

AGENDA

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

September 21, 2021
7:00 PM (Remotely via Zoom)

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, the HCDC Committee members and City staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comments in-person at the meeting.

Those wishing to make public comments may submit written comments or sign-up with the public comment form, by 5pm the day of the meeting, to provide public comments by phone or video during the meeting, or by calling/texting 847-448-4311.

Public comment form: <https://forms.gle/3xH94W64m4V4fDC49>

Join Zoom Meeting:

<https://us06web.zoom.us/j/87573009610?pwd=YnlZVzVCZ3B4Wk10MmprR1ZzY2RzUT09>

Passcode: 430003

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 875 7300 9610

Passcode: 430003

Agenda items and order are subject to change. Questions can be sent to Sarah Flax, Housing & Grants Manager at sflax@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).

1. **CALL TO ORDER / DECLARATION OF A QUORUM**
2. **SUSPENSION OF RULES**
Members participating electronically or by telephone.
3. **PUBLIC COMMENT**
4. **NEW COMMITTEE MEMBER INTRODUCTIONS**
5. **DISCUSSION/APPROVAL OF HOUSING & COMMUNITY DEVELOPMENT COMMITTEE ADMINISTRATIVE RULES & PROCEDURES**
6. **APPROVAL OF HOUSING & COMMUNITY DEVELOPMENT COMMITTEE 2021-2022 MEETING SCHEDULE**
7. **STAFF REPORTS**
Presentation - Overview of Grants & Committee Responsibilities
8. **OTHER BUSINESS**
9. **ADJOURNMENT:** The next meeting of the Housing and Community Development Committee is October 19, 2021 via a virtual meeting.

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ADMINISTRATIVE
RULES & PROCEDURES

Adopted 8/2021

REVAULT

ON

EVANSTON
HOUSING & COMMUNITY
DEVELOPMENT COMMITTEE
ADMINISTRATIVE RULES & PROCEDURES

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**THE HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
OF THE CITY OF EVANSTON**

ADMINISTRATIVE PROCEDURES AND REGULATIONS

ARTICLE I

Name and Authority

- Section 1.** The name of this organization shall be “The Housing and Community Development Committee of the City of Evanston, Illinois,” hereafter referred to as the “Committee.”
- Section 2.** The establishment of this Committee is provided for in Evanston City Code Title 2, Chapter 4, “Housing and Community Development Committee.”
- Section 3.** The business of the Committee is conducted in accordance with the Illinois Open Meetings Act; applicable ordinances adopted by the Evanston City Council, including the Housing and Community Development Ordinance 69-O-21, as amended; the Evanston Human Rights Ordinance 1-21-1 - 1-22-11 OR 26-O-14, the Fair Housing Ordinance 8-O-12, Chapter 6 of the Municipal Code; City Code Section 1-10-1, et seq., and these Administrative Procedures and Regulations. Where Evanston ordinances conflict with these Administrative Procedures and Regulations, the former shall prevail pursuant to Evanston’s home rule authority.

ARTICLE II

Mission

- Section 1.** The Evanston Housing and Community Development Committee is a public body established by City ordinance. The purpose of the Housing and Community Development Committee (“Committee”) is to act in an advisory capacity to the City Council on matters that relate to the built environment and the use of federal Community Development Block Grant funds except Public Services category (“CDBG”) and HOME Investment Partnership (“HOME”) funds, and the City’s Affordable Housing Fund (“AHF”) and any other funding source that City Council deems appropriate to address primarily the needs of Evanston’s low, moderate, and middle-income residents. The Committee is responsible for capital and economic development projects and programs including, but not limited to: housing acquisition, development, and preservation, and housing services including landlord-tenant services and Inclusionary Housing Ordinance waitlist management; City infrastructure and facilities projects in lower income neighborhoods; non-profit public facilities projects including homeless shelters; and economic development projects and programs. The Committee is also

responsible for the development and implementation of the City’s Housing and Urban Development (“HUD”) Consolidated Plan, annual Action Plans and Consolidated Annual Performance and Evaluation Reports, including seeking input from the public following the Citizen Participation Plan, as required. Recommendations of the Committee will go directly to the City Council, as with its predecessor, the Housing and Community Development Act Committee

Section 2. The Committee is responsible for developing funding recommendations for agencies that request funding in the form of grants or loans from the City for programs that offer needed services for people who are homeless or at high risk of becoming homeless, affordable housing development and preservation, and other housing-related programs and services for Evanston residents. These programs and services shall be accessible and responsive to community needs and shall be available to qualified low-, moderate- and middle-income Evanston residents.

