



**HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE  
and  
MENTAL HEALTH BOARD**  
Tuesday, April 20, 2021  
Remotely at 7:00 pm

**AGENDA**

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, HCDA and MHB members and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the joint meeting of the Housing & Community Development Act Committee and the Mental Health Board may submit written comments in advance or [sign up](#) to provide public comment by phone or video during the meeting by completing the Housing & Community Development Act Committee and Mental Health Board online comment form available by clicking [here](#) or visiting the [HCDA webpage](#) or the [Mental Health Board webpage](#) and clicking on Public Comment Form.

Community members may watch the joint meeting online through the Zoom platform:

Please click this URL to join.

<https://zoom.us/j/97380178288?pwd=TDdhOWxTVkZRN1FvOEM5emRKcUN0dz09>

Passcode: 793955

Or join by phone:

Dial US: +1 312 626 6799

Webinar ID: 973 8017 8288      Passcode: 793955

1. CALL TO ORDER/DECLARATION OF QUORUM
2. SUSPENSION OF THE RULES ALLOWING FOR REMOTE PARTICIPATION
3. PUBLIC COMMENT ON SUBSTANTIAL AMENDMENT TO THE 2020 ACTION PLAN REALLOCATING \$124,733 TO CARES ACT AMENDMENT TO 2019 ACTION PLAN
4. APPLICATION PROCESS FOR CASE MANAGEMENT AND SAFETY NET SERVICES:
  - a. APPLICATION REVIEW MEETINGS
  - b. APPLICATION SCORING
  - c. ZOOMGRANTS TRAINING/REFRESHER MEETINGS
5. MHB APPROVAL OF MEETING MINUTES FOR FEBRUARY 16, 2021 AND FEBRUARY 20, 2020
6. PUBLIC COMMENT

*Order of agenda items is subject to change*

- 7. APPROVAL OF CDBG HOUSING REHAB FUNDING FOR LEAD WATER SERVICE LINE REPLACEMENT AND SEWER LINE IMPROVEMENTS AT 1930 JACKSON AVE**
- 8. HCDA APPROVAL OF MEETING MINUTES FOR MARCH 16, 2021**
- 9. ADJOURNMENT**

The next joint meeting of the Housing & Community Development Act Committee and the Mental Health Board will be scheduled on May 13, 2021, and will be the first application review meeting for CASE MANAGEMENT applications.

*Order of agenda items is subject to change*

**SUBSTANTIAL AMENDMENT TO  
THE CITY OF EVANSTON'S 2020 ACTION PLAN  
REALLOCATING \$124,733 OF  
2020 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS  
TO THE CITY'S CARES ACT AMENDMENT**

**PUBLIC NOTICE AND MEETING TO PROVIDE INPUT ON THE AMENDMENT:**

In accordance with 24 CFR 91.05(c) (2) and (k), and Subpart B of the Federal regulations relative to Citizen Participation for Community Planning and Development Programs, the City of Evanston seeks input from the public on the proposed amendment to its 2020 Action Plan that reallocates \$124,733 of unexpended 2020 Community Development Block Grant (CDBG) funds to its CARES Act Amendment to the 2019 Action Plan to prevent, prepare for, or respond to the coronavirus, as allowed by the CARES Act. This action constitutes a substantial amendment to the City's 2020 Action Plan because it changes funding for the Administration Goal in that plan by more than 20%.

The 30-day public comment period for the substantial amendment opens on April 12 and closes on May 14, 2021. The Housing and Community Development Act Committee seeks input on the Substantial Amendment from residents and stakeholders at its meeting on April 20, 2021 at 7 pm. This meeting will be held virtually; the link may be accessed from the City website [here](#). Comments may be submitted via phone or Zoom at the April 20 meeting, or by email to [Housing@cityofevanston.org](mailto:Housing@cityofevanston.org) or mailed with a delivery date no later than May 17, 2021 to:

Jessica Wingader  
City of Evanston Housing and Grants Division  
2100 Ridge Avenue, Room 3304  
Evanston, IL 60201

**SUBSTANTIAL AMENDMENT TO 2020 ACTION PLAN:**

This amendment to the 2020 Action Plan reallocates \$124,733 in unexpended 2020 CDBG funds to the City's CARES Act Amendment to the 2019 Action Plan to prevent, prepare for, and respond to the coronavirus. Unexpended 2020 CDBG funds are from two activities:

- \$104,733 is from CDBG Administration. This comprises more than 20% of the funding for the Administration Goal in the 2020 Action Plan, so its reallocation triggers a substantial amendment.
- \$20,000 is from the award to CJE Senior Life. After evaluating the timeframe for its capital project, the agency opted to return funds to be allocated to COVID-19 needs as allowable under the CARES Act. CJE Senior Life will reapply for funds at a later date.

