



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, November 15, 2016

7:00 pm

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

AGENDA

- I. CALL TO ORDER/DECLARATION OF QUORUM**
- II. APPROVAL OF MEETING MINUTES FOR JULY 19, SEPTEMBER 8, SEPTEMBER 20 & SEPTEMBER 27, 2016**
- III. PUBLIC HEARING FOR INPUT ON THE DRAFT 2017 ACTION PLAN**
- IV. COMMITTEE DISCUSSION OF THE DRAFT 2017 ACTION PLAN; VOTE TO RECOMMEND APPROVAL TO CITY COUNCIL FOLLOWING RECEIPT OF 2017 ENTITLEMENT GRANT AMOUNTS**
- V. PUBLIC COMMENT**
- VI. STAFF REPORTS**
- VII. ADJOURNMENT**

The next meeting of the Housing & Community Development Act Committee
is scheduled for
Tuesday, December 20 in Room 2402.

Order of agenda items is subject to change

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**MEETING MINUTES
HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE**

Tuesday, July 19, 2016

7:00 P.M.

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

Members Present: Ald. Rainey, Ald. Wilson, G. Makey, S. Jones, C. Goddard, J. Sanke

Members Absent: Ald. Holmes, Ald. Miller, Ald. Braithwaite, M. Miro

Staff Present: S. Flax, N. Holden-Corbett, L. Biggs

Presiding Member: Ald. Rainey, Committee Chair

CALL TO ORDER / DECLARATION OF QUORUM

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:03pm.

APPROVAL OF APRIL 19, 2016 HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE MINUTES

Ald. Wilson moved for approval of the minutes, seconded by J. Sanke. A voice vote was taken and the minutes were unanimously approved.

2017 CDBG MANDATORY PRE-APPLICATION MEETING REQUIREMENT

The 2017 CDBG mandatory pre-application meetings took place for potential applicants in July. Two agencies – YWCA and Youth Job Center (YJC) – were unable to attend. After some discussion, Ald. Wilson made a motion to let both agencies submit an application for the 2017 CDBG funding cycle due to extenuating circumstances. It was seconded by C. Goddard and the motion passed 3-2, with Ald. Rainey abstaining from the vote.

ADDITIONAL FUNDING OPTIONS FOR 2016 CITY OF EVANSTON STREET REPAVING AND SNAP LIGHTING PROJECT

N. Holden-Corbett explained that a CDBG-funded City of Evanston Street Improvement project came in \$97,099 over budget after it went out to bid. Staff recommended reallocating unused CDBG funds from the 2012 Essential Repairs carryover in the amount of \$83,494.33 and \$13,604.67 from 2015 Alley Paving to the address the gap. Ald. Rainey asked for more information regarding the Essential Repairs Carryover and S. Flax explained it was entitlement CDBG money from 2012 which is currently is cue to be used for Housing Rehabilitation, but since the revolving loan fund is receiving more payments than expected the entitlement money is not needed. The Committee also noted concern over the need for alley improvements and reluctance to take money allocated to that cause. L. Biggs explained that the Public Works

Department intends to apply for additional alley funds in the 2017 CDBG cycle to meet the current gap in funding. J. Sanke moved to approve the reallocations, seconded by Ald. Wilson and passed unanimously.

FINALIZE 2017 CDBG APPLICATION REVIEW SCHEDULE

Staff explained the tentative application review schedule to the HCDA Committee members, noting there would be additional meetings on September 8 (applicants for CDBG Public Services & Mental Health Board funds), September 10 (Mental Health Board only), September 20 (CDBG Public Facilities & Infrastructure), and September 27 (CDBG Funding Allocations). The Committee members agreed the additional dates were needed and all intend on being present.

PUBLIC COMMENT

No citizen comments.

STAFF REPORTS

N. Holden-Corbett noted that staff expects to receive the 2016 HUD grant agreements sometime in the month of July.

IV. ADJOURNMENT

There being no further business, Ald. Rainey requested a motion to adjourn. It was moved by Ald. Wilson and seconded by G. Mackey. Motion passed unanimously and the meeting was adjourned at 7:44pm.

Respectfully submitted,
Nora Holden-Corbett
Grants and Compliance Specialist



MEETING MINUTES

JOINT MEETING: HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE and MENTAL HEALTH BOARD

Thursday, September 8, 2016 7:00 PM
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, room 2404

Housing and Community Development Act Committee

Members Present: Ald. Rainey, Ald. Holmes, Ald. Wilson, J. Sanke, M. Miro, G. Makey

Members Absent: Ald. Braithwaite, Ald. Miller, C. Goddard, S. Jones

Presiding Member: Ald. Rainey, Committee Chair

Mental Health Board

Members Present: S. Johnson, K. Ruetzel, I. Ziaya, M. Pierce, J. Taylor, C. Fleming

Presiding Member: S. Johnson, Board Chair

Staff: S. Flax, N. Holden-Corbett, J. Wingader

Call to Order / Declaration of Quorum

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and the Mental Health Board and called the meeting to order at 7:09 pm.