Section 3. *Method of Funding:* The Committee provides funding recommendations on the City’s federal entitlement grants – Community Development Block Grant funds (CDBG) and HOME Investment Partnerships Program (HOME) – as well as the City’s Affordable Housing Fund. Funding recommendations made by the Committee will be reviewed by Planning and Development, Administration & Public Works, or Human Services Committees and approved by City Council. Recommendations must be made for programs and services that align with City Council goals.

Section 4. The Committee shall promote human rights and fair housing, as well as access to safe, quality affordable housing for Evanston residents.

ARTICLE III

Membership

Section 1. Members

- A. The Committee consists of nine (9) members who serve without compensation and reside or work in the City of Evanston. In appointing committee members, the Mayor will consider knowledge, familiarity, and/or experience with housing policies; needs of different populations including seniors or persons with disabilities; different types of housing stock; renter and homeowner issues; public and private housing and real estate development, finance, or sales; property management; and community outreach and engagement.
- B. The members must consist of the following: Four (4) Council members, at least two who represent wards with significant low/moderate income residents. Two (2) members who reside or work in predominantly low/moderate income Evanston neighborhoods, two (2) at-large members, one (1) member who has lived experience in public housing, Housing Choice

Voucher/Project-Based Voucher programs, or housing restricted to households with incomes less than or equal to 80% of the area median. A member may meet more than one qualification. No member may be a full-time or part-time employee of the City of Evanston, or any agency, facility, or service that receives CDBG, HOME, AHF, or any other funding overseen by the Committee on behalf of the City of Evanston.

- C. Term of Office: Council members are assigned by the Rules Committee to four (4) year terms. Non-Council Committee members are appointed by the Mayor to three (3) year terms with the advice and consent of the City Council. Non-Council Committee members may serve for not more than two (2) full terms.
- D. Vacancies and Removal
 - 1. If a Committee member fails to attend two (2) regular Committee meetings without a reasonable cause in a calendar year, or otherwise neglects his or her duties as a Committee member, the Chairperson, with the assent of the Committee, may recommend to the Mayor that the seat be declared vacant.
 - 2. Any vacancy shall be filled by the Mayor as soon as possible.
 - 3. A member of the Committee may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

Section 2. Powers and Duties

In carrying out its responsibilities, the Committee shall have the following specific powers and duties:

- A. Oversee the U.S. Department of Housing and Urban Development's Consolidated Planning process for the City of Evanston entitlement grants (Community Development Block Grant and HOME Investment Partnerships), including the review of the City's annual Action Plan and Consolidated Annual Performance and Evaluation Report ("CAPER");
- B. Ensure that funding is prioritized for projects and services that provide decent housing, a suitable living environment, and economic opportunity for Evanston's low and moderate income residents;
- C. Receive citizen input on housing, community and economic development needs and comments relating to the implementation of the Consolidated Planning process;

- D. Evaluate applications, prioritize, and recommend funding allocations to City Council for housing, public facility and infrastructure improvements, and economic development programs and projects that advance the priorities set forth by City Council priorities and improve the health and wellbeing of Evanston's low, moderate, and middle-income residents;
- E. Monitor the progress and impact of projects and programs receiving City funding;
- F. Conduct periodic reviews and assessments of the effectiveness of City ordinances and policies at achieving City Council goals and recommend amendments to increase their effectiveness for consideration by City Council. This can include, but is not limited to, the Inclusionary Housing Ordinance and Residential Landlord Tenant Ordinance; and
- G. Coordinate housing-related expenditures of CDBG, HOME and Affordable Housing Funds, and all other special and general funds for which the Committee has responsibility, relating to housing, community, and economic development.
- H. Perform such other acts as may be necessary or proper to carry out the purpose of the Committee.
- I. Evaluate and recommend tools to expand or maintain affordable housing to the City Council;
- J. Evaluate and recommend tools to expand or maintain housing programs and shelters for people experiencing homelessness;
- K. Provide recommendations on the use of the City's Affordable Housing Fund dollars to the city Council;
- L. Provide recommendations on the use of the City's HOME Investment Partnerships Program ("HOME") funds to the City Council;
- M. Submit periodic reports to City Council on the goals, activities and accomplishments of the Committee; and
- N. Create working groups or task forces, as necessary, in furtherance of the Committee's purpose.

Section 3. Conflicts of Interest

All members of the Committee agree to abide by all duties and obligations imposed on Committee members in the City’s Code of Ethics in City Code Title 1, Chapter 10, “Board of Ethics.” The Board of Ethics’ supplemental policy is intended to clarify and prevent the personal interests of Committee members from interfering with the performance of their duties or from resulting in personal or political gain at the expense of the Committee or Evanston taxpayers.

