Public Services

1. Mayor’s Summer Youth Employment Program & Certificate of Rehab
   2014 CDBG grant is $51,900, 2015 request is $85,000
   This grant funds two programs within the Department of Parks & Recreation and Community Services. The first is the Mayor’s Summer Youth Employment Program, which was founded in 1992 and has continued to expand, providing employment opportunities and job readiness / life skills to over 500 Evanston youth in 2014. CDBG funds are used for seasonal supervisor salaries for this program. In addition to employment, youth workers receive job readiness training through the Youth Job Center. The program was awarded $107,000 in June 2014 from the Cook County Department of Homeland Security to assist in expansion efforts to continue to grow the program.

   The Certificate of Rehab program focuses on Evanston residents with a criminal record who complete a rehabilitation program that includes a certificate of rehabilitation, which allows them to get their criminal conviction records partially or fully sealed or expunged. This removes a primary barrier to employment and economic self sufficiency. Outreach workers identify and engage youth and adults in the program. The City contracts with the Moran Center to provide legal services, including mentoring/instruction about the process from a licensed attorney, obtain all needed police and court records, submit required legal documents and represent participants in court. CDBG funds are used to pay for these services. The program served over 80 persons in its first year and continues to meet/exceed program goals.

2. Targeted Graffiti Removal
   2014 CDBG grant is $31,000, 2015 request is $42,273
   Program addresses graffiti tags on public property, by restoring the property and abating any physical deterioration of the neighborhood. Prompt removal of graffiti discourages further tagging; the Graffiti Removal Specialist reports any gang tagging to the Evanston Police Department, which helps track gang activities. The CDBG grant pays a portion of the salary and benefits of the Graffiti Removal Specialist and direct program expenses to remove graffiti from public property including signs and light posts in the public right of way in the CDBG target area. Work in the CDBG target area is over 50% of program activities, so request is for 50% of program costs with the remaining 50% from the City’s General Fund.

Public Facilities & Infrastructure

3. 2015 Block Curb & Sidewalk and ADA Ramps
   2014 CDBG grant is $50,000 and is being combined with 2013 funding of $85,800 for sidewalk along a section of Dempster St in west Evanston. 2015 request is $150,000
   Ongoing Public Improvement initiative, which replaces sections of sidewalk, ramps and curbs that are deteriorated and unsafe for public use. Locations are identified by staff, aldermen and the public. The improvements must be made in Census Tract Block Groups
where the LMI percentage is at or above the 45.13% (City of Evanston’s exception percentage as determined by HUD) or in the NRSA being proposed based on recently released LMI data, pending approval of the new NRSA by HUD.

4. **Alley Paving Project**
   2014 CDBG grant is $200,000 and is being carried over to 2015 to pave an alley in census block group 8096.02; 2015 CDBG request is $250,000
   Ongoing initiative in which unimproved alleys in primarily LMI residential areas are paved and drainage is installed. This provides improved access for residents, City services including garbage and recycling collection, fire and police. It also reduces incidents of rodent infestation, mosquitoes and other health hazards. Locations are identified by aldermen, staff and residents. The improvements will be made in qualified Census Block Groups where the LMI percentage is at or above the 45.13% (City of Evanston’s exception percentage as determined by HUD) the NRSA when approved, or in areas determined eligible through a survey of residents.

5. **Church & Brown Parking Lot**
   2015 request is $60,000
   Project is to repave the parking lot on the corner or Church & Brown, including an access driveway to improve ingress and egress. The project is 100% funded by CDBG. The location is in a census block group with 40.45% LMI population, so is not eligible for CDBG on that basis. However, it is part of the proposed NRSA, which when approved would make it eligible. An alternate method to determine eligibility would be to conduct a survey of residents that would be beneficiaries of the improvement.

6. **Foster Field Athletic Lighting Renovations**
   2015 request is $150,000
   Funds would be used to replace the aging athletic field lighting at Foster Field, which is failing. The field is located immediately north of the Fleetwood-Jourdain Community Center in an income eligible census block group with 61.17% LMI residents. Foster Field is heavily used for youth sports, including Jr Wildkit Football and Little League baseball. Sports activities would be limited to daytime hours, losing several hours of field use in spring and fall seasons if lighting is not improved. Design would be completed in 2015 and installation would be complete by mid-2016.

7. **Penny Park Renovations**
   2013 & 2014 CDBG funds (combined) is $52,000, 2015 request is $100,000
   This would be a third allocation of CDBG to Penny Park; CDBG would be combined with $500,000 in CIP funds for a total project budget of $650,000. Based on new LMI area data from HUD, neither census block group 8096.01 in which the park is located, nor census tract 8096 which is the primary area served by Penny Park, are income eligible for CDBG projects. Additional guidance relating to projects funded prior to the release of the new LMI data was provided by HUD in August and staff is working with the HUD Chicago field office staff to determine if it can be qualified using the prior LMI data, when originally funded.
8. **SNAP lighting**
   2014 CDBG grant is $25,000, 2015 request is $100,000
   This project improves neighborhood safety and security based on principles of Crime Prevention Through Environmental Design (CPTED) by increasing street lighting. Depending on project location and existing lighting, additional light poles may be installed and/or low-luminosity components of existing Talmadge street lights may be replaced with higher-luminosity components, providing improved lighting through installation of new functional components of the lights and retaining only the pole. Work will be undertaken in primarily residential neighborhoods with LMI income of 45.13% or higher, or in the NRSA being proposed as part of the 2015-2019 Consolidated Plan when approved. (The NRSA's map in the application was based on prior LMI data. Staff will ensure eligibility of the project area based on new LMI data and maps.)

9. **Alley Special Assessment Assistance**
   2014 CDBG grant is $5,000, 2015 request is $10,000
   This activity pays the alley special assessments for low/mod income homeowners to remove the financial burden of this infrastructure improvement for owner-occupied residences where alleys have been paved through the 50/50 program. Homeowners apply directly to the Community Development staff, who determines eligibility based on a household income at or below 80% of the area median income as determined by HUD. Additionally, homeowners must be up to date on taxes, water bills, etc., to receive assistance.

10. **City of Evanston Housing Rehabilitation Administration**
    2014 CDBG grant is $170,000, 2015 Request is $187,916
    CDBG is used to pay for the administration of the CDBG housing rehab program, including management of the revolving loan fund. Staff members paid (partially or in whole) by this allocation include the Housing Rehab Specialist who works directly with homeowners to determining project specs, gets competitive bids for the work and oversees contractors; a Customer Serve Representative who handles program intake, processes applications, completes and records loan documents and services the loan portfolio and the Division Manager, Building & Inspection Services, who oversees the program. Ongoing management of the loan portfolio is an important part of this activity to ensure that payments to the City are receipted, insurance is up to date and that owner occupants continue to reside in the property as their primary residence. In 2015, the Housing Rehab program will focus on properties with housing code violations, life safety issues including failing roofs, collapsed sewer laterals, lead based paint hazards, improving accessibility and other such work. Housing Rehab Administration is a CDBG funded program with no costs borne by the City’s general fund.

11. **Safe & Healthy Homes**
    2015 Request is $76,374 – new program request
This program would address housing rehab projects for income eligible seniors that are beyond the scope (and funding) of the Handyman Program, but smaller scale than projects traditionally undertaken through the Housing Rehab loan program. The anticipated activities undertaken would address safety and health-related items, such as installing ramps or grab bars, retrofitting flooring and other mobility-impairing items in the home and updating HVAC as required for health reasons. Although the program can qualify for CDBG funding, staff recommends funding a pilot program from the City’s Affordable Housing Fund. Use of local funds would reduce administrative costs for environmental reviews, simplify income certifications and other aspects of program implementation. Additionally, the program could serve households with incomes up to 100% AMI qualify for these important improvements.

12. Targeted Code Compliance
2014 CDBG grant is $362,132, 2015 Request is $378,438
This program is an important means of maintaining safe, sanitary housing and neighborhoods. CDBG funds are used for salaries & benefits, and other direct program costs for inspections of multi-family rental buildings in the CDBG Target Area and exterior inspections of low income neighborhoods with a history of code violations, fly dumping, etc. Inspections in the CDBG Target Area comprise approximately 75% of all code inspections. CDBG request is approximately 68% of program budget. Program is being modified in 2015 based on recommendations from the Safe & Healthy Homes Committee, a cross-departmental team of staff in Health, Community Development, Legal, Police and Fire departments. These include reducing inspections of properties found to be in compliance with code. In addition, a percentage of units in large buildings will be inspected rather than all units, increasing the thoroughness and quality of inspections. Landlords meeting standards and attending trainings will be recognized on the landlord resource webpage.

13. CDBG Housing Rehab Loan Fund
2015 Request is $100,000
This is to recapitalize the housing rehabilitation loan fund. Because most of the loan portfolio is in the form of title transfer loans, the loan fund is not revolving fast enough to continue to serve the demand. To date in 2014, rehab loan payments total less than $20,000 and there is a balance in the loan fund of about $75,000. In addition, larger multi-family projects including the 18-unit Ridge/Dobson rental and SHORE Services 5-unit townhomes funded recently have further depleted resources. Staff is evaluating different mechanisms at which to get the loan fund to revolve faster, but at this time recapitalization is necessary to continue to serve low and moderate income homeowners.

14. CDBG Administration (not in ZoomGrants)
2014 CDBG allocation is $324,936; 2015 request is $300,000 based on an estimated grant of 41,500,000

HUD allows up to 20% of current year grant amount plus current year program income for administrative costs of the CDBG program, including compliance and reporting.
City of Evanston – 2015 Community Development Block Grant  
CDBG Administration & Planning Application

Application Summary
Application Title/Project Name: CDBG Administration & Planning

Amount Requested: $300,000 or 20% of 2015 CDBG grant + 2015 program income

Applicant Information
Name: City of Evanston
Address: 2100 Ridge Ave, Evanston, IL 60201

Staff:  
Sarah Flax Telephone: 847-448-8684 Email: sflax@cityofevanston.org
April Jacobs 847-448-8166 ajacobs@cityofevanston.org

Description
CDBG Administration & Planning provides administrative oversight and management for the CDBG Program to ensure that funding is spent on programs and projects that address the needs of primarily low and moderate income residents per statute and as detailed in the City’s Consolidated Plan. In addition, staff monitors and reports on CDBG-funded projects to ensure compliance with Federal, State and City regulations and processes.

2015 will be the first year governed by the 2015-19 Consolidated Plan, which is currently under development. The plan will use new low/moderate income data recently released by HUD. The City’s CDBG Target Area and Neighborhood Revitalization Strategy Areas will change based on these data, impacting the areas in which projects qualified for CDBG funding using Low/Mod Income area may be undertaken. It is also the first time the Consolidated Plan, Annual Action Plans and Consolidated Annual Performance and Evaluation Reports will be developed in the Integrated Disbursement and Information Systems (IDIS) system, which is HUD’s database that recipients use to plan, report and draw down CDBG, HOME and ESG funds. Additionally, in 2015, it is anticipated the environmental review process will be completed through an electronic system that links with IDIS; staff time will be dedicated to learning the new processes related to HUD’s databases to ensure timely and accurate reporting of our grant activities and accomplishments.

Responsibilities include to:
- Prepare the City's 2014 Consolidated Annual Performance and Evaluation Report (CAPER) and submit to HUD for approval
- Manage HUD IDIS database (drawing funds & reporting activities/accomplishments)
- Staff the Housing & Community Development Act Committee and manage the CDBG application process
- Implement funded programs and projects, including providing technical assistance to subrecipients, developing subrecipient agreements, performing desk and site monitoring, reporting and compliance
City of Evanston – 2015 Community Development Block Grant
CDBG Administration & Planning Application

- Ensure compliance with Davis-Bacon and related wage acts on construction projects; file HUD 4710 and 2516 reports
- Section 3 compliance and reporting
- Environmental reviews for all CDBG, HOME and ESG projects and programs
- Financial management and reporting for CDBG, HOME and ESG programs, including providing information for the City and federal A-133 audits
- Implement programs such as Alley Special Assessment Assistance

Budget & Rationale
CDBG regulations permit entitlement communities to spend up to 20% of their annual grant plus current year program income on planning and administrative needs in order to maintain compliance with all requirements and achieve the goals of their Consolidated Plan. The proposed budget is based on an estimated 2015 CDBG grant of $1,500,000. Because the amount available for administration and planning is contingent on the grant amount, it is requested that 20% of the City's 2015 grant be allocated for CDBG Administration and Planning and up to 20% of 2015 program income be available for Administration & Planning, particularly if 20% of the grant is less than the proposed budget of $300,000.

Staff salaries and benefits equivalent to 2.6 FTEs are included in this budget: 80% of Housing & Grants Administrator, 75% of Grants & Compliance Specialist, 50% of Financial Analyst-Federal Grants, 40% of Housing Planner, and 15% of Senior Accountant.

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City of Evanston

2015 CDBG Public Improvements & Facilities - City of Evanston
8/27/2014 deadline

City of Evanston

Alley Paving Project

City of Evanston

2100 Ridge Avenue
Evanston, IL 60201
United States

Tel: 847-866-2967
Fax: 847-448-8118
Web: www.cityofevanston.org
DUNS:

Project Contact

sat nagar
snagar@cityofevanston.org
Tel: 847-866-2967

Additional Contacts

srobinson@cityofevanston.org

City Manager

Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 250,000 Requested
Submitted: 8/26/2014 9:14:12 AM (Pacific)

Pre-Application

1. Organization Type

☐ 501(c)(3) Organization
☐ Government Entity
☐ Other

2. Briefly describe your project, including location, timeline for completion and scope of work

2015 Alley paving project include paving the gravel alley with concrete pavement and storm drainage in the CDBG target area. The City staff will design the project in winter and construction is planned for summer 2015.

The existing Churh & Brown Parking Lot is a gravel lot. The proposed plan will convert this parking lot into an asphalt lot to accommodate the parking needs of the residents.

