

AGENDA

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

November 16, 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/83028735282?pwd=YkdITTU1ZnY2TmxZZkJVOTIEa0FSUT09>

Passcode: **467209**

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 830 2873 5282

Passcode: 467209

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. **APPROVAL OF OCTOBER 19, 2021 MEETING MINUTES**
4. **OVERVIEW: 2022 DRAFT ACTION PLAN AND AMENDED CITIZEN PARTICIPATION PLAN, AND CITY APPLICATIONS FOR CDBG PUBLIC FACILITIES/INFRASTRUCTURE AND HOUSING**
5. **ELECTION OF VICE-CHAIR**
6. **PUBLIC COMMENT**
7. **ADJOURNMENT:** The next meeting of the Housing and Community Development Committee is December 14, 2021 via a virtual meeting.

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

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MEETING MINUTES
HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
Tuesday, October 19, 2021 at 7:00 P.M.
Remotely via Zoom

Present: Chair Revelle, Councilmember Burns, Councilmember Nieuwsma, Monika Bobo, Kathy Feingold, Hugo Rodriguez, Joanna Zolomij

Absent:, Councilmember Reid, Loren Berlin

Staff: Sarah Flax, Housing and Grants Manager; Marion Johnson, Housing and Economic Development Analyst

Guest: Mike Roane, Chair of the Affordable Housing Plan Steering Committee

Call to Order

Chair Revelle called the meeting to order at 7:04 PM with a quorum present.

Suspension of the rules

Kathy Feingold moved the suspension of the rules to allow for members to participate electronically or by phone. Hugo Rodriguez seconded the motion, the motion was approved 7-0.

Approval of the September 21, 2021 meeting minutes

Councilmember Nieuwsma moved to approve the minutes, Kathy Feingold seconded the motion, the motion was approved 6-0 with 1 abstention (Monika Bobo).

Presentation of the Affordable Housing Plan Steering Committee 2020 Community Outreach findings

Mike Roane, Chair of the Affordable Housing Plan Steering Committee (AHPSC), introduced the 2020 Community Outreach findings report. Staff presented the report which was originally presented at the March 2020 community meeting by Millenia Consulting. Mike Roane reported that the findings from this effort included positive support from the community on the various housing solutions discussed during the engagement and that density and increasing supply would be key to help with affordability. Mr. Roane shared that he welcomed the HCDC to use the findings and continue this work.

Discussion took place around the role of the Housing & Community Development Committee and what could be the next steps to move forward with the work that the AHPSC completed, as well as consideration to include this work within the potential larger work of a comprehensive plan.

Councilmember Burns asked for details about the comprehensive plan process. Staff shared it was still only a budget line item and not yet approved, and suggested looking at the [Minneapolis](#)

[comprehensive plan](#) to understand what a comprehensive plan encompasses.

Work plan discussion

Three areas of focus were discussed for potential task forces or subcommittee.

- Housing rehabilitation for energy efficiency, resilience and sustainability for lower income households (potentially using CDBG funds in combination with ARPA and other available sources of funding)
- Small and midsize landlords program to assist landlords who are most likely to provide naturally occurring affordable housing
- Review and update of the Inclusionary Housing Ordinance

Councilmember Burns suggested looking at ideas to increase density to improve affordability as another key theme, but suggested it may be a topic for another committee or part of the larger comprehensive plan conversation. He also suggested the consideration of a workforce development plan as part of the housing rehabilitation work.

The committee was reminded that vice chair nominations were needed for the next meeting's election.

Updates to the rules and procedures were postponed to the next meeting.

Public comment

Betty Ester asked how much CDBG funds were used to build new affordable housing over the years. Staff shared that CDBG funds are not allowed to be used for the construction of new housing. Ms. Ester suggested that non-profit organizations receiving CDBG allocations are always the same and wanted to know what the results were, and whether reporting was available. Ms. Ester also shared that the community outreach process is too short,

Sue Loellbach shared that a comprehensive plan is great but that time is of the essence and work should be ongoing to keep making improvements on affordable housing. Ms. Loellbach shared that a lot of fragmented work was happening and that she expected the committee would bring some focus and connect all related efforts, including the housing initiative of the reparation committee.

Tina Paden shared that as a small landlord providing affordable rentals in the community she and her fellow landlords needed help, including housing rehab help. She shared concerns about smaller landlords being bought out and selling their properties as they face challenges due to the COVID-19 crisis and increasing property values. Ms. Paden shared concerns about the new laws around sealed eviction records and not being able to assess a potential renter's credit.

Doreen Price suggested that the City should reach out to households in needs with information

on the programs they may be eligible for. Ms. Price also suggested an additional meeting for community outreach and the need to make the meetings more accessible, easy to find as well as share the participants list so that residents can be heard. She suggested considering climate change, flooding, and environmental impact when looking at policy changes and comprehensive plan. She urged the committee to consider seniors aging in place when looking at housing policies.

Adjournment

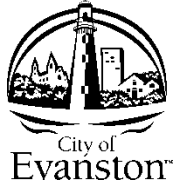
Chair Revelle adjourned the meeting at 9:18 PM.

The next scheduled meeting of the Commission is Tuesday, November 19th, at 7:00 PM via Zoom.