The Committee strives to maintain the highest ethical standards to avoid conflicts of interest. All members of the Committee shall act in good faith in all relationships touching upon their responsibilities to the Committee and shall avoid any conflict of interest.

For the purpose of this policy, the definitions found in the City of Evanston’s Code of Ethics in City Code Title 1, Chapter 10, “Board of Ethics,” shall apply.

Supplemental Policy:

1. Each member of the Committee shall disclose to the Committee in writing each City-funded entity to which the Committee member contributes a sum of money greater than one thousand dollars (\$1,000.00) in any calendar year.
2. Each member of the Committee shall recuse himself from voting on any matter in which that member has an apparent or actual conflict of interest.

Section 4. Expenses

All appointed members of the Committee shall serve as such without compensation. Expenses incurred by any member in the performance of official duties may be reimbursed in accordance with procedures established by the City of Evanston.

ARTICLE IV

Officers

Section 1. Elected Officers

Pursuant to Ordinance 69-O-21, Section 2-4-5 Adoption of Rules; Selection of a Chairperson: A Chairperson is appointed by the Mayor from among its City Council members.

Section 2. Election of Vice-Chair

A. Each year, the Committee shall nominate candidates for the Vice-Chair positions. Current Vice-Chair may request to serve for a consecutive year.

B. Committee members can volunteer to serve and any Committee member may make additional nominations, with the consent of the nominee, prior to any vote.

C. Committee members will elect a Vice-Chair by voting upon the nominees.

D. The Committee may also approve the existing Vice-Chair for an additional term, with the consent of the existing officer, so long as the additional term does not exceed the three year period.

Section 3. Terms of Office

The Vice-Chair shall be elected for a one-year term from the date of the election. No member shall serve more than three consecutive one-year terms in the Office.

Section 4. Vacancies

A vacancy of the Vice-Chair shall be filled by a vote of the Committee at the next regular meeting following the occurrence of the vacancy. The Vice-Chair is elected for the duration of the unexpired term.

Section 5. Duties of Officers

A. The Chairperson shall assure that the policies, programs and orders of the Committee are carried out.

B. The Chairperson shall preside at all meetings of the Committee. The Vice-Chairperson shall preside in the Chairperson's absence.

C. The Chairperson shall be responsible for calling meetings of the Committee pursuant to the Open Meetings Act and for assuring an agenda for each meeting.

D. The Chairperson may appoint committees to consist of two members for specific tasks.

ARTICLE V

Meetings

Section 1. Regular and Special Meetings

A. Regular meetings shall be held on the third Tuesday of each month at 7:00 P.M. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal

holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Committee may decide.

- B. Special meetings shall be held as needed to further the work of the Committee.
- C. Notice of all regular and special meetings of the Committee shall be communicated to the members at least five days before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Committee shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.

Section 2. Quorum

A majority of the members of the Committee constitutes a quorum for the transaction of business.

Section 3. Voting

At any meeting at which a quorum is present, the affirmative vote of the majority of the members present shall carry any issue. The Chairperson is a voting member of the Committee and may vote on any issue.

Section 4. Parliamentary Procedure

Unless inconsistent with these Administrative Procedures and Regulations or otherwise decided by the Committee, all meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised* (Tenth Edition).

ARTICLE VI

Amendments

- Section 1.** These Administrative Procedures and Regulations may be amended at any meeting of the Committee by the affirmative vote of a majority of members in office. Written notice of proposed amendment(s) shall be given to all members at least two weeks prior to the meeting at which the amendment(s) is/are to be considered.

- Section 2.** Any proposed amendment(s) to the Administrative Procedures and Regulations shall be included in the meeting packet at which they will be voted upon.
- Section 3.** The City Manager shall be advised of any changes in these Administrative Procedures and Regulations.
- Section 4.** The Committee shall review its Administrative Procedures and Regulations on a periodic basis as determined by City staff.

Housing & Community Development Committee

Schedule of meeting dates for 2021-2022

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

2021

Tuesday, September 21, 2021 at 7PM

Tuesday, October 19, 2021 at 7PM

Tuesday, November 16, 2021 at 7PM: 2022 Action Plan: Draft with City applications¹; Public comment period opens

Tuesday, December 14, 2021 at 7PM: Public comment period closes; 2022 Action Plan: Approval, including City applications

2022

Tuesday, January 18, 2022 at 7PM

Tuesday, February 15, 2022 at 7PM

Tuesday, March 15, 2022 at 7PM: Public comment on the 2021 CAPER and closing of the 15-day public comment period

