



**AGENDA AND NOTICE OF A MEETING**  
**Joint Social Services and**  
**Housing & Community Development Committee**  
**Thursday, June 12, 2025**

**Lorraine H. Morton City Hall, 909 Davis Street, Evanston, IL 60201 Council Chambers**  
**7:00 PM**

Those wishing to make public comments at the joint meeting of the [Housing & Community Development Committee](#) and the [Social Services Committee](#) may submit written comments in advance or sign up to provide public comment remotely by completing the Social Services Committee online comment form available by [clicking here](#) or visiting the Social Services Committee webpage and clicking on Public Comment Form, or by calling/texting 847-448-4311 by 5pm the day of the meeting.

The purpose of public comment is to enable members of the public to provide input on any topic on the agenda. The Committee may question the commenter, but a response is not required. The length of the public comment period will be **15 minutes**; the time allocated for each commenter is dependent on the number wishing to speak, but will not exceed **5 minutes per person**. The length of the public comment may be extended at the discretion of the Chairperson depending on the number of commenters and time needed to address the items on the agenda.

To listen to the meeting, join the Zoom meeting online:

<https://us06web.zoom.us/j/83961283626?pwd=STdURINmaGxsY0Rld3FhVmJNYVVPZz09>

Or join by phone: Dial: +1 312 626 6799

Webinar ID: 839 6128 3626

Passcode: 741501

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**1. CALL TO ORDER/DECLARATION OF A QUORUM**

**2. VOTE TO ALLOW VIRTUAL PARTICIPATION**

**3. PUBLIC COMMENT**

**4. PUBLIC COMMENT ON THE DRAFT 2025-2029 CONSOLIDATED PLAN AND CITIZEN PARTICIPATION PLAN**

**5. APPROVAL TO RECOMMEND THE DRAFT 2025-2029 CONSOLIDATED PLAN INCORPORATING 2025 ENTITLEMENT GRANTS TO CITY COUNCIL**

**A. Approval to Recommend the Draft 2025-2029 Consolidated Plan incorporating 2025 Entitlement Grants to City Council 4 - 8**

The [draft 2025-2029 Consolidated Plan and draft 2025 Action Plan](#), updated with finalized grant amounts for FY2025, as well as the [draft 2024 Public Participation Plan](#) (Citizen Participation Plan) were released for a second public hearing on June 10. Staff recommends the Social Services Committee (SSC) review and place on file the updated plans; staff further recommends that the Housing and Community Development Committee (HCDC) approve and recommend the draft plans to City Council for approval at the meeting scheduled July 14, 2025. The July 14 City Council meeting will mark the close of the second public comment period for the plans. The consolidated plan and subsequent action plans govern the use of the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) entitlement funding from the U.S. Department of Housing and Urban Development (HUD).

Funding sources for the 2025-2029 Consolidated Plan are the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) 2025 entitlement grants; 2024 CDBG and HOME program income; and carryover CDBG and HOME funds from prior years.

**For Action**

[Approval to Recommend the Draft 2025-2029 Consolidated Plan incorporating 2025 Entitlement Grants and the Draft 2024 Citizen Participation Plan to Cit - Pdf](#)  
[Funding Allocations by ConPlan Goal est. actual for 2025 Action Plan](#)

**6. APPROVAL TO RECOMMEND THE DRAFT 2024 CITIZEN PARTICIPATION PLAN**

## 7. ADJOURNMENT

*Agenda items and order are subject to change.*

*Questions can be sent to Marion Johnson, Housing & Grants Supervisor at [marionjohnson@cityofevanston.org](mailto:marionjohnson@cityofevanston.org).*

*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 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made. 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).*



## Memorandum

To: Members of Housing & Community Development Committee

CC: Members of the Social Services Committee

From: Jessica Wingader, Social Services Grants & Compliance Specialist

CC: Elizabeth Williams, Planning & Zoning Manager/Interim Housing & Grants Manager; Marion Johnson, Housing & Grants Supervisor, Ana Elizarraga, Housing & Economic Development Analyst

Subject: Approval to Recommend the Draft 2025-2029 Consolidated Plan incorporating 2025 Entitlement Grants and the Draft 2024 Citizen Participation Plan to City Council

Date: June 12, 2025

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Recommended Action:

