



**AGENDA AND NOTICE OF A MEETING**  
**Housing & Community Development Committee**  
**Tuesday, January 18, 2022**  
**Virtual on Zoom 7:00 PM**

Pursuant to 5 ILCS 120/7(2), SSC members and City staff will be participating in this meeting remotely. It has been determined that in-person meetings of the City's Boards, Commissions, and Committees are not practical or prudent due to the ongoing coronavirus pandemic. Accordingly, the Housing & Community Committee may be convened, and members may attend by means other than physical presence consistent with 5 ILCS 120/7.

Those wishing to make public comments may submit written comments or sign-up with the [public comment form](#), by 5 pm 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

**1. CALL TO ORDER/DECLARATION OF A QUORUM****2. SUSPENSION OF THE RULES**

Members participating electronically or by telephone

**3. APPROVAL OF MEETING MINUTES**

- A. [HCDC - Dec 14 2021 - Minutes DRAFT](#) 3 - 6

**4. NEW BUSINESS/OLD BUSINESS**

- A. **Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for January 1, 2022 - December 31, 2022** 7 - 21

**For Action**

[Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for January - Pdf](#)

- B. **Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist** 22 - 28

**For Action**

[Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist - Attachment - Pdf](#)

**5. PUBLIC COMMENT****6. ADJOURNMENT**

*Agenda items and order are subject to change.*

*Questions can be sent to Sarah Flax, Housing & Grants Manager at [sflax@cityofevanston.org](mailto: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).*



**Housing & Community Development Committee**  
**Tuesday, December 14, 2021 @ 7:00 PM**  
Virtual on Zoom

**COMMITTEE MEMBER PRESENT:** Chair Eleanor Revelle, Kathy Feingold, Hugo Rodriguez, Joanne Zolomij, Jonathan Nieuwsma, Loren Berlin, Member, Bobby Burns, and Devon Reid

**COMMITTEE MEMBER ABSENT:** Monika Bobo

**STAFF PRESENT:** Sarah Flax, Housing & Grants Manager; Marion Johnson, Housing & Economic Development Analyst

**GUESTS PRESENT:** Angel Schnur, Rob Anthony, Lara Biggs

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

Chair Revelle called the meeting to order at 7:06 PM with a quorum present.

**2. SUSPENSION OF THE RULES**

Loren Berlin 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 5-0.

**3. APPROVAL OF NOVEMBER 16, 2021 MEETING MINUTES**

Joanne Zolomij moved to approve the minutes, Kathy Feingold seconded the motion, the motion was approved 5-0.

**4. PUBLIC INPUT ON THE 2022 DRAFT ACTION PLAN AND AMENDED CITIZEN PARTICIPATION PLAN**

A. Jane Grover submitted a comment to state it should be called 'Public Participation Plan' or 'Community Participation Plan' as not all those who participate are citizens. Residents could be part of it, notwithstanding their citizenship status.

Staff stated the Citizen Participation Plan is named as such to reflect HUD regulations. However, staff calls on public participation as 'Public comment being requested' to the

Citizen Participation Plan. Staff will relay the information to HUD.

Motion to close public comment period on the draft Citizen Participation Plan and Action Plan.

Moved by Loren Berlin  
Seconded by Hugo Rodriguez

**Ayes:** Eleanor Revelle, Kathy Feingold, Hugo Rodriguez, Joanne Zolomij, and Loren Berlin

**Carried 5-0 on a recorded vote**

**5. NEW BUSINESS/OLD BUSINESS**

**A. DISCUSSION AND VOTE ON THE 2022 DRAFT ACTION PLAN ALLOCATIONS BY GOAL BASED ON ESTIMATED GRANT AMOUNTS**

Staff summarized discussion from the November 16, 2021 meeting. Staff explained the process to reach release of funds. Loren Berlin inquired into the timeline of receipt of grant amounts and the issuance of RFPs for Public Infrastructure projects for nonprofits. Staff explained RFPs are not issued until actual grant amounts are received. Staff explained the historical changes in funding and efforts made by staff to keep programs running. Joanne Zolomij asked for examples of what projects the nonprofits have used the funding for. Staff explained the various capital projects done by nonprofits with CDBG funding; most included addressing deferred maintenance issues.

Motion to approve 2022 Action Plan Allocations by Goal based on estimated grant amounts.

Moved by Kathy Feingold  
Seconded by Loren Berlin

**Ayes:** Kathy Feingold, Hugo Rodriguez, Joanne Zolomij, Loren Berlin, and Eleanor Revelle

**Carried 5-0 on a recorded vote**

**B. REVIEW OF AND APPROVAL OF 2022 CDBG FUNDING FOR CITY OF EVANSTON PROGRAMS AND PROJECTS BASED ON AN ESTIMATED 2022 CDBG GRANT AMOUNT:**

1. Code Enforcement (\$325,000)
2. Housing Rehabilitation (\$202,500, including \$100,000 EN and \$102,500 RL)
3. Alley Improvements N. of Emerson Street, E. of Hartrey Avenue (\$390,000)
4. Sidewalk Gap Infill – Foster Street From Dewey to Jackson (\$150,000)
5. Sidewalk Improvement (\$200,000)
6. Park, Picnic Shelter Electrical Improvement (\$120,000)

Lara Biggs explained the process to perform Alley Paving projects. Hugo Rodriguez inquired about the City's 50/50 alley paving funding. Lara Biggs stated there is a backlog of about six years due to great demand. Lara Biggs stated the City is providing monies from the City's General Fund and the West Evanston TIF to fix sidewalks around schools and senior facilities with mobility limitations. She explained CDBG funding will be used only in CDBG-eligible areas. Staff stated the Park, Picnic, Shelter Electrical Improvement project funding request comes from the Parks and Rec. Department reflecting the need to have electrical service in outdoor settings. Staff stated this project is also eligible for ARPA funding. Councilmember Burns stated these spaces are used as safe gathering places for young people to do work.

All concurred to prioritize items 1-4 to be funded as requested. Discussion was had on whether or not to approve items 5 and 6 to be partially funded.

Motion to approve 2022 CDBG funding for Code Enforcement (\$325,000), Housing Rehabilitation (\$202,500), Alley improvements (\$390,000), Sidewalk Gap Infill (\$150,000), Sidewalk Improvements (\$129,625), and Park/Picnic Shelter Electrical Improvement (\$60,000)

Moved by Councilmember Devon Reid  
Seconded by Hugo Rodriguez

**Ayes:** Kathy Feingold, Hugo Rodriguez, Joanne Zolomij, Jonathan Nieuwsma, Loren Berlin, Bobby Burns, Eleanor Revelle, and Devon Reid

**Carried 8-0 on a recorded vote**

C. DISCUSSION AND VOTE TO RECOMMEND APPROVAL OF THE DRAFT 2022 ACTION PLAN AND CITIZEN PARTICIPATION PLAN TO CITY COUNCIL FOLLOWING RECEIPT OF 2022 ENTITLEMENT GRANT AMOUNTS

Motion to recommend approval of the Draft 2022 Action Plan and Citizen Participation Plan to City Council following the receipt of 2022 Entitlement Grant amounts.

Moved by Councilmember Jonathan Nieuwsma  
Seconded by Kathy Feingold

**Ayes:** Kathy Feingold, Jonathan Nieuwsma, Hugo Rodriguez, Joanne Zolomij, Loren Berlin, Bobby Burns, Eleanor Revelle, and Devon Reid

**Carried 8-0 on a recorded vote**

D. DISCUSSION AND APPROVAL OF RULES AND PROCEDURES

Loren Berlin inquired about the revision removing conflict of interest language. Sarah Flax stated this portion had been carried over from the Mental Health Board rules and procedures but is not necessary. Conflict of interest is completely addressed in the City of Evanston

Code of Ethics and is redundant language in rules and procedures, per legal staff counsel.