Meeting Overview

Chair Rainey provided instructions to applicants presenting. The purpose of the joint meeting is to allow the Housing & Community Development Act Committee, which governs the use of CDBG funds and the Mental Health Board, which governs the use of MHB funds, to review applications requesting both CDBG-Public Services funding and MHB funding for the same program or applications requesting CDBG-PS funding for one program and MHB funding for another program within the same agency. Chair Rainey introduced the Committee, Board and staff.

2017 CDBG Program and Mental Health Board – Review of Applications

Applicant agencies were given 5 minutes to present applications and field questions from Committee and Board members. Agencies, programs and MHB requests are listed below.

- Family Focus: Presentation by Collette Allen, Executive Director
Afterschool Program
CDBG request: \$20,000
MHB request: \$35,000
- James B. Moran Center for Youth Advocacy: Presentation by Patrick Keenan-Devlin, Executive Director

Legal and Social Services for Youth

CDBG request: \$30,000

MHB request: \$45,000

- Legal Assistance Foundation: Presentation by Cynthia Sadkin, Executive Director
Evanston Legal Services
CDBG request: \$10,000
MHB request: \$20,000
- Children's Home + Aid Society: Presentation by Keith Polan, Center Director
Rice Center
CDBG request: \$28,204
MHB request: \$28,204
- Meals at Home: Presentation by Debi Genthe, Executive Director
Home Delivered Meals to Adults at Risk of Malnutrition
CDBG request: \$19,000
MHB request: \$9,000
- Open Studio Project: Presentation by Janet Beals Orejudos, Executive Director
Art & Action
CDBG request: \$5,000
MHB request: \$5,000
- Connections for the Homeless: Presentation by Sue Loellbach, Director of Development
Supportive Housing Program
CDBG request: \$45,000
EntryPoint Outreach & Drop-In Program
MHB request: \$45,000
- Housing Options for the Mentally Ill: Presentation by Chris Knoper, IPS Manager
Supported Employment Program
CDBG request: \$25,000
Presentation by Kristin Johanns, Clinical Services Manager
Mental Health Clinical Services
MHB request: \$60,000
- North Shore Senior Center: Presentation by Liz Gordon, Program Director
Grandparents Raising Grandchildren
CDBG request: \$15,000
Social Services for Seniors and their Families
MHB request: \$50,000

Staff Report

Staff announced the upcoming Mental Health Board meeting Saturday, September 8, 2016, at 9:00 am to hear requests for 2017 MHB funding.

Adjournment

There being no further business, Chair Rainey called for a motion to adjourn. It was moved by Ald. Wilson and seconded by Ald. Holmes. Motion passed unanimously and the meeting adjourned at 9:24 pm.

Respectfully submitted,
Jessica Wingader
Grants and Compliance Specialist



MEETING MINUTES

HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, September 20, 2016 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, City Council Chambers

Members Present: Ald. Rainey, Ald. Holmes, Ald. Wilson, S. Jones, G. Makey, M. Miro, J. Sanke,

Members Absent: Ald. Braithwaite, Ald. Miller, C. Goddard

Presiding Member: Ald. Rainey, Committee Chair

Staff: S. Flax, N. Holden-Corbett

Call to Order / Declaration of Quorum

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and the Mental Health Board and called the meeting to order at 7:06 pm.

2017 CDBG Program – Review of Applications

Chair Rainey explained that the Housing & Community Development Act Committee would hear presentations from agencies seeking Community Development Block Grant funding for 2017. Applicants would respond to questions from the committee. Applicants were requested to provide information not contained in their application. Presenters should provide their name and contact information so people watching can contact them for services, to volunteer or donate.

Agencies were given 5 minutes to present their applications and field questions from Committee. Agencies, programs and funding requests are listed below.

- Interfaith Action: Presentation by Sue Murphy, Executive Director
Emergency Overnight Shelter
CDBG request: \$20,000
- Evanston Scholars: Presentation by Steve Newman, Executive Director
College Readiness Program
CDBG request: \$10,000
- Youth Job Center of Evanston: Presentation by Karen Demorest, Executive Director, and Precious Wright, Assistant Program Manager, out of School Youth Youth Employment Services
CDBG request: \$50,000
- YWCA Evanston-North Shore: Presentation by Karen Singer, CEO

