020	
	Closing			
Plans	Preliminary Drawings			
	Working Drawings	June	2020	
Construction Loan Closing		June	2020	
Construction Start		July	2020	\$190,000
Marketing Start-Up				
Construction Complete		November	2020	
Unit(s) Fully Leased		December	2020	
Total Construction Schedule:		6	months	\$190,000

L. Development Team Information

	Name	Address	Phone	Certified MBE	WBE	Worked together previously?
Project Mgr:						
Contractor:	Evanston Development Cooperative	2100 Ridge Avenue Suite 3601, Evanston	(847) 497-0167	No	No	No
Consultant:						
Attorney:						
Property Manager:	HODC	2001 Waukegan Rd, Techny	847-564-2900	No	No	No
Architect:						
Engineer:						

Track record of prime contractor — list the contractor's five most recently completed projects:

1.	
2.	
3.	
4.	
5.	
Additional Information:	

Does developer/applicant/sponsor hold a direct financial interest in any team member or entity? Yes

If yes, provide details of the relationship:

HODC is the developer and owner.

Is the Developer, Sponsor, or any other Development Team Member related to a City of Evanston elected official or employee? Please note separate Conflict of Interest Disclosure forms required. No

If yes, provide details:



Is the developer/applicant/sponsor or any development team member, including any of their owners, partners, or board members CURRENTLY DEBARRED from Federal contracting opportunities by any agency of the Federal Government? (www.sam.gov)

No

If yes, please provide details:

[Redacted]

Is the developer/applicant/sponsor or any development team member, including any of their owners, partners, or board members EVER BEEN DEBARRED from Federal contracting opportunities by any agency of the Federal Government? (www.sam.gov)

No

If yes, please provide details:

[Redacted]

Has any development team member been subject to a HUD Office of the Inspector General audit or investigation?

No

If yes, please provide details & current status of audit or investigation:

[Redacted]

Developer Notes	Date Entered

City of Evanston Underwriting Summary

1. General Justification for Funding:	
a. How does project fit in with Con Plan, housing strategies, etc?	
2. Why is the project needed?	
3. Examine the sources & uses and operating pro forma.	
a. Are costs reasonable?	
b. How was this determined?	
c. Has adequate funding been secured?	
d. What is the status of other funding sources?	
e. Describe the evidence that the project can operate sustainably through the compliance period.	
f. Concerns/Other info:	
4. Assess neighborhood market conditions:	
a. What supports proposed rents?	
b. What supports lease up within 18 months?	
c. Concerns/Other info:	
5. Assess the capacity of the developer/development team.	
a. Completed similar projects successfully?	
b. Any problem projects current or past?	
c. Describe evidence developer is financially stable.	
d. Describe evidence dev staff is sufficient, qualified.	
e. Concerns/Other info:	
6. Assess the capacity of the ongoing management	
a. Is there evidence they are managing similar properties successfully?	
b. Any problem projects current or past?	
c. Concerns/Other info:	
7. Examine the Capital Needs Assessment (CNA)	
a. Can the project cover capital improvements throughout the Period of Affordability?	
b. Is an additional Capital Reserve needed? How will it be funded?	
c. Concerns/Other info:	
8. What contingencies should be placed on funding?	
9. CURRENT RECOMMENDATION FOR FUNDING:	

Underwriting performed by:

