



**AGENDA AND NOTICE OF A MEETING**  
**Housing & Community Development Committee**  
**Tuesday, April 19, 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>

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Webinar ID: 830 2873 5282

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Page

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

**2. SUSPENSION OF THE RULES**

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Members participating electronically or by telephone

### 3. PUBLIC COMMENT

### 4. APPROVAL OF MEETING MINUTES

- A. **Draft Meeting Minutes of the March 15, 2022 Meeting** 4 - 6  
[Housing & Community Development Committee - Mar 15 2022 - Minutes - Pdf](#)

### 5. NEW BUSINESS/OLD BUSINESS

- A. **Discussion and Funding Recommendation for the McGaw YMCA Men's Residence Renovation** 7 - 37

Staff recommends consideration of the \$3,000,000 funding request from the McGaw YMCA for the Men's Residence Renovation at 1000 Grove Street.

**For Action**

[Discussion and Funding Recommendation for the McGaw-YMCA Men's Residence Renovation - Attachment - Pdf](#)

- B. **Tenant-Based Rental Assistance Program Renewal Funding** 38 - 49

Staff recommends approval by the Housing and Community Development Committee of up to \$200,000 of renewal of funding for a new cohort of families in the Tenant-Based Rental Assistance program, administered by Connections for the Homeless.

**For Action**

[Tenant-Based Rental Assistance Program Renewal Funding - Attachment - Pdf](#)

- C. **Approval to Transfer Unobligated Neighborhood Stabilization Program 2 Program Income in the Amount of \$145,591.50 to the City's Community Development Block Grant to Close Out the City's \$18.15 Million NSP2 Grant** 50 - 70

Staff recommends approval by the Housing and Community Development Committee to transfer the remaining unobligated program income from the Neighborhood Stabilization Program 2 (NSP2) grant in the amount of \$145,591.50 to the City's Community Development Block Grant program as directed by HUD to close out the NSP2 grant.

**For Action**

[Approval to Transfer Unobligated Neighborhood Stabilization Program 2 Program Income in the Amount of \\$145,591.50 to the City's Community Development - Pdf](#)

D. **Amendment to the Administrative Rules and Procedures**

71 - 84

Staff proposes a minor update to the approved Administrative Rules and Procedures to clarify the language around motions requirements.

**For Action**

[Amendment to the Administrative Rules and Procedures - Attachment - Pdf](#)

E. **Staff update**

- **Small Landlord Taskforce**
- **One-stop-shop Retrofit Program**
- **Landlord/Tenants Services Survey**

**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).*

**Draft**



## **Housing & Community Development Committee**

**Tuesday, March 15, 2022 @ 7:00 PM**

Virtual on Zoom

**COMMITTEE MEMBER  
PRESENT:**

Loren Berlin, Committee Member, Joanne Zolomij, Committee Member, Bobby Burns, Councilmember, Devon Reid, Councilmember, Jonathan Nieuwsma, Councilmember, and Eleanor Revelle, Councilmember

**COMMITTEE MEMBER  
ABSENT:**

Monika Bobo, Committee Member, Kathy Feingold, Committee Member, and Hugo Rodriguez, Committee Member

**STAFF PRESENT:**

Sarah Flax, Housing & Grants Manager; Marion Johnson, Housing & Economic Development Analyst; Ana Elizarraga, Housing & Economic Development Analyst

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

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

**2. SUSPENSION OF THE RULES**

**A. Suspension of The Rules**

Motion to suspend the rules to allow for members to participate electronically or by phone.

Moved by Councilmember Devon Reid

Seconded by Joanne Zolomij

**Ayes:** Loren Berlin, Joanne Zolomij, Councilmember Bobby Burns, Councilmember Devon Reid, Councilmember Jonathan Nieuwsma, and Councilmember Eleanor Revelle

**Carried 6-0 on a recorded vote**

**3. APPROVAL OF MEETING MINUTES**

A. Approval of Meeting Minutes

Motion to approve the February 15, 2022 meeting minutes.

Moved by Councilmember Devon Reid  
Seconded by Councilmember Jonathan Nieuwsma

**Ayes:** Loren Berlin, Joanne Zolomij, Councilmember Bobby Burns, Councilmember Devon Reid, Councilmember Jonathan Nieuwsma, and Councilmember Eleanor Revelle

**Carried 6-0 on a recorded vote**

**4. NEW BUSINESS/OLD BUSINESS**

A. Public Input on the 2021 Draft Consolidated Annual Performance and Evaluation Report

Discussion was had on the public input on the draft of the 2021 Consolidated Annual Performance and Evaluation Report. Public comment was received from Patrick Keenan-Devlin, his revisions will be included in the CAPER document.

B. Approval of the 2021 Consolidated Annual Performance and Evaluation Report for the City's Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grant Programs

Staff presented an overview of the 2021 Consolidated Annual Performance and Evaluation Report and answered questions from members of the committee.

Motion to approve the 2021 Consolidated Annual Performance and Evaluation Report (CAPER) and recommend its approval by the City Council at the March 28, 2022 meeting.

Moved by Councilmember Devon Reid  
Seconded by Loren Berlin

**Ayes:** Loren Berlin, Joanne Zolomij, Councilmember Bobby Burns, Councilmember Devon Reid, Councilmember Jonathan Nieuwsma, and Councilmember Eleanor Revelle

**Carried 6-0 on a recorded vote**

C. Staff Report

- i. 2022 Federal Budget Update  
Sarah Flax explained the 2022 Federal Budget update and HUD allocations.
- ii. Landlord-Tenant Services Survey Update  
Marion Johnson provided an update on the Landlord-Tenant Services survey.

**Draft**

Housing & Community Development Committee  
March 15, 2022

**5. PUBLIC COMMENT**

A. Tina Paden

Tina Paden commented on General Assistance and inquired on the Home Improvement program.

**6. ADJOURNMENT**

Chair Revelle adjourned the meeting at 8:12 p.m.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing and Economic Development Analyst  
CC: Sarah Flax, Housing & Grants Manager; Ana Elizarraga, Housing & Economic Development Specialist  
Subject: Discussion and Funding Recommendation for the McGaw-YMCA Men's Residence Renovation  
Date: April 19, 2022

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Recommended Action:

Staff recommends consideration of the \$3,000,000 funding request from the McGaw YMCA for the Men's Residence Renovation at 1000 Grove Street.

Funding Source:

American Rescue Plan Act (ARPA) funds, account 170.99.1700.55251.

Committee Action:

For Action

Summary:

The McGaw YMCA requests funding in the amount of \$3,000,000 for the extensive renovation of their Men's Residence to continue to provide affordable and safe housing while updating facilities to address today's needs and efficiency standards, including mitigating and preventing health risks for residents who are disparately impacted by the COVID-19 pandemic.

The renovations to be undertaken at the 92-year-old building at 1000 Grove Street are fully detailed in the attached presentation. While the residence was already planning a much-needed renovation to its single-room occupancy (SRO) facility, this project has been made more urgent and critical by the COVID-19 crisis. The 172 residents were at substantially greater risk during the peak of the pandemic and solutions have been integrated into the renovation plan to help prevent and mitigate risk of infection from COVID or other infectious diseases. The renovation includes the creation of a separate entrance, redesign of the congregate spaces as well as the extensive renovation of individual rooms, and the creation of four new efficiency units. The renovations address needs such as allowing for proper social distancing and creating units that can be used for isolation. Additionally, the updates of the mechanical systems – plumbing, electric service, lighting fixtures, and HVAC - will have a significant impact on the operational efficiency and sustainability of an older building that has not seen significant updates for decades.

The project's total cost is budgeted at \$12,591,167 and includes \$1,250,000 in relocation costs for the current residents during the renovation. The \$3,000,000 funding request represents 23.8% of the total project budget. Due to its setup as a Single Room Occupancy (SRO) facility, the McGaw YMCA is ineligible for most of the federal sources for major renovations of affordable housing, including Low Income Housing Tax Credits, and also long-term operating subsidies for extremely-low very-low income (< 50% AMI) individuals such as Project-Based Section 8 vouchers. As a result, the income generated from rents that are affordable to the people that are being housed there that comprise the vast majority of the current operating budget of the Residence do not provide sufficient cash flow to cover debt service, making it infeasible to use a loan to fund part of the construction.

Historically, the Residence has housed long-term residents, however, the McGaw YMCA has changed its approach and staffing to address the complex needs of its residents by providing on-site case management and support services as well as leveraging partnerships with other local organizations to help residents develop financial independence and stability and move into independent permanent housing. Additionally, all the services provided on-site are funded by the YMCA's operational budget.

In addition to addressing ARPA goals of preventing and mitigating health risks from COVID-19 for disparately impacted residents and providing deeply affordable housing and support services for residents with incomes from 30% to 80% AMI, which is identified as a high need in the 2020 -2024 Consolidated Plan :

- The McGaw YMCA provides highly affordable housing to a high-need population, allowing people who identify as men to stay within the heart of their community while working towards a permanent housing solution.
- The SRO model allows for rents combined with services that are much lower than typical housing units, with an average rent of \$573. The rooms are therefore accessible to individuals with incomes between 30 and 50% AMI (Area Median Income). Typically, in Evanston, affordable housing at 30-50% AMI would require an operating subsidy to be financially sustainable, usually in the form of Project Based Vouchers (PBV) which are very limited in availability. The SRO model also provides an additional level of interactions with staff and other residents which contributes to the success of the program.
- The housing provided by the McGaw-YMCA would be extremely difficult to replace and meets the City's goal of preservation of affordable housing.

Should the committee decide to fund this project, Staff suggests the following affordability requirements for a 30-year term for the City's funding, and the number of units at each AMI level would be reviewed at 10-year intervals, or other agreed-upon schedule:

A 30-year affordability period at ≤80% AMI for all 156 rooms with a regular review of the ≤40%, ≤60%, and ≤80% mix of rooms based on the current market conditions and financials of the organization.

<b>Area Median Income</b>	<b>Share of Total Residence</b>
≤40% AMI	40%
≤60% AMI	30%
≤80% AMI	30%

A Land Use Restriction Agreement (LURA) would be recorded on the title to provide guaranteed affordability for a significant period of time, and flexibility for the organization to offer housing to the residents at various levels of income as needed while ensuring financial stability and making future renovations and updates possible to finance. Over the course of 30 years, a \$3,000,000 contribution to

this project would be an investment of \$53/room/month or \$641/room/year. While the affordability period would be limited to 30 years, the McGaw YMCA has proven its commitment to providing affordable housing in our community for over one hundred years.

Staff recommends using ARPA funding given the timeline of the project and the requirement for ARPA funds to be spent before December 31, 2026. The renovations directly respond to challenges that arose as a result of COVID-19 for the SRO, making this project a particularly good fit for the use of ARPA funds.

Legislative History:

On September 20, 2021, McGaw YMCA's team presented their project for the renovation of its Men's Residence to the City Council.

Attachments:

[Men's Residence Renovation Project - City of Evanston Submission Packet v2](#)



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**2021–2022  
Board of Directors:**

April 11, 2022

**Chair**

Janine Hill

Sarah Flax

Housing and Community Development Committee  
City of Evanston

**Vice Chair**

Mark Metz

**Treasurer**

Sean Reynolds

To the Members of the Committee:

**Secretary**

Carey Bartell

McGaw YMCA has been an Evanston institution since 1885 and housing men in its Single Room Occupancy model for over 100 years. The enclosed request for support outlines the mission, men, and financial plans to ensure affordable, supportive housing in our community for the next decade.

**Directors:**

- Omar Brown
- Aracely Canchola
- Michael Cornell
- Mireya Dominguez
- Angela Edwards-Campbell
- Curt Hansen
- Katherine Heid
- Casey Miller
- Sebastian Nalls
- Ryan Ollie
- Marquis Parker
- Allie Payne
- John Pratt
- Marjorie Rallins
- Sarita Smith
- Vincent Sweeney
- Evonda Thomas-Smith
- Lisa Yang

To do this work together, I respectfully request your consideration of a \$3M commitment to the Men’s Residence Renovation Project. The financial investment will renovate 50,000 square feet of living, bathroom, food preparation, and program space where our men live in community and receive social service support and life skills education. But the ultimate impact is in the lives of the men who will change their trajectory as a result of living in a place that is up to contemporary housing norms where they are treated with dignity.

**Ex-officio**

Matt Walsh

McGaw YMCA, its board, and executive leadership are supported by the Evanston community in its role as the largest provider of bridge housing for men. This partnership and investment by the City of Evanston is one of the most important and transformational moments in our community’s history at a time when our respective institutions’ commitment to equity and those one margins is on display.

**President / CEO**

Monique Parsons

Thank you for your consideration. I look forward to answering your questions on the 19<sup>th</sup>.

**McGaw YMCA is a  
tax-exempt charitable  
organization.**

Sincerely,

Monique Parsons  
President/CEO

**McGaw YMCA**  
1000 Grove Street  
Evanston, IL 60201  
P 847.475.7400  
F 847.475.7959

**Children’s Center**  
1420 Maple Avenue  
Evanston, IL 60201  
P 847.475.8580  
F 847.733.2562

**Foster Reading Center**  
2010 Dewey Avenue  
Evanston, IL 60201  
P 847.864.3360  
F 847.475.7959

**Camp Echo**  
3782 S. Triangle Trail  
Fremont, MI 49412  
P 231.924.7076  
F 847.475.1764

[www.mcgawymca.org](http://www.mcgawymca.org)



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**To: Sarah Flax, City of Evanston  
Housing and Community Development Committee**

**From: Monique Parsons, McGaw YMCA**

**Subject: Request for Support: Men's Residence Renovation Project  
Supporting Information**

**Date: April 11, 2022**

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**Enclosed:**

- **Program Philosophy and Wrap-Around Services**
  - **Resident Member Overview**
  - **Men's Residence Renovation Project Scope**
  - **Men's Residence Renovation Project Proforma**
  - **Project Funding Strategy**
  - **Operational Model**
  - **Annual Proforma**
- 

**Program Philosophy and Wrap-Around Services**

The global YMCA movement was founded in the 1800's to be a safe and affordable housing option as men were moving from rural to urban areas in search of work. McGaw YMCA has maintained a presence in housing services since 1898, for men ranging from college students, immigrants, and other individuals experiencing hardship at transitional moments when there are limited options. Most notably, the Emerson Street Branch – an affiliated branch of McGaw YMCA that served the Black community from 1914 until its close in 1969 - was a singular resource for Black students before Northwestern University integrated its dorms. Through the social ebbs and flows, the demand for an affordable and safe place to live has remained high. McGaw YMCA has been a consistent resource through it all.

As needs and expectations for housing changed, so did McGaw YMCA's approach. For much of its history, the Residence Program was a landlord/tenant relationship resulting in decades-long stays, as long as rent was paid. The staff consisted of one person whose job was to keep every room filled.

This relationship has evolved to now "Resident Members" with wraparound supports and services, including full Y membership. Case management supports started in the last ten years with the addition of staff members with expertise in housing and social work. The current Residence Program team is made up of 5 full-time staff members who are responsible for the Resident Members 365 days a year. This direct service team is complemented by the Membership and Building Services team to ensure safety, service and support 24 hours a day. That is approximately 15 individuals each day caring for the Resident Members, the Men's Residence Program and the Residence itself.

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Outside the walls of 1000 Grove, McGaw YMCA has joined Connections for the Homeless, Interfaith Action of Evanston, and Joining Forces for Affordable Housing to build awareness, response, and support for quality affordable housing options in Evanston. McGaw YMCA is committed to its role to provide bridge housing and support services with a focus on getting men to a permanent address after 1000 Grove.

In 2019, with support from the RFF Foundation for Aging, the Residence Program instituted a formal intake and assessment process that provided a framework for conversations around physical independence, life skills, wellness checks, support needs, and finances. With this information, the Residence Program Team is able to work with Resident Members to address specific personal obstacles. Together, staff and Resident Members set a plan, access support services, and work toward permanent housing.

Historical data tells the story of Resident Members staying at McGaw YMCA for 20+ years. But a shift is happening. Since October 2021, 12 Resident Members have moved to permanent market-rate apartments because they no longer needed low income housing. And those 12 rooms are now housing 12 new men who have set goals for life beyond McGaw. This change in an approach to be a bridge to other permanent housing options will serve more men each year, for the next 100+ years.

- To achieve Resident Member goals, program/case management services include:
- Employment placement support including resume review, finding wardrobe resources, and interview preparation
  - Job training programs
  - Health resources to help establish a medical home and enroll in wellness programs at the YMCA and in the community
  - Financial literacy programs
  - Support accessing public benefits

Led by Roland Fouché, Sr. Director of the Residence Program, and Fethiya Idris, Case Manager, the program supports reflect a robust network of community partnerships that include:

- City of Evanston
  - Department of Human Services – General Assistance support
  - Levy Center
  - Senior Ombudsman Office and Department of Senior Services
- Connections for Homeless – rental assistance
- Oakton Community College – Commercial Driver’s License (CDL) training
- Evanston Community Bank – credit recovery, financial literacy, establishing a bank “home”

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- AMITA Health Saint Francis Hospital Evanston– Diabetes Prevention and Management Program cohort
- Northlight Theatre Company – Writing and Storytelling Workshop
- Interfaith Action- employment services
- Community Economic Development Association (CEDA) - financial assistance/employment resources

The combination of reliable, affordable housing, living in community with wraparound services accessible is making a difference in the trajectory of Resident Members' lives.

### **Resident Member Overview**

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- Identify as male gendered
- Be 18+ years old
- Annual income between \$14,000 - \$50,000
  - Confirmed income or SSI benefits
  - All resident members are between 30-80% of the AMI
- When placing new Resident Members, rent is no more than 40% of their annual income
- Age
  - 18-25 – 4%
  - 26 – 40 – 8%
  - 41-50 – 21%
  - 51-64 – 20%
  - 65+ - 47%
- Average length of stay
  - 0-9 years – 54%
  - 10-19 years – 15%
  - 20-29 years – 19%
  - 30+ years – 12%
- Race/ethnicity
  - Black – 49%
  - White – 43%
  - Other – 5%
  - Asian – 2%
  - Native American – 1%
- Income levels\*
  - Under - \$14,999 – 30%
  - \$15,000 – 29,999 – 50%
  - \$30,000 – 49,999 – 20%

*\*Data collection system transitioned in January 2022 and does not reflect full Resident Members. Full information updated in June 2022.*
- 26% currently receiving YMCA supported Fee Assistance
- 3% currently receiving City of Evanston General Assistance
- None currently receiving ESG rent assistance



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### **Men's Residence Renovation Project Scope**

The Men's Residence Renovation Project is the an update to the 92 year-old building at 1000 Grove Street of the pipes, mechanicals, walls, windows, lighting and fixtures in the individual SRO units and congregant spaces on three residential floors, lower level lobby space and new entrance.

Decision-making and planning in this project fall under three primary categories – 1. Public health mitigations in the context of COVID-19; 2. Organizational values of dignity, equity and inclusion; and 3. Improving the efficiency and sustainability of the physical structure.

The design elements that are a direct response to the COVID-19 pandemic:

- Four efficiency units to support short-term rentals ranging from emergency housing to unexpected medial circumstances
- Bathrooms, kitchenettes, and laundry spaces that allow for more distance between individuals and less cross over between individuals
- Shower spaces providing privacy with an individual changing room and shower
- The reduction in total SRO units from 172 to 156 as the result of increased square footage for shared spaces

In addition to the urgency of this renovation in the context of a public health crisis, physical changes reflect the values of dignity, equity, and inclusion for a marginalized population. Simply providing a roof over their head is not good enough. The updated design with custom built-in storage, new furnishings, and appliances levels up a shared understanding of worth in these men who have been systematically overlooked by society.

From Maple Ave. the community will see the vestibule entrance that is a new "welcomed home" leading to the Residence lobby area with 19,200 sq. feet of program space along with bike storage and an additional full kitchen and pantry. These amenities facilitate socialization, learning, community, healthy lifestyles, and belonging.

