

**AGENDA**  
**Housing & Homelessness Commission**  
**Thursday, July 9, 2020**  
**VIRTUAL 7:00 PM**

*As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, the Housing and Homelessness Commission members and City staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comments in-person at the meeting. Those wishing to make public comments may submit written comments or sign up to provide public comments by phone or video during the meeting via the public comment form, or by calling/texting meeting by 847-448-4311.*

Public comment form: <https://tinyurl.com/ycv36ne7>

Community members may watch the Housing and Homelessness Commission meeting:

**Online through the Zoom platform:**

<https://zoom.us/j/92333154286?pwd=cG9JcFNkVUFwWi95YjRhU1Z5VHF1QT09>

Password: 941547

**Or join by phone:**

Dial US: +1 312 626 6799

Webinar ID: 923 3315 4286 Password: 941547

**Order & Agenda Items are subject to change.** Information about the Housing and Homelessness Commission is available at: [www.cityofevanston.org/government/agendas-minutes](http://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)*

## 1. CALL TO ORDER/DECLARATION OF A QUORUM

## 2. SUSPENSION OF THE RULES

Members participating electronically or by telephone.

## 3. APPROVAL OF MEETING MINUTES

- A. February 18, 2020 meeting minutes 3 - 5  
[hhc-minutes-20200218-DRAFT](#)

## 4. ITEMS FOR CONSIDERATION

- A. Community Partners for Affordable Housing 2019-2020 Waitlist Activity Report 6 - 7  
[City of Evanston Waitlist and IHO Reporting \(CPAH\)](#)
- B. Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist 8 - 13  
[BCC Memorandum-Community Development-Attachment - Pdf](#)

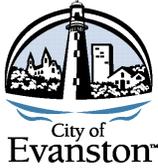
## 5. NEW/OTHER BUSINESS

- A. Staff update on 2020 activities including CARES Act funding (ESG-CV and CDBG-CV).
- B. Members are asked to vote for Commissioners to serve as Chair and Vice Chair for 2020. 14  
[2020 HHC Chair & Vice Chair Nominations](#)

## 6. PUBLIC COMMENT

## 7. ADJOURNMENT

The next meeting of the Housing and Homelessness Commission is currently scheduled for THURSDAY, August 7, 2020 via a virtual meeting. That information will be provided on the meeting agenda.



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## **MEETING MINUTES**

### **HOUSING AND HOMELESSNESS COMMISSION**

Tuesday, February 18, 2020 7:00 P.M.  
Lorraine H. Morton Civic Center, Room 2402

**Present:** Chair Larry Donoghue, Monika Bobo, Kathy Feingold, Moika Long, Ald. Eleanor Revelle

**Absent:** Ellen Cushing, Noelle Gilbreath, Neda Nozari, Renee Phillips

**Presenter:** Richard Koenig, Housing Opportunity Development Corporation

**Staff:** Sarah Flax, Housing and Grants Manager

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

Chair Donoghue called the meeting to order at 7:21 PM with a quorum present.

#### **Approval of Meeting Minutes**

Ald. Revelle moved approval of the January 9, 2020 minutes, Moika Long seconded the motion; it was approved unanimously.

#### **Public comment**

No public comment

#### **Application for HOME CHDO Funds to Construct a Coach House for Affordable Rental by Housing Opportunity Development Corporation**

Richard Koenig, Executive Director of Housing Opportunity Development Corporation (HODC) provided background on HODC, including its properties in Evanston.

Ald Revelle recused herself from the discussion and vote on this agenda item because the project would be constructed by the Evanston Development Cooperative, of which she is a member.

Chair Donoghue summarized HODC's request for funding. Staff noted that the City recently received its 2020 HOME grant amount of \$364,350 from HUD, so 2020 CHDO reserve funds would be \$54,652.50, which combined with 2018 and 2019 CHDO reserve, totals \$165,668.25. Additional HOME funding would be only \$24,331.75.

Mr. Koenig described the two-flat at 1930 Jackson Avenue and the coach house without a foundation that was demolished, leaving space to build a new coach house. This would also provide two off-street parking spaces where none are currently provided. City Council's approval of zoning changes to allow coach houses on properties with two-flats in addition to single family homes made this project possible. Staff noted that Alderman Rue Simmons was in support of the project.

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Kathy Feingold asked about the financing. Mr. Koenig confirmed that HODC equity and HOME funds from the City are the only sources, Staff explained the complex requirements for using CHDO reserve funds and how this project met them.

