



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, July 19, 2016

7:00 pm

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

AGENDA

- I. CALL TO ORDER / DECLARATION OF QUORUM**
- II. APPROVAL OF MEETING MINUTES FOR APRIL 19, 2016**
- III. ADDITIONAL FUNDING OPTIONS FOR 2016 CITY OF EVANSTON STREET REPAVING AND SNAP LIGHTING PROJECT**
- IV. FINALIZE 2017 CDBG APPLICATION REVIEW SCHEDULE**
 - a. September 8 - applicants for CDBG Public Services & Mental Health Board funds**
 - b. September 10 - Mental Health Board only**
 - c. September 20 - CDBG Public Facilities & Infrastructure**
 - d. September 27 - CDBG Funding Allocations**
- V. PUBLIC COMMENT**
- VI. STAFF REPORTS**
 - a. 2016 CDBG Updates**
 - b. Other business**
- VII. ADJOURNMENT**

Next Housing & Community Development Act Committee Meeting:
Tuesday, August 16, 2016 at 7:00 pm

Order of agenda items is subject to change

The City of Evanston is committed to ensuring accessibility for all residents. If an accommodation is needed to participate in this meeting, please contact Sarah Flax (847-448-8684; sflax@cityofevanston.org) 48 hours in advance so that arrangements can be made for the accommodation if possible.

La ciudad de Evanston esta comprometida a proveer accesibilidad a todos; si necesita facilidades adicionales para poder acudir a esta junta, por favor contacte Sarah Flax (847-448-8684; sflax@cityofevanston.org) con 48 horas de anticipación para que se hagan los arreglos necesarios para cumplir con su pedido si es posible.



HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, April 19, 2016

7:00 P.M.

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

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

Members Absent: Ald. Rainey, Ald. Braithwaite, M. Miro

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

Presiding Member: Ald. Holmes

CALL TO ORDER / DECLARATION OF QUORUM

Ald. Holmes declared a quorum of the Housing and Community Development Act Committee and called the meeting to order at 7:02pm.

APPROVAL OF MARCH 15, 2016 HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE MINUTES

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

BOARDS, COMMITTEES, AND COMMISSIONS CONSOLIDATION DISCUSSION

Members of the HCDA Committee agreed there is overlap as both HCDA and MHB fund social services throughout Evanston. It was agreed that there are benefits to making consolidated funding decisions, as some non-profits are funded by both MHB and CDBG. It would also be advantageous to have staff recommend which funding source is most appropriate for agencies/programs, taking into consideration that CDBG has more stringent regulations and delayed disbursement of resources.

HCDA Committee members recognized the knowledge and commitment of the MHB and noted that the HCDA Committee currently does not include any mental health experts. They also noted that MHB members may not have expertise in capital projects (majority of CDBG funding). There was some discussion over whether the proposed consolidation would affect the prioritization of mental health needs or services to address those needs. It was acknowledged that both CDBG and MHB fund mental health services but the majority of funding was for a broad range of social services to address the needs of Evanston's at risk residents.

The HCDA Committee agreed that a combined committee would need to have members with expertise in social services, mental health, and capital projects, as well as members from low-moderate income neighborhoods. It was noted that the aldermen on the HCDA Committee made it a Special Council Committee whose recommendations go directly to City Council, which is required to meet the current funding schedule.

PUBLIC COMMENT

No citizen comments.

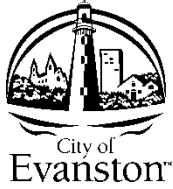
STAFF REPORTS

S. Flax noted that City staff would be submitting a summary of the committee/board consolidation discussion to the City Manager's Office for review and that a determination will be made at the following Rules Committee meeting.

IV. ADJOURNMENT

There being no further business, Ald. Holmes requested a motion to adjourn. It was moved by C. Goddard and seconded by J. Sanke. Motion passed unanimously and the meeting was adjourned at 8:34pm.