Domestic Violence Services
CDBG request: \$35,000

- Open Communities: Presentation by Laura Kochevar, Manager of Communications & Development
Home Sharing
CDBG request: \$12,000
- Infant Welfare Society: Presentation by Stephen Vick, Executive Director
Baby Toddler Nursery Refurbishments
CDBG request: \$80,000
- Children's Home & Aid Society: Presentation by Keith Polan, Center Director
Rice Center Improvements
CDBG request: \$77,310
- Reba Early Learning Center: Presentation by Bettye Cohns, Executive Director
Building and Grounds Improvements
CDBG request: \$58,000
- Ridgeville Park District: Presentation by Brian Rosinski, Executive Director,
Natalie Sallee, Programs Director
Brummel Park Play Circuit Replacement
CDBG request: \$79,000
- CJE SeniorLife: Presentation by Melissa Gelfand, Director of Adult Day Services
Awning Replacement
CDBG request: \$1,255
- Youth & Opportunity United: Presentation by Seth Green, Executive Director,
Clarence Weaver, Board Member and owner of C&W Market
Parking Lot Renovation
CDBG request: \$75,000

Staff noted that based on the nature and the very small size of the CJE SeniorLife project, it may not qualify as a capital improvement under HUD regulations. Ald. Holmes noted that it may be eligible for the Economic Development Storefront Improvement Program. Staff will provide information to ED staff to determine its eligibility for support through that program.

Staff Report

Staff provided a brief update on the status of the 2016 CDBG program and that the committee would meet on September 27, 2016 to make CDBG funding recommendations using an estimated 2017 CDBG grant amount. The estimated allocations would be used in the draft 2017 Action Plan that will be posted for the 30-day public comment period on October 14. As in prior years, the federal government will not approve the 2017 budget or appropriations for HUD and other agencies by the start of its fiscal year on October 1. The draft Action Plan will include the process that will be

used to update it following receipt of the City's entitlement grant amounts, which is expected to be in 2017.

Adjournment

There being no further business, Chair Rainey called for a motion to adjourn. It was moved by Ms. Sanke and seconded by Ald. Wilson. Motion passed unanimously and the meeting adjourned at 8:39 pm.

Respectfully submitted,

Nora Holden-Corbett
Grants and Compliance Specialist



MEETING MINUTES

HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, September 27, 2016

7:00 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, City Council Chambers

Members Present: Ald. Rainey, Ald. Holmes, Ald. Miller, Ald. Wilson, C. Goddard, S. Jones, G. Makey, M. Miro, J. Sanke

Members Absent: Ald. Braithwaite

Presiding Member: Ald. Rainey, Committee Chair

Staff: S. Flax, N. Holden-Corbett

Call to Order / Declaration of Quorum

Chair Rainey declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:05 pm.

2017 CDBG Funding—Committee Discussion and Recommendations

Chair Rainey explained that the Housing & Community Development Act Committee would discuss and make funding recommendations for the 2017 Community Development Block Grant (CDBG) program.

Chair Rainey explained that she calculated the average award for each request and used that average as the initial award suggestion. There was further discussion by the Committee about rounding allocations to the nearest dollar. The amounts were verified by staff and Chair Rainey stated each allocation under Public Services funding as follows: LAF, Evanston Legal Services in the amount of \$6,964, The James B. Moran Center Legal & Social Services in the amount of \$21,785, North Shore Senior Center, Grandparents Raising Grandchildren in the amount of \$10,500, Meals At Home, Home-Delivered Meals in the amount of \$14,643, Interfaith Action, Emergency Overnight Shelter Expansion in the amount of \$12,429, YWCA Evanston-Northshore, Domestic Violence Services in the amount of \$24,701, Connections for the Homeless, Supportive Housing in the amount of \$15,071, Children's Home & Aid, Rice Center Services in the amount of \$6,929, Open Communities, Home Sharing Program in the amount of \$7,429, Evanston Scholars, College Readiness in the amount of \$5,179, City of Evanston, Target Area Graffiti Removal in the amount of \$20,357, City of Evanston, Summer Youth Employment Program in the amount of \$16,714, City of Evanston, Certificate of Rehab. & Record Sealing in the amount of \$18,285, Family Focus/ The Future Focus-Youth Program in the amount of \$15,000, Open Studio Project, Art & Action in the amount of \$3,928, Youth Job Center, Youth Employment Programs in the amount of \$21,797, Housing Options for the Mentally Ill, Housing Options Supported Employment Program in the amount of \$15,286.

Ald. Miller moved approval and was seconded by C. Goddard. Ald. Holmes stated that grants under \$10,000 were difficult for agencies because the significant amount of administration required for compliance. There was discussion and the Committee agreed to review allocation minimums in future. J. Sanke stated concerns that Open Studio Project was not compliant with reporting requirements. Ald. Rainey noted that the agency would be put on notice to reconcile reporting issues. Motion passed unanimously.