Moika Long inquired when construction would begin and how the site would be accessed, noting that Jackson Avenue is a narrow one-way street. Mr. Koenig said the recently paved alley would be used rather than the street.

There being no further discussion, Kathy Feingold moved approval of the funding request, Monika Bobo seconded the motion and it was approved 4-0 with Ald Revelle recusing herself.

### **New/Other Business**

**Nomination of Chair and Vice Chair:** Chair Donoghue requested that members email their nominations for Chair and Vice Chair to staff; the commission would vote to seat the Chair and Vice Chair at its meeting on April 2. Staff will email all commissioners about the request for nominations with a due date of March 25 so nominees will be included in the April 2 meeting packet.

**2020 Entitlement Grant Amounts:** staff provided the City's 2020 HUD grant allocations - CDBG \$1,836,315, up 1.82% over 2019; HOME \$364,350, up 2.57%; ESG \$158,463, up 4.44%

### **Staff Reports**

**Quarterly Report from MTO/LCBH:** Chair Donoghue noted that the quarterly report on landlord-tenant activities by Metropolitan Tenants Organization was provided as requested by the Commission. Discussion of the information provided ensued. Staff will request additional information from MTO in future reports including:

- Detail about services provided. It was noted that information on the number of cases completed in one contact vs multiple contacts may be available
- If MTO has identified landlords that have complaints from multiple tenants
- If people who are declined for rental seek help from MTO, and what reasons are cited for denying to rent to them

Discussion relating to what trainings might be appropriate for landlords based on the types of issues tenants or prospective tenants were having followed. Staff will discuss with MTO/LCBH. Staff noted that the Cook County Just Housing ordinance that makes it illegal to use criminal background checks to deny rental for an applicant before evaluating other screening criteria prospective tenants is now in effect and landlord training about this was under consideration for trainings in 2020. The City's Human Rights ordinance and model lease also would be updated to include these new requirements.

**March 5 HHC meeting** is canceled due to lack of agenda items requiring action by the committee. Commissioners are invited to the Community Workshop on affordable housing scheduled for that evening by the AHPSC. Staff outlined the format of the meeting and asked if commissioners would help facilitate table discussions. Chair

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Donoghue volunteered to do so. Staff will email all commissioners about the March 3 meeting.

**Adjournment**

There being no more business before the commission, Kathy Feingold moved to adjourn, Moika Long seconded the motion and it was approved unanimously at 8:06 PM.

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The next scheduled meeting of the Commission is Thursday, April 2, at 7:00 PM. in room 2402.

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

Date 7/1/2020

CITY OF EVANSTON WAITLIST AND IHO UNITS REPORT

Key	Requires subsidy	Majority Subsidy	IHO units
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**WAITLIST INFORMATION**

**Total HH's on waitlist by HH size and AMI %**

	HH 1	HH2	HH 3	HH 4	HH 5	HH 6	HH 7	Total Per %	Local Pref
30%	19	5	6	4	15	0	0	49	26
50%	58	47	27	14	5	2	1	154	70
60%	12	15	7	3	1	0	0	38	18
80%	19	15	9	2	2	0	0	47	26
100%	9	7	1	0	0	0	0	17	7
<b>Totals</b>	<b>117</b>	<b>89</b>	<b>50</b>	<b>23</b>	<b>23</b>	<b>2</b>	<b>1</b>	<b>305</b>	<b>147</b>
<b>Number of HH added to list since last report</b>				<b>3/1/19</b>	<b>199</b>				

**Total HH's on waitlist by HH size and AMI % in percentage of total**

	HH 1	HH2	HH 3	HH 4	HH 5	HH 6	HH 7	Total
30%	6.23%	1.64%	1.97%	1.31%	4.92%	0.00%	0.00%	16.07%
50%	19.02%	15.41%	8.85%	4.59%	1.64%	0.66%	0.33%	50.49%
60%	3.93%	4.92%	2.30%	0.98%	0.33%	0.00%	0.00%	12.46%
80%	6.23%	4.92%	2.95%	0.66%	0.66%	0.00%	0.00%	15.41%
100%	2.95%	2.30%	0.33%	0.00%	0.00%	0.00%	0.00%	5.57%
<b>Totals</b>	<b>38.36%</b>	<b>29.18%</b>	<b>16.39%</b>	<b>7.54%</b>	<b>7.54%</b>	<b>0.66%</b>	<b>0.33%</b>	<b>100.00%</b>

