Memorandum

To: Housing, Homelessness, and Human Relations Commissioners

From: Savannah Clement, Housing Policy and Planning Analyst

Subject: November 2, 2017 HHHRC Meeting Cover Memo

Date: October 31, 2017

Attached please find:

- The meeting agenda
- Item 1: Draft minutes of the October 5, 2017 meeting for approval
- Item 2: 2017 Emergency Solutions Grant allocations memo
- Item 3: Draft Housing and Homelessness Commission ordinance
- Item 4: 2018 Commission meeting schedule

We look forward to seeing you on November 2\textsuperscript{nd}.
HOUSING, HOMELESSNESS,
AND HUMAN RELATIONS COMMISSION
Thursday, November 2, 2017
7:00 PM
Lorraine H. Morton Civic Center, 2100 Ridge, Room 2402

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES October 5, 2017

3. PUBLIC COMMENT

4. 2017 EMERGENCY SOLUTIONS GRANT ALLOCATIONS

5. HOUSING & HOMELESSNESS COMMISSION ORDINANCE

6. NEW/OTHER BUSINESS

7. STAFF REPORTS
   A. Affordable Housing White Paper/City Council discussion updates
   B. Affordable Housing Fund description changes update
   C. 2018 Commission meeting schedule

8. ADJOURNMENT

Next Meeting: December 7, 2017 at 7 PM in Room 2402.

Order & Agenda Items are subject to change. Information about the Housing, Homelessness, and Human Relations Commission is available at www.cityofevanston.org/government/boards-commissions. Questions may be directed to Savannah Clement at 847.448.8679.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Savannah Clement at 847.448.8679.

La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).
MEETING MINUTES
HOUSING, HOMELESSNESS, AND HUMAN RELATIONS COMMISSION
Thursday, October 5, 2017, 7:00 P.M.
Lorraine H. Morton Civic Center, Room 2402

Present: Chair Ellen Cushing, Vice-Chair Geri Palmer, Suzanne Calder, Sidney Caselberry, Sandra Hill, Moika Long, Ald. Eleanor Revelle

Absent: Noelle Gilbreath, Kyle Lauterhahn

Staff: Savannah Clement, Housing Policy and Planning Analyst

Call to order
Chair Ellen Cushing called the meeting to order at 7:02 PM with a quorum present.

Approve minutes of September 7, 2017 meeting
Sandra Hill moved for approval of the minutes, Alderman Revelle seconded the motion, and it was approved unanimously.

Public comment
Sue Loellbach, from Connections for the Homeless and Joining Forces for Affordable Housing, provided public comment on the need for an affordable housing plan from the City. She acknowledged the inconsistent and prolific feedback from the community and the NIMBYs, and said that it is very site-specific. Joining Forces is recommending that the City develop guiding principles to use to: combat NIMBYism, determine the purpose and use of Affordable housing Fund, and make decisions on projects. Sue Loellbach provided a hard copy of Joining Forces' recommendations for priorities, and offered to work with the City and Commission. Staff will scan and email the recommendations to the Commission.

Housing and Homelessness Commission Ordinance
The Commission reviewed and provided feedback on HHC ordinance. Chair Ellen Cushing suggested delaying vote on it until November meeting to give commissioners time to review it but have some discussion on it tonight. Sue Calder suggested changing language from housing stock, but keep fair housing and homelessness language. Alderman Revelle suggested adding language on affordable housing, breaking up the first sentence into two to emphasize homelessness and affordable housing. Staff will send the revised ordinance out to commissioners for feedback in advance of the November meeting.

Staff will add a membership section to the ordinance. Commissioners said this should include the number of members in the Commission, and the number needed for quorum. The membership requirements should include one member of a protected
class and someone with a background in human rights (the current version of the ordinance says “or”). Staff will send the revised ordinance next week and commissioners can email with additional revisions.

**New/Other Business**
League of Women Voters is having a luncheon on October 24, at Prairie Moon, with a panel discussion on affordable housing.