Within the walls of the individual units and communal areas, the investment in the mechanical systems – plumbing, electric service, lighting fixtures, and HVAC - will have a significant impact on the operational efficiency and sustainability. Improving mechanical systems is equivalent to rebuilding the Resident Member spaces from the inside out.

Details of Project Scope:

- New private entrance on Maple Avenue to new lobby space
  - Vestibule will include chair lift and new stairs to lower level and lobby entrance
  - Residence Team Offices for support services and case management

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- Additional full service kitchen and pantry
- Flexible program space with A/V and Wi-Fi access
- Bike storage
- Mailboxes
- Connection to existing kitchen, Mosaic Room and elevator to the SRO floors
  
- 156 SRO units totaling 30,434 sq. ft.
  - 13 ADA accessible rooms
  - 4 efficiency units
  
- 6 renovated bathrooms with sinks and toilets
  - Two on each floor
  - Designed with social distance and improved privacy
  
- 24 new private showers and changing rooms
  - Six on each floor
  - One per floor that is wheelchair accessible
  
- 3 new kitchenette spaces
  - One on each floor
    - 4 microwaves
    - 2 dishwashing sinks and filtered drinking water
    - Refuse and recycling area
  
- 3 new laundry spaces
  - One on each floor
  - 2 washer and dryers
  
- 3<sup>rd</sup> Floor Community Room
  - Small group gathering space
  - Improved A/V and Wi-Fi for individual and group use
  
- New, energy efficient windows throughout the building
  
- New, vinyl plank flooring throughout Residence rooms and congregant spaces



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**Men's Residence Renovation  
 Project Proforma**

Planning and Architectural Fees	\$	600,000
Resident moving and relocation		1,250,000
Construction expenses		
		<i>General conditions</i> 365,681
		<i>General requirements</i> 280,161
		<i>Existing conditions</i> 286,591
		<i>Concrete</i> 30,126
		<i>Masonry</i> 120,212
		<i>Metals</i> 32,898
		<i>Wood, plastics and composites</i> 323,219
		<i>Thermal and moisture protection</i> 79,111
		<i>Windows and doors</i> 1,716,191
		<i>Finishes</i> 1,152,876
		<i>Specialties and accessories</i> 69,515
		<i>Equipment</i> 5,000
		<i>Vertical transportation</i> 15,000
		<i>Fire suppression</i> 15,000
		<i>Plumbing</i> 344,816
		<i>HVAC</i> 1,357,006
		<i>Electrical</i> 674,699
		<i>Earthwork</i> 13,679
		<i>Site improvements</i> 9,386
		<hr/> Construction subtotal 6,891,167
Furnishings		1,700,000
Operational endowment		1,000,000
Project Contingency		1,150,000
<b>Total Projected Expense</b>		<hr/> <b>\$ 12,591,167</b>



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**Project Funding Strategy**

In its Single Room Occupancy (SRO) dormitory design, with no private bathrooms or kitchens, McGaw YMCA is ineligible for many private grant funding sources and public housing funding programs. McGaw YMCA is grateful for the collaboration with the City of Evanston in the Design and Project Review process and the Land Use Commission’s approval for a zoning variance. The endorsement of City staff and Evanston community members in the details of the Men’s Residence Renovation Project have made it possible to engage in fundraising for this effort.

The renovation is a once-in-a generation investment in the physical space that will facilitate the transformational impact of the program, make a case for one-time relief and private support to fully fund this project. The project fundraising strategy reflects uniquely time-sensitive government funding opportunities made available by COVID-19 relief funding, grants from private foundations, and individual gifts.

The \$3M request from the City of Evanston breaks down to \$19,200 for each of the 156 units at McGaw, compared to the \$33,333 per unit for 60 units to launch the Ann Rainey Apartments. In addition to the financial parallel, the objectives of the City of Evanston COVID relief funding align with the Men’s Residence Program:

- Unique response to public health emergency
- Significant improvement to safety in congregant living community
- Singular investment in proven, self-sustaining operational model
- Equitability serves marginalized socio-economic community members
- Facility investment has programmatic and community benefits: Health and Wellness, Economic Development, and Sustainability

<b>Funding Source</b>	<b>Amount</b>	<b>Status</b>
Government		
City of Evanston	\$3,000,000	<i>Pending</i>
Congressional Community Project Funding	\$1,500,000	<i>Pending</i>
Grants		
Harry and Jeanette Weinberg Foundation	\$2,000,000	<i>Prospect</i>
Thomas F. & Susan P. Moran Family Foundation	\$1,600,000	<i>Confirmed</i>
Federal Home Loan Bank of Chicago	\$900,000	<i>Prospect</i>
Gifts		
200+ individuals with McGaw YMCA affiliation	\$4,000,000	

The February 9, 2022 zoning approval by the Land Use Commission was a necessary step in establishing the Men’s Residence Renovation Project timeline. The scope and many project elements were based on the new entrance. Traditionally the “quiet phase” of a campaign, the beginning of our fundraising efforts align with public funding opportunities like the City of Evanston ARPA funding, Congressional Community Project Funding and visionary individuals who are committed to making this project a reality.



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McGaw’s Executive and board leadership is confident in our ability to execute the Men’s Residence Renovation Project – from fundraising through construction. During her 17 year tenure with McGaw YMCA, Monique Parsons has overseen three significant capital projects – aquatic center expansion, addition of Sebring-Lewis Center, and renovation of the Youth Lobby to launch MetaMedia. The success of these experiences are indicators of our institutional ability that the community can have confidence in.

To date, \$1.605M has been raised and over 200 individuals and organizations energized with news of this project. The next milestone is announcing the lead supporters during summer 2022 and targeting groundbreaking for summer 2023.

**Operational model**

Post renovation, the average monthly rental rate is projected to be \$573/month made possible by a mix of room rates that matches the income levels of the current mix of Resident Member income levels that will fluctuate.

Following the precedent set by funding for affordable housing projects in Evanston, all 156 rooms will be affordable for the next 30 years. Should McGaw YMCA receive funding from the City of Evanston, we propose a review of the operational model with in the market context of affordability and expenses every ten years.

The annual operational model for the Residence Program will continue with its current mix of room rates:

<b>Income range</b>	<b>% of AMI</b>	<b>Share of total residence</b>
14,000-29,999	20-40%	40%
30,000 - 49,999	50-60%	30%
50,000 - 52,000	80%	30%

If employment or income is inconsistent, the Residence staff helps each resident access public benefits or supports short-term rent relief through the McGaw YMCA fee assistance program, which is partially supported by a \$1M endowment from the Ken Davee Foundation, in addition to annual gifts and grants.



FOR YOUTH DEVELOPMENT®  
 FOR HEALTHY LIVING  
 FOR SOCIAL RESPONSIBILITY

**Annual Proforma**

Earned Revenue - Residence Fees	1,074,164
Contributed Revenue - gifts, grants, endowment	107,643
<b>Total Operating Revenue</b>	<b>\$ 1,181,807</b>
Wages and salaries	\$ 501,657
Employee benefits	119,664
Outside consultants and professional services	625
Program supplies	28,157
Administrative and office support	4,560
System support and maintenance	19,476
Building maintenance and supplies	124,548
Facility rental	4,517
Promotion and advertising	143
Development and learning	1,945
Staff and volunteer leadership meetings	206
Staff travel and meal	1,007
YUSA Fair Share Dues	17,950
Utilities, Telephone and Internet access fees	62,332
Property and liability insurance	2,496
Bank fees	6,433
License and taxes	4,979
Bad debt for program	36,996
Fee Assistance	107,643
Total Expenses Before Depreciation	\$ 1,045,333
Depreciation and Amortization Expenses	108,668
<b>Total Operating Expense</b>	<b>\$ 1,154,001</b>
<b>Program Net Surplus/Reinvestment</b>	<b>\$ 27,806</b>



# McGaw YMCA Men's Residence Renovation Project

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\$12.6M to renovate the 92 year-old building our men call **home**

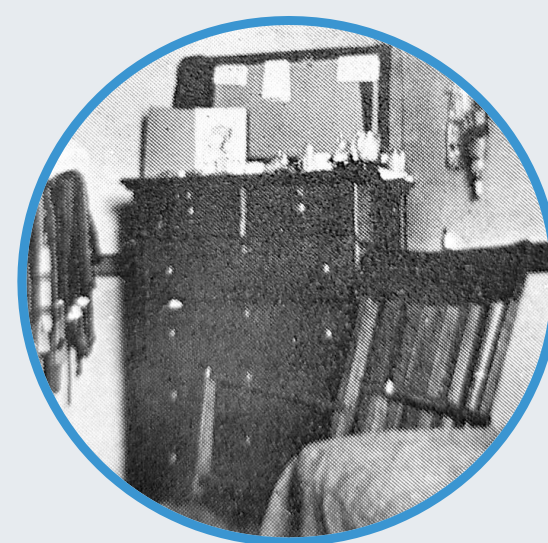
April 2022



# Housing men and creating community for more than a century

The global YMCA movement was founded to be a safe and affordable housing option for men moving from rural to urban areas.

In Evanston, McGaw YMCA has provided rooms and beds for hotel, short-term and eventually long-term Single Room Occupancy (SRO) dormitory design. Since 1885, that is 49,622 days of affordable housing and 92 years in our current building at 1000 Grove.



**1860**

FIRST YMCA HOUSING  
CHICAGO, IL



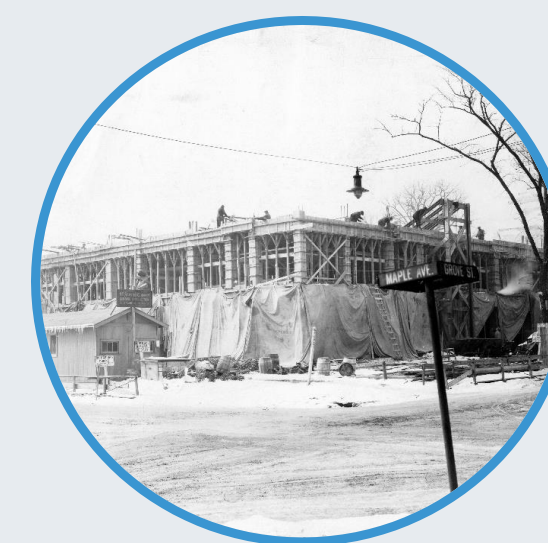
**1898**

1611 ORRINGTON  
LOCATION



**1914**

EMERSON STREET  
BRANCH

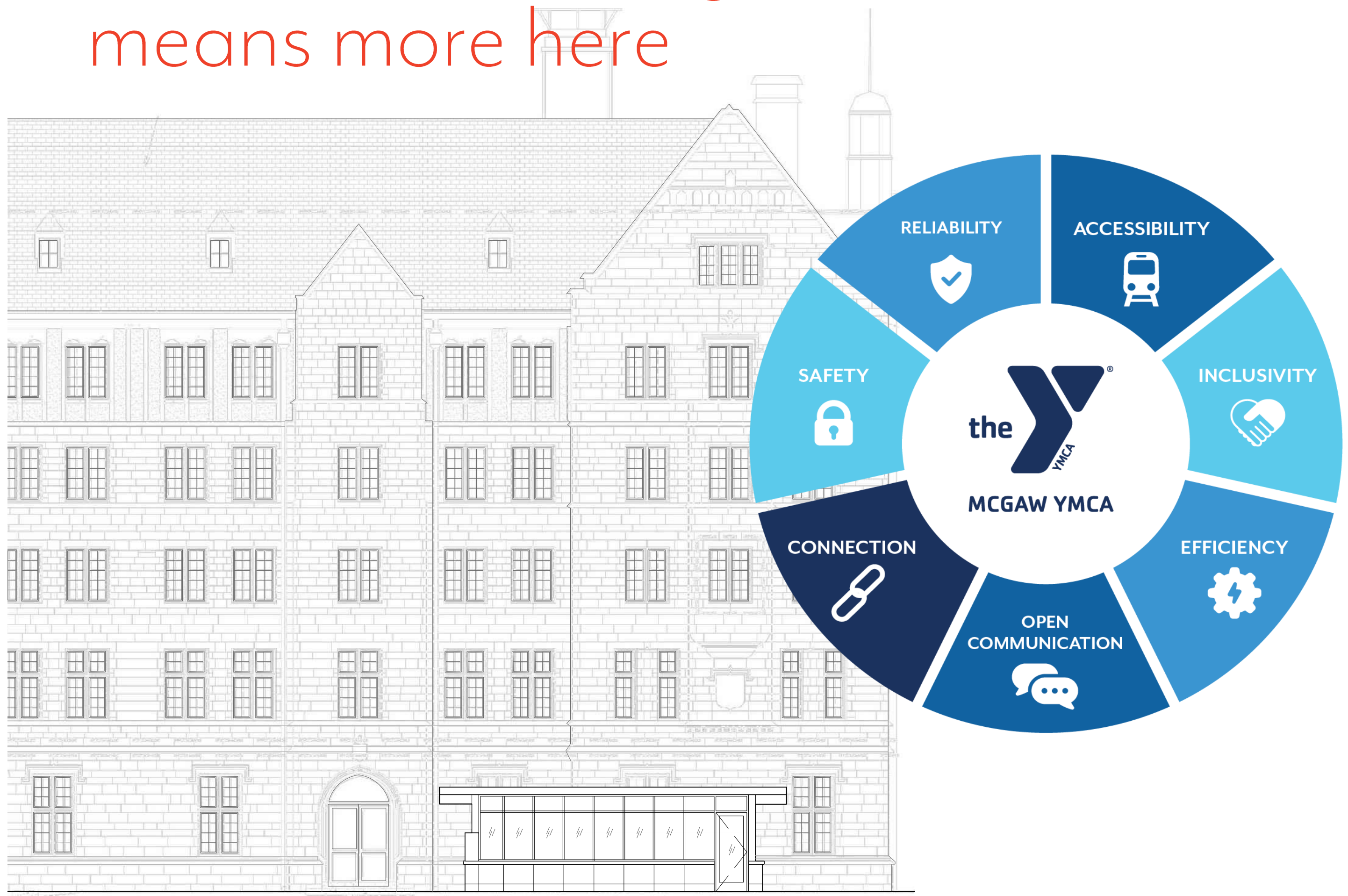


**1929**

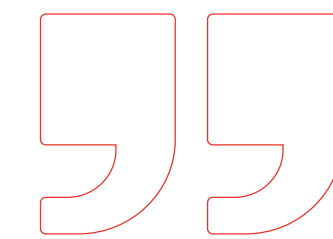
1000 GROVE BUILT  
EMERSON STREET  
BRANCH EXPANSION

MEN'S RESIDENCE RENOVATION PROJECT

# Affordable housing means more here



By offering wrap-around services and amenities as part of our comprehensive approach, we have created a solid foundation for our programming. This proved to be essential during the COVID-19 pandemic. Our staff was caring and responsive through the changing needs and guidelines. Focusing on physical health, safety, and overall well-being, services expanded to food security, financial assistance and support in accessing relief services.



*This place fills a great need in Evanston. We provide holistic services that meet these men where they are in life. We went from a place that simply housed men, to a place that really knows our men. We build relationships with them so that we can actually help address their everyday needs and personal goals.*

– **MONIQUE PARSONS**  
PRESIDENT/CEO, MCGAW YMCA

# Who we serve



In a typical year,

## 232

men call the McGaw YMCA home.



Resident Median Annual Income:

## \$19,150 – \$51,000

Evanston Median Annual Income:  
**\$78,904**



## 14%

of our residents were formerly homeless.



Median rent at McGaw:  
**\$560/mo.**

Median rent in Evanston:  
**\$1,376/mo.**



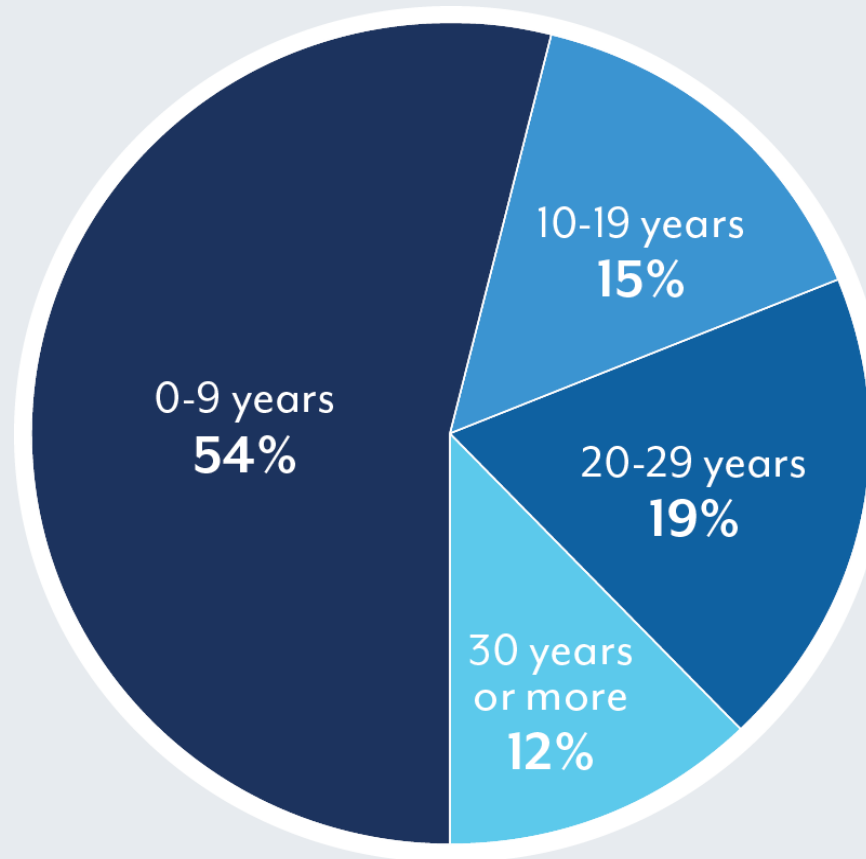
Of the McGaw's Resident Members,

## 6%

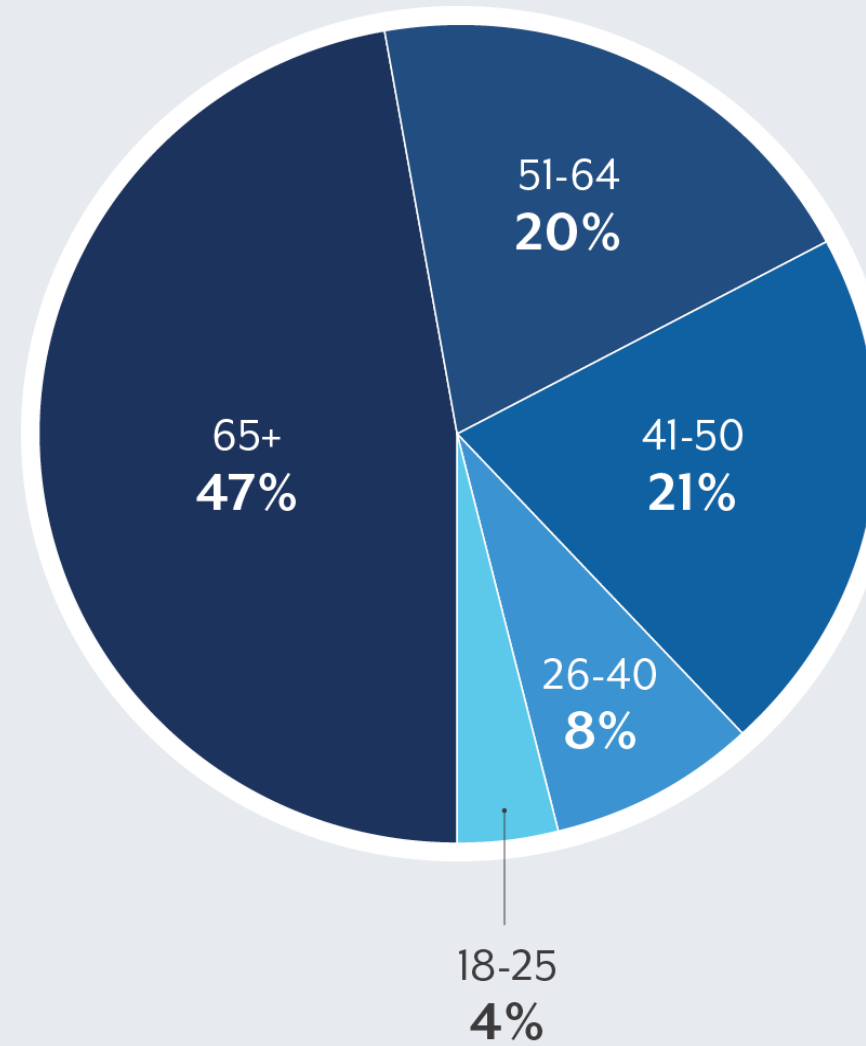
are employed by our YMCA.