Application Questions

1. Type of organization

☐ Section 501(c)(3) Non-profit
☐ City of Evanston department
☐ Other government agency
☐ Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?

Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

The proposed alley paving project is located in 8th ward, the actual alley location to be finalized as per the new NRSA map.
3. **Project category and use of CDBG funds (check all that apply)**

- Rehabilitation, including deferred maintenance
- Property acquisition (building or site)
- New construction
- Accessibility improvements/ADA compliance
- Other: Alley Paving Project

4. **How will the project's eligibility for CDBG funding be established?**

   *If Area Benefit or Limited Clientele, upload appropriate documentation as noted.*

- Area Benefit (include map of service area in uploaded documents section)
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

5. **Is the facility in compliance with the Americans with Disabilities Act?**

- Yes
- No

6. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.

   NA

7. **Please check all items below that are applicable to this project**

- Compliant with zoning
- Requires zoning variance (attach preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other:
  - None of the above

8. **Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**

   NA

9. **Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.**

   The engineering staff will perform the topographic survey, prepare the construction drawings and the project will be awarded to the low bid contractor.

10. **Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**

    NA

11. **Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**

    The scope of this project is construct a concrete alley with storm drainage system.

12. **Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?**

    The paved alley will provide good drainage conditions, safe walking path and good riding surface to the residents.

13. **Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)**

    Sat Nagar
14. Provide a summary of your organization's mission and work. City of Evanston applicants, enter "NA" below.
NA

15. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct. Enter the name and title of the individual submitting this application.
Sat Nagar, P.E., City Engineer

Budget

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<td><strong>Total</strong></td>
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Documents

Documents Requested *
- Current year agency operating and capital budgets. (City of Evanston staff applicants, please upload a blank page)
- Audited financial statement or Form 990 for the most recent completed fiscal year.
- Board of Directors, including professional affiliations and home addresses.
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments.
- Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).
- Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in prior years only if changed).
- Articles of incorporation/bylaws (NEW APPLICANTS and agencies not funded in prior years).
- Brief biographies of key staff (NEW APPLICANTS and organizations funded in prior years with recent staff changes).
- Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (NEW APPLICANTS or previously funded agencies if changed).
- Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Required? Attached Documents *
- Budget
| Documentation of CDBG eligibility as indicated in Question 4 (map of service area if Area Benefit, form for income documentation if Limited Clientele). |
| Preliminary Zoning Analysis (if applicable based on Question 7). |
| Quotations or other pricing information used to develop your project estimate. |
| Wage Decision Documents |
| Wage Decision Documents |
| Appendices for agreements |
| Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc. |
| Financial Report-Period 1 |
| Source Documents-Period 2 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc. |
| Source Documents-Period 3 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc. |

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 32863

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Logout
Pre-Application

1. Organization Type
   - [ ] 501(c)(3) Organization
   - [X] Government Entity
   - [ ] Other

2. Briefly describe your project, including location, timeline for completion and scope of work
   The Alley Special Assessment program pays the special assessment for income eligible, owner occupied properties whose alleys are paved through the City's 50/50 program, relieving them of the financial burden of this important public improvement.

Application Questions

1. Type of organization
   - [X] Section 501(c)(3) Non-profit
   - [X] City of Evanston department
   - [ ] Other government agency
   - [ ] Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?
   Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

   Alley paving is one element of the City's strategy in the 2010-2014 Consolidated Plan to improve the livability of neighborhoods by providing better access for services such as garbage collection, phone, cable and electrical service providers, as well as fire and police. Property owners benefit from improved access to their garages, correction of drainage problems, and reduction of dust/dirt. In addition, paving unimproved alleys reduces costs borne by the City's General Fund for alley maintenance (gravel, grading, etc.).

   Most alleys are paved through the 50/50 cost sharing process, with property owners responsible for half the cost. Even with the option of paying over 10 years, this places a burden on low- and moderate-income homeowners. The Alley Special Assessment Assistance program is critical to getting property owners to approve petitions for paving because they are made aware that the assessments of owner-occupied dwelling units may be paid with CDBG for income-eligible households.
In 2014, two alleys are being paved through the 50/50 program. One alley is located in the 5th Ward north of Leonard Place and east of Wesley Avenue. The second alley is in the 6th Ward north of Thayer Street and east of Marcy Avenue. See attached map. LMI population is 63% in census block group 8093.03 and 15% in census block group 8089.03 based on 2006-2010 American Community Survey data. Although the percent LMI is high, especially in 8093, this includes residents of rental properties that are not eligible for Alley Special Assessment Assistance.

In addition, applications are received from homeowners who did not apply for assistance originally, but who have become eligible due to loss of income.

3. Project category and use of CDBG funds (check all that apply)

☐ Rehabilitation, including deferred maintenance
☐ Property acquisition (building or site)
☐ New construction
☐ Accessibility improvements/ADA compliance
☐ Other: Special Assessments for income qualified homeowners

4. How will the project's eligibility for CDBG funding be established?

If Area Benefit or Limited Clientele, upload appropriate documentation as noted.

☐ Area Benefit (include map of service area in uploaded documents section)
☐ Limited Clientele (include form used to document income in document upload section)
☐ Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
☐ Elimination of Slum/Blight (spot basis)

5. Is the facility in compliance with the Americans with Disabilities Act?

☐ Yes
☐ No

6. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there. NA

7. Please check all items below that are applicable to this project

☐ Compliant with zoning
☐ Requires zoning variance (attach preliminary zoning analysis)
☐ Project involves displacement/relocation of residents or businesses
☐ Property is currently on the tax rolls
☐ Project would change property tax status
☐ Other:
☐ None of the above

8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.

NA

9. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.

The Alley Special Assessment Assistance program has been implemented by Housing & Grants division staff for many years. The application form for Alley Special Assessment Assistance and accompanying letter are mailed to property owners with the notice of the assessment, usually in the spring or summer of the year following the paving project. Both the letter and application form are dual language (English and Spanish). Completed applications with appropriate documentation of City staff. Each is reviewed for eligibility by at least two staff members who have experience with income certifications. A letter is sent to each applicant informing them if they are eligible for assistance. For eligible applicants, the entire assessment is paid using CDBG funds allocated for this purpose. Ineligible applicants are reminded that they may pay the assessment over 10 years.

10. Provide the name and address of the property owner if different from the applicant. By providing this information,
you certify that you have approval of the owner(s) for the project.

NA

11. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

The timing of the mailing to property owners is determined by the completion of the paving project and the finalization of the special assessments by the City’s legal department. The application deadline is approximately four weeks after the mailing date. Applicants are notified of their eligibility status several weeks before the date by which the assessment must be paid in full in order to avoid interest charges.

Staff is often contacted by property owners when they are evaluating whether to support a petition for the 50/50 alley paving program that would result in a special assessment. Staff keeps a tickler file of homeowners who indicate they plan to apply for assistance and will phone or email them if they do not submit an application.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?

CDBG effectively leverages CIP funds on at least a one-to-one basis because without this program, many LMI homeowners would not approve petitions for alley paving through the 50/50 program. If CDBG is not allocated for this purpose, residents who were made aware of the program when petitions were circulated and whose decisions to vote in favor of having their alley paved were probably based on the understanding that they would receive assistance, will be negatively impacted. Historically most of the homeowners receiving assistance are seniors with very limited incomes, often exclusively social security.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)

NA

14. Provide a summary of your organization’s mission and work. City of Evanston applicants, enter "NA" below.

NA

15. All organizations receiving CDBG 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.” City of Evanston applicants, enter “NA” below.

NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Enter the name and title of the individual submitting this application.

Sarah Flax, Housing & grants Administrator

---

### Budget

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>Amount Requested</th>
<th>Amount Committed</th>
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<tbody>
<tr>
<td>Evanston CDBG</td>
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<td>$ 0.00</td>
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<td><strong>Total</strong></td>
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<table>
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<td><strong>$ 10,000.00</strong></td>
<td><strong>$ 10,000.00</strong></td>
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**Budget Narrative**

Paying special assessments of income eligible homeowners is an eligible use of CDBG that has enabled the City to improve alleys without placing undue financial burden on low and moderate income homeowners. There is no alternative source of funding for this program. Staff estimates that approximately $10,000 from prior year allocations for Alley Special Assessment Assistance will be carried over for this activity, providing $20,000 for use in 2015. If the need for assistance from eligible applications exceeds the amount of funding allocated, the City may allocate unspent funds from completed CDBG projects or elect to set eligibility for the program at 50% of area median income rather than 80%. If the Alley Special Assessment Assistance Program were eliminated, the number of alleys that would be paved through the 50/50 program would likely decline significantly.

### Documents

**Documents Requested** *

Current year agency operating and capital budgets.

(City of Evanston staff applicants, please upload a

**Required? Attached Documents** *

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9/12/2014
<table>
<thead>
<tr>
<th>Document Type</th>
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<td>year.</td>
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<tr>
<td>Board of Directors, including professional affiliations and home addresses.</td>
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<tr>
<td>Most recent annual report or a summary of the organization's prior year's</td>
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<tr>
<td>activities and accomplishments.</td>
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<td>Federal 501(c)(3) letter of determination verifying tax-exempt status</td>
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<td>(NEW APPLICANTS and agencies that have not received CDBG in the last three</td>
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<td>prior years).</td>
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<td>prior years with recent staff changes).</td>
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<td>Supplemental information relating to your project (photos, designs, drawings,</td>
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<tr>
<td>specifications, etc.) as applicable.</td>
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<tr>
<td>Documentation of CDBG eligibility as indicated in Question 4 (map of service</td>
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<tr>
<td>area if Area Benefit, form for income documentation if Limited Clientele).</td>
<td></td>
</tr>
<tr>
<td>Preliminary Zoning Analysis (if applicable based on Question 7).</td>
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<td>Quotations or other pricing information used to develop your project estimate.</td>
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<td>Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for</td>
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<td>construction work, certified payroll, time &amp; activity tracking for project</td>
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<td>management, etc.</td>
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*ZoomGrants™ is not responsible for the content of uploaded documents.*
City of Evanston

2015 Block Curb Sidewalk & ADA Ramp

City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
United States

Tel: 847-4488159
Fax: 847-4488118
Web: www.cityofevanston.org
DUNS: 36-6005870

Project Contact
Rajeev Dahal
rdahal@cityofevanston.org
Tel: 847-448-8159

Additional Contacts
srobinson@cityofevanston.org
snagar@cityofevanston.org

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 150,000 Requested
Submitted: 8/14/2014 11:15:38 AM (Pacific)

Pre-Application

1. Organization Type
   - 501(c)(3) Organization
   - Government Entity
   - Other

2. Briefly describe your project, including location, timeline for completion and scope of work
   The purpose of this project is to remove and replace the deteriorated blocks of sidewalk and curb in the CDBG target area. This program is necessary to ensure a safe pedestrian walkway in the target areas. The purpose of the ADA ramp is to remove and replace curb ramps that are not compliant with the ADA standards of accessibility. This situation often causes difficulty for people with disabilities, senior citizens, and well as other members of the public. This work will be done in conjunction with major scheduled infrastructure projects in 2015. Sites are also selected by requests and reviewed by staff and prioritized according to the amount of funds available for the year. $150,000 in funding is requested for 2015.

Application Questions

1. Type of organization
   - Section 501(c)(3) Non-profit
   - City of Evanston department
   - Other government agency
   - Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?
   Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

   The purpose of this project is to remove and replace the deteriorated blocks of sidewalk and curb in the CDBG target area. This program is necessary to ensure a safe pedestrian walkway in the target areas. The purpose of the ADA ramp is to remove and replace curb ramps that are not compliant with the ADA standards of accessibility. This situation often causes difficulty for people with disabilities, senior citizens, and well as other members of the public. This work will be done in conjunction with major scheduled infrastructure projects in 2015. Sites are also selected by requests and reviewed by staff and prioritized.
according to the amount of funds available for the year. $150,000 in funding is requested for 2015.

3. Project category and use of CDBG funds (check all that apply)
   - Rehabilitation, including deferred maintenance
   - Property acquisition (building or site)
   - New construction
   - Accessibility improvements/ADA compliance
   - Other:

4. How will the project's eligibility for CDBG funding be established?
   If Area Benefit or Limited Clientele, upload appropriate documentation as noted.
   - Area Benefit (include map of service area in uploaded documents section)
   - Limited Clientele (include form used to document income in document upload section)
   - Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
   - Elimination of Slum/Blight (spot basis)

5. Is the facility in compliance with the Americans with Disabilities Act?
   - Yes
   - No

6. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.
   NA

7. Please check all items below that are applicable to this project
   - Compliant with zoning
   - Requires zoning variance (attach preliminary zoning analysis)
   - Project involves displacement/relocation of residents or businesses
   - Property is currently on the tax rolls
   - Project would change property tax status
   - Other:
     - None of the above

8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.
   NA

9. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.
   The project will be designed by City Engineering staff. City Engineering staff will also provide construction supervision and administration.

10. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.
    NA

11. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc. The locations will be selected in early 2015. Then it will be designed and constructed in the Summer/Fall of 2015.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?
    This program will increase pedestrian safety and provide accessibility in the targeted CDBG areas in the City.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
14. Provide a summary of your organization's mission and work. City of Evanston applicants, enter "NA" below.
NA

15. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct. Enter the name and title of the individual submitting this application.
Rajeev Dahal, Senior Project Manager, Infrastructure & Engineering Division, Department of Public Works

### Budget

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>Amount Requested</th>
<th>Amount Committed</th>
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<tbody>
<tr>
<td>Evanston CDBG</td>
<td>$150,000.00</td>
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<tr>
<td>Total</td>
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<th>Total Project Budget</th>
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<tr>
<td>Acquisition</td>
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<td>Architectural &amp; Engineering costs</td>
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<td>Permits &amp; Fees</td>
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<tr>
<td>Construction/rehabilitation</td>
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<tr>
<td>Total</td>
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<td>$0.00</td>
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</table>

### Budget Narrative

$150,000 is the funding amount requested from CDBG grants. This amount will allow City staff to construct a few blocks of curbs, sidewalks, and ADA ramps based on previous construction costs.