Name	Title	Date

City of Evanston Underwriting Notes

Date Entered

**City of Evanston
DEVELOPMENT BUDGET**

Project: 1930 Jackson Coach House Developer: 0
Project Number: 0

	TOTAL	Per Unit	Per SF	% TDC
PREDEVELOPMENT COSTS				
Architect & Structural Engineer	\$0	\$0		
Asbestos & Lead Based Paint Testing	\$0	\$0		
Phase I Environmental Inspections/Assessment	\$0	\$0		
Market Analysis/Market Study	\$0	\$0		
Survey & Civil Engineering	\$0	\$0		
Application Fees/Financings/Taxes/Insurance	\$0	\$0		
Other; Specify	\$0	\$0		
Total Predevelopment:	\$0	\$0	\$0.00	0.0%
BUILDING AND PROPERTY ACQUISITION				
Land & Building <i>(Price or your offer)</i>	\$0	\$0		
Settlement Costs (Title Ins., Recording Fees)	\$0	\$0		
Relocation	\$0	\$0		
Other; Specify	\$0	\$0		
Total Acquisition:	\$0	\$0	\$0.00	0.0%
CONSTRUCTION COSTS <i>(complete sheet #7)</i>				
General Cond., Overhead & Profit	\$39,250	\$39,250		
Construction Contingency	\$0	\$0		
Construction Hard Costs	\$175,000	\$175,000		
Total Construction:	\$214,250	\$214,250	\$372.61	93.5%
PROFESSIONAL SERVICES				
Consultant Fees	\$0	\$0		
Legal	\$0	\$0		
Marketing/Advertising	\$0	\$0		
Fees Related to State Tax Credits	\$0	\$0		
Other; Specify	\$0	\$0		
Total Professional Services:	\$0	\$0	\$0.00	0.0%
CARRYING AND CONSTRUCTION FINANCING COSTS				
Inspection & Draw Fees	\$0	\$0		
Points & Bank Fees: Construction Loan	\$0	\$0		
Title Insurance: Construction Loans	\$0	\$0		
Construction Loan Interest	\$0	\$0		
	\$0	\$0		
Permit Fees	\$10,000	\$10,000		
Property Liability/Builder's Risk Insurance	\$5,000	\$5,000		
Real Estate Taxes During Development	\$0	\$0		
Other; Specify	\$0	\$0		
Total Carrying & Construction Finance:	\$15,000	\$15,000	\$26.09	6.5%
PERMANENT FINANCING				
Points & Bank Fees	\$0	\$0		
Title & Recording	\$0	\$0		
Partnership & Organization Expense	\$0	\$0		
Legal	\$0	\$0		
Other; Specify	\$0	\$0		
Total Permanent Financing:	\$0	\$0	\$0.00	0.0%
RESERVES				
Rent Up Reserves	\$0	\$0		
Initial Operating Reserve	\$0	\$0		
Operating Deficit Reserve	\$0	\$0		
Capital Replacement Reserve	\$0	\$0		
Total Reserves:	\$0	\$0	\$0.00	0.0%
DEVELOPER FEE	\$0	\$0	\$0.00	0.0%
TOTAL DEVELOPMENT COSTS (TDC):	\$229,250	\$229,250	\$398.70	100.0%

**City of Evanston
Construction Budget/Costs (Based on CSI)**

Project: 1930 Jackson Coach Ht		Square Feet: 575	Units: 1			
Project Number 0		Construction: New Construction				
		Total Cost	Per Unit	Per SF	% Construction	
1. General Requirements						
A. General Contractor's Markup						
Indirect Overhead: Office Expenses such as office rent, utilities, equipment, supplies, office salaries, professional fees, marketing, etc.	14.0%					0
Direct Overhead: Job supervision, temporary power, cell phone, job site toilets, tool storage, job site clean up & debris removal, equipment rental, etc.	0.0%	\$39,250				0.224285714
Profit	0.0%					0
B. Contingency						0
C. City/County Fee & Building Permit						
	Subtotal	\$39,250	\$39,250	\$68.26	18%	
2. Existing Conditions						
Environmental Clearance						
Demolition						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
3. Concrete						
Basement and Garage Floors						
Foundation Walls						
Flatwork		\$25,000				
Other						
	Subtotal	\$25,000	\$25,000	\$43.48	12%	
4. Masonry						
Foundation Walls						
Veneer						
Fireplace and/or chimney						
Exterior retaining walls						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
5. Metals						
Structural						
Wrought Iron						
Other:						
	Subtotal	\$0	\$0	\$0.00	0%	
6. Wood & Composites						
Rough Capentry		\$40,000				
Finish Carpentry		\$4,500				
Other						
	Subtotal	\$44,500	\$44,500	\$77.39	21%	
7. Thermal & Moisture Protection						
Roofing		\$4,000				
Insulation						
Exterior Siding		\$8,000				
Exterior Trim						
Gutters and Downspouts						
Other						
	Subtotal	\$12,000	\$12,000	\$20.87	6%	
8. Openings						
Windows						
Exterior Doors						
Interior Doors						
Garage Door						
Door Hardware						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
9. Finishes						
Gypsum Wallboard		\$7,000				
Ceramic Tile						
Flooring (wood, vinyl, carpet, etc.)		\$4,000				
Painting						
Other						
	Subtotal	\$11,000	\$11,000	\$19.13	5%	
10. Specialties						
Towel Racks, mirrors, etc.						
Closet racks						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	