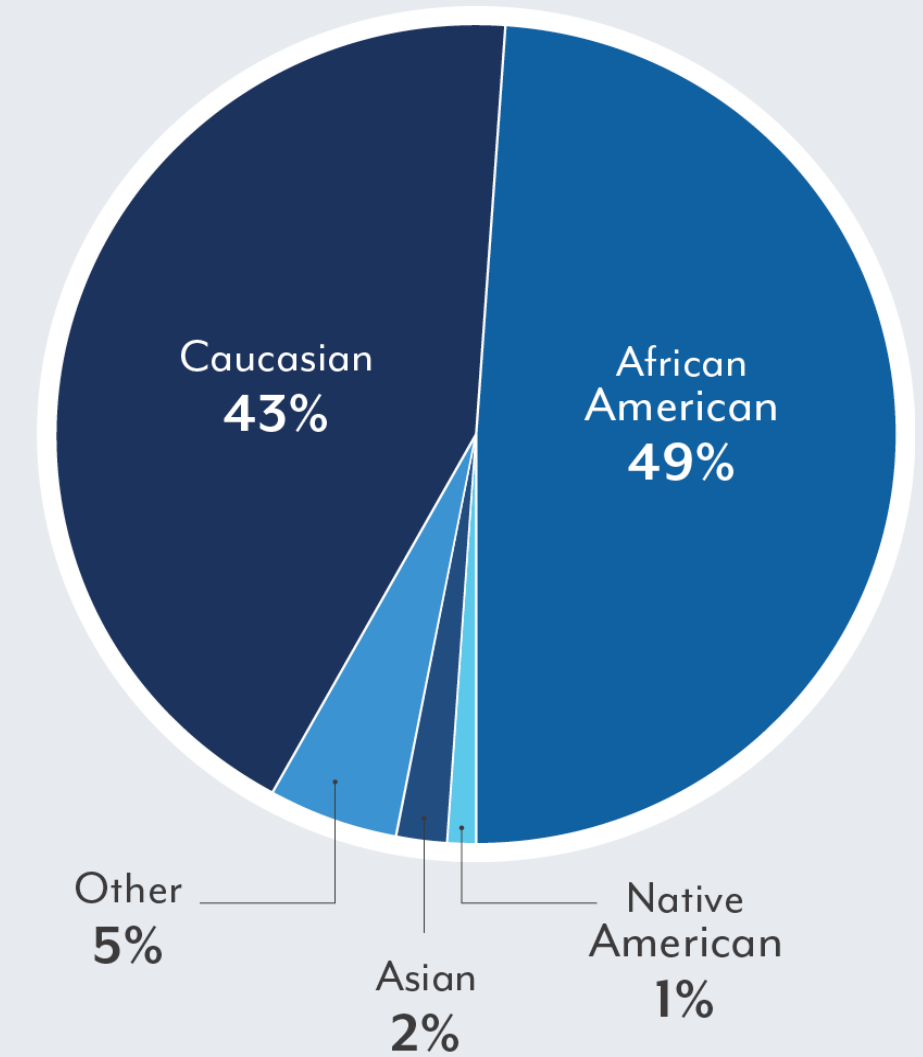
### LENGTH OF STAY



### AGE IN YEARS



### RACE



## MEN'S RESIDENCE RENOVATION PROJECT

# Operational overview

## Property Profile

Unit Type	Count	Average Rent per Month	Average Rent per Total Sq. Foot per Month
Single Room Occupancy (SRO)	156	\$560	\$1.50

According to 2019 market study, Evanston renters pay \$2.61 per square foot. McGaw YMCA is 48% less per sq. foot.

## Square Footage

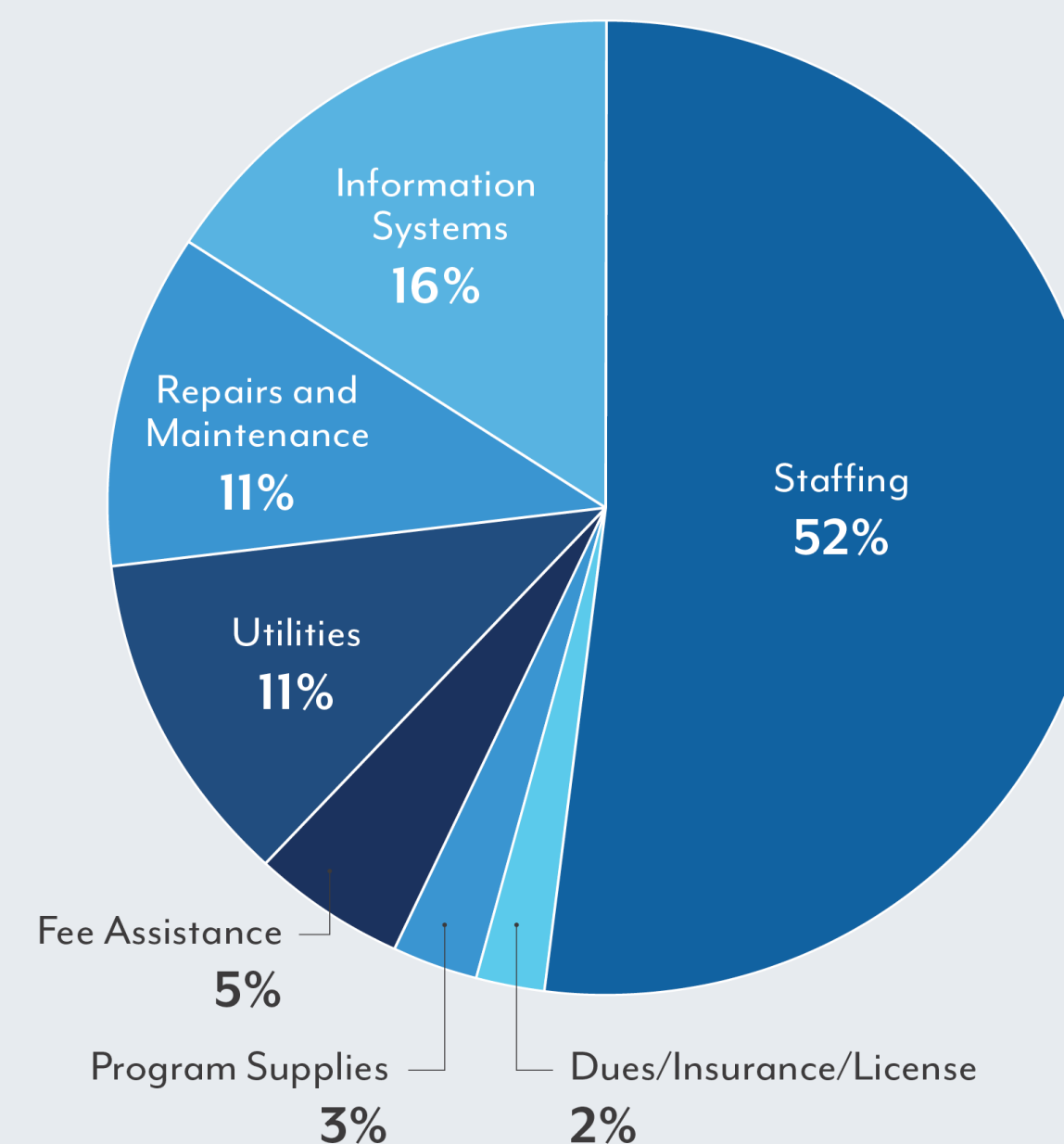
Location	Sq. Ft.
3 Floors of Resident Rooms	30,434
New Lobby and Program Space	19,200
Existing Mosaic Kitchen	1,620
Existing Mosaic Room	7,344
<b>TOTAL SQUARE FT.</b>	<b>58,598</b>



McGaw's Average  
Occupancy Rate:

# 98%

## Annual Operating Expenses \$1.1M



## Annual Operating Revenue \$1.1M

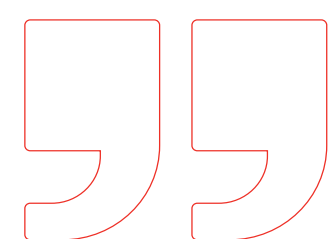
The annual operations are sustained through continued affordable rates, without direct government funding, and continued philanthropic contributions.



MEN'S RESIDENCE RENOVATION PROJECT

# How we serve

The McGaw Y is a preferred alternative to other SRO and traditional affordable housing options. The diversity of the Resident Members and culture of community along with the access to supports are added benefits to the communal living experience.



*They are going through the same issues that a lot of other community members are going through, but we are the only support they've got.*

*We provide intentional focus on three main areas: health and wellness, employment, and strengthening of community.*

– **ROLAND FOUCHÉ**  
SR. DIRECTOR, MEN'S RESIDENCE PROGRAM



**PROGRAM ELEMENTS INCLUDE ASSISTANCE WITH:**

- Food security
- Financial literacy
- Credit recovery
- Job training/placement
- Establishing medical care
- Future life planning

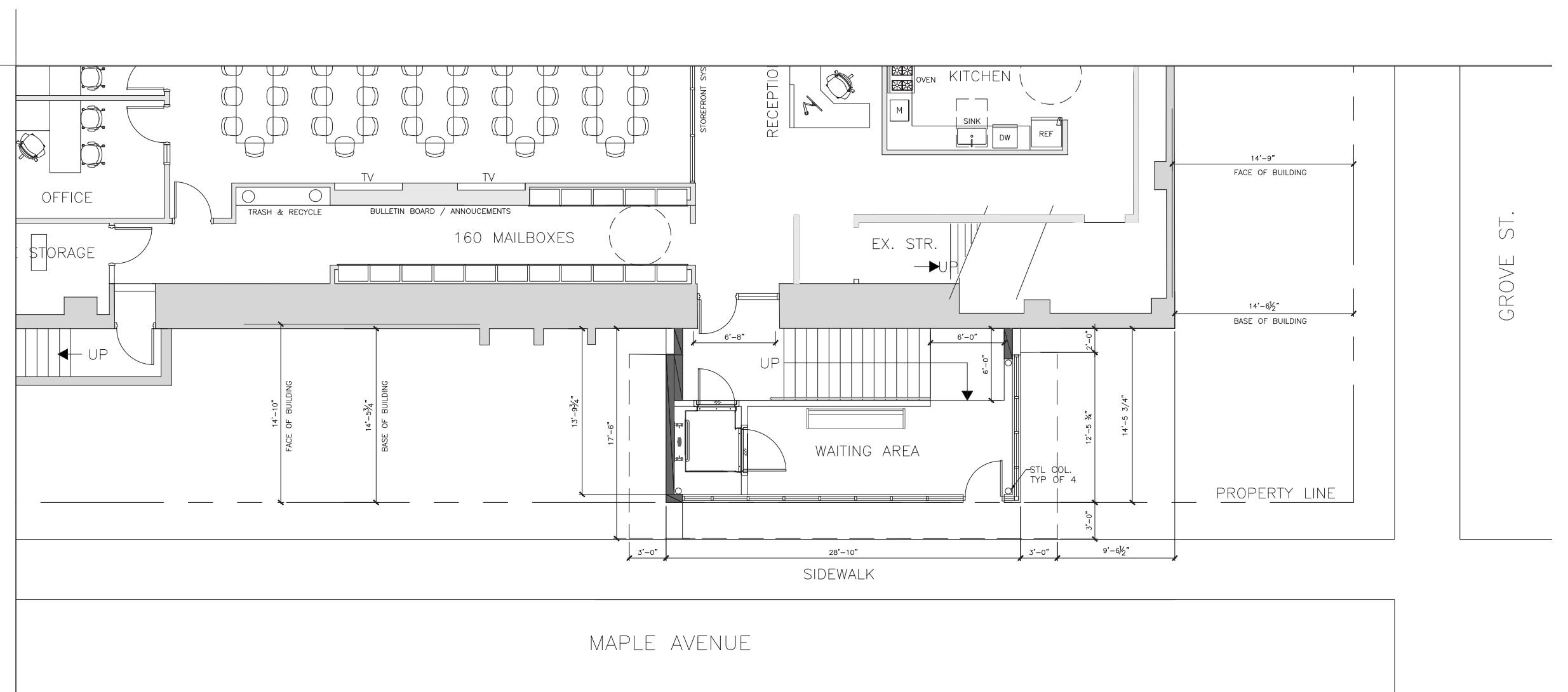


# \$12.6M

in donations are needed to fund temporary relocation, renovation, furnishings and extended maintenance into the future.

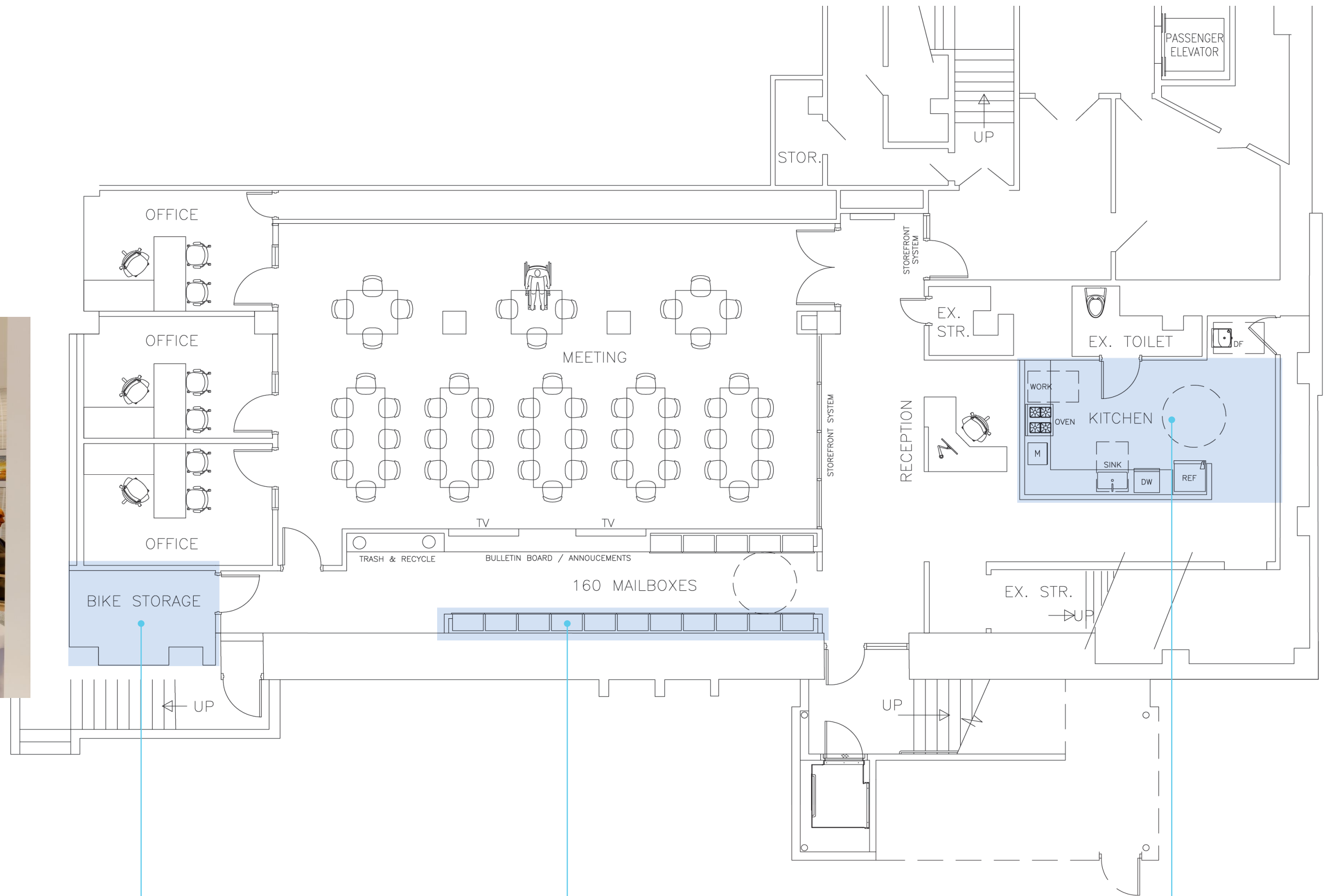
# MEN'S RESIDENCE RENOVATION PROJECT

# A new "welcome home"



# MEN'S RESIDENCE RENOVATION PROJECT

## New lobby



### Improvements will include:

- Vinyl plank flooring
- Updated HVAC system
- New lighting throughout
- Full-sized range, oven and refrigerator
- Communal pantry
- A/V and Wi-Fi for individual and group use
- 24-hour staff reception area
- Mailboxes
- Bike storage
- New office and communal furniture

