

THE CDBG-R SUBSTANTIAL AMENDMENT

Jurisdiction(s): City of Evanston	CDBG-R Contact Person: Sarah Flax
Jurisdiction Web Address:	Address: Evanston Civic Center
• www.cityofevanston.org	2100 Ridge Ave, Rm 3900
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ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

See following page.

CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: City of Evanston		CDBG-R Formula Grant Amount: \$523,828					Date: 6/1/09
Activity Name	Activity Description	Eligibility (Regulatory or HCDA Citation)	National Objective Citation	CDBG-R Project Budget (\$)	Additional Recovery Funds (\$)	Other Leveraged Funding (\$)	Total Activity Budget
Fleetwood-Foster Improvement Project-Phase 1B	Phase 1B of the public improvements project for Fleetwood-Foster Field area. Installation of fencing, landscaping and entryway to the community center and playground areas. Project location is census tract 8092.02, which has a LMI population of 60.6%.	03F	LMA	410,000	0	0	410,000
Howard Street Improvement Project	Repaving of a deteriorated parking lot surface at the corner of Howard St & Chicago Ave, a "gateway" to Evanston from Chicago, and installation of landscaping elements. Project location is census tract 8102.02, which has a LMI population of 76.8%.	03G	LMA	\$61,446	\$0	\$0	61,446
CDBG-R Administration	Overall administration of CDBG-R funds including submission of Substantial Amendment to 2008 Action Plan, quarterly reporting and grant monitoring and compliance	21A		\$52,382	\$0	\$0	52,382
							0
							0
							0

B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

- (1) Activity Name: Fleetwood-Foster Improvement Project-Phase 1B (03F, LMA)
- (2) Activity Narrative: The City of Evanston planned a major renovation of the outdoor recreation facilities and amenities such as parking at the Fleetwood-Jourdain Community Center. The City has already invested significant capital improvement and CDBG funds to renovate the building. This renovation of outdoor facilities directly benefits neighborhood residents who use the community center. It further benefits residents of the neighborhood involved in programs such as child care at Family Focus, that is immediately west of the Fleetwood-Jourdain Center. This facility is located in census block group 8092.02, which has one of the highest percentages of low- and moderate-income residents in Evanston, at 60.6%. It serves primarily the residents of census tract 8092 and a small part of 8095.01; its service area is bounded by the Metropolitan Sanitary Canal, Green Bay Road and Church Street. This neighborhood is in the City's CDBG Target Area and has been heavily impacted by mortgage foreclosures. It is one of the neighborhoods targeted by the City's application for Neighborhood Stabilization Program funds to the State of Illinois.

The community center and surrounding playgrounds, park, basketball and tennis courts are very heavily used. Programs include after-school care, summer day camps, FAAM youth basketball program, Junior Wildkits football, senior nutrition program, a community theatre whose productions highlight the Black experience, and a wide variety of community meetings including ward meetings, block clubs, etc. The playground area is also used by Family Focus, a non-profit social services agency serving primarily LMI persons with a wide range of services including programs for children, teen parents and grandparents raising grandchildren. In addition, the Family Focus building houses non-profits including Connections for the Homeless administrative offices and the Teen Baby Nursery, a child care program for high school age mothers to enable them to stay in school.

Renovation of the park and recreation facilities was divided into two phases. Phase 1 includes renovation of the park and playgrounds to the west of the building, relocating and enlarging the parking lot, relocating and resurfacing the basketball and tennis court and installation of seating and other amenities such as bike racks. This work is scheduled for completion in July 2009.

Because of funding limitations, over \$400,000 of work planned in Phase 1 was separated into Phase 1B, to be undertaken when funding allows. This includes virtually all of the landscaping and planting in the park/sitting area, perimeter fencing and landscaping of the playground and courts, landscaping to screen the parking lot and completion of entry features along Foster Street.

CDBG-R funds in the amount of \$410,000 will be used for construction costs of Phase 1B. This project will receive approximately 80% of the City's CDBG-R allocation and achieve ARRA's goals of expending funds expeditiously to create construction jobs. No other Recovery Act funds will be used for this project. Because planning and design are largely complete, the planned timeline will be to go out to bid in the summer of 2009 following a review of plans to ensure that all elements are American made. Construction start is planned for fall of 2009.

Investment in the community center and park in this predominantly LMI neighborhood further addresses the goals of ARRA by improving public amenities in an area of our city most heavily impacted by the current economic crisis, helping stabilize property values and providing both short and long-term benefit to the neighborhood. Investment in recreation facilities increases opportunities for exercise and active recreation, leading to improved health and wellness of area residents.

Planting additional trees, shrubs and ornamental plants improves air quality, has a positive impact on people's emotional well being and improves the environment.