11. Equipment						
Appliances		\$8,000				
Other						
	Subtotal	\$8,000	\$8,000	\$13.91	4%	
12. Furnishings						
Cabinets						
Countertops						
Window Treatments						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
13. Special Construction						
Accessibility Modifications						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
21. Fire Suppression Systems						
Sprinkler System						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
22. Plumbing						
Rough Plumbing		\$6,000				
Finish Plumbing						
Fixtures						
Other						
	Subtotal	\$6,000	\$6,000	\$10.43	3%	
23. HVAC						
HVAC		\$8,000				
Other						
	Subtotal	\$8,000	\$8,000	\$13.91	4%	
26. Electrical						
Rough Electrical		\$6,000				
Fixtures						
Finish Electrical						
Other						
	Subtotal	\$6,000	\$6,000	\$10.43	3%	
27. Communications						
Security & Alarm Systems						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
31. Earthwork						
Excavation						
Trenching						
Backfilling						
Site Grading						
Driveway						
Other						
	Subtotal	\$0	\$0	\$0.00	0%	
32. Exterior Improvements						
Paving						
Fencing						
Final grade and seeding						
Landscaping		\$4,500				
Other						
	Subtotal	\$4,500	\$4,500	\$7.83	2%	
33. Utilities						
Utility Connections		\$50,000				
Other						
	Subtotal	\$50,000	\$50,000	\$86.96	23%	
Total Construction:		\$214,250	\$214,250	\$372.61	100%	

**City of Evanston
ANNUAL OPERATING BUDGET**

Project: 1930 Jackson Coach House

Developer: 0

REVENUE	<u>Annual</u>	<u>Per Unit</u>	
Gross Rent Potential	\$9,960	\$9,960	
Other Revenue	\$0	\$0	
Subtotal	\$9,960	\$9,960	
Combined Vacancy Rate	8.0%	\$797	\$797
Adjusted Gross Income	\$9,163	\$9,163	100.0%

OPERATING EXPENSES

Administrative Costs	<u>Annual</u>	<u>Per Unit</u>	
Advertising	\$100	\$100	
Management	\$498	\$498	
Legal/Partnership	\$100	\$100	
Accounting/Audit	\$100	\$100	
Compliance Monitoring	\$50	\$50	
Other		\$0	
Subtotal	\$848	\$848	9.3%

Maintenance	<u>Annual</u>	<u>Per Unit</u>	
Decorating		\$0	
Repairs	\$400	\$400	
Exterminating	\$200	\$200	
Grounds	\$480	\$480	
Other		\$0	
Subtotal	\$1,080	\$1,080	11.8%

Operating	<u>Annual</u>	<u>Per Unit</u>	
Security		\$0	
Common Electricity		\$0	
Water/Sewer	\$800	\$800	
Gas		\$0	
Trash Removal		\$0	
Payroll	\$480	\$480	
Payroll Taxes & Fringes		\$0	
Other		\$0	
Subtotal	\$1,280	\$1,280	14.0%

Escrows	<u>Annual</u>	<u>Per Unit</u>	
Insurance	\$775	\$775	
Real Estate Taxes	\$3,200	\$3,200	
Other Taxes		\$0	
Other		\$0	
Subtotal	\$3,975	\$3,975	43.4%