BIKE STORAGE

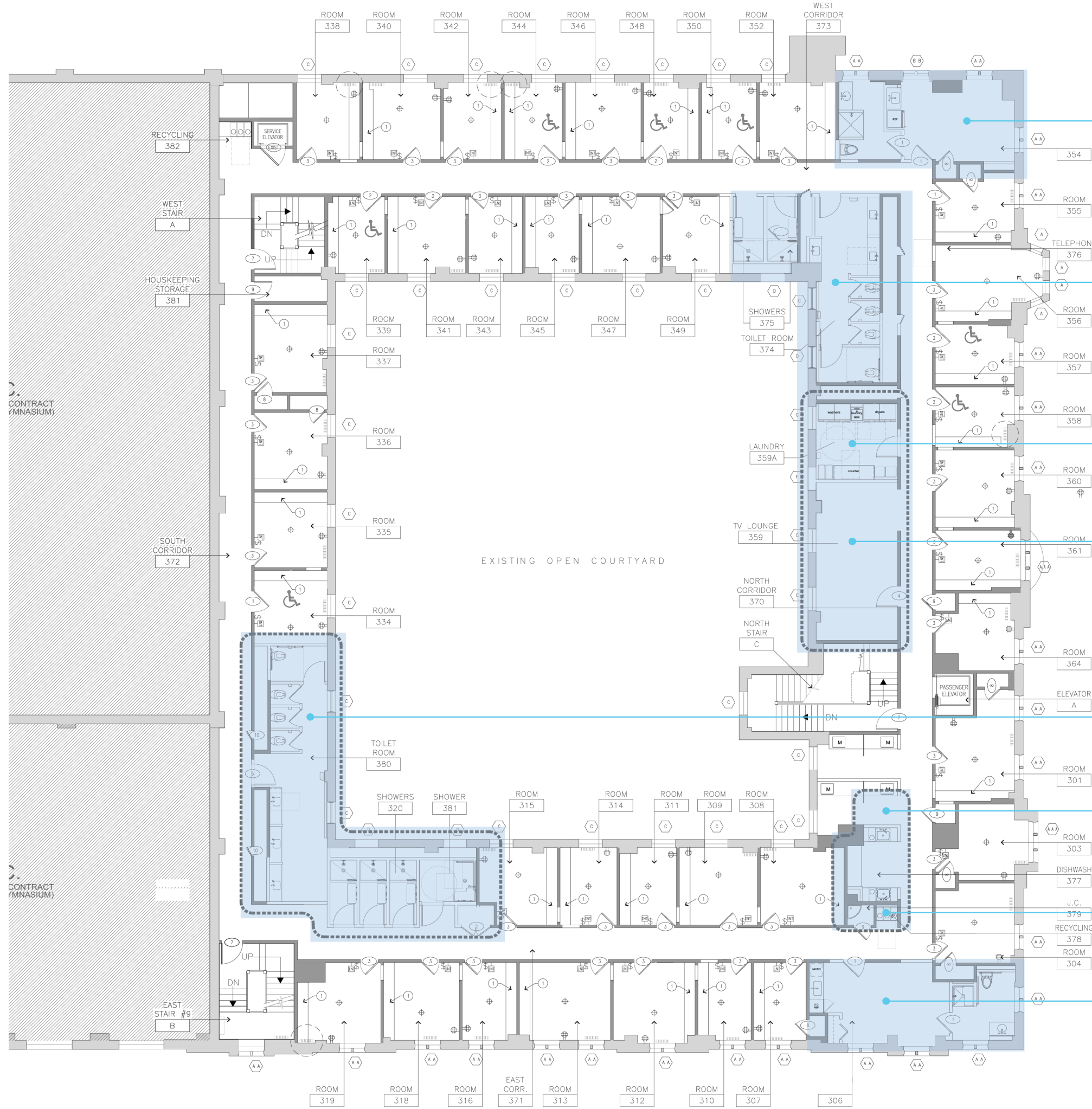
MAILBOXES

KITCHEN

- Oven
- Microwave
- Sink

# MEN'S RESIDENCE RENOVATION PROJECT

## THIRD FLOOR RENOVATION PLAN



NORTHWEST EFFICIENCY

NORTHWEST RESTROOMS AND PRIVATE SHOWERS WITH CHANGING ROOMS

LAUNDRY

COMMUNITY ROOM

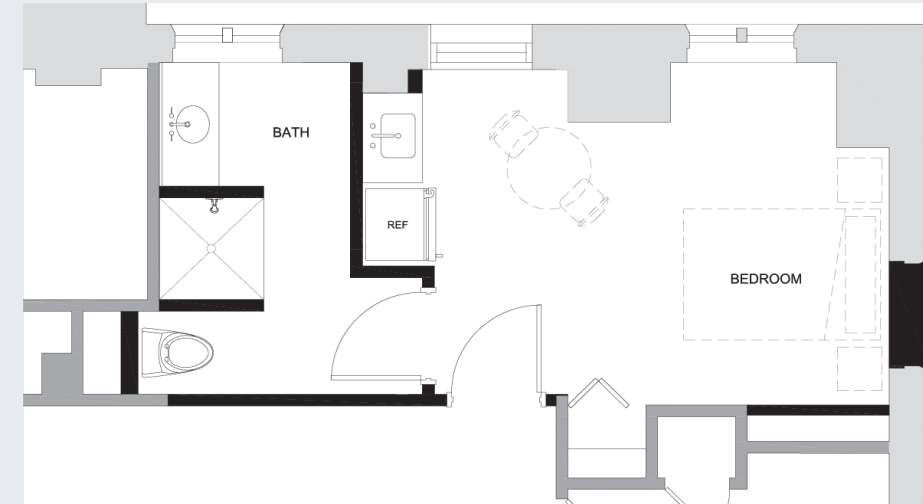
SOUTHWEST RESTROOMS AND PRIVATE SHOWERS WITH CHANGING ROOMS

KITCHENETTE

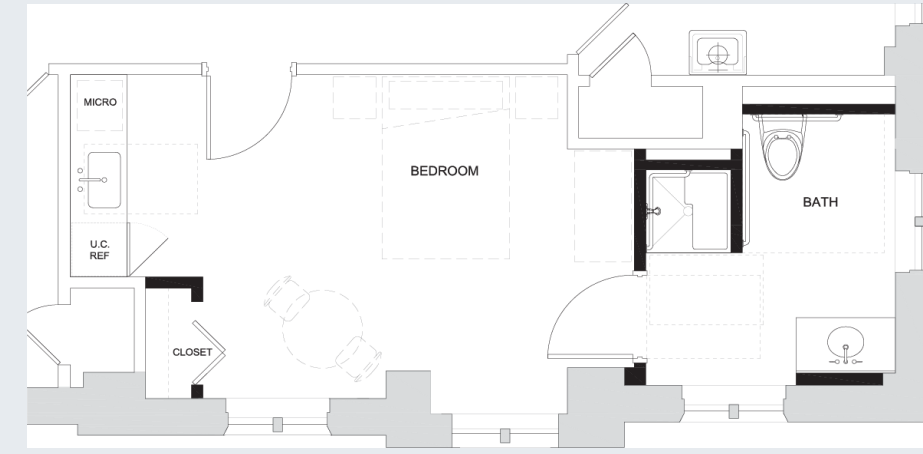
REFUSE AND RECYCLING CENTER

NORTHEAST EFFICIENCY

### NORTHWEST EFFICIENCY

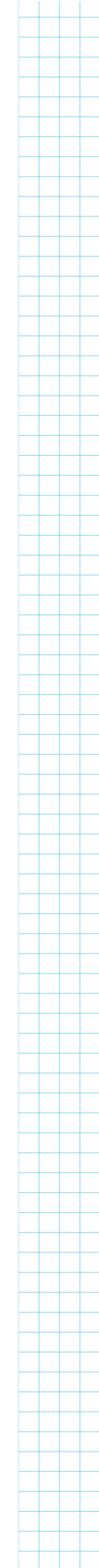


### NORTHEAST EFFICIENCY



### Third floor summary:

- 40 SRO units
- 8 toilets
- 6 private showers and changing rooms with 1 wheelchair accessible stall
- 4 microwaves
- 2 kitchenette sinks for dishwashing and drinking water
- 2 washer and dryer units
- 2 efficiency units
- 1 refuse and recycling center
- 1 community room with TV



MEN'S RESIDENCE RENOVATION PROJECT

# Third floor community room

BEFORE



AFTER

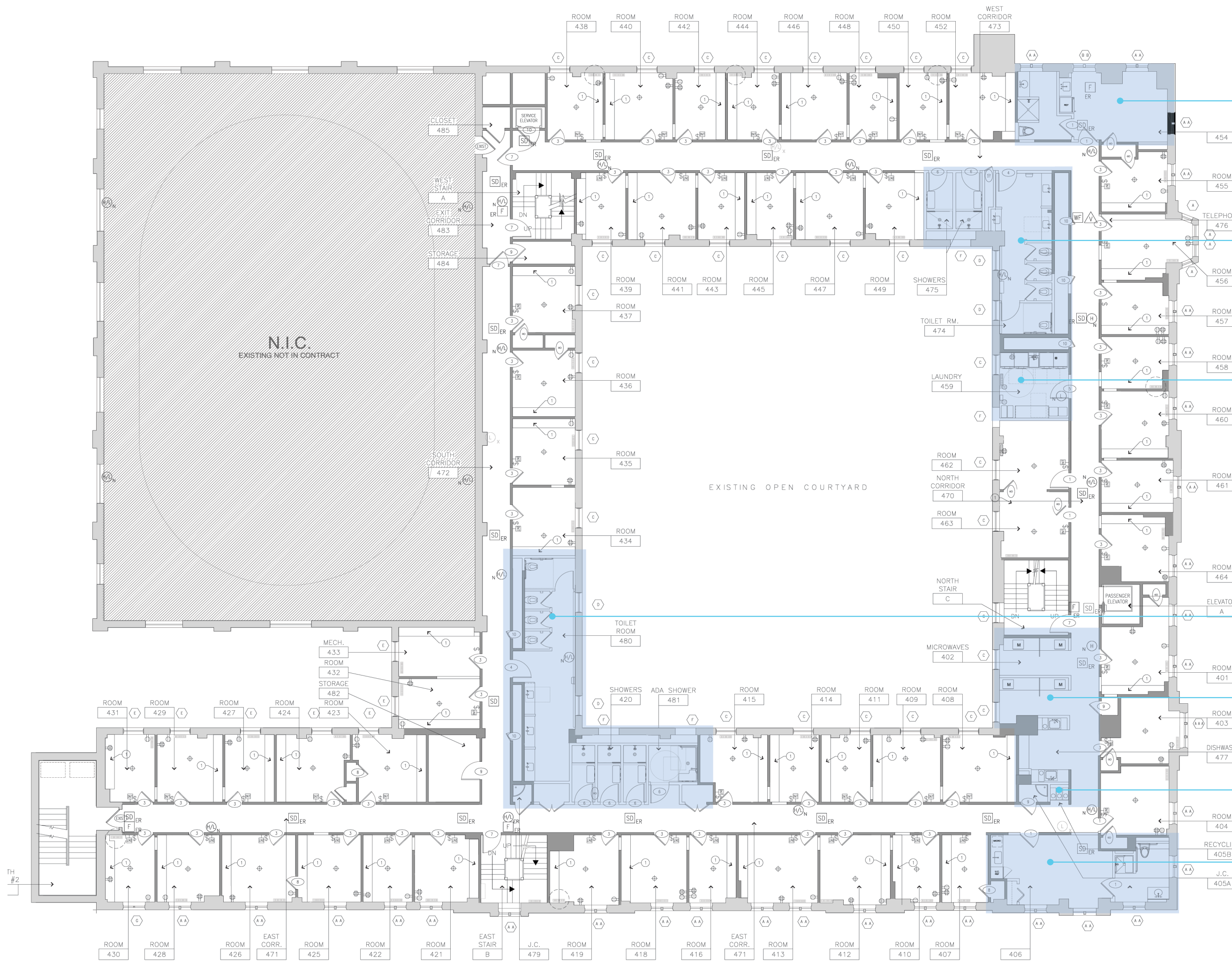


### Improvements will include:

- Vinyl plank flooring
- Updated HVAC system
- New lighting throughout
- New windows and window treatments
- New fire-rated and ADA compliant entryway
- A/V and Wi-Fi for individual and group use
- New furniture

# MEN'S RESIDENCE RENOVATION PROJECT

## FOURTH FLOOR RENOVATION PLAN



NORTHWEST EFFICIENCY

NORTHWEST RESTROOMS AND PRIVATE SHOWERS WITH CHANGING ROOMS

LAUNDRY

SOUTHWEST RESTROOMS AND PRIVATE SHOWERS WITH CHANGING ROOMS

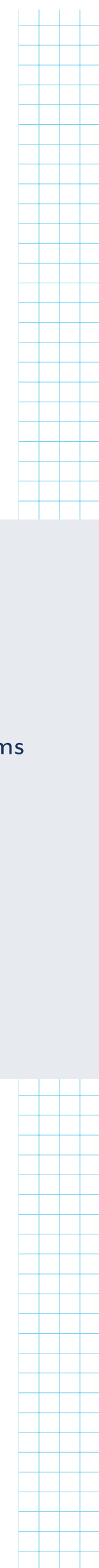
KITCHENETTE

REFUSE AND RECYCLING CENTER

NORTHEAST EFFICIENCY

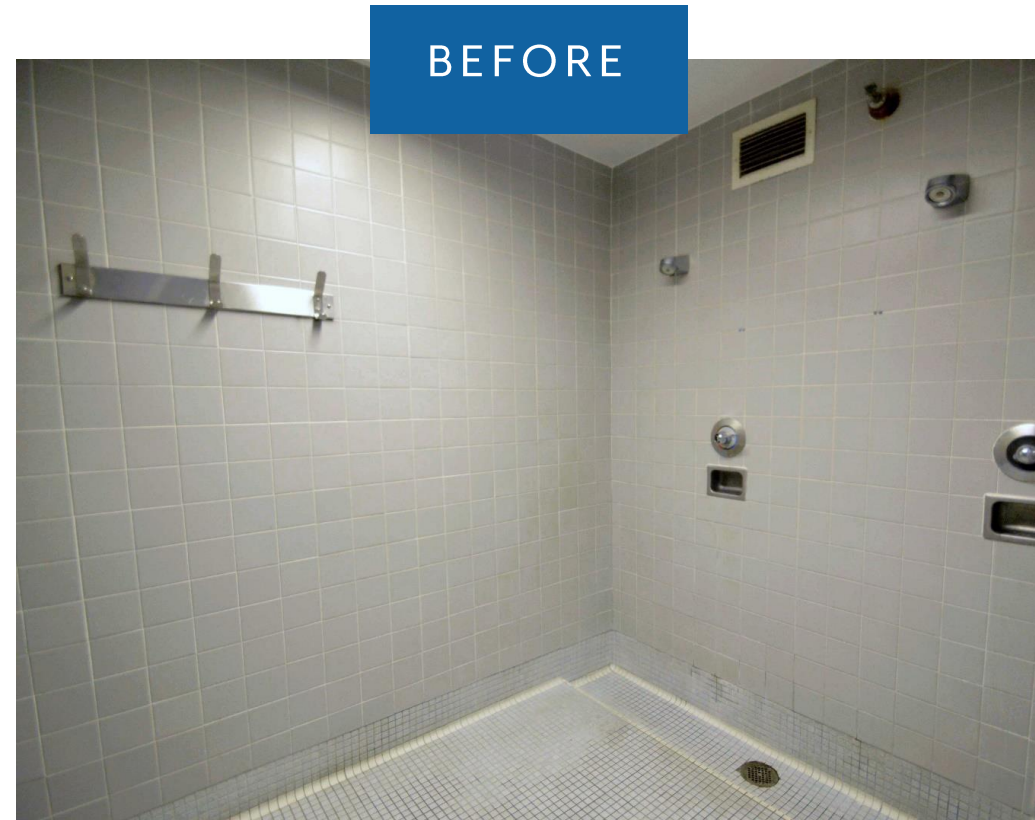
**Fourth floor summary:**

- 54 SRO units
- 8 toilets
- 6 private showers and changing rooms with 1 wheelchair accessible stall
- 4 microwaves
- 2 kitchenette sinks for dishwashing and drinking water
- 2 washer and dryer units
- 2 efficiency units
- 1 refuse and recycling center