**UNITS INFORMATION**

**Existing units (occupied/renewed)**

	HH 1	HH2	HH 3	HH 4	HH 5	HH 6	HH 7	Total
30%	0	0	0	0	0	0	0	0
50%	2	0	0	1	0	0	0	3
60%	2	0	0	0	0	0	0	2
80%	0	0	0	0	0	0	0	0
100%	2	0	0	0	0	0	0	2
<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**New units (in the process of being rented/upcoming in 2020)**

	HH 1	HH2	HH 3	HH 4	HH 5	HH 6	HH 7	Total
30%	0	0	0	0	0	0	0	0
50%	2	3	0	0	0	0	0	5
60%	4	2	1	0	0	0	0	7
80%	2	0	0	0	0	0	0	2
100%	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>

Qualification Process	Income Qualified	Pending Property Approval	Approved by Property	Denied by Property	Turned down by tenant
Albion	25	3	9	5	8
Avidor	14	4	5	3	2

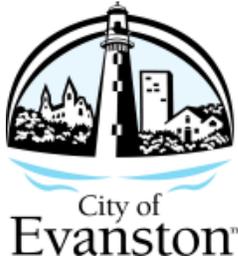
Building	Total units	Renewed	Turn over
Albion	15	N/A	N/A
Avidor	17	N/A	N/A
828 Noyes:	4	4	0
1620 Central	2	2	1
1571 Maple	1	1	0
<b>Total</b>	<b>39</b>		

**Upcoming units in the pipeline (2021)**

	Total
30%	
50%	
60%	15
80%	7
100%	
<b>Totals</b>	<b>22</b>

**Activities/meetings**

In person outreach meetings at Evanston Public Library, Neighborhood Resource Event, and with District 65 staff: 5 meetings. Additional outreach to Evanston Township High School and District 65, through City e-news, Connections for the Homeless and via CPAH's website.



## Memorandum

To: Members of the Housing and Homelessness Commission  
From: Marion Johnson, Housing and Grants Intern  
CC: Sarah Flax, Housing and Grants Manager; Johanna Nyden,  
Community Development Director  
Subject: Approval of Renewal Funding to Administer the Inclusionary Housing  
Waitlist  
Date: July 9, 2020

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### Summary:

Staff recommends approval of \$40,000 for Community Partners for Affordable Housing (CPAH) to continue administering Evanston's Inclusionary Housing Ordinance ("IHO") centralized waitlist and conduct income certifications and recertification of households for inclusionary units for the period of May 1, 2020 through December, 31 2021

### Funding:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65496. \$30,000 has been budgeted for the waitlist management for FY2020 and additional funds will be included in the FY2021 budget.

### Discussion

CPAH is requesting a \$40,000 grant from City of Evanston for services to administer Evanston's IHO and centralized waitlist. This funding would be used for both personnel and non-personnel costs associated with the management of the centralized waitlist for Evanston residents interested in affordable housing through the IHO, and other market rate developments with onsite affordable units. The scope of work includes pre-screening interested applicants for the waitlist, completing the annual update of the waiting list, conducting outreach, income qualifying prospective tenants when affordable units are ready for rent up, re-certifying incomes of tenants already housed in affordable units, and meeting with City staff and developers as needed to discuss upcoming available units.

The City of Evanston would enter into a 20 month contract for Affordable Housing Fund waitlist services with CPAH, from May 1 through December 31, 2021. The City would make four payments in the amount of \$10,000 in October 2020, March 2021, August 2021, and January 2022, if funding is approved. CPAH staff would track time used for the administration of the City's IHO program and use this data to inform its proposal for funding renewal at the end of 2021.

Additional information on CPAH's scope and budget can be found in the attachments. See the 2019-2020 Activity report for additional information on activities performed during the previous contract.

Legislative History:

In December 2018, the Housing and Homelessness commission previously provided a favorable recommendation, due to a lack of quorum, for the funding of CPAH's waitlist management in the amount of \$28,675 for a 12 months contract from January 1, 2019 to December 31, 2019. The City Council approved this funding on January 28, 2019.

Attachments:

[Evanston IHO Waitlist Proposal 2020](#)



**Main Office**  
800 S. Milwaukee Ave., Suite 201  
Libertyville, IL 60048

**Highland Park Office**  
400 Central Ave., Suite 111  
Highland Park, IL 60035

June 26, 2020

To: Sarah Flax  
Housing and Grants Manager, Community Development

From: Community Partners for Affordable Housing (CPAH)

Re: Proposal for funding for CPAH's assistance in administration of Evanston's Inclusionary Housing Ordinance and management of the Centralized Waitlist

**Proposal:**

Community Partners for Affordable Housing (CPAH) is applying for funding to assist in administering Evanston's Inclusionary Housing Ordinance (IHO) and to manage the centralized waitlist for affordable rental housing. The funding will cover services related to existing affordable projects and units, and to upcoming inclusionary projects and units which will be developed and completed by December 31<sup>st</sup>, 2021. CPAH's previous agreement with the City of Evanston expired on April 30, 2020. CPAH has over 15 years of experience administering IHOs, including its work in Evanston for nearly 3 years, its work administering Highland Park's IHO for 15 years, and its work consulting with the City of Lake Forest and other communities on the administration and development of their ordinances.