The [draft 2025-2029 Consolidated Plan and draft 2025 Action Plan](#), updated with finalized grant amounts for FY2025, as well as the [draft 2024 Public Participation Plan](#) (Citizen Participation Plan) were released for a second public hearing on June 10. Staff recommends the Social Services Committee (SSC) review and place on file the updated plans; staff further recommends that the Housing and Community Development Committee (HCDC) approve and recommend the draft plans to City Council for approval at the meeting scheduled July 14, 2025. The July 14 City Council meeting will mark the close of the second public comment period for the plans. The consolidated plan and subsequent action plans govern the use of the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) entitlement funding from the U.S. Department of Housing and Urban Development (HUD).

Funding Source:

Funding sources for the 2025-2029 Consolidated Plan are the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) 2025 entitlement grants; 2024 CDBG and HOME program income; and carryover CDBG and HOME funds from prior years.

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

In order to receive CDBG, HOME and ESG entitlement funds from the HUD, the City of Evanston is required to submit a five year Consolidated Plan (ConPlan) that states its plans, including specific strategies, to develop viable neighborhoods through the provision of decent housing, a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. The draft 2025-2029 ConPlan includes the draft 2025 Action Plan which outlines priority needs that will be addressed using CDBG, HOME and ESG funds; the City's performance will be evaluated by HUD.

Evanston is an entitlement community; the community's federal awards are determined annually based on a formula. Annual funding allocations for all entitlement communities are determined by HUD following a statutory dual formulation using several objective measures of community need including poverty levels, population, housing overcrowding, and other factors, in comparison to other metropolitan areas. HUD uses this formula to determine award amounts for federal grants including Community Development Block Grant (CDBG), HOME Investment Grant (HOME), and the Emergency Solutions Grant (ESG). In the 2024 federal fiscal year, HUD determined that Evanston was not eligible to receive an ESG award as its allocation fell below the threshold for entitlement. As a result, staff anticipated that the City would be ineligible to receive ESG funds in future years also. For this reason, the initial draft ConPlan and 2025 Action Plan, released for public review in November/December 2024, did not include ESG funds.

HCDC initially approved the draft ConPlan in December 2024, using allocations by percentage of the total expected grants. HUD released FY2025 grant allocations in May; Evanston has been allocated the following entitlement grants for FY25:

	2025 Entitlement Funds	2024 Program Income	Prior Years Reallocated Funds	Total
CDBG	\$ 1,699,000	\$8,813.00	\$4,829	\$1,712,642
HOME	\$309,221	\$33,381.00	\$0	\$ 342,602
ESG	\$150,008.00	\$0	\$0	\$150,008.00
Total	\$2,158,229	\$42,194.00	\$4,829	\$2,205,253

Following the process outlined in the public participation plan (CPP) and consolidated plan, the draft 2025-2029 Consolidated Plan and 2025 Action Plan have been updated to include the final grant amounts. The addition of ESG, which was not part of the initial draft, constitutes a substantial change and requires a new public hearing. At this joint SSC and HCDC meeting, staff ask both committees to review the ConPlan updated with FY2025 grant awards. Staff recommends HCDC approve the updated plans and recommend approval to City Council.

ESG funding has been added to the consolidated plan and action plan. Updates include an ESG project with funding for homeless shelter, street outreach and eviction prevention funding.

Also, due to the higher than projected CDBG and HOME awards, staff made updates to the allocations by goal by percentage accordingly:

- Affordable Housing goal total funding was reduced from 43.94% to 38.01%  
CDBG Funding for housing rehab increased by \$50,000  
HOME funding for affordable housing increased by \$43,243
- Creating Livable Communities goal funding was increased from 15.15% to 19.08%  
This goal absorbed a large share of the initial projected funding cut. With 2025 funding higher than projected, additional funding was included which increased this goal.
- The administration goal allocation by percentage was reduced slightly from 18.18% to 17.36%

Staff predicts that no additional ESG funding will be allocated in subsequent years of the 2025-2029 Consolidated Plan. The current year allocation met the threshold for direct allocation by only \$8. Additionally, staff anticipate the 2026 congressional budget process may lead to funding cuts. If the City were to receive ESG in future years of this ConPlan, staff would follow the Public Participation Plan to inform the public.