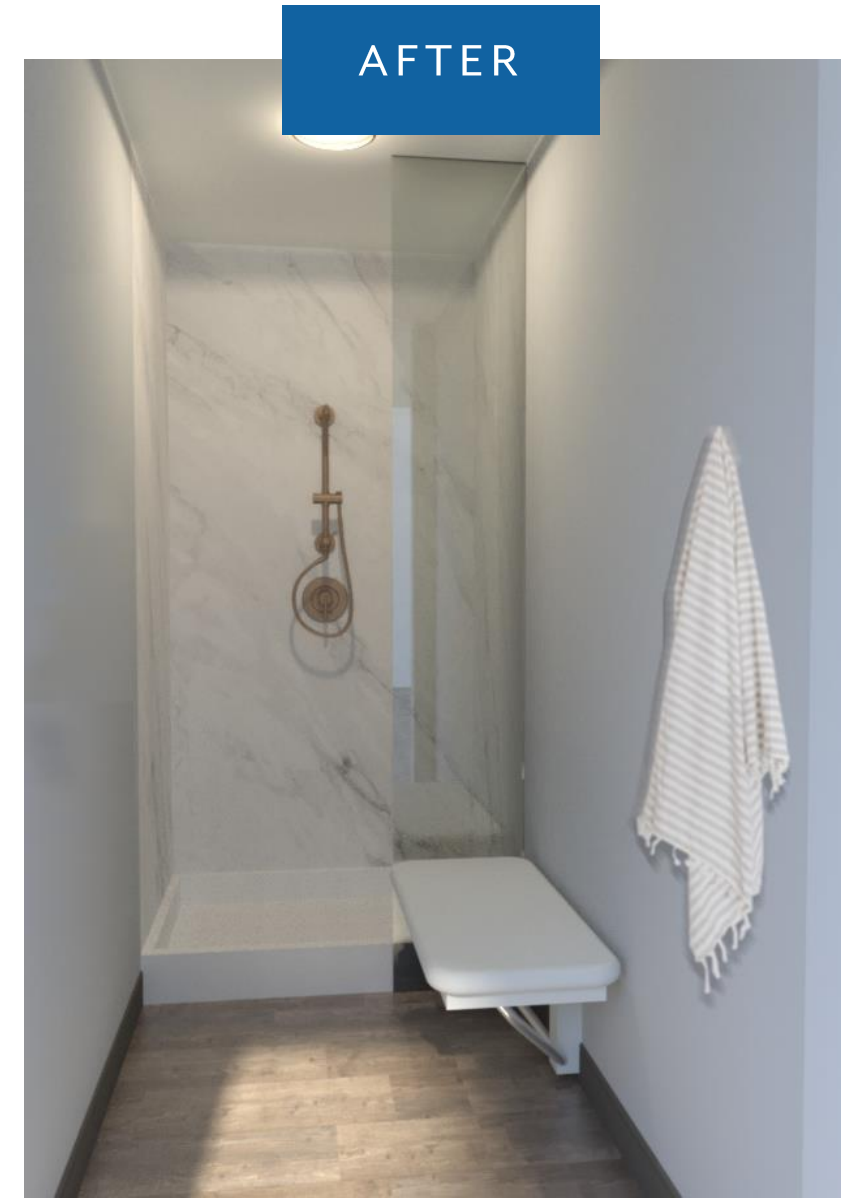


# MEN'S RESIDENCE RENOVATION PROJECT

## Restrooms

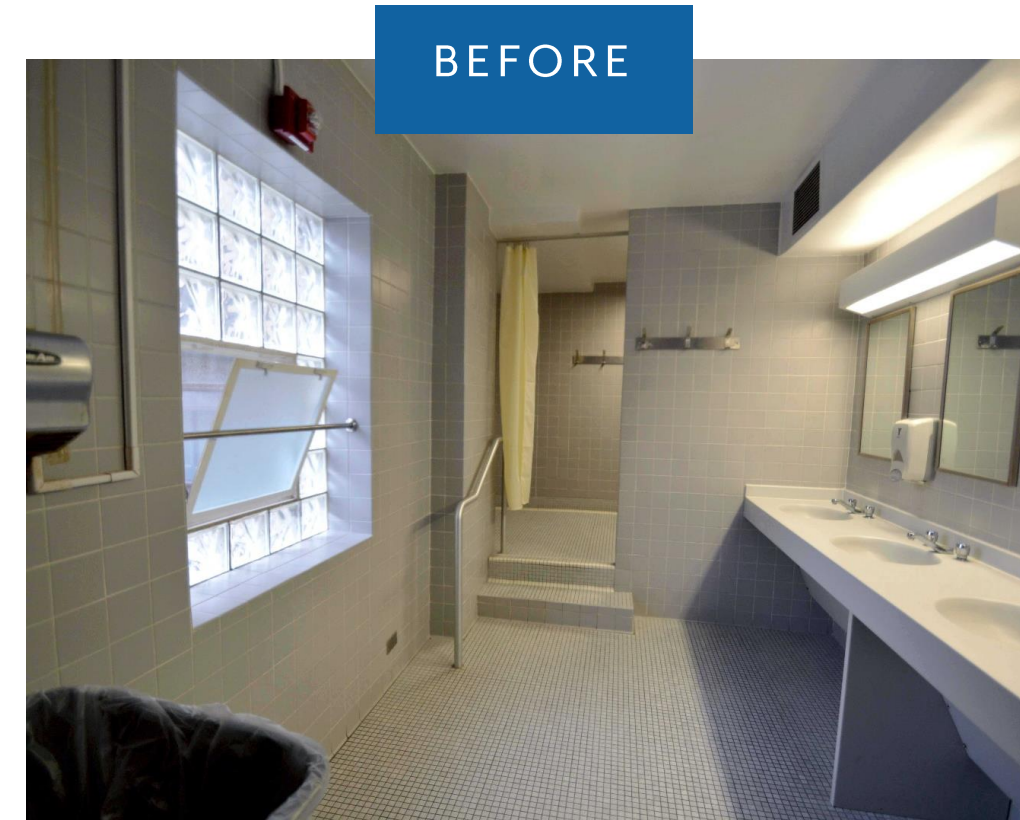


BEFORE

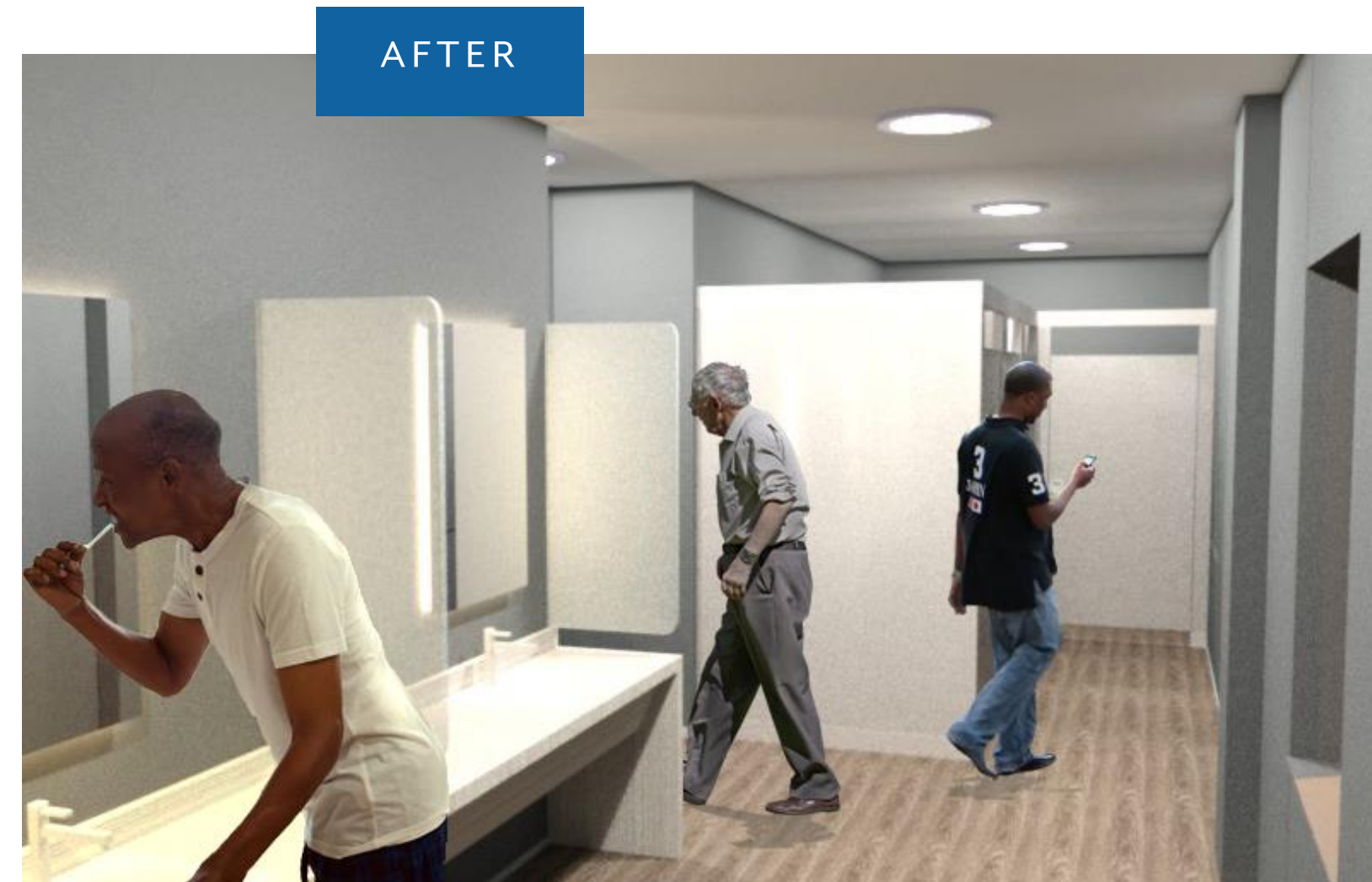


AFTER

PRIVATE SHOWERS WITH CHANGING ROOMS



BEFORE



AFTER

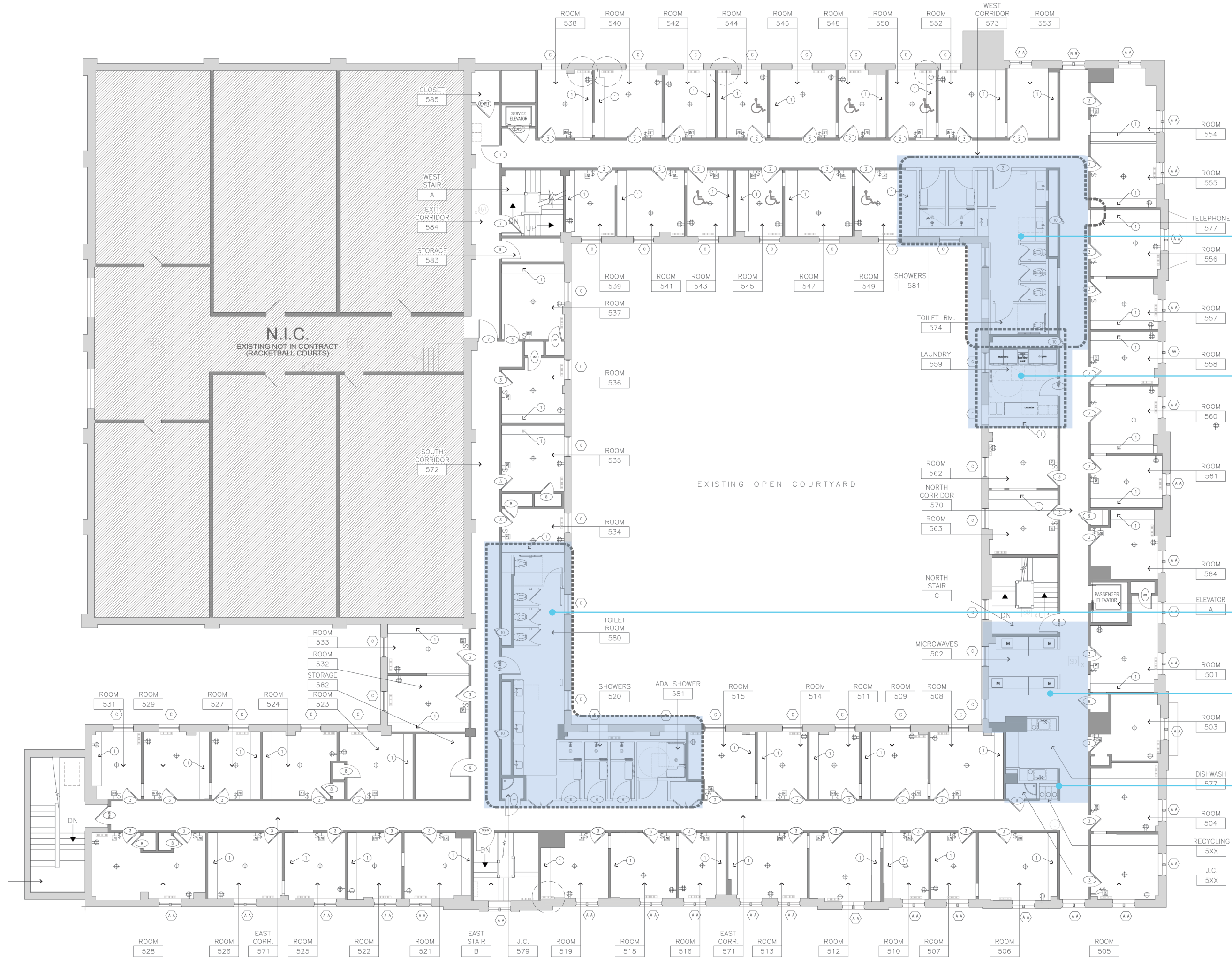
TOILETS/SINKS

### Improvements will include:

- New private shower stalls with adjacent private changing area
- Multi-sink countertops and extended counter space
- New large-scale mirror
- New lighting throughout
- Updates plumbing to support new sinks, toilets and showers
- Vinyl plank flooring
- Surfaces and fixtures that are beautiful, durable and antimicrobial

# MEN'S RESIDENCE RENOVATION PROJECT

## FIFTH FLOOR RENOVATION PLAN



NORTHWEST RESTROOMS AND PRIVATE SHOWERS WITH CHANGING ROOMS

LAUNDRY

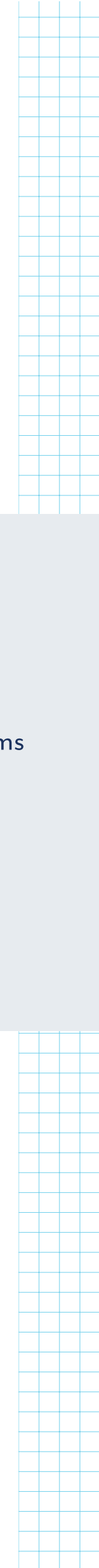
SOUTHWEST RESTROOMS AND PRIVATE SHOWERS WITH CHANGING ROOMS

KITCHENETTE

REFUSE AND RECYCLING CENTER

**Fifth floor summary:**

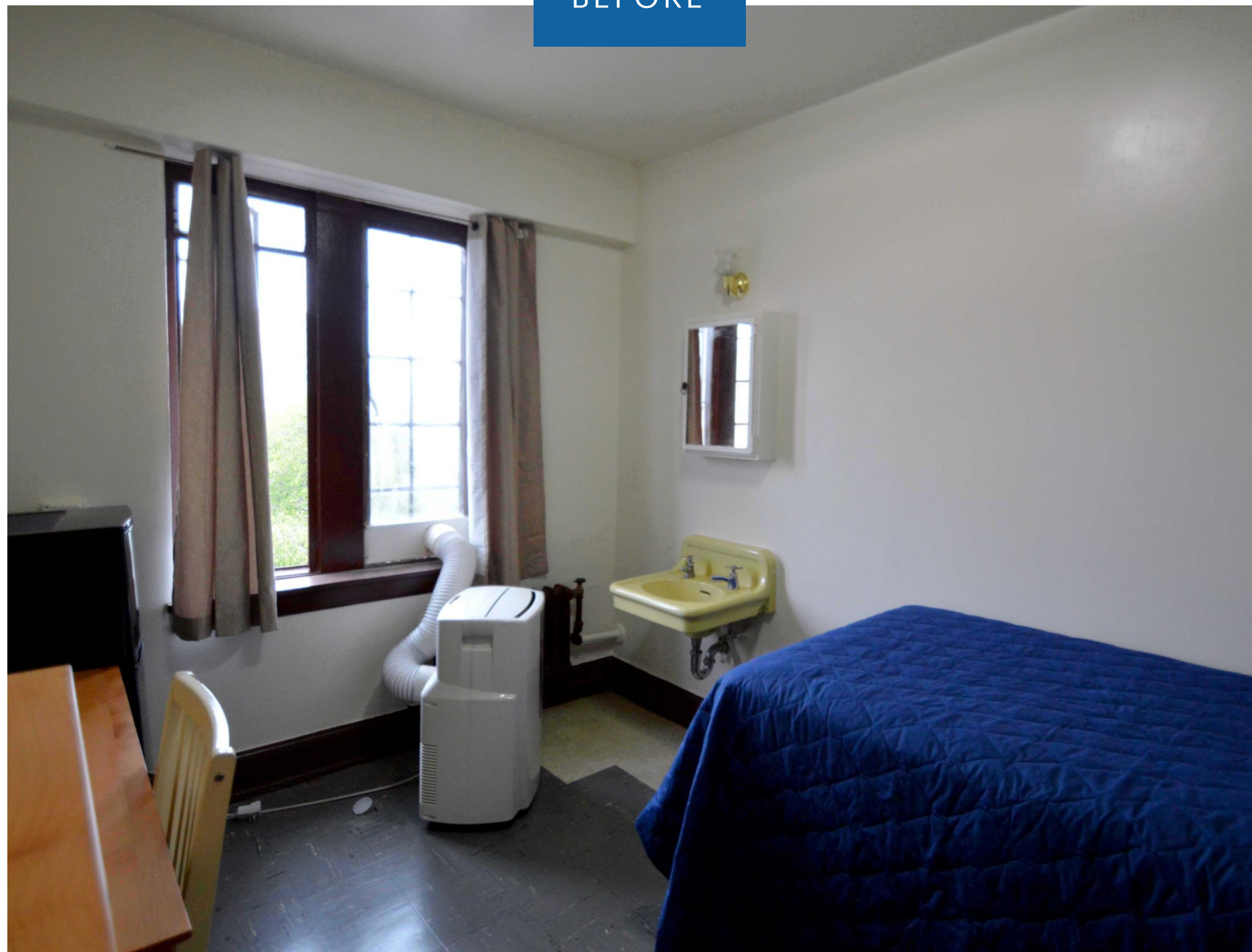
- 58 SRO units
- 8 toilets
- 6 private showers and changing rooms with 1 wheelchair accessible stall
- 4 microwaves
- 2 kitchenette sinks for dishwashing and drinking water
- 2 washer and dryer units
- 1 refuse and recycling center



## MEN'S RESIDENCE RENOVATION PROJECT

## Bedrooms

BEFORE



AFTER



## Improvements will include:

- Vinyl plank flooring
- Updated HVAC system
- New lighting throughout
- New windows and window treatments
- New fire-rated and ADA compliant doors
- New refrigerator, bed, desk, chair and desk lamp
- Free Wi-Fi
- Custom built-in millwork that at least doubles storage space







## MEN'S RESIDENCE RENOVATION PROJECT

## Expense overview

Our historic building needs to be made ADA-accessible and must measure up to current municipal codes, ensuring we provide a home that meets dignity, safety and public health standards.

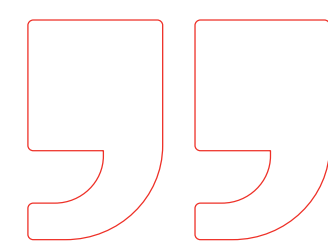
In our effort to improve the physical structure that supports our social-emotional work, we are maintaining a commitment to affordability and the current rental rates. During construction, we will not pass on the market-rate housing expenses to the residents and will likely turn to area hotels during construction period.

## Total Project Budget **\$12.6M**

\$1M		Future Maintenance and Scholarship	
\$1.7M		Furnishings	<b>DESIGN PARTNER</b> Designs for Dignity Transforming nonprofit environments through pro bono design services and in-kind donations — empowering lives through design.
\$6.9M		Renovation: Entrance, Lobby, Program Space, Floors 3-5	<b>CONSTRUCTION PARTNER</b> Bulley & Andrews Delivering exceptional construction services and craftsmanship to improve communities and help grow organizations while cultivating enduring partnerships. Prior to start of construction, McGaw YMCA and Bulley & Andrews will execute a guaranteed maximum construction contract.  <b>ENGINEERING PARTNER</b> CCJM Providing the highest level of service while delivering the full range engineering expertise with a commitment to sustainable principle, Green World practices and Smart Solutions.  <b>ARCHITECT PARTNER</b> LCM Architects Blending architecture and accessibility to build new and renovated spaces to serve owners and community.
\$1.25M		Resident Member Relocation During Construction	
\$1.15M		Project Contingency	
\$600K		Planning and Architectural Fees	
<b>BUDGETED</b>			<b>SECURED</b>

MEN'S RESIDENCE RENOVATION PROJECT

# Projected timeline



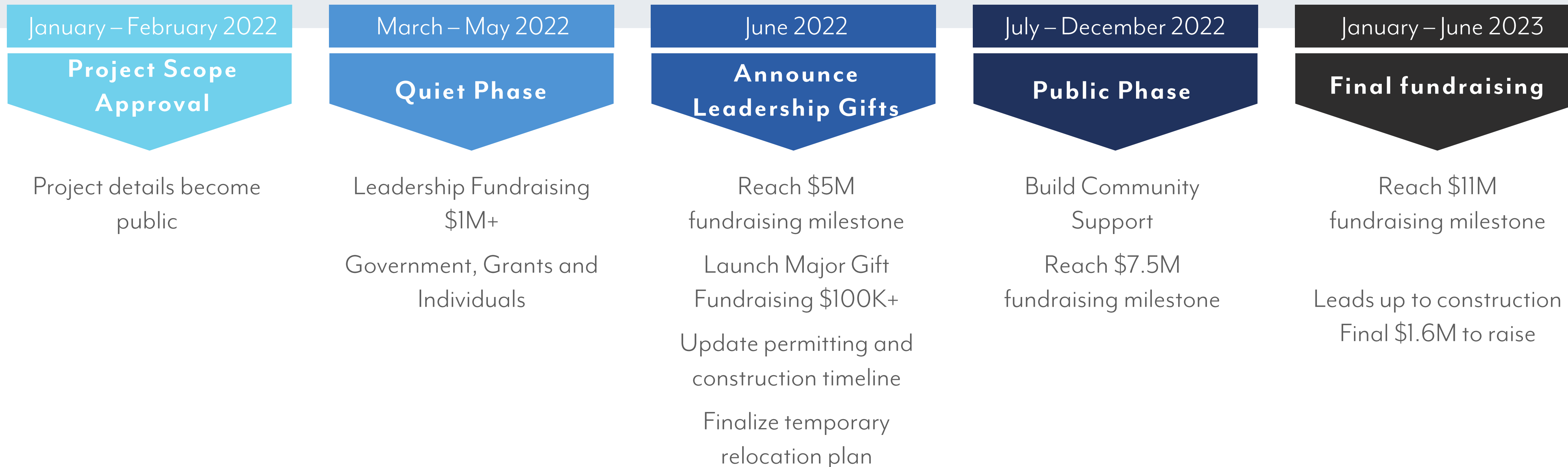
*Here, you have the peace of mind that this place is never going away. It's my home and long after I'm gone, this place will still be here for people.*

– **JAMES**  
RESIDENT MEMBER

Updates are long overdue, and our building and its amenities should match our commitment to high-quality programming. Our outstanding services can only be enhanced by a comfortable, functional, and safe space that speaks to each resident's dignity and privacy.

MEN'S RESIDENCE RENOVATION PROJECT

# Fundraising Timeline





## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
CC: Johanna Nyden, Community Development Director; Sarah Flax, Housing & Grants Manager  
Subject: Tenant-Based Rental Assistance Program Renewal Funding  
Date: April 19, 2022

---

### Recommended Action:

Staff recommends approval by the Housing and Community Development Committee of up to \$200,000 of renewal of funding for a new cohort of families in the Tenant-Based Rental Assistance program, administered by Connections for the Homeless.

### Funding Source:

Funding is from the HOME Investment Partnerships Program, 240.21.5430.65538. Currently, the City has a total of \$179,925.29 in available uncommitted HOME entitlement funds. Funding will be increased to \$200,000 pending receipt of our 2022 HOME grant. The 2022 federal Consolidated Appropriations Act included an increase to the HOME allocation from 2021, so the \$350,000 estimated HOME grant used in the 2022 draft Action Plan is conservative. 2022 HOME grant amounts by entitlement community are expected to be released by mid-May 2022.

### Committee Action:

For Action

### Summary:

The TBRA program provides stable housing and support services for two years to very low-income at-risk families with children under the age of 18 in Evanston schools to break the cycle of poverty and instability by developing their capacity to earn a living wage to support their families and afford market-rate rental housing. The second year of the COVID-19 pandemic has added additional stress to an already overburdened housing landscape and has disproportionately impacted low-income residents and people of color. As a result, there is a considerable need of rental assistance for the households to remain stably housed and avoid eviction. The TBRA program is based on the need in the community and the program's success.