### Documents

**Documents Requested * Required?**

- Current year agency operating and capital budgets. (City of Evanston staff applicants, please upload a blank page)
- Audited financial statement or Form 990 for the most recent completed fiscal year.
- Board of Directors, including professional affiliations and home addresses.
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments.
- Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).
- Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in prior years only if changed).
- Articles of incorporation/bylaws (NEW APPLICANTS and agencies not funded in prior years).
- Brief biographies of key staff (NEW APPLICANTS and organizations funded in prior years with recent staff changes).
- Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for

**Attached Documents *

- [2015 CDBG Block Curb Sidewalk Ramp Budget](#)
providing a written response (NEW APPLICANTS or previously funded agencies if changed).

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 4 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Preliminary Zoning Analysis (if applicable based on Question 7).

Quotations or other pricing information used to develop your project estimate.

Wage Decision Documents

Wage Decision Documents

Appendices for agreements

Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.

Financial Report-Period 1

Source Documents-Period 2 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


Source Documents-Period 3 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


* ZoomGrants™ is not responsible for the content of uploaded documents.
City of Evanston/Community Development
CDBG Housing Rehab Loan Fund

City of Evanston/Community Development
2100 Ridge Ave
Evanston, IL 60201
United States
Tel: 847-448-8684
Fax: 847-448-8126
Web: www.cityofevanston.org
EIN: 36-6005870
DUNS:

Project Contact
Sarah Flax
cdbg@cityofevanston.org
Tel: 847-448-8684

Additional Contacts
ajacobs@cityofevanston.org

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Pre-Application

1. What type of organization are you?
   - 501(c)(3) Organization
   - Governmental Entity
   - For-profit Business
   - Other

2. Briefly describe your program, including anticipated goals and outcomes
   Recapitalization of the CDBG Loan Fund to fund housing rehab activities in 2015

Application Questions

1. Type of organization
   - Section 501(c)(3) Non-profit
   - City of Evanston department
   - Other government agency
   - Other:

2. Provide a summary of your program, including the needs identified in the Consolidated Plan that it addresses. Describe the scope of work for individual properties and how CDBG will be used. How are properties identified for your program?
   CDBG Housing Rehab projects have been funded from the City’s Revolving Loan Fund for many years. Payments on existing loans are used for new projects. Although the loan fund has a balance of over $2 million, most of the loans are title transfer rather than amortizing and do not have a regular payment schedule. The cash balance of the fund has been reduced to under $100,000. If payments are not received during the year, this could result in lack of funding for new projects/loans.

   Based on the low cash balance in the loan fund, it is necessary to recapitalize the program in order to ensure projects can be undertaken in 2015. The request is for $100,000 of entitlement in addition to all income from paid loans.

3. Identify the categories of need your program addresses (check all that apply)
   - Rehabilitation of owner-occupied housing
4. If this is a new program, explain how the need for it was identified. If existing, when was it founded and how has it grown or changed?
CDBG Housing Rehab has been a funded activity since the inception of the CDBG program in 1974. In recent years, most loans are made as title transfer rather than amortizing because many of the owner occupants receiving loans are seniors living on fixed incomes that do not exceed 50% of the area median income. They do not have the means to take on additional payments and are ineligible for conventional financing. CDBG Housing Rehab prioritizes properties with life safety issues, code violations or other rehab needs in order to maintain safe and sanitary housing for low and moderate income residents and improve accessibility for persons with disabilities and the elderly. Although loans for single family properties may be up to $50,000, the scope of rehab is limited to work deemed necessary to achieve program objectives. CDBG cannot be used to expand habitable space.

5. Provide the estimated number of housing units your program will address in 2015. If an existing program, provide estimated numbers for 2014.
For acquisition and rehab, single-family housing units must be occupied by low/moderate income households at completion. If multi-family, at least 51% of units must be occupied by low/moderate income households at completion.

<table>
<thead>
<tr>
<th>2015 single-family housing units</th>
<th>2014 single-family housing units</th>
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<tr>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>69.00</td>
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</tbody>
</table>

6. Provide address(es) of the property(ies) if known. If not known, explain how properties will be selected and the scope of work determined. How will CDBG funds be used?
If identification of code violations, describe the types of properties and the area or neighborhoods in which the program will be undertaken.
Addresses are not known at this time. Applications are accepted on a rolling basis throughout the year.

7. Describe your housing program, including whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how the property(ies) are managed and tenants are selected.
See Housing Rehab Administration for process.

8. Does the program include special needs housing?
Check all that apply.

- Senior citizens
- Homeless individuals or families
- Individuals with disabilities (physical, mental or developmental)
- Other:
- Not applicable
9. Describe how your process for determining income eligibility, including documentation, and any selection criteria for your program.
   Household income is determined using HUD Part 5 methodology.

10. Does your program comply with Fair Housing laws and accessibility requirements (504), if applicable?
   - [ ] Yes
   - [ ] No

11. Describe how you market your program to low/moderate income households and your efforts to affirmatively further fair housing.
    City of Evanston website, ward meetings, referrals from Property Standards, etc.

12. Is your program office in compliance with the Americans with Disabilities Act?
   - [ ] Yes
   - [ ] No
   - [ ] Not applicable

13. If no, describe what areas are not compliant and what accommodations will be made to enable individuals with disabilities to benefit. Does your organization have experience making accommodations for the disabled?
   If yes or not applicable, enter "NA" below.
   NA

14. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
    NA

15. Provide a summary of your organization’s mission and work. (City of Evanston applicants, enter "NA" below.)
    NA

16. All organizations receiving CDBG 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.” City of Evanston applicants, enter “NA” below.
    NA

17. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
    Enter the name and title of the individual submitting this application.
    Sarah Flax, Housing & Grants Administrator

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**Budget**

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<tr>
<th>Funding Sources/Revenues</th>
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<td>$ 150,000.00</td>
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**Budget Narrative**

Funding is used for loans and/or grants to rehab housing units for low- and moderate income residents; no staffing costs are funded in this activity. In 2015, entitlement funding is requested because the cash balance in the loan fund is insufficient to maintain the program in 2015.

**Documents**

<table>
<thead>
<tr>
<th>Documents Requested *</th>
<th>Required? Attached Documents *</th>
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<th>Document Requirements</th>
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<td>Current year agency operating budget. (City of Evanston applicants, please upload a blank page.)</td>
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<td>![ ]</td>
</tr>
<tr>
<td>Form used to document income of participating households to establish CDBG eligibility.</td>
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Application ID: 33017
City of Evanston

2015 CDBG Public Improvements & Facilities - City of Evanston
8/27/2014 deadline

City of Evanston

Church & Brown Parking Lot

City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
United States

Tel: 847-866-2967
Fax: 847-448-8118
Web: www.cityofevanston.org
EIN: 36-0000000
DUNS:

Project Contact
sat nagar
snagar@cityofevanston.org
Tel: 847-866-2967

Additional Contacts
srobinson@cityofevanston.org

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 60,000 Requested
Submitted: 8/26/2014 3:50:01 PM (Pacific)

Pre-Application

1. Organization Type
   - 501(c)(3) Organization
   - Government Entity
   - Other

2. Briefly describe your project, including location, timeline for completion and scope of work
   The existing unpaved Church & Brown parking lot will be paved with necessary access driveway.

Application Questions

1. Type of organization
   - Section 501(c)(3) Non-profit
   - City of Evanston department
   - Other government agency
   - Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?
   Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.
   The unpaved parking lot is located at Church & Brown. This parking lot will be paved to provide additional resident parking.

3. Project category and use of CDBG funds (check all that apply)
   - Rehabilitation, including deferred maintenance
   - Property acquisition (building or site)
   - New construction
   - Accessibility improvements/ADA compliance
4. How will the project's eligibility for CDBG funding be established?
   If Area Benefit or Limited Clientele, upload appropriate documentation as noted.
   - Area Benefit (include map of service area in uploaded documents section)
   - Limited Clientele (include form used to document income in document upload section)
   - Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
   - Elimination of Slum/Blight (spot basis)

5. Is the facility in compliance with the Americans with Disabilities Act?
   - Yes
   - No

6. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.
   NA

7. Please check all items below that are applicable to this project
   - Compliant with zoning
   - Requires zoning variance (attach preliminary zoning analysis)
   - Project involves displacement/relocation of residents or businesses
   - Property is currently on the tax rolls
   - Property or project would change property tax status
   - Other:
     - None of the above

8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.
   NA

9. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.
   This project will be designed by the in house engineering staff and construction is planned for summer 2015.

10. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.
    NA

11. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.
    As part of the project the parking lot will be paved in summer 2015. The design will be complete in winter 2014.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?
    NA

13. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
    NA

14. Provide a summary of your organization's mission and work. City of Evanston applicants, enter "NA" below.
    NA

15. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
    NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
**Enter the name and title of the individual submitting this application.**
Sat Nagar, P.E., City Engineer

### Budget

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>Amount Requested</th>
<th>Amount Committed</th>
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<tr>
<td>Acquisition</td>
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<tr>
<td>Total</td>
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<td>$ 0.00</td>
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### Documents

**Documents Requested * **
Current year agency operating and capital budgets. (City of Evanston staff applicants, please upload a blank page)

- Audited financial statement or Form 990 for the most recent completed fiscal year.
- Board of Directors, including professional affiliations and home addresses.
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments.
- Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).
- Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in prior years only if changed).
- Articles of incorporation/bylaws (NEW APPLICANTS and agencies not funded in prior years).
- Brief biographies of key staff (NEW APPLICANTS and organizations funded in prior years with recent staff changes).
- Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (NEW APPLICANTS or previously funded agencies if changed).
- Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.
- Documentation of CDBG eligibility as indicated in Question 4 (map of service area if Area Benefit, form for income documentation if Limited Clientele).
- Preliminary Zoning Analysis (if applicable based on Question 7).
- Quotations or other pricing information used to develop your project estimate.
- Wage Decision Documents

**Required? Attached Documents * **

- Budget
Wage Decision Documents

Appendices for agreements

Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.

Financial Report-Period 1

Source Documents-Period 2 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


Source Documents-Period 3 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


* ZoomGrants™ is not responsible for the content of uploaded documents.
City of Evanston

Foster Field Athletic Lighting Renovations

City of Evanston

Project Contact
Stefanie Levine
slevine@cityofevanston.org
Tel: 847-448-8043

Additional Contacts
none entered

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 150,000 Requested
Submitted: 8/26/2014 6:34:35 AM (Pacific)

Pre-Application

1. Organization Type
- [ ] 501(c)(3) Organization
- [X] Government Entity
- [ ] Other

2. Briefly describe your project, including location, timeline for completion and scope of work
This project will replace deteriorated athletic lighting at Foster Field located at the intersection of Simpson and Ashland, immediately north of the Fleetwood-Jourdain Community Center. This park is located in census tract 8092 with a combined low / moderate income percentage of 55.42%.

Improvements will include new athletic lighting for the football and softball field. Construction is anticipated in 2016. As a result this funding request is associated with design and bidding in 2015 with remaining funds to be used for construction in 2016.

The existing athletic lighting at Foster Field are in a highly deteriorated state and must be replaced.

Application Questions

1. Type of organization
- [ ] Section 501(c)(3) Non-profit
- [X] City of Evanston department
- [ ] Other government agency
- [ ] Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?
Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

This project will replace the deteriorated athletic lighting at Foster Field (located just north of the Fleetwood-Jourdain Community Center (1655 Foster Street)). The athletic lighting at this park was installed over 40 years ago. Foster Field is located in census tract 8092 with a combined low / moderate income percentage of 55.42%. Please note that the City is an exception community. As a result, the City's threshold for CDBG eligibility is 50.3% not 51%.
Foster Field is utilized daily by a variety of sports affiliate organizations for soccer, football, baseball and softball programs. The athletic lighting is critical to facility use during evening hours. Due to age and resulting deterioration the existing athletic lighting system is failing. In spring 2014, one of the light poles was removed due to concerns regarding structural failure.

There is no change in beneficiaries anticipated from this improvement.

Improvements to park and recreation facilities for low and moderate income residents is a defined high priority goal of the 2010-2014 Consolidated Plan.

3. Project category and use of CDBG funds (check all that apply)
   - Rehabilitation, including deferred maintenance
   - Property acquisition (building or site)
   - New construction
   - Accessibility improvements/ADA compliance
   - Other:

4. How will the project's eligibility for CDBG funding be established?
   If Area Benefit or Limited Clientele, upload appropriate documentation as noted.
   - Area Benefit (include map of service area in uploaded documents section)
   - Limited Clientele (include form used to document income in document upload section)
   - Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
   - Elimination of Slum/Blight (spot basis)

5. Is the facility in compliance with the Americans with Disabilities Act?
   - Yes
   - No

6. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there. NA

7. Please check all items below that are applicable to this project
   - Compliant with zoning
   - Requires zoning variance (attach preliminary zoning analysis)
   - Project involves displacement/relocation of residents or businesses
   - Property is currently on the tax rolls
   - Project would change property tax status
   - Other:
   - None of the above

8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.
   The project is compliant with current zoning regulations.

9. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.
   City staff regularly works on projects similar to this grant request and is fully capable and ready to implement the project.

10. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.
    N/A

11. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.
    The project scope will include removal and replacement of the existing athletic lighting system.
The anticipated project schedule is to perform design in 2015, bid the project in early 2016 and construct the improvements in 2016.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?
The project will provide safe and operational athletic lighting at Foster Field for the wide variety of sports activities and users which frequent the park. Failure to implement these improvements long term will result in the need to remove the existing athletic lighting system, which will limit sports activities to daytime hours only.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
NA

14. Provide a summary of your organization's mission and work. City of Evanston applicants, enter "NA" below.
NA

15. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct. Enter the name and title of the individual submitting this application.
Stefanie Levine, PLA, Senior Project Manager

### Budget

<table>
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<tr>
<th>Funding Sources/Revenues</th>
<th>Amount Requested</th>
<th>Amount Committed</th>
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<tr>
<td>Construction/rehabilitation</td>
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<td><strong>Total</strong></td>
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<td><strong>$ 150,000.00</strong></td>
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</table>

**Budget Narrative**
In addition to CDBG, the City plans to apply for funding to support the project in the pending 2016 CIP.