The resulting amendment to the CARES Act 2019 Action Plan does not constitute a substantial amendment because it does not add or subtract a goal, or change the funding for a goal by more than 20%. This reallocation takes these funds out of the 2020 CDBG 15% Public Services cap and allows their use for Public Services that address the ongoing impact of COVID-19. These funds will be included in the unified CDBG Public Services and Mental Health Board funding allocation for 2021 funding; their use must comply with the requirements of the CARES Act to prevent, prepare for, and respond to the coronavirus.

#### **BACKGROUND ON THE CONSOLIDATED PLAN AND ACTION PLAN:**

The Consolidated and Annual Action Plans describe the housing and community development needs, as well as activities to address those needs as defined and funded by the U.S. Department of Housing and Urban Development (HUD). As required by HUD, the Consolidated Plan and Annual Action Plan brings together, in one (1) consolidated submission, the planning and application aspects of the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) Programs. More information on the Consolidated Plan and Annual Action Plan is available on the City's website at: [cityofevanston.org/conplan](http://cityofevanston.org/conplan)



Jessica Wingader &lt;jwingader@cityofevanston.org&gt;

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**Housing Funds recommendations to Cares Act; peter**

1 message

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**Cindy Frederick** <cinreed@gmail.com>

Mon, Apr 12, 2021 at 6:00 PM

To: Housing@cityofevanston.org, Peter Braithwaite &lt;pcbraithwaite@gmail.com&gt;, Cicely Fleming &lt;cicely@cicelyfleming.com&gt;

Hello, the City of Evanston should use the CDBG Funds for the original intended purpose.. The reason the citizens do not apply is that the City makes it difficult for the Citizens especially the African American Community Members to get. I have never known this fund to have a lack of participants. How it is distributed and approved for the residents is the problem.

*Cindy*

**"Leave all you know - to learn what you don't know".**

"Life did not come with instructions" we all make mistakes..

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City of Evanston  
Community Development

**Deadline**

## FY 2021 Case Management Services

[HIDE DESCRIPTION](#)[HIDE REQUIREMENTS](#)[HIDE RESTRICTIONS](#)

### Description [\[hide this\]](#)

The City of Evanston is accepting CASE MANAGEMENT SERVICES applications for 2021. This application is not for CDBG Public Facilities & Infrastructure (capital) or Housing programs.

CASE MANAGEMENT SERVICES address the needs of at-risk residents, primarily lower income individuals and families. Case management services provide a single point of accountability for coordination of services and are comprehensive to address the complex needs of the populations served. Case management includes the documentation of services and progress, regular meetings with participants, and connections to additional supports to ensure self-sufficiency and wellness. If your agency is requesting funding for SAFETY NET SERVICES, you must complete and submit a separate online application.

Guidelines for case management services eligible for funding:

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

- Enroll at least 30% of total participants as new Evanston clients during a 12-month period, and Evanston clients comprise at least 80% of total clients.

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## Requirements [\[hide this\]](#)

To be eligible for funding, a program must meet the CDBG National Objective of benefiting primarily low- and moderate-income persons (family income does not exceed 80% of the area median income). This may be established in two ways: 1) Limited Clientele - income data are collected from all program participants and 51% or more are income eligible or 2) Presumed Eligible includes abused children, battered spouses or homeless. Priorities for funding include case management programs that work with populations identified as high needs in the 2021 Action Plan: low- and moderate-income Evanston residents, particularly historically underserved people, including people of color, are able to take referrals from City staff and other community partners, and deliver services efficiently and effectively. Applications will be evaluated based on the ability to provide robust case management services to at-risk populations. All applications will be reviewed using an equity lens.

FULL APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN ZOOMGRANTS BY 4PM CDT ON WEDNESDAY, APRIL 21, 2021. All applications must be submitted online through ZoomGrants. Hard copy, faxed or emailed applications will not be accepted. Applications will be reviewed by a joint HCDA /MHB committee at a public meeting tentatively scheduled for Thursday May 13, 2021. A second joint meeting to review applications for SAFETY NET services is tentatively scheduled for May 18, 2021 at 7:00 PM. Meeting dates are subject to change.