The City allocated \$160,000 to the program in 2020, and \$300,000 to the program in 2019. For the period of January 1, 2021 – March 1, 2022, Connections For the Homeless served 17 Evanston families through the program, including 18 adults and 51 children. Connections achieved the following outcomes:

#### **Housing**

- 92% of families (12 of the 17 served) who graduated from the program moved to a permanent home they can sustain.
- Of the 12 households who graduated, seven (7) families received support beyond the two-year rental assistance period to ensure they could maintain housing and protect their health and safety amid the pandemic. These extensions helped all seven families exit to a permanent home.
- One (1) family exited to live with their network of support, and Connections continues to provide ongoing case management to ensure they can maintain housing.

#### **Employment**

- 88% of families (15 of the 17 served) started new jobs or maintained their jobs.

#### **Education**

- 100% of the 51 children served in the program have advanced to the next grade level. Each family and each child experienced the pandemic differently.
- 17% of adults served (3 of the 18) participated in educational and certification programs, including YW Tech Lab, real estate license, phlebotomy certification, and lactation specialist training.

### **Income**

- 41% of families served (7 of 17) maintained or increased their income while in the program. o Most families maintained their income and one family increased their income by securing a new job in a new field.
- 59% of families served (10 of 17) did not maintain or increase their income during this program year. Of the 10 households: o Three (3) participated in school/education/certification programs (as noted above).
- Seven (7) experienced job loss or decreased hours during the program year.
- Four (4) of these households are continuing in the program and are expected to secure steady employment by the program end date
- Three (3) households exited the program and maintained both stable housing and employment post-exit.

More information about the program and Connections' outcomes can be found in their application and program outcomes document (both attached).

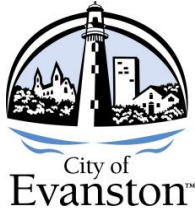
No additional families can be enrolled in TBRA unless more funds are allocated. If the City allocates \$200,000 to the Tenant-Based Rental Assistance program, it will allow Connections for the Homeless to provide two years of rental subsidies to an additional eight to nine families, even with the rising housing costs.

#### Attachments:

[CFTH TBRA Application Program Year 2021](#)

[CFTH Program Outcomes](#)

[CFTH FY22 Budget](#)



**Community Development Dept.  
Housing & Grants**  
2100 Ridge Avenue  
Evanston, Illinois 60201  
T: 847.448.8679

# HOME Tenant Based Rental Assistance (TBRA) Program Application

Application Date: \_\_\_\_\_

## SECTION A General Information

Applicant Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Federal Tax ID #: \_\_\_\_\_

## SECTION B Activity/Funding

**Assistance Type:** (check all that apply)

- Monthly Rental Assistance       Security Deposits       Utility Deposits

**Funding:** Total HOME funds requested: \_\_\_\_\_

**Units:** Estimated HOME units to be assisted: \_\_\_\_\_

## SECTION C Geographic Location

**Location of Program:**

County: \_\_\_\_\_ Census Tract: \_\_\_\_\_  
 Congressional District: \_\_\_\_\_ State House District: \_\_\_\_\_  
 State Senate District: \_\_\_\_\_

## SECTION D Special Needs Populations

If you are proposing to target any special needs populations, check **ALL** that apply and number to be served:

- Mentally Disabled \_\_\_\_\_       Homeless \_\_\_\_\_       Chemical Dependencies \_\_\_\_\_  
 Physically Disabled \_\_\_\_\_       Elderly \_\_\_\_\_       Other: \_\_\_\_\_  
 Migrant/Agriculture Workers \_\_\_\_\_       HIV/AIDS \_\_\_\_\_

## SECTION E Program Summary

**Program Summary:** Describe the proposed rental assistance program and how it will be carried out by your agency. Applicants should address the process and procedures for each of these components (rent standard, program design, groups served, method of payment) and how they will be addressed within a two year program.

With HOME Funds via the U.S. Dept. of Housing & Urban Development and passed through the City of Evanston, Connections for the Homeless will provide permanent housing and comprehensive services to 8-9 families through its TBRA Family Housing program. Families receive rental assistance for 24-months as they work to increase their income and sustain market-rate rent.

The TBRA program specifically serves families with children in District 65 and 202 who are homeless or housing insecure. Families are referred to the program by District 65 and 202 social workers, community partners (Family Promise, Moran Center, Y.O.U., etc.) and via Connections staff. Families may be living in shelters, doubled up with friends or family, or have lost their housing to an eviction or foreclosure.

All families in the TBRA program are supported by a full-time Connections Case Manager. The Case Manager supports the family in locating and moving into an affordable home in Evanston and partnering with a local landlord. Every family works with the Case Manager to develop an individualized plan to reach their goals and improve their long-term housing stability. From the moment families enter the program, the Case Manager works with them to develop a plan that will result in a successful exit where they can maintain housing.

To achieve the goals they identify in their service plan, families have access to comprehensive services including: education support, financial assistance for education tuition and fees, employment search assistance, resume development, transportation assistance, counseling services, benefits application support, financial literacy, and connections to community providers to meet the families needs. On average, families meet with the Case Manager two-to-three times per month.

Families pay 30% of their adjusted gross income toward rent each month. Connections pays the balance of rent to the landlord, and the City of Evanston reimburses Connections via HOME funds. The ultimate goal is that within two years, families are economically stable and able to maintain a permanent home.

## SECTION F Selection Procedure

Provide a description of the selection procedure or process that will be used to qualify potential tenants. Be certain to include how applicants will be selected for participation (to include preferences).

The TBRA program was founded more than seven years ago in response to the growing number of students in Evanston's public schools who were experiencing homelessness. District 65, 202, the City of Evanston, and Connections for the Homeless partnered to deliver an innovative new program to help strengthen and stabilize Evanston families.

Families are referred to the TBRA program from a variety of partners, including both public school districts, community organizations, and by Connections staff who engage with thousands of people each year who are housing insecure. All families referred to the program are assessed for interest and eligibility. Eligibility requirements include the ability to:

- Secure a lease and utilities in their own name with case management support during the housing location process
- Follow the terms and requirements of the lease
- Participate in the creation of a service plan and identify goals to work towards that will lead to successful completion of the program
- Meet at least monthly with the Case Manager
- Provide verification of income
- Pay 30% of the household income toward rent each month
- Work with District 65 and/or 202 social workers to ensure children have access to the services and support they are eligible for at school

In addition to the eligibility requirements, at program entry, families must agree to the following assessments:

- Employability for adult household members
- Public benefit eligibility (SNAP, WIC, etc.), if not already enrolled, and agree to work with the Case Manager to get enrolled

Families may also voluntarily agree to additional assessments of their children, including medical, education, and psychosocial assessments. However, at no time are these assessments ever required to participate or continue to receive support in the program.

Connections currently has a wait-list of more than 30 families who are eligible for the TBRA program.

**SECTION G Self Sufficiency**

If applicant is proposing to target assistance to tenants who are a part of an existing self sufficiency program, provide a brief description of the current program and how the HOME TBRA would be used.

Given the unprecedented impact of COVID-19 pandemic on people who are housing insecure, Connections for the Homeless has worked with the City of Evanston to ensure families who needed additional time in the program were granted extensions. The pandemic has created a number of challenges for families in the program related to childcare and employment. In the last 14-months, Connections and the City partnered to support eight (8) families beyond the two-year rental assistance period to ensure they could maintain housing and protect the health and safety of their family. These extensions have allowed seven (7) of the eight (8) families to stabilize and exit to a permanent home.

With \$200,000 in HOME funds, Connections will provide four (4) families currently in the TBRA program the opportunity for a second year of support (within the 24-month rental assistance time frame). Connections will also open the program for four (4) to five (5) new families who will have 24-months of rental assistance and case management support to strengthen their housing stability. We currently have a wait-list of more than 30 Evanston families who are eligible for the program.





**SECTION H Administrative Team**

Please complete for each individual administrative team member to include: name, address, and telephone number.

Type	Name	Address, City, State, Zip	Telephone Number
Project Administrator			
Financial Administrator			
Intake Specialist			
Property/Maintenance Inspector			

**SECTION I Administrative Management Plan**

The applicant **must** address the following items in the administrative management plan:

-  Tenant Selection Process
-  Affirmative Marketing
-  Equal Opportunity and Fair Housing
-  Assistance Contract

Provide the Administrative Management Plan:

The referral process described in SECTION F is how people are connected to our program. We assess people for eligibility on a first come, first served basis. If eligible, families are offered a spot in the program with agreement that they follow the basic program rules. If the program is full and families are eligible, Connections will maintain a wait-list and refer to other community resources and options to meet the family's immediate needs. We currently have 30 families who are eligible for the program and on the wait-list.

Connections works with a range of partners across the community, including businesses, nonprofits, faith communities, municipal staff, volunteers, healthcare staff, etc. to bring greater awareness to our work. We also operate street-based outreach efforts to connect with those least likely to engage in our services. We are committed to the mission and work of HUD's Office of Fair Housing and Equal Opportunity to eliminate housing discrimination and promote inclusive communities. All our programs and services are open to all regardless of gender, religion, race, ethnicity, sexual orientation, national origin, family status, or ability.

**Monthly Utility Allowance Calculations** (Round to nearest dollar amount)

Utilities	Type of Utility (Gas, Electric, etc.)	Utilities Paid By		Enter Allowances by Bedroom Size				
				0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
Heating		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
AC		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Cooking		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Lighting, etc.		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Hot Water		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Water		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Sewer		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
Trash		<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant					
<b>Total Utility Allowance for Units:</b>								

Source of utility allowance calculation:

Local PHA: \_\_\_\_\_  Utility Company  Other: \_\_\_\_\_

**Note:** Documentation to support utility allowance claims must be submitted with this application

**Assistance payments will be paid to:**

Owner/Landlord  Tenant

**Method used to calculate subsidy:**

Section 8 Certificate Model

Section 8 Voucher Model

Other (describe method):

Families will pay 30% of their monthly adjusted gross income toward rent. Connections will regularly assess income to determine the rent payment. Families will pay their portion directly the landlord, and Connections will pay the balance directly to the landlord. Families will also pay all of their utilities that are not covered by the landlord as part of the lease. Thus, there are no utility allowances.

**SECTION J Marketing Plan**

**Affirmative Fair Housing Marketing Plan**

Applicant's Name, Address (including city, state & zip code) & Phone Number:	Approximate Starting Dates Advertising: Occupancy:	Price or Rental Range From: \$ _____ To: \$ 2,300
	Targeting Units: <input type="checkbox"/> Homeless <input type="checkbox"/> Elderly <input type="checkbox"/> Large Family <input type="checkbox"/> Special Needs <input type="checkbox"/> Handicapped	Number of Units:
Project's Name, Location (including city, state and zip code):	County:	Census Tract
Type of Affirmative Marketing Plan (check only one): <input type="checkbox"/> Project Plan <input type="checkbox"/> Minority Area <input type="checkbox"/> White (non-minority) Area <input type="checkbox"/> Mixed Area (with _____ % minority residents) <input type="checkbox"/> Annual Plan (for single-family scattered site units)	Managing/Sales Agent's Name & Address (including city, state and zip code):	
	Direction of Marketing Activity: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander	

Marketing Program: Commercial Media (Check the type of media to be used to advertise the availability of this housing):

Newspaper/Publications  Radio  TV  Billboards  Other (specify) \_\_\_\_\_

Name of Newspaper, Radio or TV Station	Group Identification of Readers/Audience	Size/Duration of Advertising

Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster:

- a) Will brochures, letters, or handouts be used to advertise?  Yes  No If "Yes", attach a copy or submit when available.
- b) For project site sign, indicate sign size \_\_\_\_ x \_\_\_\_ Logo type size \_\_\_\_ x \_\_\_\_ Attach a photograph of project sign and submit if available.
- c) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the  Sales/Rental Office  Real Estate Office  Model Unit  Other (specify) \_\_\_\_\_

Community Contacts. To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area. If more space is needed, attach an additional sheet. Notify HUD- Housing of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

Name of Group/Organization:	Group Identification:	Approximate Date (mm/dd/yyyy):	Person Contacted or to be Contacted:
Address & Phone Number:	Method of Contact:	Indicate the specific function the Group/Organization will undertake in implementing the marketing program:	

Future Marketing Activities (Rental Units Only) Mark the box(s) that best describe marketing activities to fill vacancies as they occur after the project has been initially occupied: <input type="checkbox"/> Radio <input type="checkbox"/> Community Contacts <input type="checkbox"/> Billboards <input type="checkbox"/> Newspaper/Publications <input type="checkbox"/> Brochures/Leaflets/Handouts <input type="checkbox"/> TV <input type="checkbox"/> Site Signs <input type="checkbox"/> Other (specify) _____	Staff has experience. <input type="checkbox"/> Yes <input type="checkbox"/> No On separate sheets, indicate training to be provided to staff on federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.
--	--

**DECLARATION**

All attachments to this application are identified in the appropriate exhibits checklist. All attachments are clearly labeled and provided in the order requested.

The undersigned agrees that the City of Evanston may substitute its own figures, which it deems reasonable, for any or all figures provided herein by the undersigned. The City of Evanston reserves the right to request additional information, documents, plans, specifications, or other materials as needed or require changes to the information submitted herewith. The undersigned agrees to provide any and all such information, documents, plans, specifications, or other materials, at its own cost, whenever the same are requested to be provided.

**Applicant Certification:**

The undersigned certifies that the statements made in this application and all attachments are true, correct and complete. Verification may be obtained from any source necessary. Falsification of any of the statements made in this application will, result in the cancellation of any award resulting from the submission of this application.

**ORIGINAL SIGNATURE REQUIRED:** \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## Connections' TBRA Family Housing Program Program Outcomes: January 1, 2021 – March 1, 2022

With HOME Funds via the U.S. Dept. of Housing & Urban Development and passed through the City of Evanston, Connections for the Homeless is proud to provide permanent housing and comprehensive services to Evanston families through the TBRA program. During the past 14-months, Connections served 17 Evanston families through the program, including 18 adults and 51 children. This is a decrease in households served compared to previous years because our most recent contract amount with the City for the program was \$160,000 compared to \$300,000 the year prior.

The families we served were incredibly resilient amid the ongoing COVID-19 pandemic. Many households accomplished significant goals to strengthen their housing stability and secure their future.

Partnering with Connections' TBRA Case Manager, heads of households completed education programs, received new employment certifications, applied to jobs, and started new employment opportunities. Customized employment support is provided via a range of partners like the YWCA Evanston/North Shore and Impact Behavioral Healthcare's supported employment program.

Additionally, Connections provided a range of other services to help families rebuild and move forward. This included sending children to sleep-away summer camp, offering counseling services in partnership with the Josselyn Center, providing ongoing and regular access to our food pantries and basic supplies, and linking families to partners like Cradles to Crayons and Books and Breakfast.

With comprehensive services and rental assistance in place, we help families achieve their goals. Our outcomes during the past 14-months include:

### Housing

- 92% of families (12 of the 17 served) who graduated from the program moved to a permanent home they can sustain.
- Of the 12 households who graduated, seven (7) families received support beyond the two-year rental assistance period to ensure they could maintain housing and protect their health and safety amid the pandemic. These extensions helped all seven (7) families exit to a permanent home.
- One (1) family exited to live with their network of support, and we continue to provide ongoing case management to ensure they can maintain housing.

### Employment

- 88% of families (15 of the 17 served) started or maintained their jobs.

### Education

- 100% of the 51 children served in the program have advanced to the next grade level. Each family and each child experienced the pandemic differently. Some families reported academic improvements for students during remote learning, while others reported the need for more structure and in-person

instruction. As classes returned in person, some families reported social-emotional challenges as students readjusted to being in the classroom.

- 17% of adults served (3 of the 18) participated in educational and certification programs, including YW Tech Lab, real estate licensure, phlebotomy certification, and lactation specialist training. These advanced trainings and certifications will allow for more long-term employment opportunities at higher wages.

#### **Income**

- 41% of families served (7 of 17) maintained or increased their income while in the program.
  - Most families maintained their income and one family increased their income by securing a new job in a new field.
- 59% of families served (10 of 17) did not maintain or increase their income during this program year. Of the 10 households:
  - Three (3) participated in school/education/certification programs (as noted above).
  - Seven (7) experienced job loss or decreased hours during the program year. Four (4) of these households are continuing in the program and we expect by program end they will secure steady employment. Three (3) households exited the program and secured both stable housing and employment post exit.

For all families in the program, a regular and ongoing part of our case management discussions is planning for long-term home affordability and sustainability. The largest challenge for the families we serve is the ability to find a unit they can afford after the rental subsidy ends. We continue to explore ways to deepen engagement of and expand relationships with local realtors and landlords to grow the number of available affordable rental opportunities.

We're also proud to share some individual highlights of the accomplishments of the people we served in the last 14-months:

- A head of household was certified as a phlebotomist and is currently working full-time in the field
- A participant has successfully reinstated their real estate license and has restarted their real estate career
- A family was accepted into a permanent supportive housing program, giving them permanent stability that aligns better with their complex needs
- A head of household was accepted and is participating in a Google employment training program

As families graduate from the TBRA program, our support continues. Connections recently expanded our aftercare programming so that we can provide the wrap around support families need to ensure their stability and success in their home. We are proud to walk alongside our neighbors to help them move forward and get back on their feet.



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## Connections for the Homeless Fiscal 2022 Budget

Description	FY 22 TOTALS
Total Individuals	\$1,891,140
Total Institutions	\$1,267,775
United Way	\$37,000
Fundraising events - Net	\$446,358
Total Government	\$9,874,478
Total Client, Contracted and Other Income	\$86,300
<b>Total Revenues</b>	<b>\$13,603,051</b>
Total Personnel	\$5,803,176
Total Staff Recruiting, Training and Development	\$57,580
Total Occupancy	\$326,237
Total Vehicles	\$19,738
Total Direct Assistance to Individuals	\$6,566,936
Total Professional and Contractual Services	\$434,791
Total Equipment and Supplies	\$141,145
Total Office Management	\$146,303
Total Insurance	\$53,969
Total Interest Expense	\$4,800
Total Depreciation and Amortization Expense	\$45,977
Total Miscellaneous Expenses	\$2,400
<b>Total Expenses</b>	<b>\$13,603,051</b>
<b>Income over Expenses</b>	<b>\$0</b>



## Memorandum

To: Members of Housing & Community Development Committee  
From: Sarah Flax, Housing & Grants Administrator  
Subject: Approval to Transfer Unobligated Neighborhood Stabilization Program 2 Program Income in the Amount of \$145,591.50 to the City's Community Development Block Grant to Close Out the City's \$18.15 Million NSP2 Grant

Date: April 19, 2022

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### Recommended Action:

Staff recommends approval by the Housing and Community Development Committee to transfer the remaining unobligated program income from the Neighborhood Stabilization Program 2 (NSP2) grant in the amount of \$145,591.50 to the City's Community Development Block Grant program as directed by HUD to close out the NSP2 grant.

### Funding Source:

GL 250.21.5005.55306 amount of funds is \$145,591.50.

### Committee Action:

For Action

### Summary:

HUD notified staff on January 21, 2022 that following a review of the NSP2 guidance it had been determined that Evanston's NSP2 grant was ready for closeout. Contributing factors include completed activities, no new activity within the past two years, and LOCCS fully drawn or at least 90% drawn. Evanston meets all these requirements. The grant closeout process includes transferring the unexpended and unobligated program income generated by the NSP2 grant to the City's CDBG program. Because the City is a CDBG entitlement community and NSP2 was based on the CDBG program, transferring NSP2 program income to CDBG enables CDBG recipients to use the funding to rehabilitate housing units occupied by low- and moderate-income households, which is substantially the same use as housing rehabilitation under NSP2.