- (3) Jobs Created: On-site construction jobs are expected to begin in September in a wide range of trades. Based on experience with comparable projects, we estimate that the project will employ approximately three masons, five concrete workers, three workers for excavation, three ironworkers, two electricians and three general laborers for clean up and miscellaneous work. In addition, a landscaping crew of four to five workers will be employed to install trees, shrubs and other plants. Some heavy machinery operators will be needed for excavation, grading and tree planting. In total, we estimate that approximately 24 discrete construction jobs will be created. Most individual workers will complete their assigned work within five days, although work may not always be on consecutive days. Because of the nature of the work, the project schedule will be dependent on weather conditions. Work may be underway on multiple parts of the project simultaneously at times. On-site construction jobs and hours will be tracked via certified timesheets and reported to HUD. On-site construction hours are estimated at approximately 1,400. In addition, the general contractor will have a supervisor on-site throughout construction and there will be supervisory personnel on-site to oversee work by subcontractor employees for approximately half the construction period. Supervisory hours are not usually recorded in project reporting but a tracking system can be developed for these hours if required.

In addition to on-site jobs, this project will create manufacturing jobs for materials including custom cutting/shaping of limestone for the curved wall and the fabrication of steel fencing and screening materials. We have no estimating or tracking mechanism for the labor hours for the manufacture of products and materials used in this project. In addition, labor hours created will include trucking and delivery, administrative and billing work for all companies involved in the project. A commonly used formula to estimate job creation is that one FTE is created for every \$100,000 spent, which would result in 4.1 FTEs for the project. The formula for estimating jobs for the Energy Efficiency and Conservation Block Grant program is one FTE for every \$92,000, which would result in 4.5 FTEs. Both figures are significantly above the hours that we anticipate being able to track through certified timesheets for construction work. Guidance on estimating these hours, as well as requirements for tracking actual hours, is requested.

- (4) Additional Activity Information: Trees, shrubs and other plants installed as part of the landscaping will improve the environment by absorbing CO₂ and other pollutants. Deciduous trees planted on the south side of the community center will reduce air conditioning costs in summer, reducing costs and carbon emissions. Plantings also provide much-needed shade, reduce heat islands created by large paved areas and create a softer more inviting physical environment.
- (5) Responsible Organization: This activity will be implemented by the City of Evanston and administered by Sarah Flax, CDBG Grants Administrator, Evanston Civic Center, 2100 Ridge Avenue, Room 3900, Evanston, IL 60201. 847-866-2928, sflax@cityofevanston.org

(1) Activity Name: Howard Street Improvement Project (03G, LMA)

Activity Narrative: The City of Evanston will improve a 19-space parking lot at the corner of Howard Street and Chicago Avenue to provide additional much needed parking for residents of apartments and condominiums in the primarily low- and moderate-income neighborhood east of Ridge Ave, north of Howard Street and south of Oakton Street. Work will include resurfacing of the lot and installing perimeter plantings to improve its appearance and the ambience of the neighborhood. Planning and design is planned for fall of 2009, with construction getting underway in spring 2010, creating additional jobs to support the economic recovery.

This parking lot is in the Howard Street tax increment financing district, established in 2003 because of issues affecting the area including deterioration of buildings and surface improvements, adverse or incompatible land-use relationships, and inadequate off-street parking based on needs and contemporary standards. HOME and CDBG funds have been used to expand and improve the supply of affordable housing in south Evanston. Housing stock in the neighborhood benefitting from this project consists primarily of multi-family properties, many of which are three-story walk ups that have limited or no off-street parking. A 50-space City lot at the corner of Clyde Ave and Brummel Street that is restricted by permit to residents of the immediate neighborhood currently has a waiting list of 15. The 19-space lot being improved will also be restricted by permit to residents of this neighborhood. Families with incomes at or below 50% AMI will be eligible for a 50% discount on the permit cost of \$30/month.

CDBG-R funds in the amount of \$61,446 will be used to repave/repair the parking lot and adjacent curbs and sidewalks as needed. Perimeter plantings will also be installed and lighting evaluated and improved to enhance safety. CDBG-R funds will be used for construction costs and materials to maximize job creation. No other Recovery Act funds will be used for this activity. The City is evaluating the availability of local revenues from the Parking Fund to supplement the project budget if needed.

Investment in this part of south Evanston will help stabilize an area that has been heavily impacted by mortgage foreclosures and by job losses and reinforce the desirability of the neighborhood for potential residents who are concerned by the limited off-street parking. In addition, it will support the economic development goals of the TIF.

- (2) Jobs Created: Construction jobs will be created in spring 2010. Specific jobs will include a three- to four-person crew for surface milling, three to five workers for applying and rolling the asphalt surface, a truck driver, two to three workers to mark the pavement and a crew of four to five landscapers. Because of the small size of the project, individual workers may be on site for only one or two days, for an estimated total of 150 construction hours. A supervisor will be on-site periodically, as noted above. In addition, related administrative and management work will be created. Construction jobs and hours will be reported based on certified timesheets. Based on the information above, an estimated 0.6 Full Time Equivalent jobs will be created by this project in total. Guidance on reporting supervisory and administrative work and off-site manufacture of goods such as the asphalt is requested.
- (3) Additional Activity Information: This improvement supports the goals of ARRA by creating construction jobs on a timely basis. It also supports the economic development goals of the TIF designed to revitalize this primarily LMI neighborhood. In addition, lighting improvements will incorporate energy efficient technology and plantings will help to reduce

heat islands while creating a more inviting environment.