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## Restrictions [\[hide this\]](#)

All funds must be used in accordance with regulations as set forth in 24 CFR 570. All recipients must comply with CDBG and federal cross-cutting requirements including, but not limited to data collection, reporting, and organizational capacity per the federal Omni Circular. Funding is contingent on the City receiving its 2021 Entitlement grant; timing of the release of those funds is undetermined and, based on historical experience, may not occur until Q3 2021 or later.

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## Resource Library [\[hide this\]](#)

## Applicant View

Application Status: Not Submitted

[Apply Now/Start Application](#)

[Summary](#)   [Application Questions](#)   [Budget](#)   [Program Outcomes](#)   [Documents](#)

[Report](#)   [Report Totals](#)

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## Application Questions

*(answers are saved automatically when you move to another field)*

**Instructions** [Show/Hide](#)

Following City Council's goal to Ensure Equity in All City Operations, the City is intentionally focusing resources on the advancement of racial equity. When completing the application, please provide information detailing how the program aligns with this goal. Agencies requesting funding must demonstrate how funds will be used to help community members most affected by historical racist practices thrive in the community and/or serve marginalized or disenfranchised community members. Programs requesting funding must demonstrate how the program benefits low- and moderate-income persons and creates capacity to enroll Evanston residents into case management services.

**1. How do individuals or households with complex needs get enrolled in your case management services? Are participants referred by other entities (school social workers, police departments, other social service agencies)? If so, what percentage of new clients are referrals and what are main referral sources?**

Maximum characters: 3500. You have  characters left.

**2. Describe how agency/staff engage underrepresented populations and how City funds would improve equity of service delivery and/or expand capacity to underserved populations.**

Maximum characters: 5000. You have  characters left.

**3. Are you turning people who are eligible away? If so, how many and why? Does the agency maintain a wait list, and if so, approximately how many people are on it?**

Maximum characters: 3500. You have  characters left.

**4. Does demand fluctuate throughout the year? If so, please explain.**

Maximum characters: 255. You have  characters left.

**5. Who participates in or benefits from the case management relationship? Describe participants in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics (describe household unit - individuals or families). Include any eligibility requirements.**

Maximum characters: 3500. You have  characters left.

**6. Complete the chart below with the unduplicated total of people expected to receive case management services in 2021, number who are low/moderate income, and the number who are Evanston residents. Provide the number of clients served in 2020.**

*Federal regulations do not allow CDBG funds to replace existing program funding. Programs funded in 2020 must show an increase in people served if applying for an increase in CDBG funding.*

Unduplicated people to be served in 2021 Unduplicated people to be served in 2021

Unduplicated Evanston residents to be served in 2021

Unduplicated low/moderate income people to be served in 2021

Unduplicated people served in 2020

Unduplicated Evanston residents served in 2020

Unduplicated low/moderate income people served in 2020

Unduplicated low/moderate income Evanston residents served in 2020

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**7. How many Evanston case management participants were enrolled as of January 1, 2021? How many new Evanston participants do you expect to enroll by December 31, 2021?**

Maximum characters: 255. You have  characters left.

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**8. Provide case management staff demographics including gender, race/ethnicity and tenure in role, qualifications and experience, including licensing and accreditation. Will new staff be hired and is this dependent on City funding?**

Maximum characters: 3500. You have  characters left.

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**9. What is the average caseload per case manager? How many case managers are on staff/how many participants are they responsible for?**

Maximum characters: 3000. You have  characters left.

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**10. Describe any recognized methods case managers use when working with participants (i.e. trauma**

**informed care, strengths based assessments, motivational interviewing, participant informed goal setting, etc.)**

Maximum characters: 3500. You have  characters left.

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**11. Does the agency provide training or opportunities for professional development? Is staff development offered internally or through external providers? How often are training opportunities provided? Is there a minimum level of training required? If so, please describe.**

Maximum characters: 3500. You have  characters left.

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**12. Describe components of case management including the frequency/duration of meetings and enrollment for the average client. How is client engagement measured? What happens to participants who choose not to engage?**

Maximum characters: 3500. You have  characters left.

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**13. Describe the process for creating a service plan with participants. Are participants asked to provide any documents at intake? Or any documents required as part of the service plan?**

Maximum characters: 3000. You have  characters left.