Motion to approve amended Rules and Procedures for the Housing & Community Development Committee.

Moved by Hugo Rodriguez

Seconded by Councilmember Jonathan Nieuwsma

**Ayes:** Hugo Rodriguez, Jonathan Nieuwsma, Kathy Feingold, Joanne Zolomij,  
Loren Berlin, Bobby Burns, Eleanor Revelle, and Devon Reid

**Carried 8-0 on a recorded vote**

**6. PUBLIC COMMENT**

No public comment.

**7. ADJOURNMENT**

Motion to adjourn at 8:56 p.m.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
CC: Sarah Flax, Housing and Grants Manager; Marion Johnson, Housing and Economic Development Analyst  
Subject: Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for January 1, 2022 - December 31, 2022  
Date: January 18, 2022

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Recommended Action:

Staff recommends approval of a not to exceed \$61,800 renewal contract with Metropolitan Tenants Organization (MTO) and Lawyers' Committee for Better Housing (LCBH) for landlord-tenant services.

Funding Source:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65497. The Affordable Housing Fund currently has an unallocated cash balance of approximately \$2.6 million.

Committee Action:

For Action

Summary:

The City has contracted with MTO and LCBH for landlord-tenant services since 2018. The collaboration between MTO and LCBH results in greater efficiency in service delivery, reduced administrative time spent on intake of clients, and improved data collection and reporting. MTO's hotline provides the first line of contact and can address simple issues. MTO acts as a liaison between tenants and attorneys and can refer more complex cases to LCBH for direct legal services.

The most recent contract was for a 15-month period from October 1, 2020 through December 30, 2021 for a not-to-exceed amount of \$87,500, which included \$58,500 for basic services and \$29,000 for additional services to be billed as incurred. This contract covered 15 months so that the period of service at renewal would align with the City's fiscal year to facilitate budgeting.

Between January 1, 2021 and December 31, 2021, MTO has handled 411 cases, averaging 34 per month. The heatmap (see attached) shows the distribution of the calls throughout the City of Evanston. In addition, MTO/LCBH held online workshops, one for renters and one for landlords/property managers, to provide guidance for tenants and landlords on changes due to COVID-19 that were recorded and are posted on the City's Landlord and Tenant Resources [webpage](#). To date for 2021, the City has paid \$46,800 to MTO/LCBH for landlord-tenant services.

MTO/LCBH submitted an application for renewal of its contract with the City for a not to exceed amount of \$61,800 and covers a 12-month period, from January 1, 2022 to December 31, 2022. The total contract of \$61,800 for a 12-month period is divided into a base scope of work and additional services that will be provided as needed. Cases in the base scope have stayed stable over the last two years at an average of 34 per month, with seasonal peaks at over 50 per month (see attached reporting). Based on the current issues that include tenants unable to pay rent because of reduced income due to COVID-19 and the expiration of the moratoriums on evictions of those tenants, cases are not expected to decline. As a result, the funding request for the base scope of work is staying stable at \$11,700 per quarter.

**Base Scope of Work** - \$46,800: \$36,800 for MTO and \$10,000 for LCBH, would be paid for in four quarterly installments of \$11,700 in the month following each quarter (April, July, and October 2022, and January 2023). The following services are included:

- Operating a free hotline for landlord-tenant inquiries Monday through Friday from 1-5 pm; for callers who call outside of those hours, MTO will return all calls within two business days.
- Responding to landlord-tenant inquiries received through the City's 311 system and the MTO hotline, estimated at 30-40 cases per month.
- Delivering information and assistance to landlords and tenants, including help with writing letters, strategies on how to resolve issues through negotiations, and referrals to other sources.
- Working with the City to maintain current landlord-tenant information on the City's and MTO's websites.
- Coordinating at least two two-hour trainings for Evanston tenants and landlords.
- Working with the City's Property Standards Division RENT program to provide at least one two-hour training for Evanston landlords and/or property managers.

**Additional Services** - up to \$15,000: would be billed to the City on a quarterly basis as incurred, but not to exceed \$15,000 during the contract period. The following services are included:

- Mediation between landlords and tenants would be provided at the hourly rate per the fee schedule (exhibit A) and billed based on actual hours and applicable reimbursable costs.
- Tenant organizing would be provided at the hourly rate per the fee schedule (exhibit A) and billed based on actual hours and applicable reimbursable expenses per building

case, for buildings at which tenants are facing common problems such as a foreclosure, poor maintenance, building security concerns, health hazards, etc.

- Legal representation for low-income Evanston tenants to avoid displacement through evictions and illegal lockouts would be provided and billed at \$200 per hour, plus any reimbursable expenses associated with these cases.

Due to funding made available by Cook County through the Cook County Legal Aid (CCLAHD), none of the \$29,000 in the last contract for additional services have been expended. While the funding for CCLAHD is likely to be renewed in 2022, the \$15,000 funding request for additional services provides a safeguard should those funds run out, expire, or additional needs arise.

Legislative History:

City Council approved a 15-month contract with MTO/LCBH in a not to exceed amount of \$87,500 in September 2020.

Attachments:

[2021 MTO Landlord Tenants Services Report - Summary 2021  
evanston-2021-heatmap \(1\)](#)  
[MTO Evanston Application 2022](#)  
[2022 Exhibit A - Fee Schedule-sf.docx](#)

Date Dec-21 CITY OF EVANSTON TENANT-LANDLORD SERVICES REPORT

| Category             | Oct.      | Nov.      | Dec.      | Jan.      | Feb.      | Mar.      | Apr.      | May       | Jun.      | Jul.      | Aug.      | Sept.     | Total      | % of total | Oct.      | Nov.      | Dec.      | 2021 Total | % of total |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|-----------|-----------|-----------|------------|------------|
| Maintenance          | 6         | 12        | 3         | 6         | 9         | 6         | 6         | 13        | 4         | 2         | 10        | 9         | 86         | 20.33%     | 5         | 9         | 9         | 88         | 21.41%     |
| Eviction             | 7         | 6         | 5         | 4         | 9         | 4         | 7         | 7         | 9         | 1         | 4         | 6         | 69         | 16.31%     | 5         | 5         | 7         | 68         | 16.55%     |
| Notices              | 1         | 2         | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 0         | 0         | 1         | 5          | 1.18%      | 0         | 2         | 0         | 4          | 0.97%      |
| Disturbance          | 6         | 3         | 1         | 0         | 3         | 3         | 2         | 7         | 8         | 4         | 4         | 6         | 47         | 11.11%     | 1         | 4         | 1         | 43         | 10.46%     |
| Security Deposits    | 1         | 2         | 0         | 0         | 1         | 2         | 6         | 3         | 1         |           | 5         | 3         | 24         | 5.67%      | 3         | 3         | 0         | 27         | 6.57%      |
| Lease                | 6         | 10        | 3         | 5         | 7         | 14        | 13        | 9         | 13        | 2         | 7         | 12        | 101        | 23.88%     | 1         | 2         | 14        | 99         | 24.09%     |
| Early Termination    | 9         | 5         | 3         | 5         | 3         | 4         | 2         | 2         | 5         | 3         | 2         | 2         | 45         | 10.64%     | 3         | 2         | 3         | 36         | 8.76%      |
| Pests                | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 4         | 2         | 0         | 6          | 1.42%      | 0         | 0         | 0         | 6          | 1.46%      |
| Utilities            | 2         | 1         | 3         | 3         | 5         | 2         | 1         | 10        | 1         | 0         | 1         | 1         | 30         | 7.09%      | 2         | 0         | 3         | 29         | 7.06%      |
| Subleases            | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          | 0.00%      | 0         | 3         | 0         | 3          | 0.73%      |
| Foreclosure Eviction | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 1         | 0         | 0         | 0         | 0         | 2          | 0.47%      | 0         | 0         | 0         | 2          | 0.49%      |
| Lock Out             | 0         | 1         | 2         | 0         | 0         | 1         | 2         | 1         | 0         | 0         | 0         | 1         | 8          | 1.89%      | 1         | 0         | 0         | 6          | 1.46%      |
| <b>Total</b>         | <b>38</b> | <b>42</b> | <b>20</b> | <b>23</b> | <b>37</b> | <b>38</b> | <b>39</b> | <b>53</b> | <b>41</b> | <b>16</b> | <b>35</b> | <b>41</b> | <b>423</b> |            | <b>21</b> | <b>30</b> | <b>37</b> | <b>411</b> |            |

|                  |     |    |     |    |    |    |    |
|------------------|-----|----|-----|----|----|----|----|
| Quarterly total  | 100 | 98 | 133 | 92 | 88 |    |    |
| Monthly Averages | 33  | 33 | 44  | 31 | 35 | 29 | 34 |

|                           | 2019 | 2020   | 2021 |
|---------------------------|------|--------|------|
| Mediation cases           |      |        | 1    |
| Eviction legal assistance |      | CCLAHD |      |
| Trainings                 | 3    | 3      | 2    |