CPAH will continue to furnish the services that it currently provides to Evanston related to the IHO and the wait list. Specific duties will continue to include working with the City and the developers regarding the affordable component of development projects, building and maintaining the waitlist for inclusionary units, managing both the pre and full application process, handling inquiries about developments and units, working with potential tenants during the application process, qualifying prospective tenants, marketing the inclusionary opportunities, performing recertification of tenants of affordable rental units, and conducting an annual wait list update. The agreement also covers CPAH assisting city staff with questions related to the IHO and the inclusionary housing program.

**Developments and Units:**

Over the term of this agreement, CPAH will:

- Identify and qualify prospective tenants for the remaining units at Albion (total 15) and Avidor (total 17);
- Identify and qualify prospective tenants for as many as 21 upcoming inclusionary units currently in development (including 1555 Ridge Ave., Hampton Parkway

[www.cpahousing.org](http://www.cpahousing.org)  
phone 847.263.7478  
fax 847.796.8060

- Condominiums, condo deconversions on Callan Ave. and Asbury Ave., and a single unit being developed by an individual);
- Conduct annual income recertification and assist with re-leasing when needed for the existing 39 (Albion, Avidor, Noyes, Central and Maple) inclusionary rental units. For units where recertification and re-leasing will take place between May 1, 2020—December 1, 2020, these services will be provided twice over the term of this agreement;
  - Help market the program and all inclusionary units as they become available, whether new construction or turnovers;
  - Conduct an annual wait list update (twice over the term of this agreement);
  - Work with those seeking affordable housing, from the first inquiry through the full application process and qualification.

**Marketing and Identifying Potential Tenants:**

CPAH works with Evanston city staff and developers to market the units and identify potential tenants for the affordable rental units. Marketing efforts begin prior to the completion of the development. CPAH actively reaches out to the community by, for example, holding information sessions at the Evanston Public Library and meeting with Evanston school staff. We also attend neighborhood meetings and resource fairs, as appropriate. Over the term of the previous agreement, the marketing efforts resulted in CPAH processing approximately 242 pre-applications for the waiting list. That does not include the many inquiries we receive that do not result in the submission of a pre-application. We expect to receive a similar or increased number of new pre-applications over the term of this agreement due to the significant number of new units in the pipeline as well as anticipating that some of the existing 39 inclusionary units will turn over.

When an IHO unit(s) is available, CPAH contacts potentially qualified applicants from the wait list and asks for additional information and supporting income documentation. That information is used to determine if an applicant is eligible for an available inclusionary unit. If so, the applicant is then referred to the developer/landlord for further screening. The developer/landlord ultimately decides whether to offer a lease to a particular applicant. CPAH continues this process, in order of the waiting list, until the available units are leased.

**Staff:**

CPAH's Director of Real Estate Management, Kathleen Van Crey, oversees waitlist management, the application process and matters related to leasing the inclusionary

units. She is assisted by Francesca Facchini, Rental Housing Coordinator, and Tiffany Duncan, Property Manager. CPAH's President Rob Anthony and Director of Development and Community Relations Amy Rosenfeld Kaufman will continue to work on and assist with Evanston's inclusionary housing program.

**Funding Request:**

Based on our past expenses and estimated workload, CPAH is submitting a request for \$40,000 to administer Evanston's Inclusionary Housing Ordinance and centralized wait list for May 1, 2020- December 31, 2021. The proposal covers the cost of staff time to provide the services outlined above, as well as a prorated share of overhead (calculated as a percentage of time relative to the overall operating budget), meeting expenses, marketing and advertising expenses, and other expenses incurred with carrying out the duties of this agreement.

Thank you for your consideration.

Rob Anthony, President





To: Housing and Homelessness Commission

From: Marion Johnson, Housing and Grants Intern

Subject: Housing and Homelessness Commission Chair and Vice-Chair  
Nominations

Date: July 6, 2020

The following commissioners have been nominated for Chair and Vice-Chair by housing and homelessness commissioners:

Chair:  
Larry Donoghue

Vice-Chair:  
Monika Bobo