To ensure the City is able to meet HUD requirements for submitting approved Action plans in a timely manner, the Public Participation Plan (CPP) has been updated with the following changes to streamline the public hearing process: removal of the requirement for a joint SSC/HCDC meeting to be held for a substantial amendment. Instead, updates would be presented at each committee. SSC will retain the ability to provide recommendations to HCDC and oversee the use of funding that falls under their purview; HCDC will remain the recommending body per the Committee's rules and municipal code.

For this substantial change to the draft, The City followed its current Citizen Participation Plan, including the 30-day public comment period for the draft 2025-2029 ConPlan, 2025 Action Plan; the draft documents were released for a second public comment period due to the award of ESG for FY2025. Required actions and deadlines are shown below:

- November 11, 2024: Opening of 30-day public comment period for Draft ConPlan and draft 2025 Action Plan
- December 17, 2024: HCDC meeting to hear/solicit public comment and close public comment period. Comments incorporated in plans, as required
- May 13, 2025: City received 2025 grant amounts from HUD; ConPlan and Action Plan updated to reflect actual grant amounts
- June 11, 2025, opening of second 30-day public comment period for Draft ConPlan and draft 2025 Action Plan updated with actual FY2025 grant amounts
- June 12, 2025: Joint Committee of SSC and HCDC to discuss and recommend approval of the Conplan and Action Plan
- July 14, 2025: City Council meeting to hear/solicit public comment and close second public comment period. Comments incorporated in plans, as required
- August 8, 2025: Deadline to submit finalized 2025-2029 Consolidated Plan and 2025 Action Plan to HUD

The [draft 2025-2029 Consolidated Plan including the 2025 Action plan](#) updated with final FY2025 grant awards can be found [here](#).

The [draft 2024 Citizen Participation Plan](#) can be found [here](#).

Allocations by ConPlan Goal	2023 Actual		2024 Actual		2025 Estimated. by %		2025 Actual by %		2025 Proposed Actual	
	Amount	% of Grants	Amount	% of Grants	Est. Amount	Est. % of Grants	Est. Amount	Est. % of Grants	Est. Amount	Est. % of Grants
<b>Affordable Housing Goal</b>										
<b>CDBG</b>	\$ 485,956	28%	\$ 555,302	30%	\$ 650,000	47.3%	\$ 807,613	47.3%	\$ 700,000	41.0%
Housing Rehab EN	\$ -		\$ 31,725		\$ 435,000		\$ 598,800.64		\$ 491,187	
<i>Housing Rehab (RL/PI)</i>	\$ 85,956		\$ 163,577		\$ 15,000		\$ 8,813		\$ 8,813	
Code Enforcement	\$ 400,000		\$ 360,000		\$ 200,000		\$ 200,000		\$ 200,000	
<b>HOME (Aquisition/Construction)</b>	\$ 169,354	45%	\$ 250,275.53	76%	\$ 75,000	27.3%	\$ 93,437	27.3%	\$ 136,680.49	39.9%
<b>Affordable Housing Goal Totals</b>	\$ 655,310	29%	\$ 805,578	37%	\$ 725,000	43.94%	\$ 901,050	40.94%	\$ 836,680	38.01%
<b>Homelessness Goal</b>										
<b>CDBG</b>	N.A.	0%	N.A.	0%	N.A.	0%	N.A.	0%	N.A.	0%
<b>HOME (TBRA)</b>	\$ 169,354	45%	\$ 50,275.53	15%	\$ 175,000	63.6%	\$ 218,020	63.6%	\$ 175,000	51.1%
<b>ESG</b>	\$ 138,821	93%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 138,757	92.50%
<b>Homelessness Goal Totals</b>	\$ 308,175	14%	\$ 50,276	2%	\$ 175,000	10.61%	\$ 233,442	10.61%	\$ 313,757	14.26%
<b>Livable Communities Goal</b>							\$ 280,130			
<b>CDBG (Public Improvements/Facilities)</b>	\$ 728,152	42%	\$ 660,450	35%	\$ 250,000	18.2%	\$ 310,620	18.2%	\$ 419,996	24.6%
<b>Livable Communities Goal Totals</b>	\$ 728,152	32%	\$ 660,450	30%	\$ 250,000	15.15%	\$ 310,620	14.11%	\$ 419,996	19.08%
<b>Public Services Goal</b>										
<b>CDBG</b>	\$ 259,117	15%	\$ 280,558	15%	\$ 200,000	14.5%	\$ 248,496	14.5%	\$ 248,496	14.5%
<b>Public Services Totals</b>	\$ 259,117	12%	\$ 280,558	13%	\$ 200,000	12.1%	\$ 248,496	11.29%	\$ 248,496	11.29%
<b>Economic Development Goal</b>										
<b>CDBG</b>	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>Economic Development Goal Totals</b>	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
<b>Administration Goal</b>										
<b>CDBG</b>	\$ 328,298	19%	\$ 374,078	20%	\$ 275,000	20%	\$ 339,920	20%	\$ 339,920	19.90%
<b>HOME</b>	\$ 34,060	9.1%	\$ 30,351.94	9.2%	\$ 25,000	9%	\$ 31,146	9.1%	\$ 30,922	9.03%
<b>ESG</b>	\$ 11,179	7.5%	\$ -	7.5%	\$ -		\$ 11,251	7.50%	\$ 11,251	7.50%
<b>Administration Goals Totals</b>	\$ 373,537	17%	\$ 404,430	18%	\$ 300,000	18.18%	\$ 382,316	17.37%	\$ 382,093	17.36%
<b>Entitlement Award Total</b>										
<b>CDBG total</b>	\$ 1,801,524		\$ 1,870,388		\$ 1,375,000		\$ 1,699,600		\$ 1,699,600	
<b>HOME total</b>	\$ 372,768		\$ 303,519.43		\$ 275,000		\$ 309,221.66		\$ 309,222	
<b>ESG total</b>	\$ 150,000		\$ -		\$ -		\$ 150,008		\$ 150,008	
<b>Grants (EN+PI) Total</b>										
<b>CDBG (EN+PI) TOTAL</b>	\$ 1,727,448		\$ 1,870,388		\$ 1,375,000		\$ 1,708,413		\$ 1,708,413	
<b>HOME (EN+PI) TOTAL</b>	\$ 372,768		\$ 330,903		\$ 275,000		\$ 342,602.66		\$ 342,603	
<b>ESG TOTAL</b>	\$ 149,054		\$ -		\$ -		\$ 150,008		\$ 150,008	
<b>ALL GRANTS (EN+PI) TOTAL</b>	\$ 2,249,270		\$ 2,201,291		\$ 1,650,000		\$ 2,201,023		\$ 2,201,023	