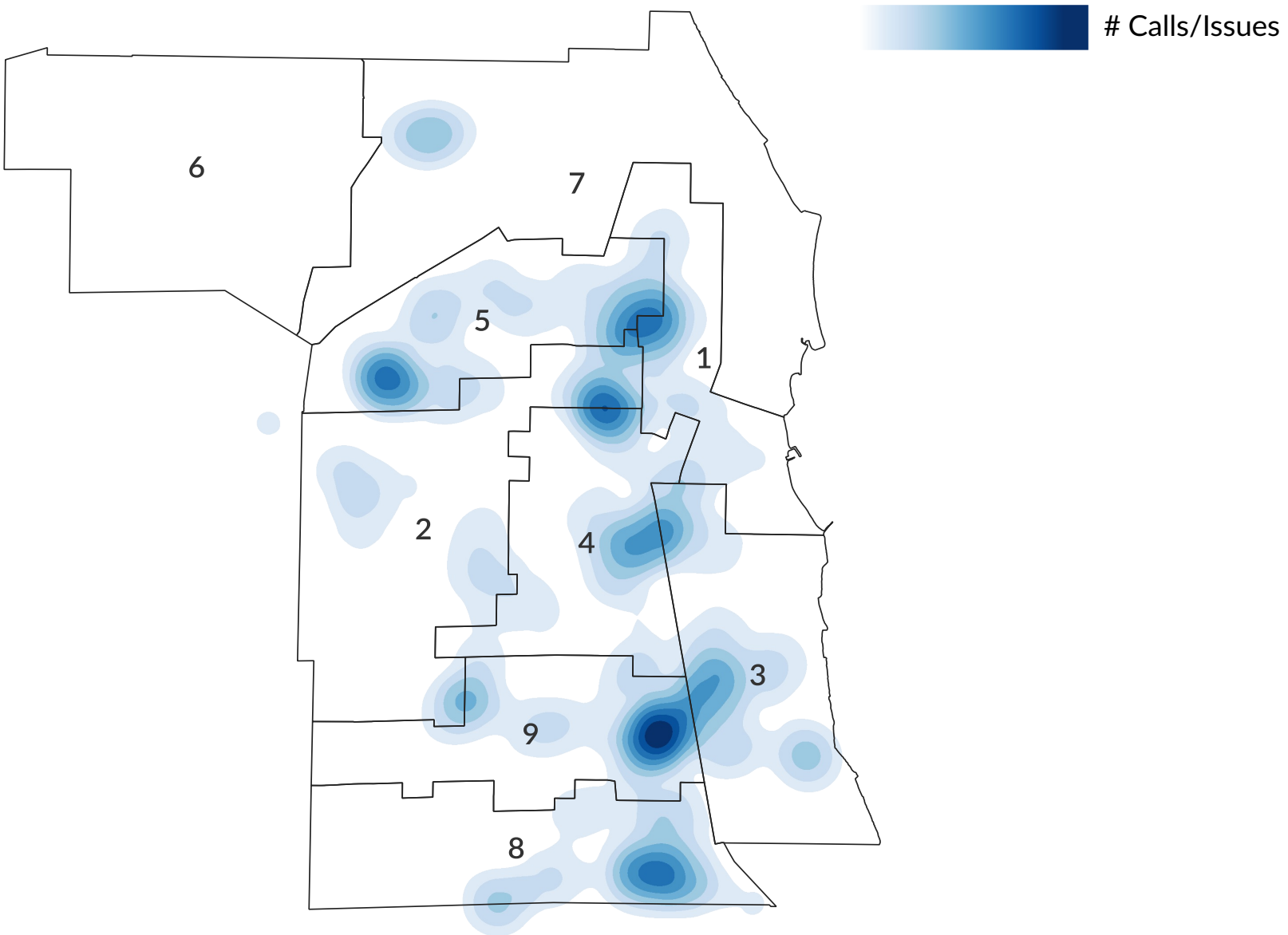
|                    | % of total |
|--------------------|------------|
| Landlord initiated | 10.90%     |
| Tenant initiated   | 88.56%     |

**Summary:**

Inquiries volume is on par with 2020 and higher than 2019 (+38%). Seasonal patterns have been changing year over year and likely depending on moratoria and policy changes. The top reasons for calls are staying with the new COVID-19 trends: Leases being #1, Maintenance being #2 and Evictions #3. We are continuing to see a drop in maintenance calls, and more calls for evictions/lease issues. We are also seeing a some increase in calls related to disturbances since COVID-19. The large majority of calls (89%) is from tenants. Overall 2021 report is fairly similar to 2020 trends.

| Category             | Oct 2018 - Aug 2019 Total | Oct 2019- Aug 2020 Total | Oct 2020 - Aug 2021 Total | 2019-21 % change | 2020-21 % change |
|----------------------|---------------------------|--------------------------|---------------------------|------------------|------------------|
| Maintenance          | 98                        | 92                       | 77                        | -21.43%          | -16.30%          |
| Lease                | 99                        | 77                       | 89                        | -10.10%          | 15.58%           |
| Eviction             | 29                        | 65                       | 63                        | 117.24%          | -3.08%           |
| Early Termination    | 38                        | 47                       | 43                        | 13.16%           | -8.51%           |
| Disturbance          | 22                        | 43                       | 41                        | 86.36%           | -4.65%           |
| Security Deposits    | 32                        | 32                       | 21                        | -34.38%          | -34.38%          |
| Utilities            | 15                        | 26                       | 29                        | 93.33%           | 11.54%           |
| Pests                | 10                        | 12                       | 6                         | -40.00%          | -50.00%          |
| Notices              | 10                        | 7                        | 4                         | -60.00%          | -42.86%          |
| Lock Out             | 4                         | 7                        | 7                         | 75.00%           | 0.00%            |
| Foreclosure Eviction | 1                         | 1                        | 2                         | 100.00%          | 100.00%          |
| Subleases            | 0                         | 0                        | 0                         | 0.00%            | 0.00%            |
| <b>Total</b>         | <b>358</b>                | <b>409</b>               | <b>382</b>                | <b>6.70%</b>     | <b>-6.60%</b>    |

# 2021 Evanston Hotline Calls





1727 S Indiana Avenue, Suite G03  
Chicago, IL 60616-1390  
Tel: 773/292-4980  
Hotline: 773/292-4988  
Fax: 773/292-0333  
[www.tenants-rights.org](http://www.tenants-rights.org)

**December 22, 2021**

**City of Evanston  
Lorraine M. Morton Civic Center  
2100 Ridge Road, Room 3203  
Evanston, Illinois 60201**

**To Whom It May Concern:**

The Metropolitan Tenants Organization (MTO) is happy to submit a proposal to renew our Landlord and Tenants Services contract for the City of Evanston. The Metropolitan Tenants Organization is the largest provider of services to tenants and tenants' organizations in the Chicago Metropolitan area. MTO has been providing services to renters for over 30 years and we believe a good tenant and good landlord can make a difference in ensuring that housing is decent and affordable.