Respectfully submitted,

Marion Johnson
Housing and Economic Development Analyst

2022 Allocations by ConPlan Goal	2020 Actual		2021 Actual		2022 Allocation on Estimate		Notes
	Amount	% of Grants	Amount	% of Grants	Est. Amount	Est. % of Grants	
Affordable Housing Goal							
CDBG	\$ 556,161	28%	\$ 533,767	28%	\$ 527,500	28%	
HOME	\$ 175,000	45%	\$ 235,000	58%	\$ 172,935	45%	
ESG	N.A.		N.A.		N.A.		
Affordable Housing Totals	\$ 731,161	29%	\$ 768,767	31%	\$ 700,435	29%	
Homelessness Goal							
CDBG	\$ 38,000	2%	\$ -	0%	\$ -	0%	
HOME	\$ 180,246	46%	\$ 133,477	33%	\$ 172,935	45%	
ESG	\$ 146,579	93%	\$ 144,861	93%	\$ 155,000	100%	
Homelessness Goal Totals	\$ 364,825	14%	\$ 278,338	11%	\$ 327,935	13%	
Livable Communities Goal							
CDBG	\$ 730,000	36%	\$ 727,266	38%	\$ 729,625	38%	
HOME	N.A.		N.A.		N.A.		
ESG	N.A.		N.A.		N.A.		
Livable Communities Totals	\$ 730,000	29%	\$ 727,266	29%	\$ 729,625	30%	
Public Services Goal							
CDBG	\$ 253,262.00	13%	\$ 287,591	15%	\$ 285,375	15%	
HOME	N.A.		N.A.		N.A.		
ESG	N.A.		N.A.		N.A.		
Public Services Totals	\$ 253,262	10%	\$ 287,591	12%	\$ 285,375	12%	
Economic Development Goal							
CDBG	\$ 75,000	4%	\$ -	0%	\$ -	0%	
HOME	N.A.		N.A.		N.A.		
ESG	N.A.		N.A.		N.A.		
Economic Development Goal Totals	\$ 75,000	3%	\$ -	0%	\$ -	0%	
Administration Goal							
CDBG	\$ 232,530	12%	\$ 368,652	19%	\$ 360,000	19%	20% of grant (no P.I.)
HOME	\$ 36,429	9%	\$ 35,864	9%	\$ 35,000	9%	10% of grant
ESG	\$ 11,884	7%	\$ 11,745	7%	\$ 11,625	8%	7.5% of grant
Administration Goals Totals	\$ 280,843	11%	\$ 416,261	17%	\$ 406,625	17%	
Grant Total							
CDBG (EN+PI) TOTAL	\$ 2,009,686	79%	\$ 1,917,276	77%	\$ 1,902,500	78%	\$1,800,000 + P.I.
HOME TOTAL	\$ 391,675	15%	\$ 404,341	16%	\$ 384,300	16%	\$350,000 + P.I.
ESG TOTAL	\$ 158,463	6%	\$ 156,606	6%	\$ 155,000	6%	
ALL GRANTS TOTAL	\$ 2,559,824		\$ 2,478,223		\$ 2,441,800		



Memorandum

To: Members of the Housing and Community Development Committee

From: Marion Johnson, Housing and Economic Development Analyst

CC: Sarah Flax, Housing & Grants Manager

Subject: 2022 CDBG CITY PUBLIC FACILITIES/INFRASTRUCTURE AND HOUSING APPLICATIONS

Date: November 16, 2021

Summary:

Six applications have been submitted for 2022 CDBG funding for review by the Housing & Community Development Committee and are attached.

Four of these applications are public facilities and infrastructure projects totaling \$860,000. This exceeds the 38% of the projected 2022 CDBG grant or \$729,625 budgeted for the Livable Communities Goal in the draft Action Plan. Several of the projects could also be considered under the geographically-focused Inclusive and Equitable Recovery category for American Recovery Plan Act (ARPA) funds, based on their location in Qualified Census Tract (QCT) 8092. Additionally, nonprofits who may need help for facilities improvements that would fall under the Livable Communities Goal in the Action Plan may also be eligible for ARPA funding, which could be a more efficient funding source because it likely would not require Davis-Bacon wage compliance.

The Committee will be asked to allocate funding for these City applications at the December 14 meeting, subject to receipt of the City's 2022 CDBG grant amount. Adjustments to individual project programs will be made based on the actual grant amount received.

Public Facilities and Infrastructures Applications:

- **Alley Improvements N. of Emerson Street, E. of Hartrey Avenue (\$390,000):**
This project consists of paving a deteriorated asphalt alley within the public right of way. The alley is located north of Emerson Street and east of Hartrey Ave (5th ward, Census Tract 8092).

- **Sidewalk Gap Infill – Foster Street From Dewey to Jackson (\$150,000):**
This project consists of adding new sidewalks where currently none exists between Dewey Avenue and Jackson Avenue along the south side of Foster Street (5th ward, Census Tract 8092) and bringing the street lights in this area up to current City standards.
- **Sidewalk Improvement (\$200,000):**
This project consists of removing and replacing deteriorated sidewalk in eligible low/mod census block groups of the CDBG Target Area (see map)
- **Park, Picnic Shelter Electrical Improvement (\$120,000):**
This project will add electrical outlets for convenience at two existing picnic shelters located at Butler Park, and Twiggs Park which are located along the North Shore Channel between Green Bay Road and Emerson Street (5th ward, Census Tract 8092).

Housing Applications:

- **Housing Rehabilitation (\$252,500 including \$150,000 EN and \$102,500 RL):**
\$150,000 of 2022 entitlement funding is for program administration, \$102,500 of Revolving Loan Income is for rehabilitation projects, which will be in addition to the available prior years funding.
- **Code Enforcement (\$325,000):**
The CDBG Targeted Code Enforcement Program addresses code violations that create unsafe, unhealthy living conditions and blight, and assures that minimum housing quality standards are met. Actual billing to CDBG is based on time and activity tracking of staff performing inspections and related administrative work relating to those inspections in the CDBG Target Area, as required.

Attachments:

Alley Improvement Application
Sidewalk Gap Infill Application
Sidewalk Improvement Application and LMA map
Park, Picnic Shelter Electrical Improvement
Housing Rehabilitation
Code Enforcement and CDBG Target Area map

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

APPLICANT INFORMATION

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's [2020-2024 Consolidated Plan](#).

Contact person: Chris Venatta

Phone: 847-448-8129

Email: cvenatta@cityofevanston.org

Project for which CDBG funds are requested: Alley Improvements N. of Emerson Street, E. of Hartrey Avenue

Amount of CDBG funds requested: \$ 390,000

Community Development Block Grant (CDBG) Target Area Objectives: *Indicate below (2,000 characters max) if the project will benefit clientele/take place within the defined CDBG Target Area.*

The alley N. of Emerson Street, E. of Hartrey Avenue is located in a defined CDBG Target Area.

Describe your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it. Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement (2,000 characters max).

This project consists of paving a deteriorated asphalt alley within the public right of way. The alley is located north of Emerson Street and east of Hartrey Ave (5th Ward). Work includes the construction of a concrete alley with a drainage system and all related restoration work.