Much of the process to review and confirm the receipts and expenditures of program income is complete. Staff is completing the *Grantee Request: Transfer of NSP Program Income to Community Development Block Grant* form that must be submitted to HUD (attached). Documentation that our Annual Action Plan has been amended to include the transferred funds and how those funds will be used must be submitted with the form. A draft amendment may be submitted (item 5. On the form). It

has not yet been determined by HUD if the City is to amend its most recent approved Action Plan, which is the 2021 Action Plan, or the current year 2022 Action Plan, which is in draft form and will be finalized following the receipt of the City's 2022 CDBG grant amount; this is expected to be received by May 16, 2022. The transferred NSP2 program income will be added to the Housing goal in whichever Action Plan we are told to amend and a what time, which will affect the requirements and timeframe:

- If the 2021 Plan is amended, the Housing goal will be increased by 18.9% and is not a substantial amendment
- If the draft 2022 Plan is amended, the Housing goal will be increased by 20.8%, which is the 20% threshold that triggers a substantial amendment and requires a 30-day public comment period

There is a third possibility that HUD will instruct us to wait until we receive our 2022 entitlement grant amounts, make any other changes to the draft 2022 Action Plan required based on the actual CDBG grant amount, and include the transferred NSP2 program income at the same time. Entitlement grant amounts are expected to be released by May 16, 2022 (60 days following the approval of the federal 2022 Consolidated Appropriations Act). Whether a substantial amendment would be triggered under this process would be determined when our 2022 CDBG grant amount is known and the final amount of 2021 CDBG program income is included (2021 CDBG program income is \$172,475.57 and the estimate used in the draft 2022 Action Plan is \$74,105).

Staff continues to work with HUD to prepare for the transfer of program income in the HUD databases, Disaster Recovery Grant Reporting (DRGR) system used for NSP2, and the Integrated Disbursement and Information System (IDIS) used for CDBG following the attached guidance.

Attachments:

[NSP-PI-Grantee-Request-Transfer-Template](#)

[NSP-Program-Income-Transfer-Instruction](#)

[Grantee's Letterhead]

**Grantee Request  
Transfer of NSP Program Income to Community Development Block Grant (CDBG)**

Date: \_\_\_\_\_ Grant Number: \_\_\_\_\_

Grantee: \_\_\_\_\_

1. Amount of un-obligated program income to transfer: \_\_\_\_\_

2. Requesting any and all future program income to be transferred to CDBG: Yes or No

3. Activity number(s) associated with the NSP activity(ies) that generated the program income:  
\_\_\_\_\_

4. Attach documentation, such as an Excel spreadsheet, that reconciles NSP program income with internal financial records and DRGR.

5. Provide documentation that your Consolidated Annual Action Plan has been amended to include the transferred funds and how it will be used. Draft amendment is acceptable.

6. LH25 Compliance:

Grant Amount: \_\_\_\_\_

Program Income Obligated/Expended: \_\_\_\_\_

Total: \_\_\_\_\_

25% of Total: \_\_\_\_\_

LH 25 Requirement Met: \_\_\_\_\_

7. Attach any supporting documentation of the LH25 compliance

**Note:** While it is preferred, a grantee does not need to have met their LH25 requirement at the time of program income transfer. However, the local HUD Field Office staff must have a high level of confidence that the requirement will be met as outlined in the NSP Unified Notice

(<https://www.hudexchange.info/resource/801/unified-nsp1-and-nsp3-notice-october-19-2010/>) and NSP Closeout Notice

[Grantee's Letterhead]

(<https://www.hudexchange.info/resource/2737/notice-of-nsp-closeout-requirements-and-requirements-capture/>).

**FOR STATE GRANTEES:**

In addition to providing the documentation listed above, provide documentation that sub-awardee and/or subrecipient agreements have been amended as appropriate. These agreements must include compliance to any and all CDBG rules and regulations.

If State grantees have all un-obligated program income and/or future program income transferred to their own CDBG program from sub-awardees or subrecipients, the funds must be re-allocated using State's approved method of distribution. Further, the waiver allowing States to directly award NSP funds is no longer applicable when program income is transferred to a State CDBG program.

**ALL GRANTEES:**

The grantee fully understands that by signing this request to transfer un-obligated NSP program income and/or any and all future program income to their CDBG program (if an entitlement community) or to an open State CDBG grant (if a non-entitlement community), the funds take on all the characteristics of CDBG.

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**NSP Grantee Signature**

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**Date**

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**Printed Name and Title**

**PROCEDURES FOR THE TRANSFER OF  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME**

*U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
August 16, 2017*

The documents listed below provide instructions on completing the transfer of program income from the Neighborhood Stabilization Program (NSP) as authorized by the [Notice of the Neighborhood Stabilization Program: Changes to Closeout Requirements related to Program Income \(Program Income Notice\)](#) published June 14, 2016 (FR 5933-N-01). In addition to this instruction manual, HUD has published [Frequently Asked Questions Regarding the Transfer of NSP Program Income](#) to address the policy considerations related to completing the transfer.

1. Procedures for the Transfer of NSP Program Income
  - SECTION I. Disaster Recovery Grant Reporting (DRGR) System
  - SECTION II. Integrated Disbursement Information (IDIS) System
  
2. Request for HUD Authorization to Transfer NSP Program Income

Templates available at

<https://www.hudexchange.info/resource/5122/neighborhood-stabilization-program-program-income-transfer-instructions/>.

August 16, 2017

**PROCEDURES FOR THE TRANSFER OF  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME**

**SUMMARY OF ACTIONS**

**SECTION I. DISASTER RECOVERY GRANT REPORTING SYSTEM (DRGR) PROCEDURES**

1. RECONCILE PROGRAM INCOME
2. REQUEST TRANSFER FROM FIELD OFFICE
3. CANCEL DRGR PROGRAM INCOME RECEIPTS
  - a. Determine the amount of program income receipts that must be cancelled in DRGR
  - b. Check program income account balances
  - c. Determine which program income receipts should be cancelled
  - d. Cancel program income receipts

**SECTION II. INTEGRATED DISBURSEMENT INFORMATION SYSTEM (IDIS) PROCEDURES**

1. ACCESS THE RECEIPT FUNCTIONS
2. ADD RECEIPTS
3. ADD FORMULA GRANT RECEIPT SCREEN
4. EDIT/VIEW RECEIPTS
5. EDIT RECEIPT SCREEN
6. VIEW RECEIPT ACCOUNTS

## **PROCEDURES FOR THE TRANSFER OF NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME**

This document describes the procedures for transferring program income from the NSP program to the Community Development Block Grant (CDBG) program as authorized by the Notice of Neighborhood Stabilization Program; Changes to Closeout Requirements Related to Program Income (Program Income Notice) published June 14, 2016 at 81 Federal Register 38730. Specifically, guidance is provided to transfer program income generated under the NSP program from the Disaster Recovery Grant Reporting (DRGR) system to the Integrated Disbursement Information (IDIS) system. Section I of this document describes the procedures for canceling receipted NSP program income from DRGR. Section II focuses on the process of receipting NSP program income to IDIS. NSP as used in this document refers to grantees receiving grants under any of the three rounds of NSP funding including NSP1, NSP2, and NSP3.

### **SECTION I. Disaster Recovery Grant Reporting (DRGR) System Procedures**

#### **1. RECONCILE PROGRAM INCOME**

Grantees will reconcile program income balances before the local HUD Field Office approves a request to transfer NSP program income to the CDBG program. The first step is to review NSP program income receipts and drawdowns in DRGR using DRGR MicroStrategy Report **Fin Rept 07b: Cumulative Data – Activity Level**, to ensure that program income receipts and drawdowns recorded in DRGR reconcile with corresponding internal financial records. Grantees are not required to receipt program income in DRGR that is on-hand but not yet receipted in DRGR if the grantee intends to transfer the un-receipted program income to the CDBG program.

#### **2. REQUEST TRANSFER FROM FIELD OFFICE**

Once the grantee has reconciled its NSP program income receipts and drawdowns in DRGR with corresponding internal financial records, the grantee will submit a written request ([see templates](#)) to the local Field Office for the transfer of NSP program income its CDBG program. This request is to include the following:

- A. Grant number, specific appropriation, and activity number(s) associated with the NSP activity (ies) that generated the program income;
- B. Amount of available NSP program income, including:
  - The amount of program income receipted and drawn in DRGR and the remaining DRGR program income balance; and
  - The amount of program income that has not been receipted in DRGR;

- C. Amount of NSP program income transfer request. Note: only program income on-hand (received and not received) at the time of the request may be transferred;
- D. A copy of the NSP program income reconciliation record (e.g. Excel spreadsheet);
- E. A statement that DRGR agrees with the grantee's internal financial records less any NSP program income on-hand that has yet to be received in DRGR; and
- F. An analysis of the LH25 set-aside and administrative caps to demonstrate compliance with the requirements, including:
  - A minimum of 25% of program funds and NSP program income must be used to benefit low-income individuals or households (incomes of 50% AMI or less); and up to 10% of program funds and NSP program income may be used for administrative purposes.
  - Compliance with the LH25 set-aside and administrative cap should be performed **AFTER** subtracting the NSP program income that is proposed to transfer to the CDBG program.

Following Field Office review and approval, the grantee must scan and upload HUD's written response to the Administrative Activity in the DRGR Action Plan module as documentation of authorization. In addition, the grantee must note in its current Quarterly Performance Report (QPR): 1) HUD's approval, 2) date of approval, 3) the amount of NSP program income approved for transfer and, 4) the activity number(s) associated with the NSP activity (ies) that generated the program income in the Overall Narrative Section of the QPR. The NSP program income transfer is to be completed promptly after the date of receipt of HUD's authorization.

### 3. CANCEL DRGR PROGRAM INCOME RECEIPTS

Upon Field Office approval of the NSP program income transfer to the CDBG program, the grantee must cancel DRGR program income receipts that will be received in IDIS as part of the transfer. If the grantee has DRGR program income receipts that must be cancelled from DRGR as a result of the approved transfer of NSP program income to IDIS, please complete the following steps:

- A. **Determine the Amount of Program Income Receipts that must be Cancelled in DRGR.** The amount that will need to be cancelled in DRGR will depend on: (1) the amount approved by HUD for transfer, (2) the amount of program income not yet received into DRGR, if any, and (3) the program income Balances in DRGR. Any program income not yet received into DRGR will be applied to the amount approved for transfer first, then the remaining amounts needed to meet the transfer amount will be cancelled from the program income balances in DRGR.

Note that this guidance applies generally, and it is important to review step B below regarding program income accounts when determining amounts that will be cancelled. See below for some examples that show how a grantee would determine the amounts that need to be cancelled in DRGR.

**Example NSP Program Income Approved for Transfer to IDIS**

	<b>Example A</b>	<b>Example B</b>	<b>Example C</b>	<b>Example D</b>
Total Program Income Approved for Transfer	\$100	\$100	\$100	\$100
NSP Program Income not received in DRGR	\$100	\$0	\$50	\$70
DRGR Program Income receipts that must be cancelled	\$0	\$100	\$50	\$30
DRGR Program Income receipts	\$400	\$400	\$400	\$400
DRGR Program Income drawdowns	\$400	\$300	\$350	\$350
DRGR Program Income balance	\$0	\$100	\$50	\$50
DRGR Program Income balance after transfer to IDIS	\$0	\$0	\$0	\$20

There are a range of scenarios that may occur as a result of transferring NSP program income to the CDBG program. The four examples in the table above illustrate the most common occurrences. For all examples the approved amount for transfer is \$100.

- **Example A:** the grantee has drawn all program income that was received in DRGR and has \$100 NSP program income that has not been received in DRGR. No action in DRGR is necessary. The \$100 that was not yet received in DRGR will be received directly into IDIS. (Proceed to Section II IDIS Procedures).
- **Example B:** the grantee has a balance of \$100 NSP program income in DRGR. The grantee must cancel this program income in DRGR in order to transfer it to IDIS. (Complete Number 3 in Section I DRGR Procedures and Section II IDIS Procedures).
- **Example C:** the grantee has a balance of \$50 NSP program income in DRGR and \$50 of NSP program income that has not yet been received into DRGR. The grantee must cancel the \$50 of NSP program income in DRGR in order to transfer the NSP program income to IDIS (Complete Number 3 in Section I DRGR Procedures and Section II IDIS Procedures). The remaining \$50 NSP program income that has not been received in DRGR must be received directly in IDIS as described in Section II IDIS Procedures.
- **Example D:** the grantee has a balance of \$50 NSP program income in DRGR and \$70 NSP program income that has not been received in DRGR. The \$70 NSP program

income that has not been receipted in DRGR must be receipted directly in IDIS (Proceed to Section II IDIS Procedures). The grantee must cancel \$30 NSP program income from DRGR in order to complete the full \$100 transfer to IDIS (Complete Number 3 in Section I DRGR Procedures and proceed to Section II IDIS Procedures). This will leave the grantee with \$20 NSP program income remaining in DRGR.

**B. Check Program Income Account Balances to Establish Which Accounts Have Balances that will Be Cancelled** *\*Only applicable to grantees with Program Income Accounts\**

A key consideration is whether or not a grantee has created any DRGR program income accounts or Revolving Loan Fund (RLF) program income accounts. By default, every grantee has a GENERAL ACCOUNT where all DRGR activities are assigned. Grantees may have elected to create one or more program income Account(s) to move one or more activities from the GENERAL ACCOUNT into a separate Program Income Account.

If a grantee does NOT have Program Income Accounts or RLF Program Income Accounts outside of the General Account, then they will only need to consider the GENERAL ACCOUNT.

Using MicroStrategy Report **Fin Rept 05d: Program Income Account Summary**, determine the program income balance available in the GENERAL ACCOUNT and any program income accounts. The last column of the report will show each program income balance, which indicates the maximum amount of receipts that can be cancelled per Program Income Account.

**Example Fin Rept05d: Check balances for GENERAL ACCOUNT and Program Income Accounts**

PI Account	Metrics	Activity Budgets	Activity Obligations	PI Received	PI Disbursed	PI Balance
GENERAL ACCOUNT		\$8,375,154.26	\$8,375,153.26	\$1,503,341.08	\$1,092,406.35	\$410,934.73
HENDERSON		\$933,171.55	\$933,171.51	\$226,779.12	\$130,399.92	\$96,379.20
CITY OF		\$10,291,815.54	\$10,291,815.54	\$4,898,139.97	\$4,251,555.47	\$646,584.50

**C. Determine which Program Income Receipts should be Cancelled**

Remember, program income receipts and drawdowns are created at the activity level. DRGR will not allow program income drawdowns to exceed the cumulative sum of program income receipts in the GENERAL ACCOUNT and each Program Income Account. Therefore, one or more program income receipts can be cancelled for any number of activities so long as the cumulative sum of program income receipts that are cancelled does not result in a program income balance below the program income drawn amount.

For most grantees without Program Income Accounts, this process should be relatively simple. Using MicroStrategy Report **Fin Rept 05e: Program Income Receipt Report**,

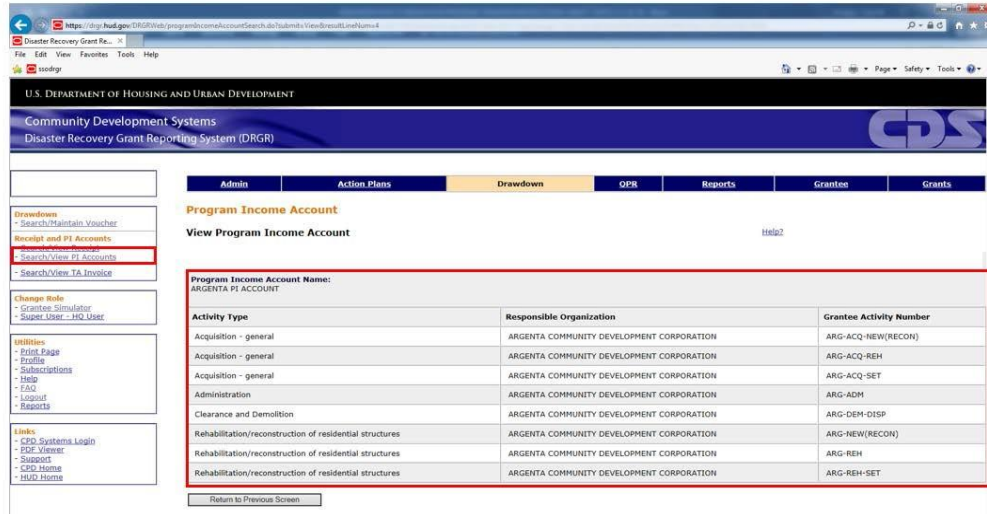
identify a sufficient number of receipts that sum to the amount of program income that must be cancelled in DRGR to match the amount approved for transfer to IDIS. If there are questions regarding which program income receipts to cancel, grantees should consult with their CPD Representative. In most cases, the most recently entered program income receipts should be cancelled.

**Example Fin Rept05e: Identify Program Income Receipts to Cancel**

Activity Number	Receipt Number	Receipt Date	Receipt Amount
<u>441049-Acquisition</u>	441049-11022012	11/5/2012	\$15,000.00
	441058-04042012	12/9/2011	\$2,038.00
<u>441058-Demolition</u>	441058-04052012	3/2/2012	\$1,538.00
<u>441044-FRANKLIN CTY MORPC</u>	44104409032014	9/3/2014	\$382,963.14
<u>441054-CHP-1066 E LONG</u>	44105411112015	11/11/2015	\$74,862.45
<u>441043-HOTH-4919 FOX RIDGE</u>	44104312092015a	12/9/2015	\$19,219.19
<u>441052-WEINLAND PARK 50% AMI RENTAL</u>	44105201052016	1/5/2016	\$50,946.00
	441053-08032012	8/3/2012	\$65,442.33
	441053-02062013	2/6/2013	\$81,114.58
	44105308022013	8/2/2013	\$50,086.31
	44105301082014	1/8/2014	\$29,489.99
	44105302042014	2/4/2014	\$37,893.27
	44150306052014	6/5/2014	\$73,821.65
<u>441053-CAMPUS PARTNERS</u>	441053061320147	6/13/2014	\$5,126.00
	44105307072014	7/7/2014	\$14,999.99
	44105308052014	8/5/2014	\$75,098.26
	44105309032014	9/3/2014	\$46,632.12
	44105310062014	10/6/2014	\$26,794.19
	44105312022014	12/2/2014	\$3,533.71
	44105310052015	10/5/2015	\$14,999.00
<u>441054-CHP-266 N 21ST</u>	441054-03052013a	3/5/2013	\$75,970.94
<u>441054-CHP-259 N 21ST</u>	441054-03052013b	3/5/2013	\$37,072.37
<u>441043-HOTH-5436 WESTGROVE</u>	44104312092015b	12/9/2015	\$49,146.89
<u>441043-HOTH-585 FOX RIDGE</u>	441043-03052013	3/5/2013	\$69,273.82
	441043-09052012	9/5/2012	\$37,864.81
	441043-01032013	1/3/2013	\$99,080.39

Grantees with Program Income Accounts must pay careful attention to which activities belong to which Program Income Accounts when selecting program income receipts to cancel. Grantees can determine which activities are in a program income Account by: Logging into DRGR > Click on the DRAWDOWN TAB > Click of Search/View Program Income Account > click 'View' next to the Program Income Account name, and the following screen will load:

### Example DRGR Screenshot of DRGR Activities in a Program Income Account



#### D. Cancel Program Income Receipts

Once a grantee has determined which DRGR program income receipts to cancel, the next step is to cancel each program income receipt. Grantees can edit receipts by:

- Logging into DRGR > Click on the DRAWDOWN TAB > Click of Search/View Program Income Receipts > click 'Edit' next to the Program Income Receipt, and the following screen will load:

#### Example DRGR Edit Program Income Receipt Screen

**Receipt**

**Edit Receipt** [Help?](#)

Receipt Created For: Receipt Created By:

Grant Number: \*Activity: 1800300001 08-353001 0901

\*Grantee Receipt #: 112-4456-3332 \*Receipt Date: 12/02/2011 Select Date (ex: mm/dd/yyyy)

\*Amount: \$ 11,118.27 (ex: 999,999.99) Total Receipt Amount: \$11,188.27

Comment:  
 Sold 452 Hill Street.  
 8/1/2016: transferred PI to IDIS.