MTO's legal partner, the Lawyers' Committee for Better Housing (LCBH) has been in existence for almost 40 years. They have an equally illustrious history. The agency has defended thousands of tenants in eviction court and helped them to avoid homelessness. Our proposed budget includes up to \$25,000 for LCBH to provide technical support to MTO and free legal representation and advice for Evanston tenants with low and moderate incomes.

Over the past 3 years MTO, LCBH, and the City of Evanston have forged a partnership to preserve affordable housing and stabilize tenants in their homes and communities. The number of tenants and landlords served has been slowly increasing over the past year. We are now handling on average 35-40 cases per month. MTO has worked with the City of Evanston to provide virtual trainings in English and Spanish. We hope to return to providing renters with onsite counseling at the library when COVID slows.

The State of Illinois lifted its Eviction Moratorium on October 3, 2021. To be honest we do not know how the lifting of the moratorium is going to impact renters. The State of Illinois has pumped over \$500,000,000 in a program to help renters pay their back rent. We have helped Evanston residents apply for that relief. The predicted eviction cliff to date has not materialized as evictions are still below their pre-pandemic numbers. We expect them to continue to grow. The number of calls still are high. Questions about leases and repairs are the highest.

If you have any questions or need further information, please feel free to contact me at 773-292-4980 x 226 or via email at [johnb@tenants-rights.org](mailto:johnb@tenants-rights.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'John B. [unclear]', written over a light blue horizontal line.

**John Bartlett**  
**Executive Director**

**Landlord-Tenants Submission**  
**City of Evanston, Illinois**

**The Qualifications and Experience of Organizations:**

MTO has been serving residents of Evanston for the past 3.5 years, providing tenants and landlords with information and referrals regarding rental laws of Evanston and the State of Illinois. Metropolitan Tenants Organization (MTO) has three interrelated program areas: Tenant Stabilization, Affordable Housing Preservation, and Advocacy.

Tenant Stabilization works with individual tenants to stabilize their housing situation. Our Tenant Stabilization program includes the Tenants' Rights Hotline, the Squared Away Chicago App, Eviction Prevention Program and the Healthy Homes Program.

The *Tenant's Rights Hotline* and *Squared Away Chicago* app serve about 10,000 renters every year. The hotline and app empower renters to preserve and stabilize their housing situation by giving tenants tools and support needed to resolve current housing issues. When combined with the Hotline, the app makes it easy for tenants find out the law, communicate with their landlord, document their situation, and most importantly, solve their housing problems. These two services also act as the eyes and ears of the agency. They alert us to emerging issues. The hotline and app serve as portals to MTO's organizing and advocacy programs. All issues are tracked by address. MTO has the capacity to map problems by ward or zip code.

MTO's Eviction Prevention Program provides tenants who are at risk of eviction with services and referrals. In fiscal year 2021, MTO interviewed more than 950 renters who were at risk of eviction and accepted 790 of them into the program. MTO staff referred 83 of those tenants to legal aid attorneys. Legal service providers accepted 80 percent of the cases and were able to successfully defend the tenants. MTO directly helped 357 tenants apply for rental assistance to State and County rental program which included helping tenants gather the necessary documents. We helped almost 75 tenants negotiate and work out deals with their landlord thus avoiding eviction all together. In total, we helped 491 tenants avoid eviction. Most of those tenants were able to stay in their home.

MTO's *Healthy Homes Program (HHP)* provides families with additional assistance to address any home-based health hazards, such as lead paint and mold. MTO conducts home inspections to assess the problems, and provides information to tenants to help them identify, correct, and maintain a safe and healthy home. The *HHP* also acts as a means to bridge health care and housing by looking at prevention. MTO has developed partnerships with several health care providers and universities, including, Chicago Department of Public Health (CDPH), Sinai Urban Health Institute (SUHI), Loyola University, UChicago Medicine and Loretto Hospital system.

*Affordable Housing Preservation Program (AHPP)* at MTO works to stabilize tenants and their connectedness with their communities by preserving affordable housing. MTO works in subsidized and market housing. Low-income renters face a variety of pressures and conditions that can lead to displacement. Deteriorating buildings, poor maintenance, foreclosures, and building owners opting out of affordable contract renewals are all reasons that tenants may be forced to relocate, thus affecting their stability. MTO's AHPP works to help renters address these issues and remain in affordable, stable, safe,

and decent housing. MTO works in 30 to 40 multi-unit buildings every year with new and/or existing tenants' associations.

*Tenant Advocacy* at MTO is rooted in the organization's vision and values of nurturing the engagement of families advocating on their own behalf for positive change. Sometimes that change means promoting legislative policies and programs. Supporting renting families takes place at all levels from the Tenant Hotline, the Squared Away Chicago app, walk-ins, or networking at community events. Families learn about their housing rights and the interconnectedness to other rights such as health care and civil rights. As tenant leaders increase their skill sets through the experience of asserting their rights, MTO develops opportunities to engage leaders in city, state, and national policy campaigns. Through MTO, renters are able to identify commonalities between their own experiences and those of renters from other parts of the region. They identify common issues and develop campaigns and organizing strategies to move issues forward. MTO nurtures emerging leaders with training opportunities, as well as encouragement to take on positions of leadership in broader campaigns for institutional change. Through these campaigns, renting families meet with government officials to influence public and private rental housing policy. This experience helps to build momentum and ownership over the process of positive social change.

A survey of MTO's program participants highlights our capacity to work with low-income households and individuals. Almost fifty-five percent of constituents have incomes at or below the poverty line, 71% are African American, 15% are Latino/Hispanic. Seventy-five percent of all people who use MTO's services are women. Fifteen percent of our constituents identify as immigrants and refugees.

Most of the service population lives in Cook County's poorest neighborhoods. Their homes are often in disrepair, with pests, heating problems, leaks, mold, etc. The women in these predominantly female-heading households are often afraid to complain out of fear of eviction and the threat it poses to their families. Moving from home to home is a way of life. Even though moving costs money and harms their children's education, most of these women feel they have no choice.

MTO has the capacity to service Evanston's Spanish speaking population. MTO has 3 bi-lingual Spanish speaking staff. Should other languages be required MTO has relationships that can provide this assistance on an as needed basis. In the fall of 2021, MTO provided Spanish-speaking residents (tenants and landlords) of Evanston with a workshop on Landlord and Tenants Rights during the pandemic.

MTO provides similar services for the City of Chicago and Cook County in its southern suburbs. For each area, we provide renters with an information and referral phone help line, organize tenants' associations and host workshops on the tenant laws for the area. MTO has also had several EPA grants to assist renters around healthy homes issues such as lead paint hazards, pests, mold, etc.

Since its founding in 1980, LCBH has provided direct legal assistance for low-income families facing eviction or other serious housing issues. As the needs of renters changed, so did LCBH's services. When Chicago's affordable housing supply rapidly declined, placing more renters at risk of homelessness, LCBH hired a social worker to help keep vulnerable families stable. When the foreclosure crisis placed entire buildings full of tenants at risk of eviction, LCBH intervened, winning settlements that awarded tenants financial damages and time to move. Drawing on its years of experience, LCBH helped to shape policies that protect Chicago's renters, such as the Residential Landlord and Tenant Ordinance (RLTO) and the Keep Chicago Renting Ordinance Eviction (KCRO). This experience uniquely qualifies LCBH to provide consultation to the City of Evanston regarding its landlord-tenant or fair housing brochure as well updates to its human rights ordinance.