Unpaved and severely deteriorated alleys such as this one are a nuisance to the surrounding properties due to poor drainage and the dirt and debris that are tracked into garages, parking areas, and onto the streets by vehicles from the crumbling surface. Paving the alley and adding a drainage system will benefit the surrounding properties directly adjacent to the alley.

The users of the alley are primarily the residents with properties directly adjacent to the alley as well as refuse collection and utility service providers.

PROJECT DESCRIPTION

Project category and use of CDBG funds (check all that apply):

- Rehabilitation including deferred maintenance
- Property acquisition (building or site)
- New Construction
- Accessibility improvements/ADA compliance
- Other (describe):

How will the project's eligibility for CDBG funding be established?

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

If Area Benefit, see maps included with this application for eligible areas. If Limited Clientele, attach appropriate documentation as noted to the application.

- Area Benefit (include map of service area with application)
- Limited Clientele (include form used to document income)
- Presumed eligibility (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible? (2,000 characters max)

The scope of work and budget was developed by the Capital Planning and Engineering Division of the City. The City has extensive experience executing alley projects, specifically ones with David-Bacon wage requirements.

Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

If “yes,” write “NA” below. If “no,” explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there (1,000 characters max).

NA

Please check all items below that are applicable to this project:

- Compliant with zoning
- Requires zoning variance (attached preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other (describe):
- None of the above

Provide details/explanation relating to any of the items checked above. If none, write “NA” below (1,000 characters max).

NA

Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements (1,000 characters max).

The project would be accomplished by City of Evanston engineering staff experienced in the preparation of alley paving construction plans and specifications, bidding and contract procurement, and construction administration subject to federal procurement and reporting compliance.

Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

Provide a detailed description of the project scope (2,000 characters max). Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project includes the concrete paving of a deteriorated asphalt alley within the public right of way which includes the installation of an underground sewer drainage system, excavation of the existing alley surface, construction of new concrete alley pavement, restoration of adjacent garage aprons, parking areas, landscape areas, and other miscellaneous work. This project would be scheduled to be completed during the 2022 construction season.

Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents (2,000 characters max). What is the drawback if the project is not undertaken in 2022?

This project will provide an improved alley surface for the people residing adjacent to the alley and any other service providers that serve these properties. Benefits include an improved riding surface, better stormwater drainage, and cleaner environment by reducing the amount of dirt and debris that is tracked by vehicles into garages, parking areas, and adjacent street surfaces from the deteriorated alley. Postponing this project will delay improvements to the quality of life that a paved alley would provide.

Certification: I certify that I am authorized by the governing body to submit this application for 2022 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Chris Venatta, Senior Project Manager, Public Works Agency

PROJECT BUDGET AND FUNDING

Complete the table below for your project budget.

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$390,000	
Total:	\$390,000	

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Alley Paving		\$390,000
Total:		100%

Funding Secured

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

The portion of project funding that is committed and will be available if 2022 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed. (2,000 characters max)
\$0

If one or more of the funding sources listed above is not realized, what impact would this have on the project? Explain what changes to the scope of work or timeline to complete it would be considered. (2,000 characters max)

The sole funding source being pursued for this project is from CDBG. Costs were estimated based on recent construction costs on projects of the same scope and similar size. If revenues are less than the project budget then the entire alley would have to be postponed since it is not advisable to stage the construction of any alley over multiple years.

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

APPLICANT INFORMATION

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's [2020-2024 Consolidated Plan](#).

Contact person: Chris Venatta

Phone: 847-448-8129

Email: cvenatta@cityofevanston.org

Project for which CDBG funds are requested: Sidewalk Gap Infill – Foster Street From Dewey to Jackson

Amount of CDBG funds requested: \$ 150,000

Community Development Block Grant (CDBG) Target Area Objectives: *Indicate below (2,000 characters max) if the project will benefit clientele/take place within the defined CDBG Target Area.*

The project location is in a defined CDBG Target Area.

Describe your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it. Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement (2,000 characters max).

This project consists of adding new sidewalk where currently none exists between Dewey Avenue and Jackson Avenue along the south side of Foster Street and bringing the street lights in this area up to current City standards. Having continuous sidewalk networks throughout Evanston help reduce the reliance on vehicular transportation and create a City that has safe and effective travel paths for pedestrians. Sidewalk gaps are especially impactful to vulnerable populations such as people with mobility issues and children as well as to community members who do not have access to a vehicle. Requiring pedestrians to walk in the street, cross to the other side, or walk through the grass is not safe, efficient, or equitable.

All community members living in this neighborhood, visiting the area, accessing Fleetwood Jourdain, and commuting through will benefit from an uninterrupted sidewalk network.

PROJECT DESCRIPTION

Project category and use of CDBG funds (check all that apply):

- Rehabilitation including deferred maintenance
- Property acquisition (building or site)
- New Construction
- Accessibility improvements/ADA compliance
- Other (describe):

How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps included with this application for eligible areas. If Limited Clientele, attach appropriate documentation as noted to the application.

- Area Benefit (include map of service area with application)

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

- Limited Clientele (include form used to document income)
- Presumed eligibility (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible? (2,000 characters max)

The scope of work and budget was developed by the Capital Planning and Engineering Division of the City. The City has extensive experience executing transportation projects, specifically ones with David-Bacon wage requirements.

Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

If “yes,” write “NA” below. If “no,” explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there (1,000 characters max).

The future sidewalk will be ADA compliant however there is no existing ADA compliant pedestrian access on the south side of Foster Street in this area.

Please check all items below that are applicable to this project:

- Compliant with zoning
- Requires zoning variance (attached preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other (describe):
- None of the above

Provide details/explanation relating to any of the items checked above. If none, write “NA” below (1,000 characters max).

NA

Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements (1,000 characters max).

The project would be accomplished by City of Evanston engineering staff experienced in the preparation of transportation construction plans and specifications, bidding and contract procurement, and construction administration subject to federal procurement and reporting compliance.

Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

Provide a detailed description of the project scope (2,000 characters max). Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project includes excavation of the existing parkways and the installation of sidewalk in the two gap areas between Dewey Avenue and Jackson Avenue. In addition, any light poles that need to be relocated and upgraded to the City’s current Streetlight Master Plan standards will also be addressed. This project would be scheduled to be completed during the 2022 construction season.

Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents (2,000 characters max). What is the drawback if the project is not undertaken in 2022?