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**14. Describe a service plan a participant would create with their case manager (indicate common components such as budgeting, individual and professional goals, etc.). What are the typical outcomes of case management plans? How is progress toward achievement of goals tracked and success measured?**

Maximum characters: 3500. You have  characters left.

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**15. How often are service plans reviewed and revised? How are progress notes documented and how often?**

Maximum characters: 3000. You have  characters left.

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**16. Describe a typical client’s pattern of engagement with their case manager/service plan, including frequency/duration of meetings and ongoing monitoring. Is there an “average progression” within the case management relationship?**

Maximum characters: 3000. You have  characters left.

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**17. Describe the process for documenting and maintaining case records. Include uploaded sample form for documenting case notes (screen shots allowed) under the “Documents” tab.**

Maximum characters: 3000. You have  characters left.

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**18. When does a client graduate from or complete case management services? Include any “check-in” or follow up with those clients.**

Maximum characters: 3000. You have  characters left.

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**19. List the services that participants most often need to achieve service plan goals and become self-sufficient. What are the barriers to receiving those services?**

Maximum characters: 3000. You have  characters left.

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**20. Describe the referral process, including how it is tracked. What services are generally accessed through referrals and how are participants connected to needed services?**

Maximum characters: 3000. You have  characters left.

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**21. Does the agency have service agreements, MOUs, and/or partnership agreements with other organizations? Describe the nature and purpose of agreements.**

*Describe the nature and purpose of agreements and upload in Documents tab.*

Maximum characters: 255. You have  characters left.

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**22. Provide a summary of the organization’s history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year.**

*Under the "Documents" tab, attach the current Strategic Plan and a list of current Board members; add Board demographics including approximate age range, race/ethnicity .*

Maximum characters: 3000. You have  characters left.

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**23. Describe your agency's capacity to document provision of services, including policies and procedures for managing finances and procurement.**

*Include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resources Library).*

Maximum characters: 255. You have  characters left.

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**24. Describe how your agency gets feedback from clients/participants and how that information is incorporated to improve services and service delivery.**

Maximum characters: 3000. You have  characters left.

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**25. Provide staff demographics including gender, race/ethnicity and range of tenure in role. How many staff members of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Maximum characters: 3000. You have  characters left.

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**26. All organizations receiving funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA." All organizations receiving funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA."**

Maximum characters: 255. You have  characters left.

**27. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes
- No

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**28. If “no,” explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization’s experience making such accommodations.**

*IF “YES,” ENTER “NA.”*

Maximum characters: 255. You have  characters left.

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**29. Where (address/location) are services provided and how do participants get to the location or facility?**

Maximum characters: 255. You have  characters left.

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**30. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2021 City of Evanston funding and that, to the best of my knowledge, the information in this application is true and correct.**

Maximum characters: 255. You have  characters left.

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[Previous](#)      [Next](#)

## Case Management

### ZoomGrants Application Scoring Questions

#### Program Questions:

1. Enrollment process draws from referral network that is expansive enough to reach target population (Q1) with complex needs (Q5)
2. City funding would expand capacity to serve new Evanston clients/underserved populations and improve equity of service delivery (Q2 and Q3)
3. Program serves targeted Evanston demographics, e.g. lowest income (30% and 50% AMI) and BIPOC residents. Description of population served is clear; Agency will be able to provide services to new Evanston residents (Q5).
4. Program addresses City equity goal as demonstrated by a strategy to expand services to residents who experience barriers to receiving services/those who are underrepresented (Q2). The number of new Evanston residents expected to receive services is reasonable based on award request (Q6).
5. Program budget is appropriate for total number of clients served; City funds requested are justified based on the number of Evanston residents served; benefits to clients are significant and long term (Q6 & 7).
6. Case management practices, including reasonable caseload and client engagement, staff training opportunities, and case management methodology (use of trauma informed care, strengths-based assessment, etc.), are well defined and incorporate best practices (Q9, 10, 11, & 12)
7. Application demonstrates that Service Plans have specific goals and measures/assessments and are client centered; service plans are comprehensive and adequately document outcomes and indicators (Q13, 14, &15).
8. Referral process is robust and well documented; service agreements, partnership agreements, and/or MOUs are documented (Q20 & 21).
9. Agency is committed to equity, diversity and inclusion (Q8, Q25 and staff/board composition found in uploaded statement in Documents tab). Application demonstrates that people of color are included in decision-making
10. Agency has a system for receiving client feedback (Q24).
11. Program budget is complete, costs are reasonable and adequate based on program description.
12. Other sources of funding are identified, secured or there is reasonable likelihood they will be secured; program will be implemented if funded at less than the full request.