Costs were determined by staff with the assistance of a budget quote provided by an athletic lighting manufacturer.

### Documents

<table>
<thead>
<tr>
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<th>Attached Documents *</th>
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Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in prior years only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS and agencies not funded in prior years).

Brief biographies of key staff (NEW APPLICANTS and organizations funded in prior years with recent staff changes).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (NEW APPLICANTS or previously funded agencies if changed).

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 4 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Preliminary Zoning Analysis (if applicable based on Question 7).

Quotations or other pricing information used to develop your project estimate.

Wage Decision Documents

Wage Decision Documents

Appendices for agreements

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*ZoomGrants™ is not responsible for the content of uploaded documents.*
City of Evanston-Housing Rehabilitation Administration

Project Contact
Jeffrey Murphy
jmurphy@cityofevanston.org
Tel: 847-448-8030

Additional Contacts
none entered

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 187,916 Requested
Submitted: 8/27/2014 3:25:10 PM (Pacific)

Pre-Application

1. What type of organization are you?
   - 501(c)(3) Organization
   - Governmental Entity [✓]
   - For-profit Business
   - Other

2. Briefly describe your program, including anticipated goals and outcomes
   The City of Evanston is dedicated to promoting safe, sanitary, and decent housing for its citizens. The CDBG Housing Rehabilitation Program strives to encourage the revitalization, preservation, and stabilization of Evanston neighborhoods by: enabling low to moderate income families, who may not be able to obtain conventional financing, the opportunity to rehabilitate their homes; and conserve and rehabilitate multi-family housing for moderate to low-income households. Another goal of the CDBG Housing Rehabilitation Program is to reduce household utility costs by incorporating energy conservation techniques during the rehabilitation process. Emergency financial and technical assistance is especially important during the winter season; therefore the CDBG Housing Rehabilitation program offers emergency assistance to eligible households for the replacement of furnaces, roofs, hot water heaters, and structural defects that may make a home unlivable.

Application Questions

1. Type of organization
   - Section 501(c)(3) Non-profit
   - City of Evanston department [✓]
   - Other government agency
   - Other:

2. Provide a summary of your program, including the needs identified in the Consolidated Plan that it addresses. Describe the scope of work for individual properties and how CDBG will be used. How are properties identified for your program?
   The division administers several programs, including:
   * Owner occupied One- two and three-family, multifamily, and condominium rehabs
   * Self-help exterior paint
   * Emergency and abandoned building rehabs
* Garage demolition and the Diseased Tree Removal Program
* Essential Services Grant Program (New for 2013)

Very low or no-interest loans enable low- and moderate-income property owners who do not qualify for most financing to make repairs and improvements to maintain their property. One, Two and Three unit owner occupied buildings may qualify for 0% interest loans which are re-paid when the property is sold or ownership transferred. Investor owned properties may qualify for very low rates as long as 51% of their tenant’s income qualifies. Housing Rehabilitation projects help low and moderate-income households obtain needed repairs and improvements to their homes typically with no increase in monthly housing expenses and enable homeowners to remain in their homes, which would be difficult to accomplish using market-rate loans. The division assists low to moderate income (LMI) homeowners, including providing technical assistance to homeowners regarding tax, title, credit, and other eligibility issues.

Common rehab projects include basic building improvements such as roofing, heating, electrical, plumbing, walls, floors, doors, weatherization and windows. The Housing Rehabilitation division addresses and incorporates HUD Lead-Based Paint regulations within the scope of work on housing rehab projects, and works closely with the City of Evanston Health Department in utilizing Cook County Lead-Based Paint grants to supplement Housing Rehab projects.

3. Identify the categories of need your program addresses (check all that apply)
- Rehabilitation of owner-occupied housing
- Rehabilitation of rental housing
- Rehab limited to energy and water efficiency
- Rehab limited to security features
- Essential repairs to address life safety
- Rehab limited to correction of code violations
- Paint & painting supplies only
- Acquisition of property for housing
- Conversion of non-residential building(s) to housing
- Identification of code violations only
- Small-scale repairs only
- Other:

4. If this is a new program, explain how the need for it was identified. If existing, when was it founded and how has it grown or changed?
The Housing Rehabilitation Program was founded in the late 1970's. Initially clients were offered low interest financing and technical expertise to rehabilitate their owner occupied homes. In the mid-1980's there was a program change and low interest loans were replaced with 0% interest loans. More recent changes allow low to moderate income (LMI) condominium owners an opportunity to participate in the Condominium Program. In 2014 the Essential Repair Program served LMI applicants in need of emergency repairs that address life-safety issues which would otherwise prohibit them from occupying their homes.

5. Provide the estimated number of housing units your program will address in 2015. If an existing program, provide estimated numbers for 2014.
For acquisition and rehab, single-family, housing units must be occupied by low/moderate income households at completion. If multi-family, at least 51% of units must be occupied by low/moderate income households at completion.

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<tr>
<th>2014 Count</th>
<th>2015 Count</th>
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<tr>
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<td>18</td>
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<tr>
<td>26</td>
<td>2014 multi-family units occupied by low/moderate income households</td>
</tr>
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</table>

86.00 TOTAL

6. Provide address(es) of the property(ies) if known. If not known, explain how properties will be selected and the scope of work determined. How will CDBG funds be used?
If identification of code violations, describe the types of properties and the area or neighborhoods in which the program will be
Clients will be located in the Community Development Block Grant (CDBG) target areas. The scope of work will be determined by the Housing Rehabilitation Specialist and the available project funding. Income eligibility is based on family size and income limits for the Chicago MSA including Cook County published HUD. The committee then approves or rejects the application based on the supporting documents and with consideration of the recommendation of the Rehab Specialist.

7. Describe your housing program, including whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how the property(ies) are managed and tenants are selected.
   Investor owned multi-family clients must demonstrate that 51% of their rental units are occupied by LMI households. Administration works with the Housing Planner to ensure that rental rates for LMI households meet HUD affordability requirements. Single family owner occupied households must demonstrate on their application for assistance that they meet low to moderate income eligibility requirements. Staff provides the income eligibility requirements with the application packet since the income qualification is based on household size.

8. Does the program include special needs housing?
   Check all that apply.
   - Senior citizens
   - Homeless individuals or families
   - Individuals with disabilities (physical, mental or developmental)
   - Other:
   - Not applicable

9. Describe how your process for determining income eligibility, including documentation, and any selection criteria for your program.
   The program uses the method prescribed by 24 CFR Part 5 and the manual "Determining Income and Allowances" (2005) published by HUD for determining income eligibility. The Housing Rehabilitation Specialist brings completed applications with supporting verification documents, including an appraisal of the property with his recommendation to a CDBG Loan Committee made up of Department staff with housing and loan underwriting expertise.

10. Does your program comply with Fair Housing laws and accessibility requirements (504), if applicable?
   - Yes
   - No

11. Describe how you market your program to low/moderate income households and your efforts to affirmatively further fair housing.
   The program is advertised on the City of Evanston website, community meetings, brochures, and word of mouth.

12. Is your program office in compliance with the Americans with Disabilities Act?
   - Yes
   - No
   - Not applicable

13. If no, describe what areas are not compliant and what accommodations will be made to enable individuals with disabilities to benefit. Does your organization have experience making accommodations for the disabled?
   If yes or not applicable, enter "NA" below.
   NA

14. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
   NA

15. Provide a summary of your organization's mission and work. (City of Evanston applicants, enter "NA" below.)
   NA

16. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
   NA

17. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Jeffrey Murphy- Division Manager, Building & Inspection Services

### Budget

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<th>Funding Sources/Revenues</th>
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### Budget Narrative

Housing Rehab Specialist Ted Partika- $114,470 (100%)
Support Staff Christine Rennord- $43,599(60%)
Division Manager Jeff Murphy- $22,373(15%)

### Documents

**Documents Requested * Required? Attached Documents * **

- Current year agency operating budget. (City of Evanston applicants, please upload a blank page.)
- Audited financial statement or Form 990 for the most recent completed fiscal year
- Board of Directors, including professional affiliations and home addresses.
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments.
- Federal 501(c)(3) letter of determination verifying tax-exempt status (agencies that have not received CDBG in the last three years)
- Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (new applicants or organizations funded in prior years only if changed)
- Articles of incorporation/bylaws (agencies not funded in prior years)
- Brief biographies of key staff/agencies not funded in prior years or agencies with recent staff changes.
- Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (new applicants or previously funded agencies if changed)
- Form used to document income of participating households to establish CDBG eligibility.
For projects, quotations or other pricing information used to develop your budget.

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 32831
City of Evanston

2015 CDBG Public Improvements & Facilities - City of Evanston
8/27/2014 deadline

City of Evanston

Penny Park Renovations

City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
Tel: 847-448-8043
Fax: 847-448-8118
Web: cityofevanston.org
EIN: 36-6005870
DUNS:

Project Contact
Stefanie Levine
slevine@cityofevanston.org
Tel: 847-448-8043

Additional Contacts

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 100,000 Requested
Submitted: 8/26/2014 6:33:37 AM
(Pacific)

Pre-Application

1. Organization Type

☐ 501(c)(3) Organization
☐ Government Entity
☐ Other

2. Briefly describe your project, including location, timeline for completion and scope of work

This project will provide needed renovations to the playground at Penny Park located at the intersection of Lake and Ashland. This park serves residents located in census block 8096 with a combined low / moderate income percentage of 50.5%. Please note that the City is an exception community. As a result, the City’s threshold for CDBG eligibility is 50.3% not 51%.

Improvements will include new playground equipment and surfacing (serving ages 2-5 and 5-12) and new site furnishings. Construction is anticipated in 2015.

Existing play equipment is non-compliant with ADA, ASTM and CPSC requirements. The existing play equipment was installed in 1991 as part of a community build project and is constructed entirely out of treated lumber. As a result of its age and the wood materials used, the play equipment is deteriorating and creating hazards for park users.

Application Questions

1. Type of organization

☐ Section 501(c)(3) Non-profit
☐ City of Evanston department
☐ Other government agency
☐ Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?

Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

This project will provide needed renovations to the park and playground at Penny Park located at the intersection of Lake and Ashland. This park serves residents located in census block 8096 with a combined low / moderate income percentage of 50.5%. Please note that the City is an exception community. As a result, the City’s threshold for CDBG eligibility is 50.3% not 51%.
Improvements will include new playground equipment and surfacing (serving ages 2-5 and 5-12) and new site furnishings. Construction is anticipated to occur in 2015.

Playground equipment is non compliant with ADA, ASTM and CPSC requirements. The existing equipment at this park was installed in 1991 as part of a community build project. The equipment is constructed entirely of treated lumber and as a result of its age is deteriorating and creating hazards for park users.

Improvements to park and recreation facilities for low and moderate income residents is a defined high priority goal of the 2010-2014 Consolidated Plan.

3. Project category and use of CDBG funds (check all that apply)
   - Rehabilitation, including deferred maintenance
   - Property acquisition (building or site)
   - New construction
   - Accessibility improvements/ADA compliance
   - Other:

4. How will the project's eligibility for CDBG funding be established?
   If Area Benefit or Limited Clientele, upload appropriate documentation as noted.
   - Area Benefit (include map of service area in uploaded documents section)
   - Limited Clientele (include form used to document income in document upload section)
   - Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
   - Elimination of Slum/Blight (spot basis)

5. Is the facility in compliance with the Americans with Disabilities Act?
   - Yes
   - No

6. If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.
   NA

7. Please check all items below that are applicable to this project
   - Compliant with zoning
   - Requires zoning variance (attach preliminary zoning analysis)
   - Project involves displacement/relocation of residents or businesses
   - Property is currently on the tax rolls
   - Project would change property tax status
   - Other:
     - None of the above

8. Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.
   This project is compliant with current zoning regulations.

9. Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.
   City staff regularly works on projects similar to this grant request and is fully capable and ready to implement the project. A public process to determine the play equipment design was conducted on March 27, 2014.

10. Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.
   N/A

11. Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues.
relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc. The project scope will include new playground equipment and new site furnishings.

The proposed schedule is to prepare construction documents in winter/spring 2015, bid the project in spring 2015 and construct the improvements in summer 2015.

It is currently anticipated that the community will participate in construction of the play equipment.

12. Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?
This project will substantially improve both the appearance, function and safety of this vital public park for area residents. Existing facilities at this location are out of compliance with codes and standards. Existing equipment is deteriorated and creates a variety of hazards for children. The park's appearance is deteriorating, creating a negative environment for the neighborhood.

13. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
NA

14. Provide a summary of your organization's mission and work. City of Evanston applicants, enter "NA" below.
NA

15. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Stefanie Levine, PLA, Senior Project Manager

**Budget**

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>Amount Requested</th>
<th>Amount Committed</th>
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<tr>
<td>Evanston CDBG</td>
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<tr>
<td>CIP (2015)</td>
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<table>
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<th>Funding Uses/Expenses</th>
<th>Total Project Budget</th>
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<tr>
<td>Acquisition</td>
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<tr>
<td>Architectural &amp; Engineering costs</td>
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<td>Permits &amp; Fees</td>
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<tr>
<td>Construction/rehabilitation</td>
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<td><strong>Total</strong></td>
<td><strong>$ 650,000.00</strong></td>
<td><strong>$ 150,000.00</strong></td>
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</table>

**Budget Narrative**
In addition to CDBG funds, staff secured $100,000 in CIP funds for this project in FY 2013. Staff plans to make an additional request for CIP funding in FY 2015 for project construction.