Walking is a free and essential form of transportation that everyone in the community should have access to throughout the City. It allows all members of the community regardless of economic status or physical ability to safely travel between different locations. Postponing this project will delay improvements to the quality of life for all community members living, working, and traveling through this area.

Certification: *I certify that I am authorized by the governing body to submit this application for 2022 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.*

Chris Venatta, Senior Project Manager, Public Works Agency

PROJECT BUDGET AND FUNDING

Complete the table below for your project budget.

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$150,000	
Total:	\$150,000	

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Sidewalk Gap Infill		\$150,000
Total:		100%

Funding Secured

The portion of project funding that is committed and will be available if 2022 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed. (2,000 characters max)

**City of Evanston – 2022 Community Development Block Grant
Public Facilities & Improvements Application**

\$0

If one or more of the funding sources listed above is not realized, what impact would this have on the project? Explain what changes to the scope of work or timeline to complete it would be considered. (2,000 characters max)

The sole funding source being pursued for this project is from CDBG. Costs were estimated based on recent construction costs on projects of the same scope and similar size. If revenues are less than the project budget then the sidewalk gap would not be eliminated in its entirety and the benefit this project is offering will not be realized.

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

APPLICANT INFORMATION

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's [2020-2024 Consolidated Plan](#).

Contact person: Chris Venatta

Phone: 847-448-8129

Email: cvenatta@cityofevanston.org

Project for which CDBG funds are requested: Sidewalk Improvements Program

Amount of CDBG funds requested: \$ 200,000

Community Development Block Grant (CDBG) Target Area Objectives: *Indicate below (2,000 characters max) if the project will benefit clientele/take place within the defined CDBG Target Area.*

The project work will take place in defined CDBG Target Areas.

Describe your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it. Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement (2,000 characters max).

This project consists of removing and replacing deteriorated sidewalk throughout our CDBG Target Areas. Many existing sections of sidewalk are damaged, heaved, and/or do not meet current ADA standards. Having complaint sidewalk networks throughout Evanston help reduce the reliance on vehicular transportation and create a City that has safe and effective travel paths for pedestrians.

All community members living in the neighborhoods where the sidewalks will be improved will benefit from the work.

PROJECT DESCRIPTION

Project category and use of CDBG funds (check all that apply):

- Rehabilitation including deferred maintenance
- Property acquisition (building or site)
- New Construction
- Accessibility improvements/ADA compliance
- Other (describe):

How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps included with this application for eligible areas. If Limited Clientele, attach appropriate documentation as noted to the application.

- Area Benefit (include map of service area with application)
- Limited Clientele (include form used to document income)
- Presumed eligibility (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible? (2,000 characters max)

The scope of work and budget was developed by the Capital Planning and Engineering Division of the City. The City has extensive experience executing transportation projects, specifically ones with David-Bacon wage requirements.

Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

If “yes,” write “NA” below. If “no,” explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there (1,000 characters max).

The future sidewalk will be ADA compliant however there are current ADA deficiencies on the sidewalks throughout the City of Evanston.

Please check all items below that are applicable to this project:

- Compliant with zoning
- Requires zoning variance (attached preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other (describe):
- None of the above

Provide details/explanation relating to any of the items checked above. If none, write “NA” below (1,000 characters max).

NA

Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements (1,000 characters max).

The project would be accomplished by City of Evanston engineering staff experienced in the preparation of transportation construction plans and specifications, bidding and contract procurement, and construction administration subject to federal procurement and reporting compliance.

Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

City of Evanston

Provide a detailed description of the project scope (2,000 characters max). Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project includes the removal and replacement of existing sidewalk that is damaged or does not meet current ADA standards. This project would be scheduled to be completed during the 2022 construction season.

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents (2,000 characters max). What is the drawback if the project is not undertaken in 2022?

Walking is a free and essential form of transportation that everyone in the community should have access to throughout the City. It allows all members of the community regardless of economic status or physical ability to safely travel between different locations. Our current sidewalk networks are deteriorated and do not always meet ADA standards making travel less safe and effective. Postponing this project will delay improvements to the quality of life for all community members living, working, and traveling through these areas.

Certification: I certify that I am authorized by the governing body to submit this application for 2022 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Chris Venatta, Senior Project Manager, Public Works Agency

PROJECT BUDGET AND FUNDING

Complete the table below for your project budget.

Funding Sources/Revenues	Project Sources	Amount Committed
Evanston CDBG	\$200,000	
Total:	\$200,000	

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Sidewalk Replacement		\$200,000
Total:		100%

Funding Secured

The portion of project funding that is committed and will be available if 2022 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed. (2,000 characters max)