**City of Evanston  
Citizen Participation Plan  
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*Note: The Citizen Participation Plan(CPP) amendment reflects updated rules related to the declaration of state of emergency and remote public participation during a state of emergency, removes mentions of CARES Act specific regulations and requirements, clarifies the funding by goal thresholds for planning and administration as it relates to the trigger to a substantial amendment, and reflect updated information related to the committee approval process, notification and availability of information.*

## **City of Evanston Draft Amended Citizen Participation Plan FOR PUBLIC COMMENT**

### **Introduction and Purpose**

As a recipient of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) entitlement funds from the U.S. Department of Housing and Urban Development (HUD), the City of Evanston is required to develop a Consolidated Plan and annual Action Plans to guide its use of those funds. The City also provides Consolidated Annual Performance and Evaluation Reports (CAPER) to report accomplishments against the goals of those plans. The City is also responsible for engaging the public in all phases of the development of its Consolidated Planning process. In addition to consulting with public and private agencies to define community needs and resources available to address them, the City encourages participation from all residents, particularly low- and moderate-income residents, non-English speaking residents, persons with disabilities, and other segments that receive services funded by its entitlement grants, to expand their participation in the Consolidated Planning process.

The City of Evanston’s Citizen Participation Plan (CPP) outlines the policies and procedures the City has developed to encourage Evanston residents and stakeholders to participate in the development of the City’s Consolidated Plans, annual Action Plans, and CAPERs, as well as any substantial amendments to the Consolidated Plan or Action Plans. The CPP is designed in accordance with Section 104 (a) of the Housing and Community Development Act of 1974, codified at 42 U.S.C. Section 5304 (a) and 24 CFR Part 91.105.

The City’s Community Development Department is the lead agency with responsibility for the Consolidated Planning process, including implementation of its Citizen Participation Plan.