LCBH prioritizes case acceptance based on a client's vulnerability to homelessness. Most of LCBH's clients are parents with minor children, seniors, or individuals with disabilities. In 2018, 63% of LCBH's clients receiving non-helpline (foreclosure related) legal services were women; 35% had children under 18 living in the household; and 65% reported an income under \$20,000. Further, 9% of LCBH clients were over 65 years old and 44% identified as a person with a disability or stated that a member of his/her household has a disability.

## References

Sendy Soto, City of Chicago. MTO and LCBH have had a contract with the City of Chicago to provide similar services since the 1990s. 312-744-9768 - [Sendy.Soto@cityofchicago.org](mailto:Sendy.Soto@cityofchicago.org)

Pam White, Cook County, - MTO has had a contract with Cook County for close to 10 years. (312) 603-1057- [pamela.white@cookcountyil.gov](mailto:pamela.white@cookcountyil.gov)

## Program Staff and Managers

MTO has a dedicated and knowledgeable staff. The following positions will be assigned to the program:

Oversight of the program is vested in John Bartlett, MTO's Executive Director with 30-plus years of experience in nonprofit organizations dealing with tenant rights, including 20 years in management capacities at MTO. Mr. Bartlett is a trained professional mediator and for the past 20 years has routinely performed mediations for the US. Postal Service.

Our County Organizer, David Wilson, has worked with the organization 15 years. He both answer calls from County residents and organizes tenants' associations in the County and the City. Mr. Wilson has organized and presented numerous Landlord and Tenants training seminars throughout his career. He has received high marks from participants for his thoroughness and capacity to relate to participants. Mr. Wilson has also been instrumental in organizing trainings for HUD property managers. More than 80 managers attended his last training. Mr. Wilson is an expert in subsidized housing laws.

Hotline Coordinator, Lolita Davis, has been with the organization for 3 years. Ms. Davis has been through trainings conducted by the Lawyers' Committee for Better Housing and the National Alliance for HUD Tenants. Ms. Davis prepares reports and vouchers.

Our Eviction Prevention Specialist, Philip DeVon, works with tenants facing eviction. An increasing number of tenants have fallen behind in rent since March 1.

Our Hotline Counselor, Javier Ruiz, is fully English/Spanish bilingual and has been working in service agencies in Chicago for several years.

LCBH staffing includes:

*Mark Swartz, Executive Director* –Mark has advocated on behalf of Chicago's renters for over a decade. In 2008 he launched LCBH's Tenants in Foreclosure Intervention Project (TFIP) where he developed an early warning system to alert community-based organizers about recent foreclosure filings and sales and released annual data and policy reports on the impact of foreclosure on renters. Under Mark's supervision, LCBH drafted the original version of the ordinance that eventually passed in 2013 known as the Keep Chicago Renting Ordinance that created additional protections for Chicago renters living through foreclosure. Mark's focus is on renters' rights, tenants in foreclosure law, and access to justice issues in

eviction court, and he has given numerous presentations to bar associations, law schools, and regional conferences. Mark graduated cum laude from the University of Wisconsin Law School.

*Aileen Flanagan, Supervisory Attorney* – Aileen, a graduate of Loyola University Law School, was admitted to practice in May of 2009, and has been with LCBH since 2012. She manages LCBH’s Tenants in Foreclosure Helpline and facilitates training for housing counselors and tenant advocates. Aileen is one of the founding supervisors of Cook County’s Early Resolution Program.

*Jonathon Raffensperger, Supervisory Attorney* – Jon represents tenants in eviction court, as well as in other litigation and non-litigation matters that relate to housing conditions and landlord-tenant issues. He is a graduate of Dartmouth College and the University of Chicago Law School and was admitted to practice in November 2010. Prior to joining LCBH, Jon was a litigation associate in private practice.

Fees

Please see attached sheet

### **Contract**

MTO wishes to negotiate an exception to the insurance requirement of \$5,000,000. See Insurance section in Scope of Service.

### **M/W/EBE**

This is not applicable to MTO as the agency is a nonprofit and has no ownership. MTO’s Board would qualify as 60% of MTO’s board are people of color and 60% are women.

### **Project Proposal**

The Metropolitan Tenants Organization (MTO) proposes to partner with the Lawyers’ Committee for Better Housing (LCBH) to provide Evanston tenants with comprehensive services that will stabilize and improve the living conditions of Evanston renters. MTO and LCBH have been providing tenants with services for well over 30 years. MTO and LCBH have worked together as partners on many projects in the past and present. This partnership will elevate Evanston tenant services to new standards. MTO will be the lead partner in the collaboration.

As a result of the COVID pandemic, Cook County Courts in coordination with the Chicago Bar Foundation have instituted the Cook County Legal Aid for Housing and Debt. The Lawyers Committee for Better Housing is playing a lead role in the program. The program helps tenants to apply for emergency rental assistance and negotiate agreements with their landlords. It also provides limited legal assistance. LCBH will be able to provide Evanston tenants with additional legal representation if it is needed.

### **Scope of Services:**

#### **Basic:**

MTO will operate a free of charge help line for City of Evanston renters and property owners. The helpline will be open from 1 to 5 daily and will answer calls on a first come, first served basis. MTO has the capacity to handle more than 38 cases every month. Callers will receive information that relate to creating a better understanding of and compliance with Evanston’s Residential Landlord and Tenants

Ordinance. For callers who do not call during helpline hours, MTO will return all calls within 48 hours. MTO will make two attempts to return the call.

Besides verbal information, callers who request it receive packets of information, which can include sample letters, summaries of the law and other housing referrals. MTO sends these information packets via mail or email. MTO often provides additional assistance to tenants and landlords which include help in writing letters, documenting housing problems, strategies on how to resolve issues through negotiations, and referrals to other resources, to assist with health issues, homeless prevention funding, and other resources, depending on the need. The Hotline is a first line of defense in efforts to prevent homelessness and maintain Evanston's affordable rental housing.

Callers facing eviction receive follow-up calls to check on the status of their cases, updates on the status of their case such as whether pro-bono attorneys accepted their case. As stated above tenants will receive additional services such as letter writing or negotiating with the landlord.

MTO has extensive relationships with legal service providers as well as attorneys throughout the region. As a part of the contract MTO will make referrals to the best available free legal assistance provider. MTO is aware that for market rate tenants there are few resources, which is why we are proposing that as a part of this contract, LCBH will provide direct legal services to low-income renters. By providing this service MTO and LCBH can make sure that low-income residents will get the support they will need to avoid displacement. The MTO-LCBH Partnership will streamline legal referrals and reduce displacement, by making sure that renters have the tools and resources to avoid eviction and stay in their homes. MTO will act as a liaison between tenants and attorneys and work with renters to avoid eviction and unwanted displacement. The MTO-LCBH collaboration will decrease intake redundancy, create a smooth handoff of eviction cases, improve data collection, and, in the end, increase tenant stability. Increased stability will have positive effects on both the families and their communities, including effects on education, health, and employment.

MTO will work with the City of Evanston to maintain current Landlord and Tenant information on the City of Evanston's website and MTO's website. MTO is currently investigating whether it is feasible to modify MTO's web app for Chicago to create a web app for Evanston that will contain downloadable and editable letter templates for rent reduction notices, 14-day termination notices, essential service notices, etc. Should it not be possible to change the web app, MTO will post all letters and information on its website, [www.tenants-rights.org](http://www.tenants-rights.org).

**Additional Services:**

MTO will organize and provide at least three trainings for Evanston tenants and/or small landlords. MTO plans to provide these trainings on-line. The trainings will provide an overview of Evanston's Residential Landlord and Tenants Ordinance as well as a questions and answers period to go over individual concerns. MTO will provide all participants with sample letters and other written materials. As a part of this agreement, MTO will organize at least one workshop for property managers and landlords. MTO will work with the City's Property Standards Division to conduct outreach to landlords, particularly small landlords and those with a history or poor performance. MTO will work with Taft West, of Chicago Community Loan Fund, to facilitate the training.