Costs were determined through staff estimates prepared with the assistance of the project's consultant play equipment designers.

**Documents**

<table>
<thead>
<tr>
<th>Documents Requested *</th>
<th>Required?</th>
<th>Attached Documents *</th>
</tr>
</thead>
<tbody>
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<td>Current year agency operating and capital budgets. (City of Evanston staff applicants, please upload a blank page)</td>
<td>[pdf]</td>
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Most recent annual report or a summary of the organization's prior year's activities and accomplishments.

Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

Non-discrimination & equal employment opportunity policies, and Affirmative Action Plan (NEW APPLICANTS or organizations funded in prior years only if changed).

Articles of incorporation/bylaws (NEW APPLICANTS and agencies not funded in prior years).

Brief biographies of key staff (NEW APPLICANTS and organizations funded in prior years with recent staff changes).

Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (NEW APPLICANTS or previously funded agencies if changed).

Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

Documentation of CDBG eligibility as indicated in Question 4 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

Preliminary Zoning Analysis (if applicable based on Question 7).

Quotations or other pricing information used to develop your project estimate.

Wage Decision Documents

Wage Decision Documents

Appendices for agreements

Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.

Financial Report-Period 1

Source Documents-Period 2 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


Source Documents-Period 3 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


* ZoomGrants™ is not responsible for the content of uploaded documents.
2015 CDBG Housing - City of Evanston
8/27/2014 deadline

City of Evanston

Safe and Healthy Homes

City of Evanston

Project Contact
Carl Caneva
ccaneva@cityofevanston.org
Tel: 8478597831

Additional Contacts
Christina Ferguson, Evonda Thomas-Smith

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 76,374 Requested
Submitted: 8/27/2014 11:01:25 AM (Pacific)

Pre-Application

1. What type of organization are you?
   - [ ] 501(c)(3) Organization
   - [x] Governmental Entity
   - [ ] For-profit Business
   - [ ] Other

2. Briefly describe your program, including anticipated goals and outcomes
   The program will bridge the gap between the Handyman Program and the Housing Rehab program.

Application Questions

1. Type of organization
   - [ ] Section 501(c)(3) Non-profit
   - [x] City of Evanston department
   - [ ] Other government agency
   - [ ] Other:

2. Provide a summary of your program, including the needs identified in the Consolidated Plan that it addresses. Describe the scope of work for individual properties and how CDBG will be used. How are properties identified for your program?
   The City of Evanston has a population of approximately 75,000, of which almost 18% are over the age of 60. It is estimated that by 2050, the portion of Evanston residents over 60 will rise to more than 25% of the city’s population, an increase of almost 40%. Our residents have expressed a desire to “age in place,” meaning that they want to grow old where they currently live, and typically where they have lived for many years. Evanston’s City Council has recognized this need and would like to ensure that the necessary policies, practices and resources are in place to support this.

   In the City of Evanston’s 2010-2014 Consolidated Plan very low and extremely low income senior households, many living on fixed incomes, were found to have considerable housing challenges, with 59% of renters and 60% of homeowners using more than 50% of their income for housing. Problems also arise for low-income elderly homeowners when property taxes increase. Some seniors who have sought a reverse mortgage have been unable to qualify because they previously refinanced and lack...
the required equity, even when they have owned their home for years.

Housing data from the U.S. Department of Housing & Urban Development (HUD) identified 1,330 owner-occupied elderly households with incomes under 80% of the area median that spend over 30% of their income on housing; 770, or 42%, spend over 50% of their income on housing. Any renovation work to remedy hazards or otherwise improve accessibility for these households would likely require a grant or other non-loan financing to avoid additional housing cost burden.

3. Identify the categories of need your program addresses (check all that apply)

- Rehabilitation of owner-occupied housing
- Rehabilitation of rental housing
- Rehab limited to energy and water efficiency
- Rehab limited to security features
- Essential repairs to address life safety
- Rehab limited to correction of code violations
- Paint & painting supplies only
- Acquisition of property for housing
- Conversion of non-residential building(s) to housing
- Identification of code violations only
- Small-scale repairs only
- Other:

4. If this is a new program, explain how the need for it was identified. If existing, when was it founded and how has it grown or changed?

In order to locally implement the WHO Age Friendly Cities effort, the Mayor appointed a nine-member task force and directed Community Services staff to create the Age Friendly Evanston program. Staff administered a "senior service feedback" survey in early 2014, in which Evanston residents indicated that of the eight criteria for age-friendly cities identified by the WHO, housing was identified as the most important factor, identified by 43% of respondents. This was followed by transportation (28%), Community/Health Services (24%) and other areas relating to civic and social participation and employment. Respondents were also asked about their familiarity with various assistance programs available in the community. Of the survey respondents, 40% indicated that they were familiar with the City’s Handyman Program, and 13% indicated that they had utilized that program. Based on the task force findings and survey results, an action plan is currently under development to address issues and unmet needs related to housing, mobility, social services and other efforts to improve safety, walkability and accessibility for older residents.

5. Provide the estimated number of housing units your program will address in 2015. If an existing program, provide estimated numbers for 2014.

For acquisition and rehab, single-family, housing units must be occupied by low/moderate income households at completion. If multi-family, at least 51% of units must be occupied by low/moderate income households at completion.

<table>
<thead>
<tr>
<th>Year</th>
<th>Single-Family Units</th>
<th>Multi-Family Units</th>
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</thead>
<tbody>
<tr>
<td>2015</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
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<tr>
<td>2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>35.00</td>
<td></td>
</tr>
</tbody>
</table>

6. Provide address(es) of the property(ies) if known. If not known, explain how properties will be selected and the scope of work determined. How will CDBG funds be used?

If identification of code violations, describe the types of properties and the area or neighborhoods in which the program will be undertaken.

In addition to City staff, we have numerous community partners that serve our senior populations. While each has a specific area of focus, their combined input will help us identify those in need of services not currently being met by other funding sources or organizations. These include:
Rebuilding Together North Suburban Chicago (http://rebuildingtogethernsc.com/): Rebuilding Together’s mission is to preserve and revitalize houses and communities, assuring that low-income homeowners, from the elderly and people with disabilities, to families with children, live in warmth, safety, and independence. They have agreed to refer projects they are unable to address due to lack of funding and have already provided three referrals for accessible ramps.

Meals at Home Evanston (http://www.mealsathome.org/): Meals at Home fosters health and contributes to individual well-being and independence by delivering nutritious meals, medically prescribed diets, and providing other supportive services to the homebound, elderly, disabled and others temporarily unable to care for their own nutritional needs. Between July 2013 and April 2014, they served 81 existing Evanston clients and got 78 new clients for a total of 159. Meals at Home has agreed to refer clients in need of help and cited the following: grab bars, ramps, and hoarding.

North Shore Senior Center (https://www.nssc.org/): The Mission of North Shore Senior Center is to foster the independence and well-being of older adults, enhance their dignity and self-respect, and promote their participation in and contribution toward all aspects of community life. They serve at least 100 low-income Evanston homeowners and over 500 renters annually and estimate that at least 25 have needs that would fall into the range of projects we anticipate supporting through Aging Gracefully program.

Erie Family Health Center (http://www.eriefamilyhealth.org/): Erie Health Center provides a wide variety of services for low-income adults and children, including primary care, women’s health care, prenatal care, pediatric care and behavioral health care. Erie will also provide referrals to consenting patients over 60 who are seen at the clinic following injuries associated with trips and falls, COPD or other respiratory or heat-related illnesses.

Services for Adults Staying in their Homes (SASI) (http://www.sasiathome.org/): SASI programs focus on managing daily activities and personal care to enable adults to remain in their homes. SASI would operate in similar fashion to other partners, providing referrals based on home visits.

7. Describe your housing program, including whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how the property(ies) are managed and tenants are selected.

As previously mentioned this program is for owner-occupied homes, properties are referred by cooperating service agency's listed in the previous question as well as inspections performed by Health and Property Inspectors. Residents will also be able to self report in an online form or via the city's 311 service.

8. Does the program include special needs housing?

Check all that apply.

- Senior citizens
- Homeless individuals or families
- Individuals with disabilities (physical, mental or developmental)
- Other:
- Not applicable

9. Describe how your process for determining income eligibility, including documentation, and any selection criteria for your program.

Income eligibility will be determined by reviewing applicant's financial information including total annual income and percentage of income spent on housing.

10. Does your program comply with Fair Housing laws and accessibility requirements (504), if applicable?

- Yes
- No

11. Describe how you market your program to low/moderate income households and your efforts to affirmatively further fair housing.

The Safe Healthy Homes program will be marketed to seniors at public facilities (Evanston Library, Levy Center) a brochure will be created explaining our efforts. Brochures will be given to our community partners to distribute during home visits encouraging residents to apply.

12. Is your program office in compliance with the Americans with Disabilities Act?

- Yes
- No
- Not applicable

13. If no, describe what areas are not compliant and what accommodations will be made to enable individuals with
disabilities to benefit. Does your organization have experience making accommodations for the disabled?
If yes or not applicable, enter "NA" below.
NA

14. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
NA

15. Provide a summary of your organization’s mission and work. (City of Evanston applicants, enter "NA" below.)
NA

16. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
NA

17. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Carl Caneva

Budget

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>2014</th>
<th>2015</th>
<th>2015 Committed</th>
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<td>CDBG</td>
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<td>$ 0.00</td>
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<tr>
<td>Total</td>
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<td>$ 76,374.00</td>
<td>$ 0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Funding Uses/Expenses</th>
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<td>$ 0.00</td>
<td>$ 76,374.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Budget Narrative

The administration of this program will be managed by the Health Department’s Assistant Director and Management Analyst. Both the Assistant Director and Management Analyst have considerable experience managing grant programs and evaluating program effectiveness. For this program, a Health Department intern will be trained to utilize a home safety evaluation tool and will perform home safety assessments. The tool will be based upon an existing form used to assess aging-in-place readiness. An internal staff team will collaborate with the existing Handyman and CDBG program staff to determine what the appropriate scope of work would be and what would fall within the Aging Gracefully program. Outreach would be done through the numerous community partners as well as through the City’s extensive formal communication channels and the Levy Senior Center and staff. A description of the anticipated number of projects, type, and cost appears below.

AVG. Cost [ Anticipated Number ] Total Cost [ Examples
$1100 ] 13] $14,300] Interior corrections, drywall
$5000 ] 6] $30,000] Ramps, HVAC, plumbing repairs, mold remediation

Total: ] 35] $52,300.00

Outcomes to be examined may include reduction in hospital and doctor visits due to in home accidents, respiratory ailments or heat-related conditions. We may also collect survey responses on how confident seniors are in their ability to remain in their homes before and after projects supported through this program are completed. In addition, we plan to provide funding for educational materials introducing the resident to the Healthy Homes program as well as information about the Age Friendly Evanston initiative, in an effort to empower our residents beyond the Aging Gracefully at Home Initiative.

Staffing:
Carl Caneva
Assistant Health Director
($101,655.00 5%) = 5,100

Ann Olson
Management Analyst
($73,261.00 x 8%) = $5,900.00

Public Health Intern/Seasonal Staff
(Part Time 100%) = $12,894.00

Documents

<table>
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<td>CDBG</td>
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*ZoomGrants™ is not responsible for the content of uploaded documents.*
City of Evanston

2015 CDBG Public Improvements & Facilities - City of Evanston
8/27/2014 deadline

City of Evanston
SNAP Lighting

City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
United States
Tel: 847-4488159
Fax: 847-4488118
Web: www.cityofevanston.org
EIN: 36-6005870
DUNS:

Project Contact
Rajeev Dahal
rdahal@cityofevanston.org
Tel: 847-448-8159

Additional Contacts
srobinson@cityofevanston.org
snagar@cityofevanston.org

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 100,000 Requested
Submitted: 8/14/2014 11:24:22 AM (Pacific)

Pre-Application

1. Organization Type

☐ 501(c)(3) Organization

☑ Government Entity

☐ Other

2. Briefly describe your project, including location, timeline for completion and scope of work
The purpose of the project is to improve street lighting in the CDBG target area. Improving visibility with street lighting is one of
the most important crime prevention measure in any neighborhood. The adequate lighting and illumination of our
neighborhoods, especially the streets and pedestrian walkways, is critical to the safety of citizens in the NRSA neighborhoods
as we promote the walk ability in our Community. Crime Prevention through Environmental Design standards set two distinct
purposes for lighting; the first is that lighting is used for the illumination of human activity and secondly lighting is used for
security. $100,000 in funding is requested for 2015.

Application Questions

1. Type of organization

☐ Section 501(c)(3) Non-profit

☑ City of Evanston department

☐ Other government agency

☐ Other:

2. Provide a summary of your project, including its location and improvements planned. Describe the need(s)
identified in the Consolidated Plan that it addresses. How does this project benefit the people using the facility?
Provide an estimate of the unduplicated number of people who use the facility annually and the percentage that are
low/moderate income. Explain any change in beneficiaries anticipated from the improvement.

The purpose of the project is to improve street lighting in the CDBG target area. Improving visibility with street lighting is one of
the most important crime prevention measure in any neighborhood. The adequate lighting and illumination of our
neighborhoods, especially the streets and pedestrian walkways, is critical to the safety of citizens in the NRSA neighborhoods
as we promote the walk ability in our Community. Crime Prevention through Environmental Design standards set two distinct
purposes for lighting; the first is that lighting is used for the illumination of human activity and secondly lighting is used for

security. $100,000 in funding is requested for 2015.