### **Development of the Consolidated Plan and Action Plans**

The Community Development Department invites members of the public to respond to online questionnaires and to attend public meetings to share their opinions on housing, community, and economic development needs and priorities in Evanston to facilitate the development of

the Consolidated Plan. Surveys, focus groups, and individual conferences are used to get input from housing providers, non-profit service providers, public agencies, and elected and appointed officials. Input regarding needs in the community is sought from residents and stakeholders at two or more meetings to inform the development of each Action Plan.

A draft of each Consolidated Plan and/or Action Plan is posted on the City's website and printed copies are made available at the Civic Center Clerk's office, unless the building is closed due to a nationally or locally declared state of emergency, during the required 30-day comment period. Public input on the plan is sought by the Housing and Community Development Committee in written form and at a public meeting during the 30-day comment period. The committee recommends approval of the plans to the City Council subsequent to that process. City Council meetings at which action to adopt or approve the plans is taken also offer opportunity for public comment. Any public comment received during the comment period or at the public meetings is summarized and attached to the Consolidated Plan and/or Action Plan prior to its submission to HUD, including any comments or views that are not accepted and the reasons for which they are not accepted.

Consolidated Plans and Action Plans must be approved by Housing & Community Development Committee prior to the end of the preceding calendar year to ensure expenses incurred by CDBG funded programs can be charged beginning on January 1, the start of the City's fiscal year. Action Plans are submitted to HUD once the City is in receipt of final grant amounts.

Following Notice CPD-24-01 and unless otherwise directed by HUD, if final grant amounts are not available by October 1 of the year preceding the plan year, then a draft of the Consolidated and/or Action Plan may be posted for public comment and approved by the Housing and Community Development Committee. A plan will be finalized following receipt of the final grant amounts and approved by City Council before submitting to HUD.

### **Process for Public Participation**

The City of Evanston invites public participation at all stages of the Consolidated Planning process. The City is committed to making reasonable and timely access to the needs assessment, strategy development and budget recommendation process for all members of the community, particularly low- and moderate-income persons.

### **Substantial Amendments to the Consolidated Plan or Action Plans**

HUD requires entitlement communities to specify the criteria that trigger an amendment to the Consolidated Plan or Action Plan and describe the public process for amending those plans. The City of Evanston defines a substantial amendment to the Consolidated Plan or Action Plan as:

- A change in funding among the Goals used in the development of a plan (SP-45 for Consolidated Plan, AP-20 for Annual Action Plans), that is greater than 20% of the total

allocated towards the Goal, except for Planning & Administration which can only use the amount allowed by the grant.

- The deletion of a Goal included in a plan
- The addition of a Goal not currently included in a plan

Any changes to an Action Plan following receipt of the City's entitlement grant amounts that increase or decrease funding for a goal by less than 20% shall be considered "non-substantial" and may be approved by the Housing and Community Development Committee or Social Services Committee as appropriate, based on the program affected. These changes would not trigger a second public comment period.

Substantial amendments to the Consolidated Plan are proposed to the Housing and Community Development Committee for review and a public hearing is conducted. Additionally, the public is provided a minimum of 30 days to review and make comments on the proposed change. If approved by that committee, the substantial amendment is submitted to the City Council for approval.

Substantial amendments to Action Plans are proposed to the Housing and Community Development Committee. The required 30-day comment period to hear public comment on the proposed change would be held by the Housing and Community Development Committee; The Social Services committee may provide a recommendation to the Housing and Community Development Committee related to the funding and programs overseen by Social Services. ~~a joint meeting with the Social Services Committee could be held if the amendment related to funding overseen by that committee.~~ If approved at the Housing and Community Development Committee level, the substantial amendment is submitted to the City Council for approval. All City Council meeting agendas include public comment, so the Council meeting may also serve as the public meeting for the 30-day public comment period. Any substantial amendment approved by the City Council is submitted to HUD as it occurs during the year or at the end of the program year. All public comments received during the comment period or at the public meetings are considered, summarized and attached to the substantial amendment when submitted to HUD; any comments or views that are not accepted and the reasons for which they are not accepted are also included.