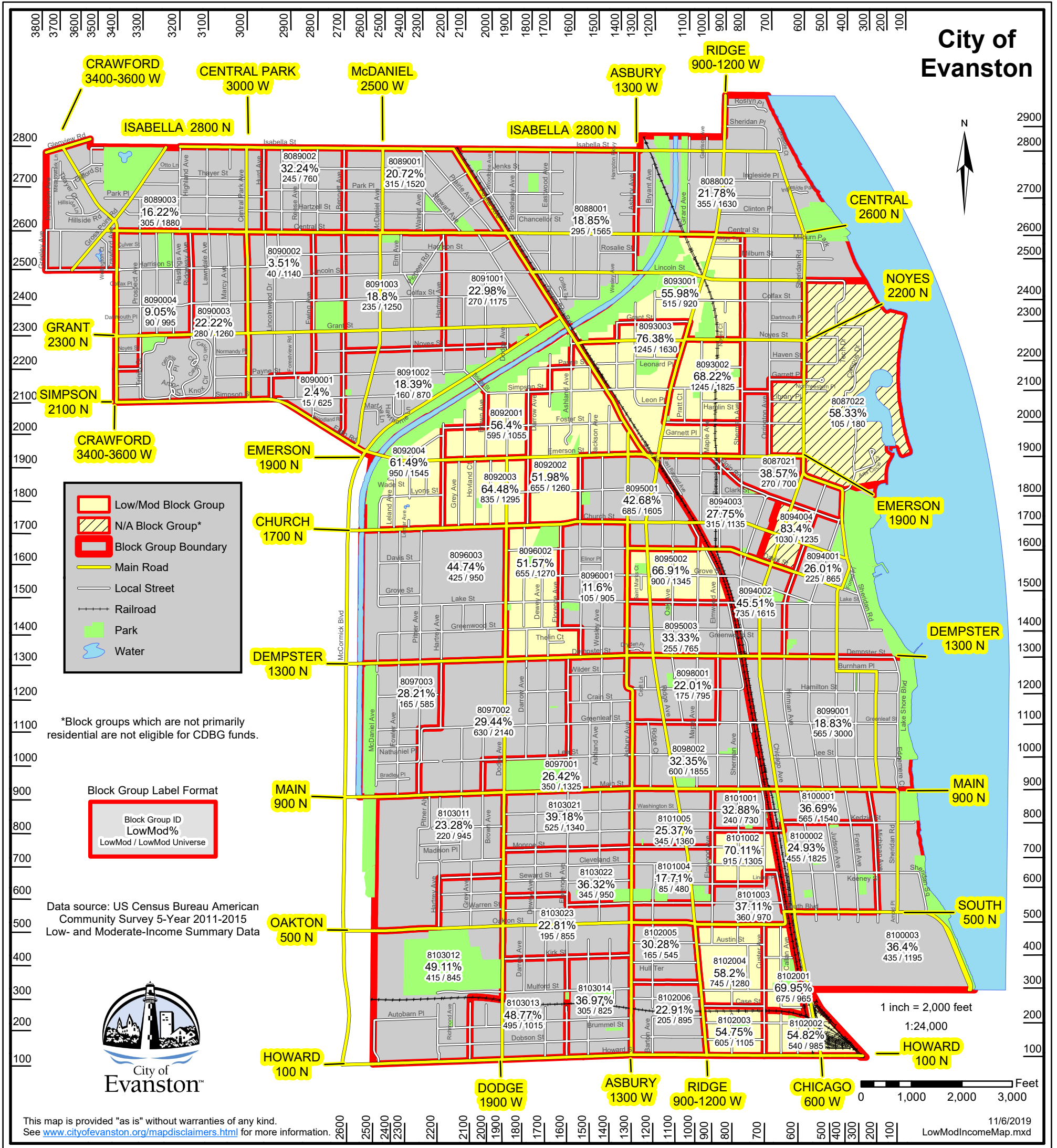
\$0

If one or more of the funding sources listed above is not realized, what impact would this have on the project? Explain what changes to the scope of work or timeline to complete it would be considered. (2,000 characters max)

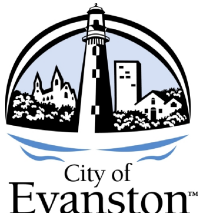
**City of Evanston – 2022 Community Development Block Grant
Public Facilities & Improvements Application**

The sole funding source being pursued for this project is from CDBG. Costs were estimated based on recent construction costs on projects of the same scope and similar size. If the funding source is decreased then less sidewalk will be eligible for replacement.

Low/Moderate Income Census Block Groups



*Block groups which are not primarily residential are not eligible for CDBG funds.



City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

APPLICANT INFORMATION

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the goals of the CDBG Program as set forth in 24 CFR 570 and meet community development needs and objectives as set forth in Evanston's [2020-2024 Consolidated Plan](#).

Contact person: Stefanie Levine

Phone: 847-448-8043

Email: slevine@cityofevanston.org

Project for which CDBG funds are requested: Park Picnic Shelter Electrical Improvements

Amount of CDBG funds requested: \$ 120,000

Community Development Block Grant (CDBG) Target Area Objectives: *Indicate below (2,000 characters max) if the project will benefit clientele/take place within the defined CDBG Target Area.*

This project will directly benefit community members within the City's CDBG Target Area. Specifically, this project will improve recreation access to community members in census tracts 8092 by providing electrical outlets at two existing park shelters for recreation programming and community events.

Describe your project, including its location and improvements planned. Describe the need(s) identified in the Consolidated Plan that it addresses and the benefit it provides to people using it. Describe the people who will benefit from the project. Estimate the unduplicated number who will use it annually and the percent that are low/moderate income. Explain any change in beneficiaries anticipated from the improvement (2,000 characters max).

This project will add convenience outlets at two existing picnic shelters located at Butler Park, and Twiggs Park which are located along the North Shore Channel between Green Bay Road and Emerson Street. These outlets will allow the Parks and Recreation Department to better serve the residents of the CDBG Target Area with necessary power when conducting their recreation programming activities. Additionally, the convenience outlets can be used by community members that reserve these picnic shelters for events such as picnics, family gatherings and community events.

The Consolidated Plan need that will be addressed by this project is improvement to public infrastructure which will in turn create new and expanded opportunities for community recreation.

The people that will benefit from this project include the residents of census tracts 8092. The estimated unduplicated number of people who will use the new improvements annually is 5155.

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

PROJECT DESCRIPTION

Project category and use of CDBG funds (check all that apply):

- Rehabilitation including deferred maintenance
- Property acquisition (building or site)
- New Construction
- Accessibility improvements/ADA compliance
- Other (describe): Enhancement of existing infrastructure

How will the project's eligibility for CDBG funding be established?

If Area Benefit, see maps included with this application for eligible areas. If Limited Clientele, attach appropriate documentation as noted to the application.

- Area Benefit (include map of service area with application)
- Limited Clientele (include form used to document income)
- Presumed eligibility (severely disabled adults, abused children, battered spouses or homeless)
- Elimination of Slum/Blight (spot basis)

Who developed the scope of work for this project and the proposed budget? How did you ensure estimated project costs include Davis-Bacon wage requirements? How did you determine that the project is structurally feasible? (2,000 characters max)

The scope of work for this project was developed by the Parks and Recreation Department and the Public Works Agency's Bureau of Capital Planning and Engineering. Estimates are based on Public Works staff's experience with pricing of similar improvement projects. As all City projects utilize either Davis-Bacon wages or similar State of Illinois Prevailing Wages the associated labor costs are anticipated in the staff estimates. The project scope was reviewed by Engineering staff and also by City electricians for feasibility.

Is the facility in compliance with the Americans with Disabilities Act?