**Staff Reports**
Staff provided an update on the HOW project at 2215 Dempster. It is unknown whether or not HOW will come back to City Council to ask for funding. Sue Calder noted that if they do come back to the City for funding, it should be acknowledge that the housing in the project is for very low-income people, which is needed and hard for the City to get. Sue said that it should also be noted that case management will be provided onsite, and that the housing is intergenerational, accessible to people with disabilities, and not just for women with children.

Staff provided an update on the Albion planned development. Sue Calder said the City should look at raising the IHO fee-in-lieu, because of the high cost of developing units. Chair Ellen Cushing said developers should know going into project what to do regarding whether or not to develop affordable units onsite. Alderman Revelle suggested looking at the tradeoff of raising the fee-in-lieu; will developers make buildings taller and bigger then? She said we should look at the large size of projects. Commissioners suggested revising the ordinance and maybe do mandatory onsite affordable units.

Staff provided an update on the affordable housing white paper that will be given to City Council for discussion on October 30th. Chair Cushing said she hopes Council will develop strategies and priorities around affordable housing. The Commission said one strategy to consider is expanding financial literacy for Evanston residents.

Chair Ellen Cushing asked about Commission’s role as City Council discusses the issue of affordable housing. She is hoping City Council decides to take a leadership role on the issue and come up with a vision to set overarching policies to give staff direction. Chair Cushing said that staff can then develop strategies and bring those to the Commission for consideration. Chair Cushing proposed that the Commission send a letter asking Council to take a leadership role on the issue of affordable housing and state the Commission can be a resource to the Council.

The Commission asked that the letter include a description of the Commission, its responsibilities and accomplishments in the letter in order provide background within the context of affordable housing work. The Commission noted that it should look at submitting a more in depth annual report to City Council each year. Chair Ellen Cushing looks at City Council’s affordable housing discussion as a good opportunity. She wants Council to stop deciding on projects on one-off basis, and develop a framework for
making decisions on affordable housing projects. Chair Cushing said this will better assist staff and the Commission with developing policies and strategies to further affordable housing. Then, the community can react and City Council can approve or not approve of the policies created. Vice-Chair Geri Palmer suggested doing a fact sheet instead of a letter that states what the Commission has done and demonstrates that it can help implement the Council’s goals. Alderman Revelle suggested commissioners provide public comment more often at the Planning and Development Committee and City Council meetings to raise the Commission’s visibility with Council. The Commission asked staff to include in white paper information about the Commission.

**Adjournment**

Sue Calder motioned for adjournment, Sandra Hill seconded, and the motion was unanimously approved. The meeting was adjourned at 9:07 p.m.

The next scheduled meeting of the commission is Thursday, November 2, at 7:00 p.m. in room 2402.

Respectfully submitted,
Savannah Clement, Housing Policy and Planning Analyst
To: Housing, Homelessness & Human Relations Commission
From: Johanna Leonard, Director of Community Development
       Sarah Flax, Housing & Grants Administrator
       Savannah Clement, Housing Policy and Planning Analyst
       Jessica Wingader, Grants & Compliance Specialist
Subject: 2017 Emergency Solutions Grant Recommendation
Date: November 2, 2017

Recommended Action:
Staff recommends approval by the Housing, Homelessness & Human Relations Commission of the 2017 Emergency Solutions Grant (ESG) allocations totaling $144,334: $133,509 to two social services agencies (Connections for the Homeless and the YWCA Evanston/North Shore) that provide housing and services for individuals and families who are homeless or at risk of homelessness, and $10,825 to the City of Evanston for grant administration. It is also requested that the Housing and Homelessness Commission recommend approval of the proposed allocations to Human Services at its November 6, 2017 meeting.

Funding Source:
Funding source is the City’s 2017 Emergency Solutions Grant entitlement allocation in the amount of $144,334 from the U.S. Department of Housing & Urban Development; account 100.21.2128.XXXXX with individual account numbers for external agencies funded and City administrative costs.

Livability Benefits:
Equity & Empowerment: ensure equitable access to community assets, support quality human service programs, and support poverty prevention and alleviation.