### **Consolidated Annual Performance and Evaluation Report**

The Consolidated Annual Performance and Evaluation Report (CAPER) identifies the expenditures and performance results for each Annual Action Plan activity in a completed program year and any outstanding activities from prior program years. Corresponding to the City's fiscal year of January 1-December 31, CAPERs are submitted to HUD by March 31, within 90 days of the City's program year end. Prior to its submission to HUD, the draft CAPER is posted on the City's website for the required 15-day public comment period and The Housing and Community Development Committee holds a public meeting to hear public input. Input is also accepted in written form. The Housing and Community Development Committee recommends acceptance of the CAPER to the City Council. The City Council meeting at which the CAPER is approved also provides opportunity for public

comment. Any public comment received during the comment period or at the public hearing is considered, summarized and attached to the CAPER for submission to HUD.

### **Public Meetings**

In addition to public meetings of the Housing and Community Development Committee and Social Services Committee, there are opportunities for citizen input on housing, economic development, and public services needs throughout the year at regularly scheduled public meetings of the Economic Development Committee, Planning and Development Committee and Human Services Committee, as well as at City Council meetings.

To ensure access for persons with disabilities, most meetings are held at the Civic Center and occasionally at other locations that are accessible to persons with mobility impairments including the Main Public Library, Robert Crown Community Center, Levy Center and Fleetwood-Jourdain Community Center. Interpreters are provided at meetings if requested 48 hours in advance of the meeting.

Meetings of the City Council and Standing Committees of the Council are broadcast on the Evanston cable channel 16 and streamed live on the internet. Notices of public meetings and comment periods include contact information for anyone needing assistance because of a disability or language difference. If an individual is unable to attend a public hearing and wishes to comment on the subject matter of the hearing, written comments may be submitted to the Housing and Grants division of the Community Development Department via online, email, or by postal mail.

### **Declaration of National or Local Disaster or Public Health Emergency: Public Meetings**

Whenever a disaster or emergency exists, the City's chief elected official may declare a state of emergency by written proclamation. The definition and process for proclaiming a state of emergency are codified in the [City of Evanston municipal code](#). Per the State of Illinois Open Meetings Act rules, remote participation is allowed for all City meetings if the City's local official or Governor declares an emergency.

In the case of a local, State, or national emergency, public participation may need to be adapted to remote participation to ensure the public's safety while keeping with the public participation activities necessary for the completion of the Consolidated, Action Plan, and CAPER process. Public meetings and hearings may take place virtually and will allow for public comments to be provided at the meeting through remote participation online or via phone, and in writing online through the comment forms, via email at [housing@cityofevanston.org](mailto:housing@cityofevanston.org), or via mail during the public comment period. Notification for public comments at virtual meetings will be posted on the City's website, City's calendar, City's newsletter and social media accounts, as well as in a local newspaper if required by HUD regulations.

The declaration of state of emergency does not suspend other provisions of the Open Meetings Act pertaining to public notice of all meetings or that meetings be open and accessible to the public and press, and include a means for the public to address the Council, board, committee or commission.

### **Funding Allocation Process**

The City of Evanston's fiscal year starts on January 1, but CDBG, HOME, and ESG grant amounts historically are released well after that date. In order to bill eligible expenses to its CDBG grant beginning on January 1, the City must hold a 30-day public comment period on a draft Action Plan prior to January 1. To comply with this requirement, funding allocations are made to the Consolidated Plan goals based on estimated CDBG, HOME, and ESG grant amounts, and any CDBG and HOME program income received to date. The draft Action Plan is posted by mid-November for the required 30-day comment period and is reviewed and discussed at a meeting of the Housing and Community Development Committee that oversees the City's Consolidated Planning process. The Housing and Community Development Committee holds a meeting at which members of the public are invited to provide comments on the draft Action Plan, generally at the close of the public comment period in mid-December. The Committee then votes to approve the draft Action Plan and recommend its approval to the City Council following the receipt of its grant amounts and review and approval of any amendments needed based on actual funding. Funding for City Public Facilities/Infrastructure and Housing projects and programs may be made at this time and approved by the Housing and Community Development Committee as part of the draft Action Plan approval, subject to change based on the receipt of actual grant amounts.

The draft Action Plan is updated to reflect actual CDBG, HOME, and ESG grant amounts following their release by HUD. CDBG, HOME, and ESG entitlement grant funding, as well as prior year program income, is allocated to Goals in the final Action Plan and submitted to the City Council for approval before being submitted to HUD. If the changes result in a substantial amendment to the draft Action Plan, a second 30-day comment period and public meeting are held before it is submitted to the City Council for approval.

