



APPROVED

MEETING MINUTES

HOUSING & COMMUNITY DEVELOPMENT ACT COMMITTEE

Tuesday, February 20, 2018

7:00 P.M.

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

Members present: Ald. Rainey, Ald. Rue Simmons, Ald. Wilson, Ald. Wynne, Glen Mackey, Michael Miro, Jeannie Sanke

Members Absent: Ald. Braithwaite, Carol Goddard, Shawn Jones

Presiding Member: Ald. Rainey, Committee Chair

Staff: S. Flax

Call to Order / Declaration of Quorum

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

Approval of Meeting Minutes for November 21, 2017

Ms. Sanke moved approval of the minutes with one correction, Ald. Wynne seconded the motion and it was approved unanimously.

Public Comment

Chair Rainey noted that no one was in attendance to make comment.

Community Development Block Grant Allocation Discussion

Chair Rainey opened discussion by asking Mr. Miro for his input on how to improve the allocation process. Discussion revolved around the lack of opportunity for committee members to discuss the merits of different applications and share their rationale for their funding allocations. It was agreed that the format of the application review meetings would be changed to provide opportunity for this discussion. Instead of hearing presentations from applicants that reiterate information in the application, each applicant would be introduced and the committee would discuss the application and ask questions of the agency representative if any arise during the discussion. External applications will be reviewed/discussed at one meeting and City applications at a later meeting; the committee may choose to allocate time at this meeting to discuss factors that will influence their funding allocations after all application reviews are complete and before members submit their allocations to staff to compile for the funding allocation meeting. It was also agreed that the staff proposal to move the funding allocation meeting to mid-October would be beneficial because it would give committee members more time to complete their draft allocations, and that a firm due date for all members' allocations was needed so the average funding amount recommended for each application could be calculated for the allocation meeting.

In addition to changing the application review meeting format and schedule, staff proposed revising or including additional application questions to get more information about unmet needs and applicants' efforts to improve equity in service delivery, as well as the impact of CDBG funding on their ability to serve Evanston's low/mod income residents. Also, due dates for

committee members to submit questions/clarifications on applications before the application review/discussion meetings and before the funding allocation meeting will be added to the schedule. Staff will compile and submit those questions to the agencies.

Staff will develop a revised application process and draft schedule for the 2019 application review that takes into account the discussion summarized above for the committee's review and discussion at the March 20 meeting. It was agreed that the application review meeting schedule could not be finalized until early August, by which time all Letters of Intent would be submitted. The proposed new application review meeting process will be shared with the Mental Health Board.

Staff Reports

Staff reported that HUD has delayed submission of the Assessment of Fair Housing (AFH) so the required submission date is now in 2024. Staff is waiting for guidance regarding requirements relating to fair housing from HUD. The City may have the option to conduct its AFH but not submit to HUD until the required due date or be required to conduct an Analysis of Fair Housing for the interim period, which includes the 2020-2014 Consolidated Plan.

Staff noted that the March 20 meeting agenda will include public input on the draft 2017 Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER will be posted by March 5 for the 15-day public comment period that runs from March 5 – 20.

Adjournment

There being no further business before the committee, the meeting was adjourned at 8:27 PM.

Respectfully submitted,
Sarah K. Flax
Housing and Grants Administrator