#### Administrative Questions

1. Program achieves a CDBG National Objective and meets a City goal
2. Program complies with CDBG and City regulations, goals & objectives
3. Organization demonstrates knowledge and capacity to manage federal/public funds
4. Required organizational information and policies have been provided or are on file.
5. If funded in prior years, services have been provided as proposed; Evanston residents met indicators and achieved outcomes.
6. If funded in prior years, reports and documentation were provided in a timely manner.
7. Any monitoring and/or audit findings/concerns have been addressed/corrected
8. Program has a clearly identified method of documenting participants' eligibility for services.
9. Cost of services and amount of award requested are justified based on the number of eligible Evanston residents served and overall impact; City investment will provide significant and long-term impact.

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## City of Evanston

Community Development

**Deadline** 4/22/2021

## FY 2021 Safety Net Services

[HIDE DESCRIPTION](#)[HIDE REQUIREMENTS](#)[HIDE RESTRICTIONS](#)

### Description [\[hide this\]](#)

The City of Evanston is accepting SAFETY NET SERVICES applications for 2021. This application is not for CDBG Public Facilities & Infrastructure (capital) or Housing programs.

SAFETY NET SERVICES address needs of an immediate crisis. These services alone are not meant to ensure people thrive, but to protect individuals/households from additional harm. As part of reaction to and recovery from COVID-19, the City anticipates greater need for Safety Net Services. If your agency is requesting funding for CASE MANAGEMENT SERVICES, you must complete and submit a separate online application.

Guidelines for programs eligible for funding as safety net services:

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

### Requirements [\[hide this\]](#)

To be eligible for funding, a Safety Net service must meet the CDBG National Objective of benefiting primarily low- and moderate-income persons (51% or more have family income ≤ 80% of the area median income). This may be established in two ways: 1) Limited Clientele - participants' incomes are documented and meet eligibility or 2) Presumed Eligible - includes abused children, battered spouses or homeless. Priorities for funding include safety net services provided to populations and are identified as high need in the 2021 Action Plan: low- and moderate-income Evanston residents, particularly historically underserved people, including people of color. Applications will be evaluated based on the ability to provide immediate, free services to at-risk, underserved residents. All applications will be reviewed using an equity lens.

FULL APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN ZOOMGRANTS BY 5PM CDT ON WEDNESDAY, APRIL 21, 2021. All applications must be submitted online through ZoomGrants. Hard copy, faxed or emailed applications will not be accepted. Applications will be reviewed by a joint HCDA/MHB committee at a public meeting tentatively scheduled for Thursday May 18, 2021. A joint meeting to review applications for CASE MANAGEMENT services is tentatively scheduled for May 13, 2021 at 7:00 PM. Meeting dates are subject to change.

**Restrictions** [\[hide this\]](#)

All funds must be used in accordance with regulations as set forth in 24 CFR 570. All recipients must comply with CDBG and federal cross-cutting requirements including, but not limited to data collection, reporting, and organizational capacity per the federal Omni Circular. Funding is contingent on the City receiving its 2021 Entitlement grant; timing of the release of those funds is undetermined and, based on historical experience, may not occur until Q3 2021 or later.

**Resource Library** [\[hide this\]](#)

**Applicant View**

Application Status: Not Submitted

[Apply Now/Start Application](#)

**Summary**    **Application Questions**    **Budget**    **Program Outcomes**    **Documents**

**Report**    **Report Totals**

**Application Questions**

*(answers are saved automatically when you move to another field)*

**Instructions** [Show/Hide](#)

Following City Council's goal to Ensure Equity in All City Operations, the City is intentionally focusing resources on the advancement of racial equity. When completing the application, please provide information detailing how the program aligns with this goal. Agencies requesting funding must demonstrate how funds will be used to help community members most affected by historical racist practices thrive in the community and/or serve marginalized or disenfranchised community members. Programs requesting funding must demonstrate how the program benefits low- and moderate-income persons and creates capacity to enroll Evanston residents into case management services.

**1. Describe your service, including the need(s) addressed. Be specific about the activities/services provided, days/times of services and frequency/duration for the average client.**

Maximum characters: 3000. You have  characters left.

**2. How does the service stabilize participants dealing with an emergency or crisis, or prevent further destabilization? How long does the average participant receive services?**

Maximum characters: 3000. You have  characters left.