3. **Project category and use of CDBG funds (check all that apply)**
   - Rehabilitation, including deferred maintenance
   - Property acquisition (building or site)
   - ☑ New construction
   - Accessibility improvements/ADA compliance
   - Other:

4. **How will the project's eligibility for CDBG funding be established?**
   *If Area Benefit or Limited Clientele, upload appropriate documentation as noted.*
   - ☑ Area Benefit (include map of service area in uploaded documents section)
   - ☐ Limited Clientele (include form used to document income in document upload section)
   - ☐ Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)
   - ☐ Elimination of Slum/Blight (spot basis)

5. **Is the facility in compliance with the Americans with Disabilities Act?**
   - ☑ Yes
   - ☐ No

6. **If "yes," enter "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there.**
   NA

7. **Please check all items below that are applicable to this project**
   - ☐ Compliant with zoning
   - ☐ Requires zoning variance (attach preliminary zoning analysis)
   - ☐ Project involves displacement/relocation of residents or businesses
   - ☐ Property is currently on the tax rolls
   - ☐ Project would change property tax status
   - ☐ Other:
   - ☑ None of the above

8. **Provide details/explanation relating to any of the items checked above. If none, enter "NA" below.**
   NA

9. **Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with federal reporting and other compliance requirements such as Davis-Bacon and Section 3.**
    The SNAP lighting project is designed in-house and bid by Engineering Staff. Engineering Staff also provide construction supervision and administration. Similar SNAP lighting projects have been successfully completed in the last few years.

10. **Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.**
    NA

11. **Provide a detailed description of the project scope. Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.**
    The project will be designed and implemented in 2015.

12. **Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents. What is the downside if the project is not undertaken in 2014?**
    Adequate lighting and illumination of our neighborhoods, especially the streets and pedestrian walkways, is critical to the safety of citizens in the NRSA neighborhoods as we promote the walkability in our Community.

13. **Provide the name, email and phone number of the individual who attended the pre-application meeting.** (City of
Evanston applicants, enter "NA" below
NA

14. Provide a summary of your organization's mission and work. City of Evanston applicants, enter "NA" below.
NA

15. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below.
NA

16. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Rajeev Dahal, Senior Project Manager, Infrastructure & Engineering Division, Department of Public Works

### Budget

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>Amount Requested</th>
<th>Amount Committed</th>
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<tr>
<td>Evanston CDBG</td>
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<td><strong>Total</strong></td>
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<tr>
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<th>Total Project Budget</th>
<th>Planned Use of CDBG</th>
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<tr>
<td>Acquisition</td>
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<tr>
<td>Architectural &amp; Engineering costs</td>
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<td></td>
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<tr>
<td>Permits &amp; Fees</td>
<td>$ 100,000.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Construction/rehabilitation</td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 100,000.00</strong></td>
<td><strong>$ 0.00</strong></td>
</tr>
</tbody>
</table>

**Budget Narrative**

$100,000 is being requested through the CDBG funds. Construction expenses to upgrade street lights in the CDBG target areas and to install new street lights on few city blocks is estimated at $100,000 based on previous projects costs. Engineering design will be completed by City staff.

### Documents

<table>
<thead>
<tr>
<th>Documents Requested *</th>
<th>Required?</th>
<th>Attached Documents *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current year agency operating and capital budgets. (City of Evanston staff applicants, please upload a blank page)</td>
<td></td>
<td>CDBG SNAP Light 2015 Budget</td>
</tr>
<tr>
<td>Audited financial statement or Form 990 for the most recent completed fiscal year.</td>
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- Contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (NEW APPLICANTS or previously funded agencies if changed).

- Supplemental information relating to your project (photos, designs, drawings, specifications, etc.) as applicable.

- Documentation of CDBG eligibility as indicated in Question 4 (map of service area if Area Benefit, form for income documentation if Limited Clientele).

- Preliminary Zoning Analysis (if applicable based on Question 7).

- Quotations or other pricing information used to develop your project estimate.

- Wage Decision Documents

- Wage Decision Documents

- Appendices for agreements

- Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.

- Financial Report-Period 1

- Source Documents-Period 2 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


- Source Documents-Period 3 Source Documents-Period 1 for CDBG-funded Expenses. May include invoices for construction work, certified payroll, time & activity tracking for project management, etc.


*ZoomGrants™ is not responsible for the content of uploaded documents.
City of Evanston

2015 DBGB Public Services - City of Evanston
8/27/2014 deadline

City of Evanston

2015 Mayor's Summer Youth Employment/Certificate of Rehabilitation Violence Prevention Program

City of Evanston

Project Contact
Kevin Brown
kebrown@cityofevanston.org
Tel: 847-448-8042

$ 85,000 Requested
Submitted: 8/27/2014 10:04:12 AM (Pacific)

Additional Contacts
CFERRARO@CITYOFEVANSTON.ORG

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Pre-Application

1. Applicant and program name
   -no answer-

2. Type of organization
   - Section 501(c)(3) Organization
   - Government agency
   - For-profit business
   - Other

3. Type of people served:
   - Children under 18
   - Adults 18-64
   - Senior citizens 65+
   - Families
   - Other

4. Briefly describe your program, including anticipated goals and outcomes
   A recent randomized controlled trial by the University of Chicago Crime Lab suggested that a summer jobs program for disadvantaged Chicago youth cut violent-crime arrests by 51 percent. Consistent with that study, the City of Evanston Mayor's Summer Youth Employment Program (MSYEP) seeks to employ 750 Evanstonians ages 14-18 in 2015. Four major goals for the MSYEP: (1) Non-Law Enforcement Violence and Crime Prevention; (2) Help Youth to Obtain Work Readiness Skills; (3) Help Youth Identify Career Interests - In Demand Careers - and Acquire Good Work Habits and Interpersonal Life Skills; (4) Bring Sustainable Employee Skills and Expertise to City of Evanston Businesses. The Certificate of Rehabilitation, Records sealing, Expungement, and Clemency component serves 18-65 year olds. The program is designed to clear/improve criminal histories. Goals: Criminal background assessment, personal history, education, obtaining records and reports, legal filings and petitions, legal representation.

Application Questions
1. Type of organization

- Section 501(c)(3) Non-profit
- City of Evanston department
- Other government agency
- Other:

2. Provide a summary of your program, including the need(s) identified in the Consolidated Plan that it addresses. Describe the type and number of people it serves on an annual basis and the benefit to them.

The 2014 Mayor's Summer youth Employment Program (MSYEP) employed 500+ Evanston young adults ages (14-18) with an outreach emphasis upon low to moderate income participants. Participants worked in various City of Evanston departments, district's 65 and 202, Northwestern University, non-profit community based organizations, and private businesses. In addition to receiving work assignments, participants received soft skills employability training from the Youth Job Center of Evanston and the district 202 counseling department. Participants also received financial literacy classes from First Bank & Trust of Evanston, and resume development and writing from the City of Evanston Youth and Young Adult division staff. The program is consistent with several recent scientific studies from the University of Chicago Crime Lab and Northeastern University's Center for Labor Market Studies that show that youth employment combined with soft skills training deters crime (as much as 51% in 2012 in Chicago), reduces the uses of drugs and alcohol, and helps in the successful development of young adults.

In 2013 the City of Evanston/James B. Moran Center for Youth Advocacy Certificate of Rehabilitation Program served more than 84 adults ages 18 through 60. The program helped participants by securing certificates of rehabilitation or good conduct, criminal records full and partial sealing, expungement of criminal records, and filing Clemency petitions. Participants who met the prerequisites under Illinois law to obtain these benefits received the following assistance: (a) an initial assessment to determine extent of criminal history and eligibility; (b) creation and development of personal history and references to be submitted to the Circuit Court Judge; (c) mentoring/instruction about the process from a licensed attorney; (d) assistance in obtaining all police, probation, and parole reports; (e) submission of Community Services Documents, filings, petitions at the Circuit Court and State's Attorney's Office; and (f) legal representation during candidate court appearances. In addition to the participant services four community education forums were held to educate community members about the program and its benefits.

3. Who participates in or benefits from your program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

According to a recent report released by the Center for Strategic and International Studies, the International Youth Foundation, and Hilton Worldwide, today's youth ages 10 to 24 represent the largest generation in human history, and about 1/4 of the entire world population. The same report states that nearly 1/2 of the world's youth are unemployed, and in the United States unemployment for African American and Latino youth are at rates nearing 80%. The research shows that certain characteristics of a person's parents, such as their education level, marital status, racial or ethnic heritage are associated with different sets of life chances. Essentially the conditions of the communities in which people are born, grow up, go to school, work and become parents themselves are also fundamental to the economic, social and civic opportunities available to them. Providing ample public, private, donor and corporate investment can create outcomes that can provide young people with more years in school and work and the opportunity to be healthy and improve their well-being.

In 2014, about 70% of the Mayor's Summer Youth Employment Program (MSYEP) participants (ages 14-18) could be classified as low to moderate income. Nearly 100% of the participants (ages 18-60) in the Certificate of Rehabilitation, Records Sealing, Expungement, and Clemency Program can be classified as low to moderate income. The MSYEP has consistently averaged about 50% male and 50% female participants. The Certificate of Rehabilitation program had a 75% male participation rate. The about 70% of the MSYEP were African American or Latino. Approximately 60% of the participants came from the 2nd, 5th, and 8th wards.

4. If a new program, explain how the need was identified, what agencies already address it and what service gaps exist. How will you work with other agencies to avoid duplication of services? How long do you expect to continue the program?

If an existing program, when was it founded and how has it grown or changed? How do you collaborate with other agencies to avoid duplication of services?

The City of Evanston has worked diligently for more than two decades to find new and effective solutions to support the development and growth of its young people. In response to limited local employment opportunities and recreational activities the City pronounced Proclamation 32-R-92 that initiated the Summer Youth Employment Program (SYEP) in 1992 (now Mayor's Summer Youth Employment Program). In November of 2011, the Evanston City Council voted to create the Youth and Young Adult Division within the Parks, Recreation & Community Services Department to provide greater opportunities for all Evanston young people to become active and productive citizens. The charge was to: (1) Create marketable job training and placement opportunities; (2) Establish and nurture a network of service provider partnerships; (3) Strengthen existing City youth services; (4) and Increase the number of opportunities for effective social and recreational outlets.

Another part of the effort that coincides with the goals of the Youth and Young Adult Division is the effort to address the employment needs of youth and adult offenders. In recent years, the Illinois legislature has passed a series of laws to address...
the need for statutory relief for ex-offenders that seek employment opportunities. Two house bills 1050 and 3061 provide tools and remedies that lift statutory bars to jobs, licenses, and employment that result from a conviction history.

The City of Evanston through its Youth and Young Adult Division is harnessing the power of collaborative networks through YOU, YMCA, YWCA, Connections for the Homeless, the Youth Job Center of Evanston, Family Focus, the Evanston Public Library, Northwestern University, Oakton Community College, District’s 65 and 202, Peace Pioneers, Dajae Coleman Foundation, and the James B. Moran Center for Youth Advocacy.

In coordination with these partners, the Youth and Young Adult Division has developed multi-year commitments and partnerships to achieve the goal of reducing local jobless rates for young adults ages 14-26. We also have strong commitments and relationships with local businesses and business associations. According to the White House Council for Community Solutions - case Studies of Effective Collaboratives, 2011, the collaborative approach helps stakeholders to accurately identify service needs, systematically addresses where gaps may exist, and more effectively avoids the duplication of program services.

In formally partnering with the above agencies and with local private businesses, the City of Evanston - through its Youth and Young Adult Division is able to effectively identify appropriate candidates for summer and seasonal employment and employability services that with enhance the growth and development of young adults and adults ages 14 through 60.

This application is for year 3 of a 4 year project.

5. Provide the unduplicated count of people your program will serve in 2015, the number that are Evanston residents and the number that are low/moderate income. If an existing program, provide the same numbers for 2014.

Federal regulations do not allow CDBG funds to offset existing program funding. Programs funded in 2014 are expected to show an increase in services if receiving an increase in CDBG funding.

<table>
<thead>
<tr>
<th>Count</th>
<th>Description</th>
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<tbody>
<tr>
<td>685</td>
<td>Unduplicated people to be served in 2015</td>
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<td>685</td>
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<tr>
<td>685</td>
<td>Unduplicated low/moderate income people to be served in 2015</td>
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<td>584</td>
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<td>584</td>
<td>Unduplicated Evanston residents to be served in 2014</td>
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<tr>
<td>584</td>
<td>Unduplicated low/moderate income people to be served in 2014</td>
</tr>
<tr>
<td><strong>3,807.00</strong></td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

6. Describe your program. Be specific about the activities/services provided, days/times of services and the frequency and duration of services received by the average client or participant.

The Mayor’s Summer Youth Employment Program (MSYEP) began in 1992, and for more than twenty years has provided skills and workforce opportunities for thousands of Evanston youth ages 14-18. As a workforce development initiative, the MSYEP emphasizes real-world labor expectations, increases the awareness of services offered by local community based organizations, and provides opportunities for career instruction, financial literacy training, occupational skills training, and social/emotional growth. The program gives participating youth up to nine weeks of entry-level work experience in a variety of jobs at community based organizations, city government departments, and private sector businesses. In 2014, MSYEP employed approximately 500+ Evanston youth.

For 2015 the goal is to employ 600 Evanston youth. To accomplish this goal, the City is soliciting support and input from key stakeholders among Evanston’s business, philanthropic and faith based communities, notable agencies and local citizens. Key supporters will be contacted by City staff to obtain advice about how determine employer workforce needs and how to train and match prospective student employees with local employers to meet their needs.

MSYEP Goals

There are three major goals for the MSYEP:

• Help Youth to Obtain Work Readiness Skills

Most youth are not adequately prepared to reach or accomplish goals which they have envisioned for themselves. The City of Evanston will provide access to job readiness training programs through the Youth Job Center of Evanston and Evanston Township High School - to job applicants - that will focus on curriculum and instructional strategies that make work a central context for learning and help program participants to acquire work readiness skills. Job applicants will also be required to complete and submit an on-line employment application as they would need to do in the real world of work.

Youth who are offered employment will be required to attend a mandatory workplace preparation orientation. They will also receive a minimum of 15 hours of workforce readiness training conducted by the Youth Job Center of Evanston.