- (4) Responsible Organization: This activity will be implemented by the City of Evanston and administered by Sarah Flax, CDBG Grants Administrator, Evanston Civic Center, 2100 Ridge Avenue, Room 3900, Evanston, IL 60201. 847-866-2928, sflax@cityofevanston.org
- (1) Activity Name: CDBG-R Administration (21A). The City will use 10% of its CDBG-R allocation, \$52,382, for grant administration and compliance, including Davis-Bacon, and quarterly reporting as required by ARRA.
- (2) Responsible Organization: This activity will be implemented by the City of Evanston and administered by Sarah Flax, CDBG Grants Administrator, Evanston Civic Center, 2100 Ridge Avenue, Room 3900, Evanston, IL 60201. 847-866-2928, sflax@cityofevanston.org

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

Note: A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

Response:

A draft of the CDBG-R Substantial Amendment was posted on the City's website on the same page as the draft of the City's 2008/09 Consolidated Annual Performance and Evaluation Report, for which the public comment period opened on May 15, to benefit from the awareness generated by the newspaper and email notices for that public comment period. In order to address the needs of persons with disabilities or with limited English, City notices and meeting agendas include telephone and TTY numbers to request needed accommodations.

The activities and budgets proposed in the substantial amendment were presented by staff to the Housing & Community Development Act Committee, which oversees the City's CDBG program, at its public meeting on May 19, 2009. Input from citizens attending that meeting was welcomed. Mary Friedl asked if outdoor facilities would be accessible for persons with disabilities. Staff responded that all facilities would be accessible to persons with disabilities to the extent possible by making all walks and entryways ADA compliant. Members of the Housing & Community Development Act Committee discussed the importance of investing in this west Evanston neighborhood that has been the focus of recent City planning and community development work.

Public comment period formally opened on May 20 at noon and closed at noon on May 27, 2009. A draft of the Substantial Amendment was published on the city of Evanston website at <http://www.cityofevanston.org/departments/communitydevelopment/planning/cdbg.shtml> No comments were submitted by email, fax or to the Planning division office.

There was also a citizen comment period at the Evanston City Council meeting on May 26, 2009; no comments were made on the Substantial Amendment at that time. City Council approved the draft of the Substantial Amendment unanimously at that meeting.

CDBG-R Substantial Amendment

Grantee Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.

Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): City of Evanston Lead Agency Jurisdiction Web Address: www.cityofevanston.org http://www.cityofevanston.org/departments/communitydevelopment/planning/cdbg.shtml	CDBG-R Contact Person: Sarah Flax Address: Evanston Civic Center 2100 Ridge Ave, Rm 3900 Evanston, IL 60201 Telephone: 847-866-2928 ext 2268 Fax: 847-448-8120 Email: sflax@cityofevanston.org
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The elements in the substantial amendment required for the CDBG recovery funds are:

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes No Verification found on page 2

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes No Date Spreadsheet was emailed: 6/3/09

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,
Yes No Verification found on page(s) 2, 3, 5 & 65
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
Yes No Verification found on page(s) 2, 3, 5 & 6
- the CDBG national objective citation,
Yes No Verification found on page(s) 2, 3, 5 & 6

B. CDBG-R INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,
Yes No Verification found on page(s) 3 - 5
- projected number of jobs created for each activity,
Yes No Verification found on page(s) 3 - 5
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) 3 - 5
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) 4, 5 & 6
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) 2 & 6
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) 2
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) 2, 3 & 5

C. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the jurisdiction’s usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes No . Verification found on page(s) 6

Is there a summary of citizen comments included in the final amendment?

Yes No Verification found on page(s) 6 & 7

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|---|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- | | | |
|--|---|--|
| (8) Community development plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (9) Following a plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (13) Lead-based paint procedures | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with laws | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (15) Compliance with ARRA | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (16) Project selection | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (17) Timeliness of infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (18) Buy American provision | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (19) Appropriate use of funds for infrastructure investments | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (20) 70% of CDBG-R for LMI | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Optional Certification | | |
| (21) Urgent Need | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|--|------------------------------|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of State | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (9) Consultation with Local Governments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (10) Use of Funds | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (11) Excessive Force | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (12) Compliance with anti-discrimination laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (13) Compliance with laws | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (14) Compliance with ARRA | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (15) Project selection | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (16) Timeliness of infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (17) Buy American provision | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (18) Appropriate use of funds for infrastructure investments | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (19) 70% of CDBG-R for LMI | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Optional Certification | | |
| (20) Urgent Need | Yes <input type="checkbox"/> | No <input type="checkbox"/> |