MTO, at no cost to the City of Evanston, will take part in roundtables of service provider networks and Evanston's Continuum of Care. Through participation in these forums MTO will expand outreach efforts

to renters and will work to encourage renters to call as soon as problems arise and are thus easier to resolve rather than wait for a crisis to occur, which makes resolving problems more difficult.

On an as needed basis, MTO will provide mediation services for landlords and tenants. MTO's Executive Director is a professional mediator and can handle complex in-person disputes. MTO staff are able to work with tenants to communicate with landlords to develop win-win agreements. MTO will also conduct informal mediations/negotiations over the phone.

When there are building-wide repair or other problems, working with a tenants' association is often the most effective and efficient means of resolving disputes. When tenants call with a problem affecting all the tenants in building, a counselor checks to see tenants might be interested in forming a tenants association as a way of negotiating an agreement. Building organizing often works in the following situations: if the majority of tenants are facing a common problem such as a foreclosure, poor maintenance, building security concerns, health hazards, or other issues that may threaten the viability and affordability of the complex. In those cases, MTO's field organizer will help residents form tenant associations, and provide the training and support needed to help resolve the issue(s) threatening the preservation of the building, while also working to keep it affordable. MTO is currently working in a building at 550 Sheridan Square as all the tenants have received termination notices. MTO plans to work with the tenants to see if rather than vacate the building permanently that could temporarily move out until renovations are complete.

MTO and LCBH are available to consult with the City of Evanston regarding emerging landlord and tenant issues and help to develop a proactive response that may require programmatic or legislative fixes.

Finally, LCBH's staff attorneys will provide high-quality legal representation to tenants facing housing instability. These services will include eviction defense for low-income renters as well as litigation services to combat retaliation and illegal lockouts. LCBH has extensive experience in this area. In 2018, LCBH provided legal services to 806 client families, serving 1,233 people total. LCBH's services secure positive outcomes, including financial benefits, dismissals, additional time to move, and sealed records.

Without an attorney, renters in eviction court are at a huge disadvantage. In 2017, there were approximately 29,965 eviction filings in Cook County, with many more renters being "informally evicted" by a coercive landlord, poor conditions, or lockouts. LCBH data show that without an attorney, the likelihood that an eviction order will be entered against a tenant is about 62%; with an attorney, it's about 45%. In other words, by having an attorney, tenants decreased their odds of getting an eviction order by about 25%. The benefits of having an attorney are even greater when the tenant is represented by a civil legal aid provider, a non-profit organization that offers free legal help with non-criminal legal issues. 50% of cases where tenants were represented by private attorneys resulted in eviction orders. Legal aid representation resulted in eviction orders only 22% of the time, less than half the rate of their private attorney counterparts.

The impact of eviction has lasting consequences. This is true even for those who paid their rent in a timely manner, but were evicted without cause, or where an eviction suit was merely filed and was either dismissed or adjudicated in favor of the tenant. And since many landlords and housing authorities refuse to take on persons with evictions on their record, families are often forced to relocate to neighborhoods with higher levels of poverty and violent crime, or accept lower quality units.

LCBH attorneys will provide consultation to make sure letters written by tenants to landlords regarding rent reductions, eviction notices, essential services and other issues are consistent with the provisions of

Evanston's Landlord Tenant Ordinance. When such letters are not effective at resolving a dispute, LCBH will assess the appropriateness of providing more in-depth legal services.

**Scope of Services:**

MTO will accept referrals by phone and email from City's 311 system. MTO will also accept referrals from City's website and from all other Evanston sources including governmental and nonprofit entities. MTO will provide onsite counseling in Evanston at a City of Evanston library/meeting space. We will acknowledge all calls with 2 business days and resolve all simple requests within 5 days.

**Reporting:**

MTO will work with the City of Evanston on a reporting format. Reports are turned in on a monthly basis. MTO can change or update reporting per request of City of Evanston

Tracking and reporting are done primarily through dBase software and Microsoft Excel. MTO has developed mapping capabilities for the City of Chicago. We expect to be able to develop the same for Evanston. The exception to our monthly reporting cycle involves our Tenants Rights Hotline, for which a weekly recap report is a regular Agenda item at our All-Staff Meeting every Friday morning. This schedule recognizes the critical nature of the Hotline to our overall program, and focuses on Hotline staffing (both staff and volunteer), number of calls, and any anomalies in the types of calls (MTO's Hotline calls have historically served as an early warning system on the state of the rental housing market in Evanston).

Additionally, the Hotline/Volunteer Supervisor and the Executive Director/Assistant Director meet no less than monthly to discuss benchmarks and any needed adjustments.

**Pricing**

Please see attached sheet.

**Insurance:**

MTO wishes to negotiate the comprehensive general liability requirement discussed in the RFP. MTO believes it creates a hardship to effectively and efficiently perform the services required. Currently, MTO maintains a 1,000,000 combined single limit for each occurrence and can designate the City as Additional Insured. It would cost an additional \$4,000 to increase that to \$5,000,000. It would add unnecessary additional costs to the project, which MTO would have to take on. We already have absorbed some of the costs of the project. We ask for a waiver from this exceedingly high amount of insurance. No other governmental agency including the City of Chicago requires such a large policy.

## Exhibit A - Fee Schedule

| Fee Summary                 |                    |
|-----------------------------|--------------------|
| Base Scope of Work          | \$46,800.00        |
| Additional Services         | \$15,000.00        |
| Total M/W/EBE Participation | \$0.00             |
| <b>Total Project Cost:</b>  | <b>\$61,800.00</b> |

| Fee Detail – Basic Scope of Services                               |           |                  |               |                     |
|--|-----------|------------------|---------------|---------------------|
| Task 1: Responding to Landlord-Tenant Inquiries                    |           |                  |               |                     |
| Assigned Staff   | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost       |
| Hotline Coordinator  | MTO       | \$32.50          | 286           | \$21,270.00         |
| Bilingual Counselor  | MTO       | \$25.00          | 200           |                     |
| Eviction Prevention specialist                                     | MTO       | \$31.00          | 225           |                     |
| Supervisor   | MTO       | \$45.00          | 140           | \$6,300.00          |
| Total Reimbursable Expenses (e.g. printing, travel, supplies, etc) |           |                  |               | \$4,165.00          |
| Lawyers Committee for Better Housing Retainer                      |           |                  |               | \$10,000.00         |
| <b>Total Proposed Cost - Task 1</b>                                |           |                  |               | <b>\$42,985.00</b>  |
| Task 2: Landlord/ Tenant/Property Manager Trainings                |           |                  |               |                     |
| Assigned Staff   | Firm Name | Avg. Hourly Rate | Project Hours | Proposed Cost       |
| Eviction and Counselor   | MTO       | \$28.00          | 120           | \$3,360.00          |
| Supervisor   | MTO       | \$45.00          | 29            | \$1,305.00          |
| Total Reimbursable Expenses (e.g. printing, travel, supplies, etc) |           |                  |               | \$400.00            |
| <b>Total Proposed Cost - Task 2</b>                                |           |                  |               | <b>\$5,065.00</b>   |
| <b>TOTAL Basic Scope of Services</b>                               |           |                  |               | <b>\$ 46,800.00</b> |

| <b>Task 3: Mediation Services (2.C.)</b>                                  |                                      |                  |               |               |
|---|--------------------------------------|------------------|---------------|---------------|
| Assigned Staff  | Firm Name                            | Avg. Hourly Rate | Project Hours | Proposed Cost |
| Mediator  |                                      | \$50.00          | actual        |               |
| <i>Total Reimbursable Expenses (e.g. printing, travel, supplies, etc)</i> |                                      |                  |               |               |
| <b>Total Proposed Cost – Task 4</b>                                       |                                      |                  |               |               |
| <b>Task 5: Tenant Organizing (2.D.)</b>                                   |                                      |                  |               |               |
| Assigned Staff  | Firm Name                            | Avg. Hourly Rate | Project Hours | Proposed Cost |
| MTO staff plus supervision  | MTO                                  | \$35.00          |               |               |
| <i>Total Reimbursable Expenses (e.g. printing, travel, supplies, etc)</i> |                                      |                  |               |               |
| <b>Total Proposed Cost - Task 5</b>                                       |                                      |                  |               |               |
| <b>Task 6: Legal Representation (2.E.)</b>                                |                                      |                  |               |               |
| Assigned Staff  | Firm Name                            | Avg. Hourly Rate | Project Hours | Proposed Cost |
| Jonathon Raffensperger  | Lawyers Committee for Better Housing | \$200            | actual        |               |
| <i>Total Reimbursable Expenses (e.g. printing, travel, supplies, etc)</i> |                                      |                  |               |               |
| <b>Total Proposed Cost - Task 6</b>                                       |                                      |                  |               | <b>\$0.00</b> |



## Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing and Economic Development Analyst  
CC: Sarah Flax, Housing and Grants Manager; Ana Elizarraga, Housing & Economic Development Analyst  
Subject: Approval of Renewal Funding to Administer the Inclusionary Housing Waitlist  
Date: January 18, 2022

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Recommended Action:

Staff recommends approval of \$43,000 for Community Partners for Affordable Housing (CPAH) to continue administering Evanston's Inclusionary Housing Ordinance (IHO) centralized waitlist and conduct income certifications, re-certifications of households, and compliance reviews for affordable units for the period of January 1, 2022 through December, 31 2022.

Funding Source:

The funding source is the City's Affordable Housing Fund, 250.21.5465.65496. The Affordable Housing Fund currently has an unallocated cash balance of approximately \$2.6 million.

Committee Action:

For Action

Summary:

The City has contracted with Community Partners for Affordable Housing (CPAH) since 2017 to implement the waitlist management process for inclusionary affordable housing units resulting from the IHO for waitlist management services. CPAH is requesting funding in the amount of \$43,000 from the City of Evanston to administer Evanston's centralized IHO waitlist for a 12-month period. This is an increase from the previous 20-month contract funded at \$40,000. Three major components are impacting the funding amount requested:

- The actual cost of the services provided during the 2020-2021 contract exceeded the contract amount
- The increase in the number of units to service and associated increased waitlist size
- The addition of compliance reviews for buildings with inclusionary affordable units that pre-date the IHO

The funding pays for personnel and other direct expenses associated with the management of the centralized waitlist for households interested in affordable housing through the IHO, as well

as other market-rate developments with onsite affordable units generated through development agreements that preceded the IHO. The scope of work includes:

- Screening applicants for the waitlist
- Completing an annual update of the waiting list
- Conducting outreach to Evanston residents in need of affordable housing
- Income qualifying prospective tenants when affordable units are ready for rent up
- Annual income recertification of tenants currently housed in affordable units to ensure ongoing compliance with income restrictions
- Meeting with City staff and developers/property managers as needed to discuss upcoming available units and coordinate referrals of income-eligible households to the developer/property management for those units
- New as of this contract, conducting compliance reviews for additional units that predated the IHO, and units in condo deconversions

CPAH's waitlist management services in 2022 will include 39 existing affordable units, an estimated 9 new IHO units in projects nearing completion, and an additional 36 units for compliance reviews, as well as the growing waitlist comprising 559 households as of January 1, 2022.

The City of Evanston would enter into a 12-month contract for IHO waitlist services with CPAH, from January 1 through December 31, 2022. The City would make four payments in the amount of \$10,750 in April, July, October 2022, and January 2023. CPAH staff would track staff time and direct expenses used for the administration of the City's IHO program and use these data to inform its proposal for funding renewal at the end of 2022.

The attached 2021 Activity report provides detailed information about the waitlist and affordable units currently filled from that list. Additional information on CPAH's scope of work and budget for this request for renewal funding may be found in their attached application.

Legislative History:

The City Council approved CPAH's funding request for the prior IHO waitlist management contract in the amount of \$40,000 at its July 27, 2020 meeting.

Attachments:

[City of Evanston Waitlist and IHO Information \(CPAH\) - 01 2022](#)  
[CPAH EV IHO Proposal 2022](#)

|      |          |
|------|----------|
| Date | 1/1/2022 |
|------|----------|

**CITY OF EVANSTON WAITLIST AND IHO UNITS REPORT**

|     |                  |                  |           |
|-----|------------------|------------------|-----------|
| Key | Requires subsidy | Majority Subsidy | IHO units |
|-----|------------------|------------------|-----------|

**WAITLIST INFORMATION**

| Total HH's on waitlist by HH size and AMI % (income is self reported) |            |            |           |           |           |          |          |             |            |            |
|---|------------|------------|-----------|-----------|-----------|----------|----------|-------------|------------|------------|
|   | HH 1       | HH2        | HH 3      | HH 4      | HH 5      | HH 6     | HH 7     | Total Per % | Local Pref |            |
| 0-30%   | 20         | 11         | 4         | 2         | 5         | 0        | 3        | 45          |            | 24         |
| 31-50%  | 128        | 85         | 66        | 36        | 21        | 7        | 1        | 344         |            | 74         |
| 51-60%  | 35         | 18         | 15        | 4         | 1         | 1        | 0        | 74          |            | 24         |
| 61-80%  | 34         | 24         | 9         | 2         | 2         | 0        | 0        | 71          |            | 29         |
| 81-100%   | 12         | 10         | 1         | 2         | 0         | 0        | 0        | 25          |            | 10         |
| <b>Totals</b>   | <b>229</b> | <b>148</b> | <b>95</b> | <b>46</b> | <b>29</b> | <b>8</b> | <b>4</b> | <b>559</b>  |            | <b>161</b> |
| Number of HH added to list since last report                          |            |            |           | 7/1/21    | 66        |          |          |             |            |            |

| Total HH's on waitlist by HH size and AMI % in percentage of total (income is self reported) |               |               |               |              |              |              |              |                |
|--|---------------|---------------|---------------|--------------|--------------|--------------|--------------|----------------|
|  | HH 1          | HH2           | HH 3          | HH 4         | HH 5         | HH 6         | HH 7         | Total          |
| 0-30%  | 3.58%         | 1.97%         | 0.72%         | 0.36%        | 0.89%        | 0.00%        | 0.54%        | 8.05%          |
| 31-50%   | 22.90%        | 15.21%        | 11.81%        | 6.44%        | 3.76%        | 1.25%        | 0.18%        | 61.54%         |
| 51-60%   | 6.26%         | 3.22%         | 2.68%         | 0.72%        | 0.18%        | 0.18%        | 0.00%        | 13.24%         |
| 61-80%   | 6.08%         | 4.29%         | 1.61%         | 0.36%        | 0.36%        | 0.00%        | 0.00%        | 12.70%         |
| 81-100%  | 2.15%         | 1.79%         | 0.18%         | 0.36%        | 0.00%        | 0.00%        | 0.00%        | 4.47%          |
| <b>Totals</b>  | <b>40.97%</b> | <b>26.48%</b> | <b>16.99%</b> | <b>8.23%</b> | <b>5.19%</b> | <b>1.43%</b> | <b>0.72%</b> | <b>100.00%</b> |