Total Operating Expenses **\$7,183** **\$7,183** 78.4%

Replacement Reserve **\$400** **\$400**

NET OPERATING INCOME **\$1,580** **\$1,580** 17.2%

Estimated Mortgage

Debt Coverage Ratio Year 1	1.05
Interest Rate	5.00%
Term	30
Annual Payment	\$1,505
Mortgage Amount (PV)	\$23,362

This is an estimate only. Actual debt service is entered on the 'Sources & Uses' Sheet.

Net Cash Flow Year 1 \$75
Cash Flow Per Unit \$75

City of Evanston OPERATING CASH FLOW PROJECTION													
Project:		1930 Jackson Coach House		Developer:								0	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
REVENUE													
	0.02												
	Years 1-4	Years 5+											
Gross Income Potential	2.0%	2.0%	\$9,960	\$10,159	\$10,362	\$10,570	\$10,781	\$10,997	\$11,217	\$11,441	\$11,670		
Vacancy Factor	8.0%	8.0%	\$797	\$813	\$829	\$846	\$862	\$880	\$897	\$915	\$934		
Operating Subsidy/Reserve Draw			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Net Income			\$9,163	\$9,346	\$9,533	\$9,724	\$9,919	\$10,117	\$10,319	\$10,526	\$10,736		
<i>Per Unit</i>			\$9,163	\$9,346	\$9,533	\$9,724	\$9,919	\$10,117	\$10,319	\$10,526	\$10,736		
OPERATING EXPENSES													
	Inflation Factor												
Administration	3.0%		\$848	\$873	\$900	\$927	\$954	\$983	\$1,013	\$1,043	\$1,074		
Maintenance	3.0%		\$1,080	\$1,112	\$1,146	\$1,180	\$1,216	\$1,252	\$1,290	\$1,328	\$1,368		
Operating	3.0%		\$1,280	\$1,318	\$1,358	\$1,399	\$1,441	\$1,484	\$1,528	\$1,574	\$1,621		
Escrows & Reserves	3.0%		\$3,975	\$4,094	\$4,217	\$4,344	\$4,474	\$4,608	\$4,746	\$4,889	\$5,035		
Total Operating Expenses			\$7,183	\$7,398	\$7,620	\$7,849	\$8,085	\$8,327	\$8,577	\$8,834	\$9,099		
<i>Per Unit</i>			\$7,183.00	\$7,398.49	\$7,620.44	\$7,849.06	\$8,084.53	\$8,327.07	\$8,576.88	\$8,834.18	\$9,099.21		
Replacement Reserve Contribution			\$400	\$412	\$424	\$437	\$450	\$464	\$478	\$492	\$507		
<i>Per Unit</i>			\$400.00	\$412.00	\$424.36	\$437.09	\$450.20	\$463.71	\$477.62	\$491.95	\$506.71		
Net Operating Income			\$1,580	\$1,536	\$1,489	\$1,438	\$1,384	\$1,326	\$1,265	\$1,200	\$1,130		
<i>Per Unit</i>			\$1,580.20	\$1,535.97	\$1,488.59	\$1,437.91	\$1,383.81	\$1,326.14	\$1,264.75	\$1,199.50	\$1,130.23		
HOMEServicing Mortgage			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Other Debt Service			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Debt Coverage Ratio			#DIV/0!										
CASH FLOW			\$1,580	\$1,536	\$1,489	\$1,438	\$1,384	\$1,326	\$1,265	\$1,200	\$1,130		
<i>Per Unit</i>			\$1,580	\$1,536	\$1,489	\$1,438	\$1,384	\$1,326	\$1,265	\$1,200	\$1,130		
Payments Out of Cash Flow:													
Payments Out of Cash Flow:													
FINAL CASH FLOW			\$1,580	\$1,536	\$1,489	\$1,438	\$1,384	\$1,326	\$1,265	\$1,200	\$1,130		
<i>Per Unit</i>			\$1,580	\$1,536	\$1,489	\$1,438	\$1,384	\$1,326	\$1,265	\$1,200	\$1,130		