Respectfully submitted,
Nora Holden-Corbett
Grants and Compliance Specialist



Memorandum

To: Members of the Housing and Community Development Act Committee

From: Lara Biggs, Bureau Chief – Capital Planning & Engineering
Dan Manis, Senior Project Manager – Capital Planning & Engineering
Sarah Flax, Housing and Grants Administrator
Nora Holden-Corbett, Grants and Compliance Specialist

Subject: Additional Funding for CDBG City Streets and Lighting

Date: July 15, 2016

The Public Works Department recently received bids for the 2016 CDBG Street Resurfacing and SNAP Lighting Project. The lowest bid was nearly \$100,000 over budget, so additional funding options need to be explored. Otherwise, the City will need to look into options to drastically reduce the scope of work with the low bidder. Reducing the scope of work will negatively impact the economy of scale for this project and may not be acceptable to the low bidder.

Project Summary:

This project consists of the street resurfacing of two streets and the installation of additional streetlights at two locations. Work also includes the installation of infrastructure necessary to install a police camera on Mulford Street east of Callan Avenue.

2016 CDBG Street Resurfacing Locations		
Street	From	To
Grey Street	Emerson Street	Foster Street
Cleveland Street	Dewey Avenue	Dodge Avenue

2016 CDBG SNAP Lighting Locations		
Street	From	To
Payne Street	Dewey Avenue	Cul-de-Sac
Dewey Avenue	Payne Street	Cul-de-Sac
Mulford Street	At Cul-de-Sac east of Callan	

Funding Summary

- Funds Needed: **\$388,628**
- Current CDBG Funds Allocated: **\$276,049** (Street Resurfacing + SNAP Lighting + Unexpended Block Curb & Sidewalk)
- Other Sources: **\$15,480**
- Total: **\$291,529**
- Shortfall: **\$97,099**

Activity	Balance
2016 Street Resurfacing	\$ 168,436.00
2015 SNAP Lighting	\$ 59,786.26
2015 Block Curb & Sidewalk	\$ 47,827.11
2015 Alley Paving	\$ 141,665.90
2012 Essential Repairs Carryover	\$ 83,494.33

Proposed Remedy

Reallocate **\$83,494.33** in 2012 Essential Repairs Carryover and **\$13,604.67** in Alley Paving to existing allocated CDBG funds to make up for the \$97,099 shortfall. After the currently proposed project, 2015 Alley Paving in the amount of \$128,061.23 would be carried over for 2017 street improvement projects.

Staff recommends reallocating the City's 2012 Essential Repairs money to use the funds in a timely manner. This program was discontinued in 2015 as part of the restructure of the housing rehab program and the unexpended funds reserved for housing rehab projects. Due to higher than expected repayments to the loan fund, these entitlement funds have not been needed for housing rehab.

Application Process for 2017 Funding

Important HCDA Committee meeting dates outlined below

Meetings will be held in room 2402; dates and locations are subject to change

Tuesday, March 1 – deadline for agencies to submit suggestions/feedback from 2016 process

Tuesday, July 12, 2016 – Applications Open in ZoomGrants

Tuesday, July 12, 2016 – Pre-application meeting for agencies – Public Facilities 4p

Wednesday, July 13, 2016 – Pre-application meeting for agencies – Public Services 4p

Thursday, July 14, 2016 – Pre-application meeting for agencies – Public Services 9:30a

Tuesday, July 19, 2016 – Pre-application meeting for agencies – Public Facilities 9:30a

Tuesday, July 19, 2016 – HCDA meeting

Monday, August 1, 2016 – all applicants must submit a pre-application letter of intent by 4pm

Tuesday, August 16, 2016 – HCDA meeting

Friday, August 19, 2016 – All applications due in ZoomGrants

Monday, August 29, 2016 – Deadline for submitting questions to agencies scheduled for review 9/8/16

Wednesday, August 31, 2016 – Deadline for submitting questions to agencies scheduled for review 9/10/16

Thursday, September 8, 2016 – HCDA AND MHB: joint meeting and review/hearings

Friday, September 9, 2016 – Deadline for submitting questions to agencies scheduled for review 9/20/16

Saturday, September 10, 2016 – MHB ONLY: review applications/hearings

Tuesday, September 20, 2016 – HCDA ONLY: review applications/hearings

Tuesday, September 27, 2016 – CDBG funding decision

Tuesday, October 18, 2016 – HCDA meeting

Tuesday, November 15, 2016 – HCDA meeting (Draft 2017 Action Plan)

Tuesday, December 20, 2016 – HCDA meeting