• Help Youth Identify Career Interests – In Demand Careers - and Acquire Good Work Habits and Skills

Youth who participate in this program are fortunate enough to be at an age where they can explore and evaluate their career interests and goals. The City of Evanston in partnership with Evanston Township High School (ETHS) will help youth to become more aware of the in-demand occupational training programs offered at ETHS. All program participants shall receive counseling.
and information about the Career and Technical Education Programs offered at ETHS. The MSYEP will encourage students to utilize Naviance – the college and career readiness platform, utilized at ETHS.

Certificate of Rehabilitation, Records sealing, Expungement, Clemency Program:

(a) an initial assessment to determine extent of criminal history and eligibility; (b) creation and development of personal history and references to be submitted to the Circuit Court Judge; (c) mentoring/instruction about the process from a licensed attorney; (d) assistance in obtaining all police, probation, and parole reports; (e) submission of all required legal documents, filings, petitions at the Circuit Court and State's Attorney's Office; and (f) legal representation during candidate court appearances; (g) Four community forums.

7. Describe the number, qualifications and experience of program staff. Will new staff be hired? If so, is this dependent on CDBG funding and will the position be retained if CDBG is not received in future years? What is your staff to participant ratio?
The Youth and Young Adult Division consists of 4 full-time staff (Community Services Manager, Assistant Program Coordinator, two Outreach Workers, two part-time permanent staff (Outreach Workers), and two seasonal part-time (Outreach Workers).

The Community Services manager and Assistant Program Coordinator have advanced degrees and more than 40 years of experience between them. The entire outreach team has more than 30 years of specialized outreach experience with some members of the team possessing undergraduate degrees and community college education and training. Each member of the team is tasked with establishing meaningful relationships with agencies and clients. CDBG funding has supported 2 seasonal supervisor salaries to support the MSYEP. The division is reaching out to state, local, and private sources for future program funding and support. The Staff to participant ratios have typically been 1 to 3.

8. Describe program goals and outcomes. Detail the outcomes you anticipate in 2015 and how you measure program success. What data are collected and used to analyze your program? Who is responsible for ensuring the program is implemented as planned?
Kevin Brown, Community Services Manager is responsible for ensuring that the program is implemented as planned.

Build cross-agency partnerships at the local and state levels to leverage and utilize community college, adult basic education, human services, economic development, and community based agency resources.

Identify industry sector based training strategies and engage local employers in the development of curricula and programming.

Utilize real-time labor market information and actively involve employers to ensure that participant training and education programs meet the skill and competency needs of local employers.

Design education and training programs that meet participants at their current skill levels, and increase participant skill sets to match local employer needs. Include contextualized curricula, integrated basic education, occupational training, career counseling, support services, assessments, and development education.

Identify collaborative funding opportunities and sources that blend and align with different governmental and non-governmental agencies, businesses, and public/private education institutions.

Encourage the alignment of COE policies and programs to help young adults to participate in current and future programs.

Measure program performance through the collection of empirical data to ensure that the program is achieving the desired program outcomes.

Evaluation:

Use a balanced scorecard approach. Develop program metrics - (participant satisfaction, participant reliability, program costs, data collections for learning and growth, employer business processes, and financial costs/benefits). Additional indicators also include number of applicants placed in temporary positions and number of applicants seeking higher education or training.

9. Where (address/location) will your program take place and how will clients get to the location or facility?
The program base of operations is the Lorraine H. Morton Civic Center 2100 Ridge Avenue, Evanston, IL 60201. Participants and program staff will also utilize the Mason Park Field House (an outpost for street outreach). In addition, the Youth Job Center of Evanston 1114 Church Street, Evanston, IL 60201 will be a training site, and the Evanston Township High School 1600 Dodge Ave., Evanston, IL 60201 will also serve as a training site. Finally, the James B. Moran Center for Youth Advocacy at 1123 Emmerson Street, Evanston, IL 60201 will also serve as a meeting and training site for participants in the certificate of rehabilitation portion of the program. Participants will utilize public and private transportation. Some participants will be transported by city staff for intake purposes.

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

- Yes
- No

11. 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.
N/A
12. How will the program’s eligibility for CDBG funding be established?
- Limited Clientele (include form used to document income in document upload section)
- Presumed eligible (severely disabled adults, abused children, battered spouses or homeless)

13. Describe your capacity to undertake the proposed program, including experience with federal reporting and other compliance requirements.
Kevin Brown, the Community Services Manager has 20+ years of experience in youth and young adult programming and development. He is also an attorney and has worked as a compliance officer responsible for federal and state program compliance. Mr. Brown has managed federal Title One programs and state categorical funds, and is skilled in compliance and reporting requirements.

14. Provide the name, email and phone number of the individual who attended the pre-application meeting.
Kevin Brown, kebrown@cityofevanston.org, 847-448-8042

15. Provide a summary of your organization’s mission and work. City of Evanston applicants, enter "NA" below. "NA"

16. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below. "NA"

17. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Kevin Brown, Community Services Manager, City of Evanston

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<td>$85,000.00</td>
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<td>Certificate of Rehabilitation $50,000</td>
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<tr>
<td>10% Outreach Community Information Sessions</td>
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<tr>
<td>10% Development of Personal Histories</td>
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<tr>
<td>20% legal assessment of criminal histories</td>
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<tr>
<td>20% Mentoring and Advisement</td>
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<td>40% Filings, petitions, court representation</td>
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<td><strong>Total</strong></td>
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### Documents

**Documents Requested**
- Current year agency operating budget. (City of Evanston staff applicants please upload a blank page).
- Audited financial statement or Form 990 for the most recent completed fiscal year.
- Board of Directors, including professional affiliations and home addresses.
- Most recent annual report or a summary of the organization's prior year's activities and accomplishments.
- Federal 501(c)(3) letter of determination verifying tax-exempt status (NEW APPLICANTS and agencies that have not received CDBG in the last three years).

**Attached Documents**
- COE Budget

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<td>Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 12.</td>
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<tr>
<td>FY2015 Budget &amp; Scope of Services Template - please complete with revised information based on grant award (post-award - do not do as part of initial application).</td>
</tr>
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City of Evanston

City of Evanston- CDBG Target Area Graffiti Removal Program

City of Evanston
2100 Ridge Avenue, Room 3501
Evanston, IL 60201
Tel: 847-448-8030
Fax: 847-448-8020
Web: www.cityofevanston.org
EIN: 36-6005870
DUNS: 

Project Contact
Jeffrey Murphy
jmurphy@cityofevanston.org
Tel: 847-448-8030

Additional Contacts
none entered

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

Pre-Application

1. Applicant and program name
City of Evanston-CDBG Target Area Graffiti Removal Program

2. Type of organization

☐ Section 501(c)(3) Organization
☑ Government agency
☐ For-profit business
☐ Other

3. Type of people served:

☑ Children under 18
☑ Adults 18-64
☑ Senior citizens 65+
☑ Families
☐ Other

4. Briefly describe your program, including anticipated goals and outcomes
The City of Evanston has a duty to maintain and improve the physical appearance of our low and moderate income neighborhoods. The CDBG Target Area Graffiti Removal Program allows a dedicated staff member to quickly remove tags placed on public property. This includes light poles, traffic signs, traffic control boxes, street signs, and sidewalks. The program goal is to remove over 6000 tags annually. The quick removal of graffiti discourages repeat offenses; helps keep the neighborhoods from degenerating; assists with the stabilization of property values; reduces the visibility of any attempt by gangs to advertise their presence, thus making the CDBG Target Area’s a more desirable place to live and work.

Application Questions

1. Type of organization

☐ Section 501(c)(3) Non-profit

$ 42,273 Requested
Submitted: 8/27/2014 2:51:22 PM (Pacific)
2. Provide a summary of your program, including the need(s) identified in the Consolidated Plan that it addresses. Describe the type and number of people it serves on an annual basis and the benefit to them.

The City of Evanston has a duty to maintain and improve the physical appearance of our low and moderate income neighborhoods. Our program addresses graffiti tags placed on public property. Typical locations treated are: light poles, traffic signs, traffic control boxes, street signs and sidewalks. Graffiti is an on-going issue in many low- to moderate-income urban areas and affect much of the designated CDBG Target Areas. The quick removal of graffiti discourages repeat offenses; helps keeps the neighborhoods from degenerating; assists with the stabilization of property values; reduces the visibility of any attempt by gangs to advertise their presence thus making the CDBG Target Areas a much more desirable place to live and work. The program serves areas of low to medium income (LMI) population (24,632) and the City of Evanston as a whole, population 74,239.

3. Who participates in or benefits from your program or services? Describe them in terms of age, gender, race/ethnicity, family status, income level and other relevant or defining characteristics.

Our customers are the residents of the City of Evanston, particularly the residents of the CDBG target area, West Evanston NRSA, and Southeast Evanston NRSA. Tags removed in the CDBG Target Area are eligible for CDBG funding based on an area benefit to LMI people. Staff conservatively estimates that 50% of tags removed are in the CDBG Target Areas.

4. If a new program, explain how the need was identified, what agencies already address it and what service gaps exist. How will you work with other agencies to avoid duplication of services? How long do you expect to continue the program?

If an existing program, when was it founded and how has it grown or changed? How do you collaborate with other agencies to avoid duplication of services?

If an existing program, when was it founded and how has it grown or changed? How do you collaborate with other agencies to avoid duplication of services?

The Graffiti Removal Program was established in the late 1970's to address urban blight caused in part by graffiti tags. It is based on the broken window theory that presumes monitoring and maintaining urban environments in a well-ordered condition may stop further vandalism and escalation into more serious crime.

5. Provide the unduplicated count of people your program will serve in 2015, the number that are Evanston residents and the number that are low/moderate income. If an existing program, provide the same numbers for 2014. Federal regulations do not allow CDBG funds to offset existing program funding. Programs funded in 2014 are expected to show an increase in services if receiving an increase in CDBG funding.

<table>
<thead>
<tr>
<th>Description</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unduplicated people to be served in 2015</td>
<td>74,239</td>
<td>74,239</td>
</tr>
<tr>
<td>Unduplicated Evanston residents to be served in 2015</td>
<td>22,738</td>
<td>22,738</td>
</tr>
<tr>
<td>Unduplicated low/moderate income people to be served in 2015</td>
<td>74,239</td>
<td>74,239</td>
</tr>
<tr>
<td>Unduplicated people to be served in 2014</td>
<td>74,239</td>
<td>74,239</td>
</tr>
<tr>
<td>Unduplicated Evanston residents to be served in 2014</td>
<td>22,738</td>
<td>22,738</td>
</tr>
<tr>
<td>Unduplicated low/moderate income people to be served in 2014</td>
<td>342,432.00</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

6. Describe your program. Be specific about the activities/services provided, days/times of services and the frequency and duration of services received by the average client or participant.

The Graffiti Removal Program operates 7.5 hours/day; 5 days/week. On a daily basis our Graffiti Technician, Karlton Mims is in the field monitoring the condition of the public right of way, removing graffiti tags and responding to complaints of graffiti tags. Mr. Mims documents the incidence of graffiti along with the type of graffiti in order to identify patterns and locate trends. The Graffiti Technician removes graffiti from public property located on the public right of way including streets and sidewalks; utility poles; ComEd and AT&T switch boxes. Graffiti is identified by type (tagging, gang signs, etc.) and reported to the Police Department as appropriate. The Graffiti Technician also coordinates the removal of graffiti from private residences using a private subcontractor.

7. Describe the number, qualifications and experience of program staff. Will new staff be hired? If so, is this dependent on CDBG funding and will the position be retained if CDBG is not received in future years? What is your staff to participant ratio.

Our program has one staff member; Graffiti Technician Karlton Mims. Mr. Mims is a long time Evanston resident and is highly qualified to remove graffiti. Karlton has 19 years of service experience performing and coordinating graffiti removal, he participates in quarterly training sessions, and has an in depth knowledge of the city. Mr. Mims resides in the city and has an intimate knowledge of graffiti tag patterns. The staff to participant ratio is 1:74,239. Historically this program has been funded by a combination of CDBG funding and City of Evanston funding.

8. Describe program goals and outcomes. Detail the outcomes you anticipate in 2015 and how you measure program
success. What data are collected and used to analyze your program? Who is responsible for ensuring the program is implemented as planned? The program goal is to remove all graffiti as it occurs. Graffiti is categorized by type and location. It is documented by the Graffiti Technician and the data is stored in a relational database. Reports are generated for monitoring purposes and metrics are analyzed for trends. The Division Manager is responsible for ensuring implementation of the program but relies heavily on information provided by the Graffiti Technician. In 2014 we estimate there will be over 6000 graffiti tags removed by Mr. Mims.

9. Where (address/location) will your program take place and how will clients get to the location or facility? NA

10. Is the facility and program in compliance with the Americans with Disabilities Act? Yes

11. 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. NA

12. How will the program’s eligibility for CDBG funding be established? Limited Clientele (include form used to document income in document upload section)

13. Describe your capacity to undertake the proposed program, including experience with federal reporting and other compliance requirements. The Graffiti Removal Program has been in existence for decades and has been partially funded by CDBG grants. Therefore we have substantial experience with federal reporting and HUD compliance requirements through our CDBG grants administrator.