City of Evanston OPERATING CASH FLOW PROJECTION												
Project: 1930 Jackson Coa												
		Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	
REVENUE	<u>0.02</u>											
	<u>Years 1-4</u>	<u>Years 5+</u>										
Gross Income Potential	2.0%	2.0%	\$12,141	\$12,384	\$12,632	\$12,884	\$13,142	\$13,405	\$13,673	\$13,946	\$14,225	\$14,510
Vacancy Factor	8.0%	8.0%	\$971	\$991	\$1,011	\$1,031	\$1,051	\$1,072	\$1,094	\$1,116	\$1,138	\$1,161
Operating Subsidy/Reserve Draw			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Income			\$11,170	\$11,393	\$11,621	\$11,854	\$12,091	\$12,332	\$12,579	\$12,831	\$13,087	\$13,349
<i>Per Unit</i>			\$11,170	\$11,393	\$11,621	\$11,854	\$12,091	\$12,332	\$12,579	\$12,831	\$13,087	\$13,349
OPERATING EXPENSES	<u>Inflation Factor</u>											
Administration	3.0%		\$1,140	\$1,174	\$1,209	\$1,245	\$1,283	\$1,321	\$1,361	\$1,402	\$1,444	\$1,487
Maintenance	3.0%		\$1,451	\$1,495	\$1,540	\$1,586	\$1,634	\$1,683	\$1,733	\$1,785	\$1,839	\$1,894
Operating	3.0%		\$1,720	\$1,772	\$1,825	\$1,880	\$1,936	\$1,994	\$2,054	\$2,116	\$2,179	\$2,244
Escrows & Reserves	3.0%		\$5,342	\$5,502	\$5,667	\$5,837	\$6,013	\$6,193	\$6,379	\$6,570	\$6,767	\$6,970
Total Operating Expenses			\$9,653	\$9,943	\$10,241	\$10,548	\$10,865	\$11,191	\$11,527	\$11,872	\$12,229	\$12,595
<i>Per Unit</i>			\$9,653.35	\$9,942.95	\$10,241.24	\$10,548.48	\$10,864.93	\$11,190.88	\$11,526.61	\$11,872.40	\$12,228.58	\$12,595.43
Replacement Reserve Contribution			\$538	\$554	\$570	\$587	\$605	\$623	\$642	\$661	\$681	\$701
<i>Per Unit</i>			\$537.57	\$553.69	\$570.30	\$587.41	\$605.04	\$623.19	\$641.88	\$661.14	\$680.97	\$701.40
Net Operating Income			\$979	\$897	\$810	\$718	\$621	\$518	\$411	\$297	\$178	\$52
<i>Per Unit</i>			\$978.97	\$896.64	\$809.61	\$717.69	\$620.68	\$518.39	\$410.62	\$297.15	\$177.76	\$52.22
HOMEServicing Mortgage			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Debt Service			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Coverage Ratio			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
CASH FLOW			\$979	\$897	\$810	\$718	\$621	\$518	\$411	\$297	\$178	\$52
<i>Per Unit</i>			\$979	\$897	\$810	\$718	\$621	\$518	\$411	\$297	\$178	\$52
Payments Out of Cash Flow:												
Payments Out of Cash Flow:												
FINAL CASH FLOW			\$979	\$897	\$810	\$718	\$621	\$518	\$411	\$297	\$178	\$52
<i>Per Unit</i>			\$979	\$897	\$810	\$718	\$621	\$518	\$411	\$297	\$178	\$52

Richard Koenig, Ph.D., AICP

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Oakland, MI 48363

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Cell: (847) 508-0418

Email: rskoenig@aol.com, rkoenig@hodc.org

EDUCATION

Ph.D., Southern New Hampshire University, Community Economic Development, 2010
(*graduated with distinction, commencement speaker*)