**3. Is this service alone enough to resolve the issue?**

Maximum characters: 255. You have  characters left.

**4. Do beneficiaries of the safety net service have additional, unmet needs?**

Maximum characters: 255. You have  characters left.

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**5. How will your agency establish income eligibility for this service?**

*All recipients are required to report the race/ethnicity and household income of participants.*

- Limited Clientele (include forms used to document income in document upload section)
- Presumed Eligible (abused children, battered spouses or homeless)

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**6. Does your agency identify and target people who face barriers to accessing services? (Examples include undocumented residents/ESL households) Describe populations that face barriers to accessing services; how would City funds would improve equity of service delivery and/or expand capacity to those populations?**

Maximum characters: 3000. You have  characters left.

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**7. How will you track expanded participation in services and its impact on these populations? What data are collected and used to analyze services and measure success?**

*Describe service goals and outcomes anticipated in 2021, including any changes from 2020 if applicable.*

Maximum characters: 3000. You have  characters left.

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**8. How would an award expand the service to Evanston residents, specifically those who face barriers to receiving services? How would capacity to serve more participants improve?**

Maximum characters: 3000. You have  characters left.

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**9. Describe the fee structure for services, whether services are free or available on a sliding scale.**

Maximum characters: 255. You have  characters left.

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**10. Describe the number, demographics including gender, race/ethnicity and tenure in role, qualifications and experience of staff providing this service. Will new staff be hired and is this dependent on City funding?**

Maximum characters: 3000. You have  characters left.

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**11. What policies/procedures, including supervisory, are in place to ensure services are provided consistently and that goals/outcomes are achieved?**

Maximum characters: 3000. You have  characters left.

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**12. Who participates in or benefits from the services provided?Who participates in or benefits from the**

**services provided?**

*Describe participants by age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics. Include any eligibility requirements.*

Maximum characters: 3000. You have  characters left.

---

**13. Complete the chart below with the unduplicated total of people expected to receive services in 2021, number who are low/moderate income, and the number who are Evanston residents.**

*Programs funded in 2020 must show an increase in people served. Federal regulations do not allow CDBG funds to replace existing program funding.*

- Unduplicated people to be served in 2021
- Unduplicated Evanston residents to be served in 2021
- Unduplicated low/moderate income people to be served in 2021
- Unduplicated people served in 2020
- Unduplicated Evanston residents served in 2020
- Unduplicated low/moderate income people served in 2020
- Unduplicated low/moderate income Evanston residents served in 2020

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**14. Are you turning people who are eligible away? If so, how many and why? Does the agency maintain a wait list, and if so, approximately how many people are on it?**

Maximum characters: 3000. You have  characters left.

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**15. Does demand fluctuate throughout the year? If so, please explain.**

Maximum characters: 255. You have  characters left.

**16. How do potentially eligible participants find out about your agency's service?**

Maximum characters: 3000. You have  characters left.

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**17. Do other agencies/entities refer people for this service? If so, describe the process including common referral sources and the ratio of participants referred versus those who find your service independently.**

Maximum characters: 3000. You have  characters left.

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**18. Did the agency receive funding from the City of Evanston for this service in FY2020?**

- Yes
- No

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**19. If "Yes" to the question above, how would your capacity to serve existing or new Evanston residents be affected if funds were not received in FY 2021?**

Maximum characters: 3000. You have  characters left.

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**20. What portion of participants served have additional needs that are not resolved by the safety net service?**

List additional services participants most commonly need to achieve self-sufficiency.

Maximum characters: 3000. You have  characters left.

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**21. Does your agency offer any of these additional services? Is the service for which you are seeking funding an entry point into these deeper services? If so, describe the services. What number or percent of people receiving this service are enrolled? How many are Evanston residents?**

Maximum characters: 3000. You have  characters left.

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**22. Are there barriers to people accessing deeper services including program fees, insurance requirements, or location of services, etc.? Describe briefly.**

Maximum characters: 255. You have  characters left.

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**23. If your agency does not provide the additional services, describe how you help participants access them and how you track the referrals.**

Maximum characters: 3000. You have  characters left.

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**24. What other agencies provide similar services, how do you collaborate with them in order to avoid duplication of services, and what successes and challenges have you experienced? What sets your services apart from others?**

*Include agencies that serve Evanston residents but are not located in Evanston.*

Maximum characters: 3000. You have  characters left.