14. Provide the name, email and phone number of the individual who attended the pre-application meeting. Jeffrey Murphy, jmurphy@cityofevanston.org, 847-448-8030

15. Provide a summary of your organization’s mission and work. City of Evanston applicants, enter "NA" below. NA

16. All organizations receiving CDBG 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." City of Evanston applicants, enter "NA" below. NA

17. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct. Jeffrey Murphy- Division Manager, Building & Inspection Services Division

Budget

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>2014</th>
<th>2015</th>
<th>2015 Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Evanston CDBG</td>
<td>$ 31,000.00</td>
<td>$ 42,273.45</td>
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</tr>
<tr>
<td>City of Evanston General Fund</td>
<td>$ 51,115.33</td>
<td>$ 42,273.45</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>$ 84,546.90</strong></td>
<td><strong>$ 0.00</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Funding Uses/Expenses</th>
<th>2014</th>
<th>2015 Total</th>
<th>2015 CDBG</th>
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<tr>
<td>Salaries &amp; fringes</td>
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<td>$ 79,268.90</td>
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<tr>
<td>Supplies</td>
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<tr>
<td>Rental of auto-fleet maintenance</td>
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<td>$ 2,047.00</td>
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</tr>
<tr>
<td>Rental of Auto Replacement</td>
<td>$ 1,334.00</td>
<td>$ 2,001.00</td>
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<tr>
<td>Shoe allowance</td>
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<tr>
<td>Telecommunications-wireless</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 82,115.33</strong></td>
<td><strong>$ 84,546.90</strong></td>
<td><strong>$ 0.00</strong></td>
</tr>
</tbody>
</table>

Budget Narrative

The Community Development Department relies on additional funding from the general fund. The difference in revenue is tied to a 2% increase in salary for staff and an increase in cost for the vehicle.
Graffiti Technician: 2014 CDBG portion of salary w/ benefits at 50% of full cost

**Documents**

<table>
<thead>
<tr>
<th>Documents Requested</th>
<th>Required?</th>
<th>Attached Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current year agency operating budget. (City of Evanston staff applicants please upload a blank page).</td>
<td></td>
<td>Blank</td>
</tr>
<tr>
<td>Audited financial statement or Form 990 for the most recent completed fiscal year.</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Most recent annual report or a summary of the organization's prior year's activities and accomplishments.</td>
<td></td>
<td></td>
</tr>
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<tr>
<td>Articles of incorporation/bylaws (NEW APPLICANTS and agencies not funded in prior years).</td>
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<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Plan to address accessibility issues, including who to contact with questions/issues, policies for responding to grievances/complaints and the time period for providing a written response (new applicants or previously funded agencies if changed).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplemental information relating to your program or agency, as applicable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form used to document income of participants to establish CDBG eligibility if Limited Clientele indicated in Question 12.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2015 Budget &amp; Scope of Services Template - please complete with revised information based on grant award (post-award - do not do as part of initial application)</td>
<td></td>
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</tr>
</tbody>
</table>

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 32826
City of Evanston

2015 CDBG Housing - City of Evanston
8/27/2014 deadline

City of Evanston

Targeted Code Compliance

City of Evanston
2100 Ridge Ave.
Evanston, IL 60201
Tel: 8478597831
Fax: 8474488134
Web: cityofevanston.org
EIN: 36-6005870
DUNS:

Project Contact
Carl Caneva
ccaneva@cityofevanston.org
Tel: 8478597831

Additional Contacts
Evonda Thomas-Smith, Christina Ferguson

City Manager
Wally Bobkiewicz
wbobkiewicz@cityofevanston.org

$ 370,973 Requested
Submitted: 8/27/2014 10:57:34 AM
(Pacific)

Pre-Application

1. What type of organization are you?

☐ 501(c)(3) Organization

☒ Governmental Entity

☐ For-profit Business

☐ Other

2. Briefly describe your program, including anticipated goals and outcomes

Targeted Code Enforcement:

Program utilizes best practices to perform code enforcement through proactive housing inspections. The goal of the program is to merge International Property Maintenance Code (2012) evaluations with the Healthy Homes guidelines improving Evanston's Housing Stock. New for this year's application will be incentives for improvements and inspections where violations are found not to exist.

Application Questions

1. Type of organization

☐ Section 501(c)(3) Non-profit

☒ City of Evanston department

☐ Other government agency

☐ Other:

2. Provide a summary of your program, including the needs identified in the Consolidated Plan that it addresses. Describe the scope of work for individual properties and how CDBG will be used. How are properties identified for your program?

The Community Development Block Grant (CDBG) Targeted Code Compliance Program is one of several important tools used to sustain decent, affordable and suitable living environments in Evanston and has been CDBG funded since 1974. The low and moderate income (LMI) population of the target areas is 51% based on U.S. Census Data. Targeted Housing Code Compliance is a property maintenance program that conducts on-going rental building inspections in the CDBG target areas, the West Evanston NRSA and the Southeast Evanston NRSA. It aids the
prevention slums and blight and provides a suitable living environment for the LMI income households.

Properties are identified through an annual registrations process, newly constructed properties are communicated from the Community Development Department and scheduled for inspections.

3. Identify the categories of need your program addresses (check all that apply)

- Rehabilitation of owner-occupied housing
- Rehabilitation of rental housing
- Rehab limited to energy and water efficiency
- Rehab limited to security features
- Essential repairs to address life safety
- Rehab limited to correction of code violations
- Paint & painting supplies only
- Acquisition of property for housing
- Conversion of non-residential building(s) to housing
- Identification of code violations only
- Small-scale repairs only
- Other:

4. If this is a new program, explain how the need for it was identified. If existing, when was it founded and how has it grown or changed?

Assuring decent housing through property inspections has been a core function of CDBG funding since its inception in 1974. Inspections and the resulting citations of code violations stimulates the investment of private funds to correct violations. In 2014, the Safe and Healthy Homes Committee reviewed best practices to provide services assuring decent housing. This will break the committee into three teams addressing education, inspections and registration of rental housing in Evanston.

The Health Department will utilize existing partnerships in an interdisciplinary approach to housing improvement. In 2015, landlords with a well established history of compliance will be subject to fewer inspections and trained by staff to perform self-inspections. This will allow staff to provide services to properties that are not in compliance.

The City will also establish educational opportunities to landlords that have complied with code requirements and attend sponsored trainings. The curriculum for such trainings will include property improvements for safety and security, tenant screening, energy efficiency, fire prevention, pest control, affordable housing, and landlord tenant concerns. Landlords meeting compliance standards and attending the educational programs will be recognized on the landlord resource webpage cityofevanston.org/landlords.

Inspections will mirror best practices for rental housing, instead of inspecting each individual unit, inspectors will review a random sampling of units within a building. This will afford more time for staff to review the conditions of the units and raise the quality of inspections. In 2014 City Council approved measures to improve Building Inspection Software, this will allow inspectors to become more efficient and utilize technology during the inspection.

All elements of the inspection program will focus on housing improvements through education, inspections, and enforcement.

5. Provide the estimated number of housing units your program will address in 2015. If an existing program, provide estimated numbers for 2014.

For acquisition and rehab, single-family, housing units must be occupied by low/moderate income households at completion. If multi-family, at least 51% of units must be occupied by low/moderate income households at completion.

<table>
<thead>
<tr>
<th>Category</th>
<th>2015 Estimated Numbers</th>
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</thead>
<tbody>
<tr>
<td>Single-family housing units</td>
<td>1125</td>
</tr>
<tr>
<td>Multi-family housing units</td>
<td>3375</td>
</tr>
</tbody>
</table>

2014 single-family housing units
6. Provide address(es) of the property(ies) if known. If not known, explain how properties will be selected and the scope of work determined. How will CDBG funds be used?

If identification of code violations, describe the types of properties and the area or neighborhoods in which the program will be undertaken.

CDBG funds inspections of buildings with 3+ dwelling units in the CDBG Target Area on a two-year cycle. There are 760 buildings with over 10,500 dwelling units in this category. Housing Code Compliance is a Property Maintenance program that conducts on-going inspections throughout the City. Property Maintenance Inspectors also respond to requests for service relating to any property issue such as weeds, litter, trash, debris, abandoned vehicles, graffiti, public sidewalks in disrepair, un-shoveled sidewalks, over-occupancy, utility shut-offs, illegal dwelling units, abandoned buildings, illegal parking of vehicles on private property, hazardous trees/limbs, plan encroachment, pests, as well as all other applicable building or dwelling unit housing code violation.

7. Describe your housing program, including whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how the property(ies) are managed and tenants are selected.

Four Code Compliance Officers and one Field Supervisor perform the systematic routine interior and exterior inspections of the targeted rental buildings in the previously described areas. A Customer Service Representative schedules the inspections and provides clerical staff support including preparing and mailing of written Notices of Violations.

Code Compliance Officers are also responsible for requests for service throughout the City. Violations are cited, correction orders served on the owners and re-inspections are conducted to assure compliance; non-compliance may result in legal action.

Code Compliance Officers also:

- Conduct weekly inspections of food establishments for compliance with the special-use litter plan, which includes litter within a 250 food radius of the establishments.
- Conduct weekly inspections of vacant lots for nuisance violations including weeds, trash, litter, debris, abandoned autos and other items in violation of the code.
- Conduct weekly inspection of the downtown districts for compliance with trash storage requirements.
- Conduct inspections regarding provisions of the Zoning Ordinance including illegal home-occupations, storage, sales of vehicles, over-occupancy, etc.
- Conduct inspections of properties that have been left vacant to assure compliance. Vacant housing stock is identified, inspected, registered and surveyed by staff.

Inspections are performed via the "Vacant Building Ordinance"

- Conduct periodic surveys throughout the City citing property exteriors and identifies violations focusing on alleyways.
- Conduct inspections of single family rental buildings as part of the area inspection program.
- Conduct inspections of day care and group homes.
- Collects licensing fees and conducts inspections of rooming houses annually, including Northwestern University, hotels, etc.

Code Compliance Officers appear weekly in the Administrative Hearings call reserved for code violations. They also testify in Circuit Court as needed.

Code Compliance Officers testify on emergency cases in Administrative Hearings, typically within 48 hours of finding dangerous conditions.

Code Compliance Officers coordinate team inspections of vacant or dangerous building, enlisting assistance from the Building Division, Fire Department, Police Department, Water Department, Human Relations, as well as coordination with the Legal Department on Administrative Hearings cases as needed.

Code Compliance Officers enforce the City of Evanston's Dangerous Building Ordinance and order demolitions as needed.

8. Does the program include special needs housing?

Check all that apply.

- Senior citizens

| 1125 | 2014 multi-family housing units |
| 3375 | 2014 multi-family units occupied by low/moderate income households |
| 9,000.00 | TOTAL |


9/12/2014
9. Describe how your process for determining income eligibility, including documentation, and any selection criteria for your program.
NA

10. Does your program comply with Fair Housing laws and accessibility requirements (504), if applicable?
✓ Yes
☐ No

11. Describe how you market your program to low/moderate income households and your efforts to affirmatively further fair housing.
For 2014, the City of Evanston Health Department will provide inspections as required of multi-family housing in the NRSA's. Additionally, the City will work with Open Communities, a fair housing organization, to assist our residents in answering questions about their lease and aid in landlord tenant relations. We will also be providing our landlords with checklists and information allowing them to perform Quality Assurance Inspections of their own properties.

12. Is your program office in compliance with the Americans with Disabilities Act?
✓ Yes
☐ No
☐ Not applicable

13. If no, describe what areas are not compliant and what accommodations will be made to enable individuals with disabilities to benefit. Does your organization have experience making accommodations for the disabled?
If yes or not applicable, enter "NA" below.
NA

14. Provide the name, email and phone number of the individual who attended the pre-application meeting. (City of Evanston applicants, enter "NA" below)
NA

15. Provide a summary of your organization's mission and work. (City of Evanston applicants, enter "NA" below.)
NA

16. All organizations receiving CDBG 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." (City of Evanston applicants, enter "NA" below.)
NA

17. Certification: I certify that I am authorized by the Board of Directors or governing body to submit this application for 2015 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.
Enter the name and title of the individual submitting this application.
Carl Caneva

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**Budget**

<table>
<thead>
<tr>
<th>Funding Sources/Revenues</th>
<th>2014</th>
<th>2015</th>
<th>2015 Committed</th>
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<tr>
<td>City of Evanston General Fund</td>
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<td><strong>Total</strong></td>
<td><strong>$542,832.00</strong></td>
<td><strong>$559,138.32</strong></td>
<td><strong>$0.00</strong></td>
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<thead>
<tr>
<th>Funding Uses/Expenses</th>
<th>2014</th>
<th>2015 Total</th>
<th>2015 CDBG</th>
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<tr>
<td>Staff Salaries and Fringes</td>
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<td>Printing</td>
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<tr>
<td>Postage Chargebacks</td>
<td>$2,800.00</td>
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</tbody>
</table>
Training and Travel  $ 1,000.00  $ 1,500.00  
Rental of Auto-Fleet Maint.  $ 8,100.00  $ 8,100.00  
Rental of Auto-Replacement  $ 5,600.00  $ 5,600.00  
Court Cost/ Litigation  $ 4,050.00  $ 3,500.00  
Membership dues  $ 375.00  $ 400.00  
Copy Machine Charges  $ 4,000.00  $ 4,000.00  
Materials to Maintain  $ 350.00  $ 350.00  
Minor Equipment and Tools  $ 1,500.00  $ 1,500.00  
Office Supplies  $ 1,500.00  $ 1,500.00  
Shoe Allowance  $ 650.00  $ 650.00  
Advertising  $ 200.00  $ 500.00  
Total  $ 542,832.00  $ 559,138.32  $ 0.00  

Budget Narrative
CDBG Targeted Code Enforcement is 75% of the total Code Compliance based on staff time spent in the target area.

Code Compliance Officers:
Scott Williams= $68,782.35/year (30%)
Charlton Jelks = $60,426.60/year (90%)
Angelique Schnur= $68,782.35/year (75%)
Robert Kramer= $70,158.00/year (100%)

Health Code Compliance:
Ike Ogbo= $69,987.45 (5%)
Joe DiCicco= $69,987.45 (5%)

Administrative Staff:
Cathryn Steinbuck= $56,849.00 (75%)
Christina Ferguson= $73,591.05 (35%)

Documents

<table>
<thead>
<tr>
<th>Documents Requested *</th>
<th>Required?</th>
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<td></td>
</tr>
<tr>
<td>Form used to document income of participating households to establish CDBG eligibility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For projects, quotations or other pricing information used to develop your budget.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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