**UNITS INFORMATION**

| Existing units : occupied/renewed (income is certified) |          |           |          |          |          |          |           |
|---|----------|-----------|----------|----------|----------|----------|-----------|
|   | Studio   | 1BR       | 2BR      | 3BR      | 4BR      | 5BR+     | Total     |
| 0-30%   | 0        | 0         | 0        | 0        | 0        | 0        | 0         |
| 31-50%  | 2        | 5         | 2        | 0        | 0        | 0        | 9         |
| 51-60%  | 4        | 16        | 1        | 1        | 0        | 0        | 22        |
| 61-80%  | 3        | 2         | 2        | 0        | 0        | 0        | 7         |
| 81-100%   | 0        | 2         | 0        | 0        | 0        | 0        | 2         |
| <b>Totals</b>   | <b>9</b> | <b>25</b> | <b>5</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>40</b> |

| Existing units: in the process of being rented/upcoming in 2022 (income is certified) |          |          |          |          |          |          |          |
|---|----------|----------|----------|----------|----------|----------|----------|
|   | Studio   | 1 BR     | 2 BR     | 3 BR     | 4BR      | 5BR+     | Total    |
| 0-30%   | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| 31-50%  | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| 51-60%  | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| 61-80%  | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| 81-100%   | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>Totals</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|                       |          |           |          |          |          |          |           |
|-----------------------|----------|-----------|----------|----------|----------|----------|-----------|
| <b>Existing TOTAL</b> | <b>9</b> | <b>25</b> | <b>5</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>40</b> |
| % of total units      | 22.50%   | 62.50%    | 12.50%   | 2.50%    | 0.00%    | 0.00%    | 100.00%   |

| Qualification Process | Income Qualified | Pending Property Approval | Approved by Property | Denied by Property | Turned down by tenant |
|-----------------------|------------------|---------------------------|----------------------|--------------------|-----------------------|
| <b>Albion</b>         | 37               | 0                         | 15                   | 8                  | 14                    |
| <b>Avidor</b>         | 37               | 0                         | 19                   | 8                  | 10                    |
| 1815 Ridge (Trulee)   | TBD              |                           |                      |                    |                       |
| 1555 Ridge            | TBD              |                           |                      |                    |                       |
| 2211 Maple            | TBD              |                           |                      |                    |                       |

**IHO existing units by building**

|                       | 50%      | 60%       | 80%       | 100%     | Total units | Renewed  | Turn over | Type        | Floating? |
|-----------------------|----------|-----------|-----------|----------|-------------|----------|-----------|-------------|-----------|
| 1500 Sherman (Albion) | 3        | 6         | 6         |          | 15          | N/A      | N/A       | New constr. | Yes       |
| 1727 Oak (Avidor)     | 4        | 5         | 8         |          | 17          | N/A      | N/A       | New constr. | Yes       |
| 828 Noyes             | 2        | 2         |           |          | 4           | 4        | 0         | New constr. | No        |
| 1620 Central          |          |           |           | 2        | 2           | 2        | 1         | New constr. | No        |
| 1571 Maple            |          | 1         |           |          | 1           | 1        | 0         | New constr. | No        |
| 1822 Lyons            |          |           | 1         |          | 1           | N/A      | N/A       | Rehab/Conv  | No        |
| <b>Total</b>          | <b>9</b> | <b>14</b> | <b>15</b> | <b>2</b> | <b>40</b>   | <b>7</b> | <b>1</b>  |             |           |

**New upcoming units in the pipeline: 2022 and later**

| Income Level  | Approved  | Submitted |
|---------------|-----------|-----------|
| 0-50%         | 34        |           |
| 51-60%        | 33        |           |
| 61-80%        | 5         |           |
| 81-120%       | 17        |           |
| <b>Totals</b> | <b>89</b> | <b>0</b>  |



January 6, 2022

Sarah Flax  
Housing and Grants Manager  
City of Evanston  
2100 Ridge Avenue  
Evanston, IL 60201

**Re: Inclusionary Housing Administration and Centralized Waitlist Management**

Dear Sarah:

The current agreement between the City of Evanston and Community Partners for Affordable Housing (CPAH) to assist in administering the City's Inclusionary Housing Ordinance expired on December 31, 2021. This letter is a proposal to renew that agreement for 2022.

It is our understanding that the City would like assistance with (i) approximately 7-9 new inclusionary housing units coming online in 2022, (ii) overseeing 39 existing inclusionary housing units, (iii) taking over compliance monitoring for an additional 36 affordable units (a new function this year) which may have pre-dated the inclusionary housing ordinance and/or been created by condo de-conversion and (iv) managing the centralized waitlist (currently approximately 500 households).

Specific responsibilities and deliverables for 2022 will include:

- Help communicate program requirements to developers and property managers as well as best practices for successful implementation.
- Assist developers and City officials in marketing the inclusionary housing program and specific affordable housing units that are available. Some marketing will begin in 2022 for units that won't be available until 2023.
- Respond to inquiries from potential applicants and manage the pre-application process for potential tenants and homebuyers.
- Work with applicants to help them be successful in applying and provide housing counseling and referral services, as requested.
- Conduct program screening and eligibility determination, including for full applications that require supporting documentation.
- Manage the City waiting list for inclusionary housing units, including tracking race and ethnicity data (a new function this year) as well as the need for ADA compliant units.

[www.cpahousing.org](http://www.cpahousing.org)  
phone 847.263.7478  
fax 847.796.8060

- Conduct an annual waitlist update.
- For rental units, conduct annual income re-certifications for renewals and new income certifications for new tenants.
- Assist City officials with questions related to the inclusionary housing program.
- Update Evanston's inclusionary housing policy and procedures documents.
- Provide compliance checks and possibly income certifications for 36 affordable units that preceded the inclusionary housing ordinance and/or were created by condo de-conversion (new function this year).

The units we expect to help administer or oversee include 9 new inclusionary housing units coming online in 2022, 39 existing inclusionary units, and 36 inclusionary housing units for which CPAH did not previously provide services.

CPAH is a 501(c)(3) nonprofit Community Housing Development Organization (CHDO) and HUD-Certified Housing Counseling Agency. We have helped develop or preserve over 1,800 units of affordable housing throughout the northern suburbs (including Evanston) and have provided housing-related services for over 38,000 residents. We have nearly 20 years of experience administering inclusionary housing ordinances, including working with the City of Evanston, City of Highland Park, City of Lake Forest, the Village of Northbrook, and others. CPAH is recognized both regionally and nationally for being a leader at the forefront of affordable housing – including by the Urban Land Institute, Lincoln Institute of Land Policy, and the National Housing Conference. We are categorized by the Illinois Housing Development Authority as a BIPOC-led organization because 57% of Director-level positions and above are BIPOC and 66% of Senior staff are Black or African American.

CPAH's Director of Real Estate Management, Kathleen Van Crey, oversees waitlist management and matters related to applications and leasing. She is assisted by our Rental Housing Coordinator, Sergio Dominguez, and our Property Manager, Tiffany Duncan. CPAH's President, Rob Anthony, and our Director of Development and Community Relations, Amy Kaufman, provide oversight and assistance with inclusionary housing policy matters.

Over the term of our last agreement, CPAH processed 329 pre-applications. We anticipate processing fewer new pre-applications in 2022 because there are fewer new units coming online. However, as described above, we will be responsible for conducting annual income recertifications or new income certifications for new tenants in the 39 existing inclusionary housing units as well as taking over compliance monitoring for an additional 36 units. Based on our actual costs from last year and anticipated work volume for 2022, we request \$43,000 to provide the above referenced services for the period January 1, 2022 through December 31, 2022. The request

primarily covers staff time to provide the services outlined above as well as a smaller pro-rated share of overhead (travel, meeting, marketing, etc..) per our indirect cost allocation policy.

We thoroughly enjoy working with the City of Evanston on the inclusionary housing program as well partnering on a variety of other housing and community revitalization efforts. We look forward to the continued partnership to best serve the Evanston community.

Please don't hesitate to contact me ([ranthony@cpahousing.org](mailto:ranthony@cpahousing.org) or 847-263-7478 ext 22) or Amy Kaufman ([akaufman@cpahousing.org](mailto:akaufman@cpahousing.org) or 847-263-7478 ext 20) with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Rob Anthony".

Rob Anthony  
President