Chair Rainey discussed her reasons for reducing the allocation suggestion for Housing Rehab Administration citing the upcoming sale of a City owned property; proceeds from the sale would increase the revolving loan fund to make up the reduction in entitlement funding. Ald. Holmes moved to fund City/Housing Rehab Administration in the amount of \$85,000 and Housing Rehab Loan Fund in the amount of \$57,937, seconded by S. Jones. Motion passed unanimously.

J. Sanke moved to fund CDBG/Target Area Code Enforcement at \$300,000, seconded by S. Jones. Motion passed unanimously.

M. Miro recused himself from voting on Public Facilities allocations since he is a former staff member of Ridgeville Park District. Ald. Wilson proposed allocation amounts based on averages. Ald. Miller asked about remaining funds from other categories. The Committee discussed façade improvement approval for CJE from Economic Development Fund. Ald. Miller moved to remove CJE from CDBG funding since the project would be funded from another source.

Ald. Wilson moved allocation to Economic Development Loans in the amount of \$11,846. Ald. Holmes suggested increasing Alley Paving. L. Biggs, Engineering and Capital Planning Bureau Chief, provided information on alley projects for which funding was requested and noted that CDBG must fund entire projects. Ald. Miller amended the allocation suggestion to \$150,000. L. Biggs confirmed that the alley north of Brummel St and east of Elmwood Ave could be paved with that amount and unexpended Alley Paving funds from prior years. G. Makey seconded motion. There was further discussion about the amount of work/number of alleys in need of attention. J. Sanke pointed out that the \$220,000 for street resurfacing fully funded one project, but only partially funded another. She suggested raising the allocation to \$290,000 to fully fund both or lowering it to \$210,000 and only funding one per staff recommendation. Ald. Wilson amended allocations; \$150,000 for the Alley Paving Project and \$210,000 for the Street Resurfacing Project, seconded by Ald. Miller.

Ald. Wilson proposed allocations for remaining Public Improvement projects. Ald. Miller suggested that remaining funds be divided in four and allocated to the four organizations requesting funds. J. Sanke moved to reduce YOU allocation to zero and reallocate funds to other projects; motion seconded by G. Makey. There was further discussion to finalize allocation amounts. Chair Rainey confirmed the final following allocations: Children's Home & Aid, Security Improvements in the amount of \$59,243, Infant Welfare Society, Baby Toddler Nursery in the amount of \$75,242, Reba Early Learning Center in the amount of \$56,243, and Ridgeville Park District, Brummel Park

Play Circuit in the amount of \$76,242. Allocation suggestions were moved by Ald. Holmes and seconded by Ald. Miller. Motion passed unanimously with M. Miro recusing himself.

Staff/Citizen Comment

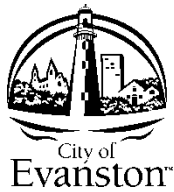
Ald. Wilson restated the difficulty of making funding decisions; he complimented all of the agencies that participated. S. Flax emphasized that allocations were made based on conservative estimates and reviewed next steps. The City's draft 2017 Action Plan would be posted October 14 for public comment. The 30-day comment period would end following any comment provided at the HCDA meeting on November 15. Ald. Rainey thanked staff. Ald. Holmes again suggested rethinking small award amounts and also fully funding capital projects so that they could be completed with one award. She also suggested that the committee should consider increasing the grants under \$10,000 if the City's CDBG grant is larger than estimate. Ald. Rainey pointed out the cap for public services and suggested that people lobby for an increase because of the high need.

Adjournment

There being no further business, Chair Rainey called for a motion to adjourn. It was moved by Ald. Wilson and seconded by Ald. Wilson. Motion passed unanimously and the meeting adjourned at 7:59 pm.

Respectfully submitted,

Nora Holden-Corbett
Grants and Compliance Specialist



Memorandum

To: Members of the Housing and Community Development Act Committee

From: Sarah Flax, Housing and Grants Administrator
Nora Holden-Corbett, Grants and Compliance Specialist

Subject: Public Comment on the draft 2017 Action Plan

Date: November 11, 2016

In addition to the required newspaper advertisement seeking public input on the draft 2017 Action Plan that ran in the Evanston RoundTable, the request for public comment has been featured in the News section of the City's home page, on Twitter and Facebook on in a Input on the draft 2017 Action Plan that has been received to date is summarized below and attached for your review. Any additional public comment received in writing before Tuesday's meeting will be provided in hard copy at the meeting.

Public Input:

- Email from Mary Brugliera suggesting that the City invite Habitat for Humanity to work on affordable housing in Evanston. A group was active in Evanston some 20 years ago and NU students are involved in projects outside of Evanston.
- Twitter message from Tony Nguyenn asking for more bike lanes.
- Email from Kristin Lems about the need for a walk button at Emerson St and Dodge Ave.
- Two emails from Chris Haller offering a free trial of CiviComent.

All public comment received will be summarized and responded to in the 2017 Action Plan, and copies of written input will be included in the appendix.