- Yes
- No

If "yes," write "NA" below. If "no," explain how and when the facility will become ADA compliant and describe how accommodations are made so individuals with disabilities may use the facility or benefit from services offered there (1,000 characters max).

N/A

Please check all items below that are applicable to this project:

- Compliant with zoning
- Requires zoning variance (attached preliminary zoning analysis)
- Project involves displacement/relocation of residents or businesses
- Property is currently on the tax rolls
- Project would change property tax status
- Other (describe):
- None of the above

Provide details/explanation relating to any of the items checked above. If none, write "NA" below (1,000 characters max).

N/A

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

Describe your capacity to undertake the proposed project, including relevant staff knowledge and skills, experience with similar projects, compliance with federal procurement, reporting and other requirements (1,000 characters max).

The City's Capital Planning and Engineering annually implements the City's capital improvement which in FY 2022 is estimated at \$64,000,000. Staff is well versed in the requirements to implement this scope of work including appropriate technical expertise to procure and manage design and construction, and all necessary monitoring and management of federal reporting requirements.

Provide the name and address of the property owner if different from the applicant. By providing this information, you certify that you have approval of the owner(s) for the project.

N/A

Provide a detailed description of the project scope (2,000 characters max). Include a project schedule. Note any time-related issues relating to the project such as deadlines for licensing requirements, due dates for use of funding already secured, etc.

This project will add convenience outlets for public and programming use at two existing picnic shelters located at Butler, and Twiggs Parks. Adding the outlets will require modification to each park's electrical service cabinet as well as new conduit, wiring and end point devices to provide this additional amenity. Providing convenience outlets will improve the Parks and Recreation Department's ability to operate programming at these park sites. The outlets will also be available for use by the public during reserved picnics and public events.

The proposed project schedule is:

Spring 2022 – Procure electrical engineering design services

Summer 2022 – Design improvements

Fall 2022 – Bid improvements

Winter 2022/2023 – Construct improvements

Explain how this project will expand services or improve living conditions for primarily low- and moderate-income Evanston residents (2,000 characters max). What is the drawback if the project is not undertaken in 2022?

This project will expand recreation services to local low and moderate income Evanston residents by providing them with increased programming opportunities and the ability to host and participate in more expansive community gatherings and events. If the project is not undertaken, the Parks and Recreation Department will continue to struggle to provide local programming services to these communities due to the lack of electrical power at these sites. Additionally, local residents will not have the opportunity to participate in expanded family and community activities that would otherwise require available electricity.

Certification: I certify that I am authorized by the governing body to submit this application for 2022 CDBG funding and that, to the best of my knowledge, the information in this application is true and correct.

Stefanie Levine

City of Evanston – 2022 Community Development Block Grant Public Facilities & Improvements Application

PROJECT BUDGET AND FUNDING

Complete the table below for your project budget.

Funding Sources/Revenues	Project Sources	Amount Committed
CDBG	\$120,000	\$0
Total:		

Funding Uses/Expenses	Project Uses	Planned Use of CDBG
Engineering	\$20,000	\$20,000
Construction	\$100,000	\$100,000
Total:		100%

Funding Secured

The portion of project funding that is committed and will be available if 2022 CDBG funding is recommended. City of Evanston CDBG funding should not be included as committed. (2,000 characters max)

The Public Works Agency is seeking all funding for this project through the 2022 CDBG program.

If one or more of the funding sources listed above is not realized, what impact would this have on the project? Explain what changes to the scope of work or timeline to complete it would be considered. (2,000 characters max)

Without 2022 CDBG funding this project will be deferred until another funding source is identified.

City of Evanston – 2022 Community Development Block Grant Housing Application

EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

The City of Evanston is dedicated to promoting safe, sanitary, and decent housing, particularly for low/moderate income residents. The CDBG Housing Rehabilitation Program helps preserve affordable housing, particularly owner occupied homes, and stabilizes neighborhoods by helping low/moderate income owner-occupied households that lack the financial capacity to obtain conventional financing to rehabilitate their homes. It also preserves affordable rental units by rehabbing multi-family housing occupied primarily by moderate to low-income households. The Rehab program prioritizes life safety and code violations that could result in declaring a home uninhabitable by addressing emergency needs such as failed furnaces, roofs, and hot water heaters, and by repairing failed sewer laterals and structural defects that may make a home unlivable. Other program goals include reducing household utility costs by incorporating energy and water saving features in the rehabilitation process and making accessibility improvements for residents with disabilities and older adults that enable them to live safely in their homes. CDBG Housing Rehab projects are funded with zero interest deferred loans that are repaid at the sale of the property because the households receiving assistance are unable to pay debt service.

Historically the City of Evanston's Housing Rehab Specialist served as the project manager for rehab projects, including developing the scope of work, handling lead risk assessments, getting competitive bids for all work and managing construction work. The Rehab Specialist also managed the demolition of blighted properties, working with Legal and Property Standards staff using Abandoned Properties Grant funds from IHDA. The City's Rehab Specialist retired in April 2020, but agreed to work part time for the remainder of the year to complete projects that were still underway.

Beginning 2021, the City has entered into a partnership with Community Partners for Affordable Housing (CPAH) for the construction management work to improve program efficiency and more effectively leverage outside funding to rehab low/moderate income housing. CPAH also handles the residential rehab programs for Lake County and the City of North Chicago, as well as managing rehab programs for the City of Waukegan and City of Zion when funds are allocated. CPAH completes approximately 15-20 units of owner -occupied rehab annually. They also administer the Illinois Housing Development Authority (IHDA) Home Accessibility Program, which can be used in conjunction with their Owner-Occupied Rehabilitation Program. CPAH's construction management cost averages approximately \$8,000 per unit on projects that average \$40,000 vs. the City's Housing Rehab Administration management cost that averaged \$18,500 per unit on projects that average \$43,000. CPAH's larger program achieves project management efficiencies that results in more finding going to rehab projects. In addition, CPAH has been awarded a Single-Family Rehab Program (SFR) grant of \$482,000 from the Illinois Housing Development Authority with the plan of using approximately half the grant on rehabs in Evanston over the next two years. CPAH's project delivery costs (construction management costs) are billed monthly based on the actual time incurred on each project per the attached cost allocation procedures. In the case of this program, project delivery costs would be pro-rated between Evanston and IHDA funding.

PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units

City of Evanston – 2022 Community Development Block Grant Housing Application

- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Identification of code violations only
- Other (describe)

Is this a new project/program? Yes No

If existing, in what year was it founded? 1975

What is the number of units completed in past years?

2020 (January 1 - December 31, 2020) - actual 5

2021 (January 1 - December 31, 2021) - estimated 2 completed, 3 additional underway

Explain how eligible properties will be selected. Describe the types of work and range of scope of rehab that will be undertaken for individual properties and how CDBG funds will be used. (2,000 characters max)

Housing Rehab clients may be located anywhere in the City of Evanston but are generally concentrated in the Community Development Block Grant (CDBG) Target Area. The scope of work for each project is determined on a case-by-case assessment of work needed to address life safety issues and code violations in order to preserve and prolong the useful life of the property. The maximum loan amount for a single-family home or 2-flat is \$50,000, \$20,000 for a condominium, and \$20,000 per unit in multi-family properties. All assisted properties must be occupied by low/moderate income households, defined as having incomes \leq 80% AMI using the HUD Part 5 definition of income.

Indicate the estimated number of housing units involved in the project or program.

Total of 9 housing units, 7 owner-occupied and 2 rentals are estimated to be rehabbed in 2022.

If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes \leq 80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:

Before rehab: Total units TBD based on applications LMI-occupied units TBD

Following rehab: Total units same as above LMI-occupied units at least 51%

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With 2-flats, one unit must be occupied by an LMI household; with multi-unit buildings of 3 or more units, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

The program uses the Part 5 income verification method prescribed by 24 CFR Part 5 and the manual "Determining Income and Allowances" (2005) published by HUD for determining income eligibility. Program staff brings completed applications, certifications of household income and property appraisals to the CDBG Loan Committee, comprising Community Development Department staff with housing and loan underwriting expertise, for review and approval. All submittals, whether approved or denied, are retained as required by federal regulations. Files for approved projects are retained for five years following loan payoff.

Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHs, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

City of Evanston – 2022 Community Development Block Grant Housing Application

The majority of CDBG rehab projects are owner-occupied single-family homes or owner-occupied 2-flats whose eligibility is based on the income of the owner household. Most rehab work is done without displacement of occupants. With owner occupied 2-flats, the second unit is not income restricted for the express purpose of enabling the owner to generate income/cash flow to pay for repairs in the future, as well as property taxes, etc. With investment properties, at least 51% of units must be occupied by households with incomes \leq 80% AMI at rent up and rents cannot exceed the HUD Fair Market rents for the Chicago Metropolitan Area in effect at project completion. Affordability restrictions are up to 15 years based on the CDBG per-unit investment and are documented in the mortgage and project agreement. Property owners/managers submit annual reports to the City to substantiate compliance with affordability requirements. Property managers may choose to accept tenants from the IHO Centralized Wait list, which prioritizes housing for people who currently live or work in Evanston.

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

Housing Rehab program serves primarily senior homeowners living on a fixed income \leq 50% of AMI and households with a disabled or special needs member. Loan terms are zero interest with payments deferred until title transfer/sale of the property because households lack the income to make monthly payments. Improving accessibility to enable seniors to age in place and persons with disabilities to continue to live in their homes and avoid institutionalization is a goal of the program. Rehab may also be done on special needs housing owned by non-profits such as Rimland (autism) and Shore Community Services (developmental disabilities) with approval by the Housing and Community Development Act Committee.

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

The program is advertised on the City of Evanston website, 311 call center, City cable station, community meetings, brochures, and word of mouth. Brochures have been distributed to City Alderman and local home improvement stores. Property Standards Inspectors also have brochures to hand out to residents who may have been cited for property maintenance violations.

Does your program comply with Fair Housing requirements)? Yes No

Where (address/location) will your program take place and how will clients get to the location/facility?

The Housing Rehab Program administrative office is at the Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201. If clients are unable to travel to the Civic Center, staff brings applications, etc., to their homes.

Is your program office in compliance with the Americans with Disabilities Act (ADA)? Yes No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)

City of Evanston – 2022 Community Development Block Grant Housing Application

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2022 CDBG fiscal year is January 1– Dec 31, 2022.** Total revenues should be equal to or greater than total program expenditures. Line items should match those in your chart of accounts. If your program is new, leave fiscal year 2021 blank.

If you are receiving 2021 CDBG funds, explain any significant budget differences between your 2021 and 2022 budgets. (1,000 characters max)

Historically the Housing Rehab Program is funded entirely with CDBG. In most years, Rehab Administration expenses are funded with CDBG entitlement and rehab projects are funded by the CDBG Revolving Loan Fund (RLF). The RLF available balance for projects in 2022 is estimated to be about \$102,500 and there is \$124,094 of prior years RLF allocated for rehab construction that remains unexpended.

City Rehab Admin staff expenses include 60% of the Customer Service Representative (CSR) for program intake, coordination and compliance, as well as management of the CDBG loan portfolio, and 10% of the CDBG analyst for billing compliance.

Line Item Expenses	2021	2022 Proposed
Staff Salaries & benefits	\$62,575	\$75,615
Personal computer software	2,000	2,000
Office Supplies	35	35
Postage Chargebacks	50	50
Training & Travel	50	50
Rental of Auto Fleet Maint	0	0
Rental of Auto Replacement	0	0
Membership Dues	0	0
Other Program Costs	250	250
CPAH construction management	72,000	72,000
Rehabilitation Expenses	349,395	366,594
Total Expenses:	\$486,355	\$516,594

Funding Sources	2021	2022 Proposed
CDBG entitlement (estimated)	\$274,712	\$150,000
2020 CDBG Revolving Loan as of 11.10.21	\$69,893	\$124,094
2021 CDBG Revolving Loan as of 11.10.21	N.A.	\$102,500
IHDA SFR grant	\$141,750	\$140,000
Total Revenues:	\$486,355	\$516,594

City of Evanston – 2022 Community Development Block Grant Housing Application

EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

Housing quality is key to the public's health and welfare. The CDBG Targeted Code Enforcement Program addresses code violations that create unsafe, unhealthy living conditions and blight. The program also assures that minimum housing quality standards are met. Rental units in the Community Development Block Grant Target Area are inspected regularly to address property maintenance issues. In addition, inspectors respond to requests for inspections from occupants, conduct area surveys to identify external and interior code violations that contribute to blight, and work to ensure the correction of such violations. The program also involves inspections of vacant properties in compliance with the City's Vacant Building ordinance requirements.

PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Identification of code violations only
- Other (describe)

Is this a new project/program? Yes No

If existing, in what year was it founded? 1975

What is the number of units completed in past years?

2021 (January 1, 2021 - December 31, 2021) - estimated	2,000 units inspected
2020 (January 1, 2020 - December 31, 2020) - actual	2,026 units inspected

Explain how eligible properties will be selected. Describe the types of work and range of scope of rehab that will be undertaken for individual properties and how CDBG funds will be used. (2,000 characters max)

CDBG funds inspections of dwelling units in the CDBG Target Area on a two-year cycle. There is an estimate of 760 buildings with more than 10,500 dwelling units in this category. CDBG funds will be used in the City's Housing Code Compliance program which is the City's Property Maintenance Program with Inspectors who conduct on-going inspections throughout the City. Inspectors respond to requests for service relating but not limited to weeds, litter, trash, debris, abandoned vehicles, graffiti, public sidewalks in disrepair, un-shoveled sidewalks, over-occupancy, utility shut-offs, illegal dwelling units, abandoned buildings, illegal parking of vehicles on property, hazardous trees/limbs, plant encroachment of public ways, pests, as well as all other applicable building or dwelling unit housing code violations.

Indicate the estimated number of housing units involved in the project or program. 4,500

If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes \leq 80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:

Before rehab:	Total units	NA	LMI-occupied units	NA
Following rehab:	Total units	NA	LMI-occupied units	NA

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With multi-unit buildings, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

City of Evanston – 2022 Community Development Block Grant Housing Application

CDBG funding is used for the costs to conduct routine, compliant-based, and external area inspections in the 27 census block groups that comprise the CDBG Target Area using the Low/Mod Area benefit; see map attached. The percent of total residents residing in this area that are low/moderate income is 51.04%, so over the 51% requirement.

Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHs, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

NA

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

The Code Enforcement program is an important tool to protect the rights of very low income renters with incomes at or below 50% AMI renting unsubsidized housing. Because there are few units that are affordable or that will rent to low income tenants with lower credit scores or other barriers to rental, owners may not perform needed repairs and maintenance to maintain decent living conditions. Low income seniors and persons with disabilities who often live on fixed incomes are also subject to this. Both routine inspections and complaint-based inspections are critical to ensure decent and safe housing units, particularly for low/moderate income renters.

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

All properties in the CDBG Target Area are included in the routine inspection process for CDBG Code Enforcement, as the program qualifies as eligible for CDBG funding because over 51% of residents are low/moderate income. Staff time for inspections in the CDBG Target Area and administrative work relating to those inspections is tracked using TSheets, an electronic time and activity tracking system that meets the requirements of 2 CFR Part 200, as required. Associated direct costs, including fleet/automobile, cell phone usage and the databased used to track and manage property inspections are billed to CDBG Code Enforcement based on the pro rata share of inspectors' time for inspections in the CDBG Target Area.

Does your program comply with Fair Housing requirements)? Yes No

Describe your efforts to affirmatively further fair housing. (2,000 characters max)

The City Property Maintenance Program continues to perform routine and complaint-based inspections as required. City staff work with the Metropolitan Tenants Organization and Lawyers Committee for Better Housing to provide information to residents about fair housing requirements and to advise both tenants and landlords on their rights and responsibilities. The City developed the Rental Empowerment Networking and Training (RENT) Program to provide resources for property owners relating to property upkeep, fair housing, maintenance, engagement and familiarity with Evanston housing codes and ordinances.

Where (address/location) will your program take place and how will clients get to the location/facility?

Inspections of residential properties in the CDBG Target Area, and the administrative costs for those inspections, including time spent on adjudication and in court, are eligible costs for the CDBG Code Enforcement Program. Tenants with a maintenance complaint can arrange for an inspection through the City's 311 system. Both tenants and landlords may seek assistance through MTO/LCBH by calling the help line directly or through the City's 311 system.

Is your program office in compliance with the Americans with Disabilities Act (ADA)? Yes No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)

City of Evanston – 2022 Community Development Block Grant Housing Application

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2022 CDBG fiscal year is January 1– Dec 31, 2022.** Total revenues should be equal to or greater than total program expenditures. Line items should match those in your chart of accounts. If your program is new, leave fiscal year 2020 blank.

If you are receiving 2021 CDBG funds, explain any significant budget differences between your 2021 and 2022 budgets. (1,000 characters max)

The 2022 budget includes five Property Maintenance inspectors, an addition of one from 2021, the supervising inspector and a customer service representative. The addition of an inspector will increase the number of inspections and enable a quicker response to complaints. Staff tracks time spent on inspections in the CDBG Target Area in TSheets, as required to substantiate the eligible portion of salaries and benefits that can be billed to our CDBG grant. Other direct costs, including vehicles, cell phones, GovSense database, are charged on a pro rata basis. Historically between 60% and 75% of total programs costs are eligible; if only 60% of total costs were eligible in 2022, that would total approx.. \$349,672, or \$24,672 more than the request based on an estimated 2022 CDBG grant amount of \$1,800,000. CDBG Code Enforcement offsets the cost to the General Fund and is a critical tool for maintaining decent housing for low and moderate income residents.

Line Item Expenses	2021 Projected	2022 Proposed
Staff salaries and fringes	\$443,043	\$552,811
Overtime	3,000	3,000
Printing	815	600
Postage	1,500	1,500
Training & travel	900	1,000
Rental Auto-fleet Replacement	4,000	3,333
Auto-fleet Maintenance	11,525	9,604
Court costs/Litigation	1,500	1,500
Membership dues	1,500	1,500
Cell phone allowance	600	720
Software Program & Maintenance	30,000	5,500
Books, publications, maps	200	250
Uniforms	500	600
Shoe Allowance	695	869
Total Expenditures:	\$499,778	\$582,787

Revenues		
CDBG	\$326,802	\$325,000
General Fund	172,976	257,787
Total Revenues:	\$499,778	\$582,787

CDBG Target Area

City of Evanston