Tuesday, April 19, 2022 at 7PM

Tuesday, May 17, 2022 at 7PM

Tuesday, June 21, 2022 at 7PM

Tuesday, July 19, 2022 at 7PM

Tuesday, August 16, 2022 at 7PM

Tuesday, September 20, 2022 at 7PM

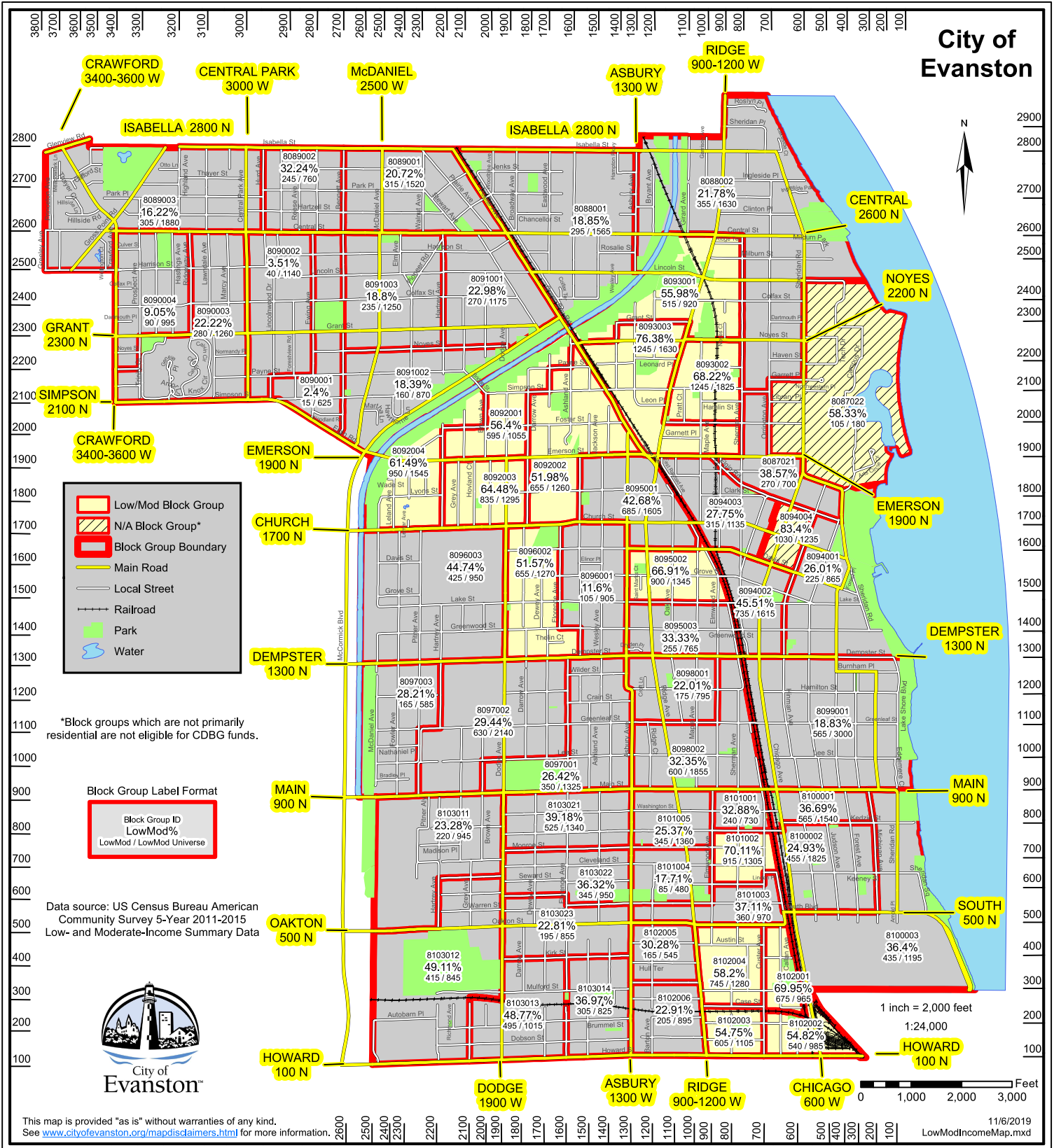
Tuesday, October 18, 2022 at 7PM

Tuesday, November 15, 2022 at 7PM: 2023 Action Plan: Draft; Public comment period opens

Tuesday, December 13, 2022 at 7PM: 2023 CDBG City Budgets; Public comment period closes; 2023 Action Plan: Approval

¹ CDBG Administration, Housing Rehabilitation, Code Enforcement, and Infrastructure projects

Low/Moderate Income Census Block Groups



CDBG Target Area

City of
Evanston