A substantial amendment to the Action Plan is defined in the CPP as:

- A change in funding among the Goals used in the development of the plan (AP-20) that is greater than 20% of the total allocated towards the Goal, except for Planning & Administration which can only use the amount allowed by the grant.
- The deletion of a Goal included in the plan
- The addition of a Goal not currently included in the plan

Any changes to the Action Plan following receipt of the City's entitlement grant amounts that increase or decrease funding for a goal by less than 20% shall be considered "non-substantial"

and may be approved by the Housing and Community Development Committee. These changes would not trigger a second public comment period.

CDBG funding allocations to external partners are made using funding applications and review process by the Housing and Community Development Committee or Social Services Committee; these are generally held after the City receives its entitlement grant amount, except when projects need to be approved before the start of the plan year. Applications may also be considered on a rolling basis to address emerging or changing needs arising from an emergency such as the COVID-19 pandemic, or to more effectively coordinate with or leverage other sources of funding. HOME funding is allocated to specific projects or activities on a rolling basis for the same reasons. All ESG funds are generally allocated to specific agencies for eligible activities shortly after the release of funding in order to meet the deadlines for committing and expending funds.

Recommendations from the Housing and Community Development Committee and Social Services Committee go directly to the City Council.

### **Public Outreach**

The City uses multiple communications channels to inform residents about the Consolidated Planning process and engage them in its development, approval and assessment. The following outreach efforts may be taken as appropriate to provide citizen access to the Consolidated Planning process. Failure to use any one of these shall not be considered a violation of this Plan.

- Notices of all public comment periods and public hearings are published in a paper of general circulation, on the homepage of the City website, on the City's social media accounts (Facebook, X/Twitter, etc.), and via the City's e-newsletter prior to the opening of the public comment period. The notice includes the dates of the comment period; the date, time and location of the public hearing.
- In accordance to the Illinois Open Meetings Act, notices of public meetings are posted on bulletin boards in the Civic Center and on the City's website Meeting agendas, packets, and minutes are posted online for public review at [www.cityofevanston.org](http://www.cityofevanston.org).
- Email notification is sent to community organizations and individuals who request to receive information about meeting dates, agendas, funding applications, and allocation schedules, and other information.

### **Access to Information**

The City of Evanston Consolidated Plan, including this CPP, Annual Action Plans, any Substantial Amendments to those plans, and Consolidated Annual Performance and Evaluation Reports are available online at [www.cityofevanston.org](http://www.cityofevanston.org). The City website may be translated into 150 different languages using Google Translate. In addition, the Consolidated Plan, Action Plans, and CAPERs are available in print format for public review during opening hours at the City's Clerk Office.

This information shall be provided in a format accessible to persons with disabilities, upon adequate notice. Requests for additional information may be made to the Community Development Department at the address and phone listed above. A response shall be provided within 15 working days of receipt of the request, where practicable. If printed copies are requested, photocopy charges and miscellaneous charges for other related services and materials will be assessed in accordance with the City's Freedom Of Information Act policy.

### **Comments/Complaints**

Any complaints relating to the Consolidated Plan, Action Plan, or CAPER received in writing will receive a written response within 15 working days. The following points are used as guidance in responding to complaints:

- Stated needs and objectives are inconsistent with available and reliable data
- Stated projects are inappropriate for meeting needs and approved objectives
- Consolidated Plan does not comply with regulations for the Community Development Block Grant, HOME Investment Partnerships, or Emergency Shelter grants programs.

### **Displacement**

The City of Evanston will make every effort to minimize the displacement of persons as a direct result of the implementation of projects funded by its HUD entitlement grant programs. If displacement does occur, the City will follow all applicable federal regulations to alleviate the impact of such permanent and involuntary relocations.

### **Section 108 Loan Guarantee**

If the City were to apply for and receive, the Section 108 Loan Guarantee, authorized under HUD regulation 24 CFR Part 570, Subpart M or Section 108 Program will be subject to all provisions set forth within this Citizen Participation Plan. Applications for Section 108 loan guarantee assistance may be included as part of the process for obtaining CDBG or HOME Entitlement funds, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of the uses of funds will be carried out by the City's Community Development Department staff.