M.A., Southern New Hampshire University, Community Economic Development, 2008

MUP, University of Illinois at Urbana-Champaign, Housing and Community Development, 1991
Study Abroad: Tongji University, Shanghai, China

B.S., Illinois Wesleyan University, Economics, 1989

WORK EXPERIENCE

1997-now **Executive Director** Housing Opportunity Development Corporation, Techny, IL
Run a community-based non-profit affordable housing development organization serving Chicago's northern suburbs:

- Responsible for organizational operations, strategic planning and agency growth
- Develop affordable housing projects: over 400 units in 22 projects worth almost \$100 million including identifying sites, conducting feasibility analyses, creating pro-forma, securing grant and loan funding, executing contracts, and closing
- Coordinate housing development teams including architects, contractors, lenders, attorneys, and consultants
- Oversee asset and property management for over 350 rental units
- Direct fund raising and grant writing to foundations and government
- Manage \$3 million annual operating budget and over \$30 million in assets
- Establish and maintain relationships with municipal officials, developers, financing partners, and community groups in promoting affordable housing
- Report directly to 10 member board of directors
- Created property management division and HUD-certified counseling program
- Supervise growing staff of 18 including property managers, housing counselors, finance manager

2008-now **Adjunct Faculty** Southern New Hampshire University, Manchester, NH
Designed and taught graduate level courses in community economic development:

- Create courses on urban theory, project management, urban revitalization, housing policy and development, nonprofit management
- Teach Masters and PhD students online in community development
- Assist in redesigning Master's program course curricula for community economic development department for online learning
- Research Associate for the Applied Research Center, 2005-09

2012-2013 University of California, UCLA Extension, Los Angeles CA
Designed and taught online course for public policy certificate program:

- Created a new course on poverty and sustainable economics
- Taught continuing education students on poverty and sustainable economics

1992-1997 **HOME Program Supervisor** Illinois Housing Development Authority, Chicago, IL

Managed a diverse portfolio of over \$40 million in affordable housing projects:

- Reviewed applications for multi-family rental housing, homebuyer assistance, rehab programs, disaster aid, and rental assistance worth over \$90 million
- Oversaw project implementation from application to closing to completion
- Designed affordable housing programs and created application materials, manuals, review processes, computer tracking systems and model documents
- Organized and conducted workshops for non-profits and cities across Illinois
- Administered \$10 million statewide rental rehab and disaster relief programs
- Supervised three program staff (3 promotions)

MEMBERSHIPS and ACTIVITIES

Lambda Alpha International, Ely Chapter: Member since 2014

American Institute of Certified Planners (AICP), Certified since 1996

American Planning Association (APA), Member since 1989

Licensed Real Estate Broker in Illinois since 2005

Alliance to End Homelessness in Suburban Cook County: Chairperson, Board, 2000-2006

Association of Homeless Advocates: Chairperson, Board member, 2000-2006

Housing Options for the Mentally Ill in Evanston: Treasurer, Board member, 2000-2006

Evanston Community Development Corporation: Board member, 2012-2013

National City Bank, Chicago Community Development Assoc.: Advisory Board, 2003-2007

Village of Long Grove: Zoning Board of Appeals, 2001-2005

Edgewater Community Council: Vice President, Housing Chair, Board member, 1996-2000

Housing Opportunity Development Corporation
Consolidated Budget Summary
FY 2020

Support and Revenues

Operations	
Fundraising	59,000
Development	120,000
Properties	771,438
Homebuyer Counseling	15,000
	<u>965,438</u>
Properties	
Rental Income	1,790,082

Total Revenues 2,755,520

Expenses

Office and Administration	
Staffing	835,420
Office operations	103,734
Pre-development	20,000
	<u>959,154</u>

Property Expenses	
Administrative	342,349
Operating	42,066
Maintenance	374,339
Utilities	227,292
Taxes	271,670
Loans	309,856
Other	173,983
	<u>1,741,554</u>