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**25. Provide a summary of the organization's history in Evanston and mission (including organizational structure, size and functions of the board); note any significant changes in the last year.**

*Under the "Documents" tab, attach the current Strategic Plan and a list of current Board members; add Board demographics including approximate age range, race/ethnicity.*

Maximum characters: 3000. You have  characters left.

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**26. Describe your agency's capacity to document provision of services, including policies and procedures for managing finances and procurement.**

*Include experience with federal record keeping, eligible uses of funds, procurement and other requirements per the Omni Circular, 2 CFR, Chapters I & II, Part 200, et al (see Resources Library).*

Maximum characters: 3000. You have  characters left.

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**27. Describe how your agency gets feedback from clients/participants and how that information is incorporated to improve services and service delivery.**

Maximum characters: 3000. You have  characters left.

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**28. Provide staff demographics including gender, race/ethnicity and range of tenure in role. How many staff members of color are in leadership/decision-making positions? If less than 25%, describe how the agency is engaging people of color in decisions?**

Maximum characters: 3000. You have  characters left.

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**29. All organizations receiving funds are required to have a DUNS number. Please enter your organization's DUNS number in the space below. If you do not already have a DUNS number, enter "NA."**

Maximum characters: 255. You have  characters left.

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**30. Is the facility and program in compliance with the Americans with Disabilities Act?**

- Yes  
 No

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**31. If "No," explain what areas are not compliant and what accommodations are made for individuals with disabilities. Describe your organization's experience making such accommodations. If "Yes," enter "NA."**

Maximum characters: 255. You have  characters left.

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**32. Where (address/location) are services provided and how do participants get to the location or facility?**

Maximum characters: 255. You have  characters left.

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**33. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2021 City of Evanston funding and that, to the best of my knowledge, the information in this application is true and correct.**

Maximum characters: 255. You have  characters left.

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## Safety Net Services

### ZoomGrants Application Scoring Questions

#### Program Questions:

1. Services are clearly described and measurable; connection between services and stabilization of households is evident (Q1 & 2).
2. Services target Evanston demographics, e.g. lowest income (30% and 50% AMI) and BIPOC residents (Q5, 10 & 12). Description of population served is clear (Q6 & 12); Agency will be able to provide services to new Evanston residents and track increased participation (Q7, 8 & 13).
3. Residents in need can find out about this service (Q16); additionally, agency receives and tracks referrals from a robust referral network (Q17).
4. Location and hours of operation to provide service is described clearly (location, participants, activities, schedule, staffing, etc.) and designed to address the need(s) identified; policies and procedures ensure that consistent services are provided to address needs (Q6, 11 & 32).
5. Application documents unmet need/inability to meet current demand for services; if funded in 2020, loss of City funding would diminish service to existing or new Evanston households (Q14, 18, & 19).
6. Agency is able to connect those in need of deeper services to additional programs within the agency or to other service/program providers (Q20, 21, 22 & 23).
7. Agency has a track record of delivering services in collaboration with other agencies to avoid duplication of services (Q24).
8. Agency has a system for receiving client feedback (Q27).
9. Organization has the experience and capacity, including qualified staff, to deliver services and achieve goals (Q25 & 26).
10. Agency is committed to equity, diversity and inclusion (Q10 & 28 and staff and board composition uploaded statement/documents under Documents tab).
11. The number of Evanston residents served is reasonable based on cost to provide services (Q13); cost of services and amount of City funds requested are justified based on the number of eligible Evanston residents served and needs addressed.
12. Budget is complete, costs are reasonable and adequate based on description of services.
13. Other sources of funding are identified, secured or there is reasonable likelihood they will be secured; services will be provided if funded at less than the full request.

#### Administrative Questions

1. Services achieve a CDBG National Objective and align with City goal(s); Agency complies with CDBG and City regulations, goals & objectives
2. Agency demonstrates knowledge and capacity to manage federal/public funds
3. Required organizational information and policies have been provided or are on file.
4. If funded in prior years, services/programs have been implemented substantially as proposed and goals and outcomes achieved.
5. Application identifies an unmet need that is addressed by the services provided (for renewal requests, discontinuation of funding would create an unmet need).
6. If funded in prior years, reports and documentation have been provided in a timely manner.
7. Any monitoring and/or audit findings/concerns have been addressed/corrected
8. Agency has a clearly identified method of documenting participants' eligibility.
9. Cost of services and amount of City funds requested are justified based on the number of eligible Evanston residents served and overall impact; City investment will provide significant impact to target population.