Health & Safety: improve health outcomes, improve emergency prevention and response, enhance resiliency to natural and human hazards

Summary:
ESG funds will be used for eligible activities including essential services, operating expenses of homeless shelters, rapid re-housing for homeless households, homeless prevention for households at high risk of homelessness, and program administration as
outlined in the 2017 Action Plan, which was approved by City Council on July 10, 2017. This recommendation allocates specific dollar amounts to subrecipients for eligible activities that address the goals in the 2017 Action Plan.

The City of Evanston’s 2017 ESG grant is $144,334; the 2017 recommendation maintains 10% of funding for Street Outreach. Emergency Shelter recommendation is 32.5%. Rapid Re-Housing and Prevention funding, in keeping with HUD’s goal of prioritizing Rapid Re-housing, will be 35% and 15% respectively. Rapid Re-housing and Homeless Prevention implement the Housing First strategy of the Federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, which reauthorized the McKinney-Vento Homeless Assistance Act. The table below shows the 2016 ESG allocation of funds to eligible activities and the recommendation for 2017. Funding may be made moved between Prevention and Rapid Re-housing during program implementation to assist households that are eligible for each activity, if needed. Rapid Re-housing is funded at a higher level than Prevention, following federal priorities.

<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>2016 Allocation</th>
<th>2017 Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Outreach</td>
<td>$14,447 10.0%</td>
<td>$14,433 10.0%</td>
</tr>
<tr>
<td>Emergency Shelter</td>
<td>$49,549 34.3%</td>
<td>$46,909 32.5%</td>
</tr>
<tr>
<td>Homeless Prevention</td>
<td>$18,455 12.8%</td>
<td>$21,650 15.0%</td>
</tr>
<tr>
<td>Rapid Re-housing</td>
<td>$51,174 35.4%</td>
<td>$50,517 35.0%</td>
</tr>
<tr>
<td>Administration</td>
<td>$10,834 7.5%</td>
<td>$10,825 7.5%</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>$144,459 100.0%</strong></td>
<td><strong>$144,334 100.0%</strong></td>
</tr>
</tbody>
</table>

Staff recommends funding Connections for the Homeless and the YWCA Evanston/North Shore through subrecipient agreements to provide direct services consistent with the 2016 ESG program, as detailed below. Both agencies have the programmatic capacity to implement ESG activities and the administrative capacity to comply with federal regulations. The City will retain ESG Administration funds for program management and compliance.

Connections for the Homeless – $14,433 for its Street Outreach program; $31,909 for operating support of Hilda’s Place, its Emergency Shelter; $21,650 for Homeless Prevention rent and utility assistance and case management; and $50,517 for Rapid Re-housing rental assistance and case management; total funding of $118,509.

Hilda’s Place provides up to 90 days of housing for single adults who may be chronically homeless or have lost housing because of unemployment, eviction, foreclosure, etc. ESG funds are used for operating expenses of the shelter including rent, repairs, maintenance, and supplies. Connections also provides services including case management and meals to residents of Hilda’s Place, and to clients of its street outreach program. Case workers help clients find employment and receive benefits such as Supplemental Social Security and Social Security Disability Insurance. Medical services are provided through a weekly in-house clinic and clients are referred to Erie
Family Health Center, mental health providers and support programs for health services, including mental health and substance abuse. ESG funds are used for case workers and other program staff salaries and benefits.

Connections for the Homeless also provides Re-housing and Prevention services. Funds will be used for direct assistance in the form of rent and utilities payments, as well as housing location and stabilization services, and salaries of program staff.

YWCA Evanston-North Shore - $15,000 for operating support of its 32-bed shelter facility that provides safe housing for up to 90 days for women and children who are victims of domestic violence. The YWCA provides case management, legal advocacy, crisis intervention, financial literacy and other services to help clients develop independence and self-sufficiency. The YWCA will provide housing, meals and supportive services to an estimated 250 women and children in its DV shelter in 2016. ESG funds will be used for essential supplies such as food for women and children staying in the shelter, and other operating costs.