Total Expenses 2,700,708

Revenue less Expenses 54,812



Memorandum

To: Members of the Housing and Homeless Commission

From: Sarah Flax, Housing and Grants Manager

Subject: 2019 Landlord-Tenant Services – Metropolitan Tenants Organization & Lawyers' Committee for Better Housing

Date: February 4, 2020

Summary:

This updates the Housing and Homelessness Commission on the Landlord-Tenant activities and services provided by the Metropolitan Tenants Organization and Lawyers Committee for Better Housing (MTO/LCBH) in calendar year 2019. The City's first contract with MTO/LCBH for landlord-tenant services covered the twelve months from October 1, 2018 through September 30, 2019. October 1, through December 31, 2019 is the first quarter of the second year contract, which runs through September 30, 2020.

Landlord-Tenant cases handled by MTO/LCBH ranged from 69 in Q4 2018 to 117 in Q3 2019, and averaged 90.4 cases per quarter. Issues relating to maintenance of properties generate the largest numbers of cases, followed by questions relating to leases, early termination of leases, and security deposits. Many callers require assistance with more than one issue, and individual cases often involve multiple contacts by phone and email; some cases include in-person consultations at the Evanston Main Library. By far the majority of cases are initiated by tenants; landlord initiated cases average from 1 to 3 per month.

The attached chart shows the number and types of cases by quarter from October 1, 2018 through December 31, 2019. The largest number of cases was logged in July-September 2019, followed by April-June 2019, which correlates with times of the year when more leases turn over and households move. There has been a significant increase of 35% in cases overall, from 69 in October-December 2018 to 93 in October-December 2019.

The attached map shows the number of cases by ward from August 2018 – August 2019. Cases are being mapped by census tract in order to match other housing data available from the US Census and American Community Survey and will be included with the next quarterly report.

City of Evanston
MTO-LCBH Landlord-Tenant Cases
October 1, 2018 - December 31, 2019

Category	Description	Q4 2018		Calendar Year 2019					
		Oct-Dec	% of cases	Jan-Mar	Apr-June	July-Sept	Oct-Dec	Total	% of cases
Maintenance	Any repairs, including heat, building security, common areas, exterior problems	16	23.2%	22	28	32	30	112	29.2%
Eviction	Nonpayment of rent, 10-day notices, going to court, illegal tenant rent withholding, behind in rent post eviction assistance	9	13.0%	7	5	8	3	23	6.0%
Notices	evictions for no cause at the end of lease term, 10-day notices for lease violations	0	0.0%	4	4	2	0	10	2.6%
Disturbance	Harrassment, noisy neighbors, neighborhood crime, tenant - tenant disputes	4	5.8%	5	8	5	15	33	8.6%
Security Deposits	Time frame for return of deposits, reasons to withhold portions of the deposit, using the deposit as last month's rent, no return of deposit, security deposit interest	3	4.3%	5	6	18	10	39	10.2%
Lease	Interpreting lease clauses, what lease clauses are illegal, failure to furnish a tenant with a copy of the lease, discrimination, rent increases, retaliation, landlord entry	23	33.3%	15	32	29	12	88	23.0%
Early Termination	Breaking a lease, terminating a month-to-month agreement, ending a lease	7	10.1%	5	14	12	11	42	11.0%
Pests	Bed bugs, roaches, ants, squirrels, mice, rats	1	1.4%	2	2	6	2	12	3.1%
Utilities	High utility bills, illegal hook ups, charging for water	3	4.3%	7	1	4	9	21	5.5%
Subleases	Subletting unit to new tenants	0	0.0%	0	0	0	0	0	0.0%
Foreclosure	landlord in foreclosure	0	0.0%	0	0	1	0	1	0.3%
Lock Out	Landlord changes the locks, shuts off the utilities or evicts a tenant without a court order	3	4.3%	0	1	0	1	2	0.5%
	Totals:	69	100.0%	72	101	117	93	383	100.0%
	% of total:			18.8%	26.4%	30.5%	24.3%	100.0%	