## **MEETING MINUTES**

### **HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, February 16, 2021 7:00 PM

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

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

Members Absent: D. Su, G. Mackey

Presiding Member: Ald. Rainey, Committee Chair

#### **Mental Health Board**

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

Members Absent: R. Orr, G. Carpenter

Staff: S. Flax, J. Wingader

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

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

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

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

#### **Public Comment**

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

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

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

#### **Staff Report**

No staff report.

**ADJOURNMENT**

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

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist



## **MEETING MINUTES**

### **MENTAL HEALTH BOARD**

Thursday, February 20, 2020 7:00 PM

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

#### **Mental Health Board**

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

Members Absent: R. Orr

Presiding Member: J. Sales, Board Chair

Staff: J. Wingader

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

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

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

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

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

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

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

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

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

**Public Comment**

No public comment.

**Discussion of ZoomGrants Application & Process**

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

**Chair Report**

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

**Adjournment**

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

Respectfully submitted,  
Jessica Wingader  
Grants and Compliance Specialist



## Memorandum

To: Members of the Housing and Community Development Act Committee

From: Sarah Flax, Housing & Grants Manager

CC: Marion Johnson, Housing and Economic Development Analyst

Subject: Approval of up to \$35,000 of CDBG Housing Rehab Funding to Replace and Upgrade the Water Service Line to 1930 Jackson Avenue and for the Sewer Line from the Primary Structure to the ADU

Date: April 20, 2021

### Recommended Action

Staff recommends approval by the Housing and Community Development Act Committee of up to \$35,000 from the City's CDBG Revolving Loan Fund to Housing Opportunity Development Corporation to replace the existing 1 inch lead water service line with a 1 ½ inch copper line, relocate the water line in a separate trench from the existing sewer line, and install a sewer line from the 2-flat at 1930 Jackson Avenue to the ADU being constructed at the rear of the property. Funding would be provided as a forgivable loan with a 20-year term at 0% interest.

### Summary

The upgraded water service from the water main is required because the coach house must have a sprinkler system to comply with the City's building and fire codes. The existing water line is made of lead, so its replacement with 1 ½ inch copper line improves the safety of the two families that live in the 2-flat, both of which include children, as well as the future coach house tenants. In addition, Illinois and nine other Midwestern states adhere to a safety standard that requires 10 feet of horizontal separation or a minimum of 18 inches vertical separation between the water and sewer service lines. This requires that the new water service line be relocated 10 feet away from its current location in the same trench as the sewer lateral, and also requires relocation of the water meter. The estimated cost to comply with these requirements that went into effect after the project's approval is \$32,020, not including permit fees. This results in a 14% increase to the total project budget of \$229,250.

Allocation of this funding does not impact available funding for the CDBG Housing Rehab program, as \$32,691.26 of loan repayments have been received in 2021. In June 2015, HCDA prioritized CDBG Housing Rehab funding to preserve and improve

affordable housing for the general population of low/moderate income residents. This was triggered by a large number of applications for funding to improve housing such as Community Integrated Living Arrangement (CILA) and Permanent Supportive Housing for special needs populations that had other sources of funding for rehab. HCDA directed staff to bring any applications from non-profit housing providers to the committee for approval. The three units at 1930 Jackson Ave are income restricted for HH  $\leq$  60% AMI; they are not restricted for special needs populations.

HODC is currently unable to raise funding from other sources for this additional cost due to significant costs (approx. \$65,000) resulting from a fire on January 14, 2021 at its 48-unit affordable housing project at 319 Dempster Avenue. Only one unit was damaged by the fire, but the sprinklers caused extensive water damage to the first, second and third floors, including damage of varying degrees to 24 units that displaced 24 residents. The Red Cross provided hotel rooms and meals at the Evanston Holiday Inn for the first ten days, and HODC continued to provide these accommodations and food for each tenant until they could move back following clean-up and repair to their unit. This amounted to 800 hotel room nights at \$70 per night plus meal costs of about \$10 per person per day. Insurance covered the cost of clean-up and repairs but did not cover the cost of relocating displaced residents.

The primary source of funding for the ADU project is a \$190,000 HOME loan from the City of Evanston using CHDO Reserve funds. Terms are zero percent interest, forgivable at completion of the 20-year affordability period. The income restrictions for all three units is 60% AMI, consistent with the HOME restrictions on the primary property and the new ADU. The CDBG loan would be deferred, payable in full if the property were sold or was not maintained as affordable housing.