City staff will continue to participate in the selection review committee for Re-housing and Prevention activities to ensure all requirements are met and procedures followed, including the appeal process for individuals or households deemed ineligible for services.

Evanston’s 2017 ESG funds will be matched on a one-to-one basis with Mental Health Board funds from the City’s Human Services Fund and private resources, including in-kind contributions, to meet the requirement for ESG. State of Illinois funding may also be used as match if available.
AN ORDINANCE

Amending Portions of the City Code
Relating to the Housing, Homelessness and Human Relations
Commission,
Hereafter Called the “Housing and Homelessness Commission”

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Title 2, Chapter 4 of the Evanston City Code of 2016, as
amended (“City Code”), is hereby amended to read as follows:

CHAPTER 4 - EVANSTON HOUSING AND HOMELESSNESS COMMISSION

PURPOSE

In order to protect and promote the public health, safety, and welfare of the residents,
the City Council shall establish a Commission to provide for the planning, expansion,
maintenance, conservation and rehabilitation of Evanston's housing stock in order to
maintain and expand affordable housing for all of Evanston’s residents. Such a
Commission will also be responsive to needs for change in housing related matters to
the end of maintaining a diverse residential environment and to conserve property
values within the community and to combat homelessness. It is further found that it is
necessary to monitor and maintain compliance with fair housing and other protections
afforded to any individual with a disability or who is a member of a protected class.

MEMBERSHIP

The Evanston Housing and Homelessness Commission ("Commission") shall consist of
nine (9) members. Membership shall be comprised of at least one (1) member who
resides in a rental unit in Evanston, at least one (1) member who is a landlord who
owns at least one (1) multi-family building in Evanston, at least one (1) member of a
protected class, at least one (1) member who has a background or experience in
human rights, fair housing, environmental justice or similar areas, at least one (1)
member who is able to adequately represent the housing needs of seniors, and one (1)
member who is an Alderman. All members must be residents of the City of Evanston.

TERM

Members of the Commission shall be appointed to a term of three (3) years. Non-
aldermanic members may serve for not more than two (2) full terms.

**SUBCOMMITTEES:**

The Commission may establish such Subcommittees as are necessary for the effective operation, to meet in accordance with the adopted rules and regulations.

**POWERS AND DUTIES:**

In carrying out its responsibilities, the Commission shall:

A. Evaluate and recommend tools to expand or maintain affordable housing to the Planning and Development Committee
B. Provide recommendations on the use of the City’s Affordable Housing Fund dollars to the Planning and Development Committee
C. Provide recommendations on the use of the City’s HOME funds to the Planning and Development Committee
D. Provide recommendations on the use of the City’s Emergency Solutions Grant funds to the Human Services Committee
E. Provide guidance on the implementation of the City’s Inclusionary Housing Ordinance
F. Funding priorities: programs and projects that help to preserve and create affordable housing, promote fair housing, and address the needs of the homeless.
G. Submit an annual report to City Council on the goals, activities and accomplishments of the Commission.

**SECTION 4:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 5:** If any provision of this ordinance or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 6:** This ordinance shall be in full force and effect on January 1, 2018.
SECTION 7: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced:___________________, 2017  Approved:
Adopted:___________________, 2017  ____________________________, 2017

_______________________________
Stephen H. Hagerty, Mayor

Attest:
Approved as to form:

_______________________________
Devon Reid, City Clerk  W. Grant Farrar, Corporation Counsel
Housing, Homelessness, and Human Relations Commission
Schedule of meeting dates for 2018

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

 Thursday, January 11, 2018 at 7PM
 Thursday, February 1, 2018 at 7PM
 Thursday, March 1, 2018 at 7PM
 Thursday, April 5, 2018 at 7PM
 Thursday, May 3, 2018 at 7PM
 Thursday, June 7, 2018 at 7PM
 Thursday, July 5, 2018 at 7PM
 Thursday, September 6, 2018 at 7PM
 Thursday, October 4, 2018 at 7PM
 Thursday, November 1, 2018 at 7PM
 Thursday, December 6, 2018 at 7PM