\*Receipt Status: Cancelled

- Once the Edit Program Income Receipt screen loads, enter a note with the date indicating the program income receipt was transferred to IDIS, change the Receipt Status to “Cancelled” and Click SAVE. Repeat the process until all program income receipts have been cancelled.
- In the likely event that a program income receipt will need to be modified in order to transfer the exact amount approved to IDIS, follow the same steps outlined above. Once the edit program income receipt screen loads, reduce the program income receipt amount by the amount necessary and enter a comment in the comment box describing the original program income amount and the reason for the reduction (to transfer program income to IDIS).

After all receipts are canceled, the next step is to receipt funds into IDIS (See SECTION II – IDIS Procedures). However, the following consideration should be made:

- **Budgets:** If a grantee budgeted NSP program income in DRGR that has been transferred to IDIS, the grantee may need to reduce the Estimated Program Income at the Action Plan level, and Project and Activity level budgets. Always begin reducing budgets at the activity level and work towards the Action Plan level to avoid error messages. Refer to the DRGR User Manual Section 4: Action Plan Module for additional information, which can be found at: <https://www.hudexchange.info/programs/drgr/guides/>
- **MicroStrategy Reports:** MicroStrategy reports update overnight, so changes made today will not be reflected in MicroStrategy until tomorrow.

## SECTION II. Integrated Disbursement Information (IDIS) System Procedures

This section provides guidance on receipting NSP program income to the IDIS system. Note: grantees must be aware that once program income has been receipted to the IDIS system, it can only be used for CDBG eligible activities. CDBG program income must be used before grant funds are drawn from the CDBG Line of Credit.

### 1. ACCESSING THE RECEIPT FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left:

The screenshot shows the IDIS system interface. At the top, there are navigation tabs: 'Plans/Projects/Activities', 'Funding/Drawdown' (selected), 'Grant', 'Grantee/PJ', and 'Admin'. Below the tabs is a notification bar: 'You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.' The main content area is titled 'Activity Funding' and 'Search for Activities to Fund'. It contains a 'Search Criteria' section with the following fields: 'Program:' (dropdown menu set to 'All'), 'Activity Name:' (text input), 'Program Year:' (dropdown menu set to 'All'), 'IDIS Project ID:' (text input), 'IDIS Activity ID:' (text input), 'Grantee/PJ Activity ID:' (text input), 'Activity Status:' (dropdown menu set to 'Select'), and '\*Activity Owner:' (dropdown menu set to 'UTICA, NY'). There are 'Search' and 'Reset' buttons at the bottom of the search criteria section. On the left sidebar, the 'Receipt' menu item is highlighted with a blue bracket, showing sub-items: 'Add', 'Search', and 'Search Accounts'.

Each receipt function—Add, Search, and Search Accounts—is discussed on the next page.

### 2. ADD RECEIPTS

Click the Receipt Add link on any Funding/Drawdown screen to display the Add Receipt menu:

The screenshot shows the IDIS system interface for the 'Add Receipt' screen. The navigation tabs are the same as in the previous screenshot. The notification bar is also present. The main content area is titled 'Receipt' and 'Add Receipt'. It contains a 'Select Receipt Type' section with the following options: 'Formula Grant Receipt', 'Competitive Grant Receipt', 'Receipt from Subgrant (Retained Income)', and 'Receipt from Section 108 Loan'. On the left sidebar, the 'Receipt' menu item is highlighted, showing sub-items: 'Add', 'Search', and 'Search Accounts'.

Choose:

- The first option, "Formula Grant Receipt," to receipt program income, income from revolving loans, and grant funds that have been returned to your local account.

### 3. ADD FORMULA GRANT RECEIPT SCREEN

Selecting the Formula Grant Receipt option on the Add Receipt menu displays this screen for adding Program Income (PROGRAM INCOME) and Revolving Loan (RL) receipts:

**Receipt**  
Add Receipt

Save | Reset | Return to Add Receipt Menu

\*Indicates Required Field  
**Receipt Created For:** UTICA  
**Receipt Status:** Original

**Formula Receipt**

\***Program:** Select Program  
**Program Year of Receipt:** 2015  
**Source Type:** Select Source  
**Fund Type:** Select  
**IDIS Activity ID:** Show Activity Funds  
 Add Activity

**Receipt Type:** Select Type  
**Description:**  
**Grantee Receipt #:**  
**Total Amount:** \$ 0.00

**Comments:**

Save | Reset

#### Receipting Program Income and RL

Field	Description
Receipt Created For	A read-only field, and always the CDBG grantee.
Receipt Status	This read-only field is always <b>Original</b> on the add screen.
Program	Select <b>CDBG</b> .
Program Year of Receipt	Defaults to your current program year. It may be changed to your prior program year provided the receipt is created within the first 90 days of the current program year.  The PROGRAM INCOME/RL will be associated with the CDBG grant having the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT input here.

Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR OF RECEIPT you input above. For CDBG entitlements, it will be either <b>MC</b> or <b>UC</b> . For States, it will be <b>DC</b> or <b>DH</b> .
Fund Type	Select <b>PROGRAM INCOME</b> or <b>RL</b> , as appropriate.
Receipt Type	N/A to CDBG receipts.
Description	N/A to CDBG receipts.
Grantee Receipt #	Optional.
Total Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the “.00”.
IDIS Activity ID	Input activity #2 as the activity ID that generated the funds.
[Show Activity] <i>and</i>	These buttons are deactivated for program income and RL receipts.
Comments	Input NSP grant number(s) and activity number(s) as the source of program income or RL.

Click the [Save] button to create the receipt or the [Reset] button to refresh the screen.

When a receipt is successfully saved, a receipt number and associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your CDBG grant for the PROGRAM YEAR OF RECEIPT you entered above.

#### 4. EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the Receipt [Search](#) link on any Funding/Drawdown screen to access the Search Receipts screen.

#### SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view:

Field	Description
Program	Select <b>CDBG</b> .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status: <b>Original</b> – receipts that have never been updated. <b>Modified</b> – receipts that have been updated. <b>Canceled</b> – receipts that have been canceled.
Program Year of Receipt	To limit the results to a specific program year, enter it here.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	N/A to CDBG—leave blank.
Fund Type	To limit the results to Program Income or RL, choose it from the dropdown. The CDBG entitlement fund types are: <b>LA</b> Grant Specific Repayment to Local Account <b>Program Income</b> Program Income <b>RL</b> Revolving Loan
Date Created	Only receipts created on or after the date input here will be retrieved.
State/Territory	This field is grayed out for grantee users.
Associated Grant #	Limit the results to receipts with the grant that starts with the text string you input here.
IDIS Activity ID	Limit the results to one activity by entering its IDIS Activity ID.

Click the [Search] button to run the search and display the receipts that meet the criteria you specified:

**Receipt**

**Search Receipts**

**Search Criteria**

Program: **CDBG** | Program Year of Receipt: 2015 | Fund Type: All | Associated Grant #: |

Receipt Number: | Amount: | Date Created: | IDIS Activity ID: |

Receipt Status: All | Receipt Created For: | State/Territory: NY |

[Search] | [Reset]

**Results Page 1 of 1**

Program	Program Year of Receipt	Fund Type	Receipt Number	Associated Grant #	IDIS Activity ID	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status	Action
CDBG	2015	LA	5168797	B-12-MC-36-0110	1418	HUD	UTICA	NY	\$5,908.75	08/15/2015	Original	Edit   View
CDBG	2015	LA	5168796	B-13-MC-36-0110	1418	HUD	UTICA	NY	\$4,064.50	08/15/2015	Original	Edit   View
CDBG	2015	LA	5168736	B-13-MC-36-0110	1415	HUD	UTICA	NY	\$4,000.00	08/08/2015	Modified	Edit   View
CDBG	2015	PI	5166998	B-15-MC-36-0110	1445	HUD	UTICA	NY	\$2,271.41	06/16/2015	Original	Edit   View
CDBG	2015	RL	5166994	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$14,198.66	06/16/2015	Original	Edit   View
CDBG	2015	PI	5164124	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$19,966.62	05/08/2015	Original	Edit   View
CDBG	2015	PI	5164123	B-15-MC-36-0110	1213	HUD	UTICA	NY	\$2,271.41	05/08/2015	Original	Edit   View

On initial display, the results are sorted by RECEIPT NUMBER (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

Select the receipt you want to process by clicking its [Edit](#) or [View](#) link in the last column (only the [View](#) link will be available for cancelled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. Only the Edit Receipt screen is shown here

## 5. EDIT RECEIPT SCREEN

Five fields can be updated on this screen: RECEIPT STATUS, AMOUNT, IDIS ACTIVITY ID, GRANTEE RECEIPT NUMBER, and COMMENTS. A list of activities funded with CDBG PROGRAM INCOME/RL can also be accessed.

**Receipt**

**Edit Receipt**

[Save] | [Return to Search Receipts] | [View Activities]

\*Indicates Required Field

Receipt Created For: UTICA | Receipt Status: **Modified**

Receipt Number: 5166994 | Associated Grant #: B-15-MC-36-0110

**Receipt**

Program: CDBG | Receipt Type:

Program Year of Receipt: 2015 | Description:

Source Type: MC | IDIS Activity ID: 1434

Fund Type: RL | Matrix Code: 18A - ED Direct Financial Assistance to For-Profits

\*Amount: \$14198.66 | Grantee Receipt Number:

**Comments:**  
To receipt program income earned for the economic reinvestment program during the month of May 2015.

[Save] | [Return to Search Receipts] | [View Activities]

Field	Description
Receipt Created For	For CDBG, always the grantee.
Receipt Status	To cancel a receipt, change the RECEIPT STATUS from <b>Modified</b> to <b>Canceled</b> and click the [Save] button.  The receipt can be canceled only if there will still be sufficient funds to cover the amount of PROGRAM INCOME/RL that has been committed to activities and used to increase the AD subfund.
Receipt Number	The-generated receipt ID.
Associated Grant # (PROGRAM INCOME and RL)	For PROGRAM INCOME and RL, the CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT.
Program through Fund Type	Same as the Add Receipt screen but not editable.

Field	Description
Amount	Enter the new amount in dollars and cents.  The AMOUNT can be reduced only if there will still be sufficient funds to cover PROGRAM INCOME/RL that has been (1) committed to activities and (2) used to increase the AD subfund.
Receipt Type and Description	N/A to CDBG receipts.
IDIS Activity ID	Same as the Add Receipt screen.
Matrix Code	System-populated with the matrix code assigned to IDIS ACTIVITY ID.
Grantee Receipt #	Same as the Add Receipt screen, and editable.
Comments	Same as the Add Receipt screen, and editable.

The screen that is displayed when the [View Activities] button is clicked is described on the next page.

Click the [Save] button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the [Return to Search Receipts] button.

## 6. VIEW RECEIPT ACCOUNTS

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:

Enter as many or few of the following search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	For CDBG, leave blank.
Grant Year/Program Year of Receipt	For PROGRAM INCOME and RL: To limit the results to accounts received in a particular program year, enter it here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.
Associated Grant #	Limit the results to accounts associated with the grant that starts with the text string you input here.

Click the [Search] button to display the results:

Program	Source Type	Grant Year / Program Year of Receipt (csp)	Fund Type	Associated Grant #	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed
CDBG	MC	2015	RL	B-15-MC-36-0110	HUD	UTICA	NY	\$14,198.66	\$0.00	
CDBG	MC	2015	PI	B-15-MC-36-0110	HUD	UTICA	NY	\$24,509.44	\$0.00	
CDBG	MC	2014	PI	B-14-MC-36-0110	HUD	UTICA	NY	\$174,873.66	\$0.00	
CDBG	MC	2014	RL	B-14-MC-36-0110	HUD	UTICA	NY	\$76,805.70	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2014	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$0,814.23	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2013	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$28,404.68	\$0.00	
CDBG	MC	2013	LA	B-13-MC-36-0110	HUD	UTICA	NY	\$8,064.50	\$0.00	
CDBG	MC	2012	RL	B-12-MC-36-0110	HUD	UTICA	NY	\$270,211.44	\$0.00	
CDBG	MC	2012	PI	B-12-MC-36-0110	HUD	UTICA	NY	\$26,170.23	\$0.00	
CDBG	MC	2012	LA	B-12-MC-36-0110	HUD	UTICA	NY	\$5,908.75	\$0.00	

Screen print is truncated

The results are initially sorted by Program, Source Type, and Program Year (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

Field	Description
Program	The CPD program for which the PROGRAM INCOME/RL was received.
Source Type	For CDBG accounts, the fourth and fifth characters of your CDBG grant for the year shown in PROGRAM YEAR— <b>MC, UC, DH, or DC</b> .
Grant Year/Program Year of Receipt	For Program Income and RL: The program year for which the Program Income/RL was received.
Fund Type	For CDBG: <b>Program Income</b> Program Income. <b>RL</b> Revolving Loan
Associated Grant #	For Program Income and RL: The CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT.
From Organization	For CDBG, always <b>HUD</b> .
Receipt Created For	For CDBG, always the grantee.
State	The grantee's state.
Amount	The sum of all amounts received for this account.
Sub Allocated	The amount of this account that has been subfunded or subgranted.
Committed to Activities	The sum of all funds committed to activities from this account.
Drawdown Amount	The sum of all funds drawn from this account that have been processed to completion.
Pending Amount	The sum of all pending draws against this account.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing and Economic Development Analyst  
CC: Sarah Flax, Housing & Grants Manager; Ana Elizarraga, Housing & Economic Development Specialist  
Subject: Amendment to the Administrative Rules and Procedures  
Date: April 19, 2022

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### Recommended Action:

Staff proposes a minor update to the approved Administrative Rules and Procedures to clarify the language around motions requirements.

### Committee Action:

For Action

### Summary:

Staff proposes a minor update to the approved Administrative Rules and Procedures, based on feedback from the legal team, to clarify the language around motions requirements. This minor update does not change the requirements but simply ensures that the requirements for when a motion is needed by Committee members are clearer.

On page 8, Section 5 of the approved rules, the language regarding motions reads:

“a Committee member must make a motion and be seconded by another Committee member to introduce an item of business or propose a decision or action. Following discussion, items for action are voted on by the committee. A simple majority is required for the motion to pass.”

The proposed change to the rules would read:

“a Committee member must make a motion and be seconded by another Committee member to propose a decision or action **on any item on the agenda**, or introduce an item of business **not on the agenda**. **Items on the agenda that do not require action do not require a motion**. Following discussion, items for action are voted on by the committee. A simple majority is required for the motion to pass.”

For reference, the proposed Administrative Rules and Procedures are attached.

### Legislative History:

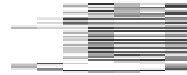
The Administrative Rules and Procedures were approved by the Housing and Community Development Committee on December 14, 2021.

Attachments:

[New FINAL-HCDC Admin Rules & Procedures 04722](#)

# ADMINISTRATIVE

# RULES & PROCEDURES



EVANSI

ON

EVANSTON  
HOUSING & COMMUNITY  
DEVELOPMENT COMMITTEE  
ADMINISTRATIVE RULES & PROCEDURES

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

**ADMINISTRATIVE PROCEDURES AND REGULATIONS**

**ARTICLE I**

**Name and Authority**

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

**ARTICLE II**

**Mission**

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

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

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

**Section 3.** *Method of Funding:* The Committee provides funding recommendations for the use of the City’s federal CDBG and HOME entitlement grants as well as the City’s Affordable Housing Fund for projects, programs, and services that align with City Council goals, as well as the income restrictions and priorities of each funding source. Funding recommendations made by the Committee will be reviewed by Planning and Development, Administration & Public Works, or Human Services Committees and approved by City Council.

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

## ARTICLE III

### Membership

#### **Section 1. Members**

A. The Committee consists of nine (9) members who serve without compensation and reside or work in the City of Evanston. In appointing committee members, the Mayor will consider knowledge, familiarity, and/or experience with housing policies; needs of different populations including seniors or persons with disabilities; different types of housing stock; renter and homeowner issues; public and private housing and real estate development, finance, or sales; property management; and community outreach and engagement.

B. The members must consist of the following: Four (4) Council members, at least two who represent wards with significant low/moderate income

residents. Two (2) members who reside or work in predominantly low/moderate income Evanston neighborhoods, two (2) at-large members, one (1) member who has lived experience in public housing, Housing Choice Voucher/Project-Based Voucher programs, or housing restricted to households with incomes less than or equal to 80% of the area median. A member may meet more than one qualification. No member may be a full-time or part-time employee of the City of Evanston, or any agency, facility, or service that receives CDBG, HOME, AHF, or any other funding overseen by the Committee on behalf of the City of Evanston.

C. Term of Office: Council members are assigned by the Rules Committee to four (4) year terms. Non-Council Committee members are appointed by the Mayor to three (3) year terms with the advice and consent of the City Council. Non-Council Committee members may serve for not more than two (2) full terms.

D. Vacancies and Removal

1. If a Committee member fails to attend two (2) regular Committee meetings without a reasonable cause in a calendar year, or otherwise neglects his or her duties as a Committee member, the Chairperson, with the assent of the Committee, may recommend to the Mayor that the seat be declared vacant.
2. Any vacancy shall be filled by the Mayor as soon as possible.
3. A member of the Committee may be removed by the Mayor for absenteeism, neglect of duty, misconduct or malfeasance in office, after being given a written statement of the charges and an opportunity to refute them at a hearing with the Mayor.

## **Section 2. Powers and Duties**

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

- A. Oversee the U.S. Department of Housing and Urban Development's Consolidated Planning process for the City of Evanston entitlement grants, including the review of the City's annual Action Plan and Consolidated Annual Performance and Evaluation Report ("CAPER");
- B. Ensure that federal funding is prioritized for projects and services that provide decent housing, a suitable living environment, and economic opportunity primarily for Evanston's low- and moderate-income residents;

- C. Receive citizen input on housing, community and economic development needs and comments relating to the implementation of the Consolidated Planning process;
- D. Evaluate applications, prioritize, and recommend funding allocations from all sources to City Council for housing, public facility and infrastructure improvements, and economic development programs and projects that advance the priorities set forth by City Council and improve the health and wellbeing of Evanston's low, moderate, and middle-income residents in conformance with restrictions and priorities of each funding source;
- E. Review the status of projects and programs receiving City funding on a periodic basis to ensure timely and effective use of funds;
- F. Conduct periodic reviews of City ordinances and policies to determine their effectiveness at achieving City Council affordable housing goals and recommend amendments to increase their effectiveness for consideration by City Council. Examples include, but are not limited to, the Inclusionary Housing Ordinance and Residential Landlord Tenant Ordinance; and
- G. Coordinate housing-related expenditures of CDBG, HOME and Affordable Housing Funds, and all other special and general funds for which the Committee has responsibility, relating to housing, community, and economic development.
- H. Perform such other acts as may be necessary or proper to carry out the purpose of the Committee.
- I. Evaluate and recommend tools to expand and maintain affordable housing to the City Council;
- J. Evaluate and recommend tools to expand and maintain affordable housing programs and shelters for people experiencing homelessness;
- K. Provide recommendations on the use of the City's Affordable Housing Fund to the City Council;
- L. Provide recommendations on the use of the City's federal CDBG and HOME funds to the City Council;

- M. Submit periodic reports to City Council on the goals, activities and accomplishments of the Committee; and
- N. Create working groups or task forces, as necessary, in furtherance of the Committee's purpose.

**Section 3. Conflicts of Interest**

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

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

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

**Section 4. Expenses**

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

**ARTICLE IV**

**Officers**

**Section 1. Chairperson**

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

**Section 2. Election of Vice-Chair**

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

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

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

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

**Section 3. Terms of Office**

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

**Section 4. Vacancies**

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

**Section 5. Duties of Officers**

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

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

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

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

**ARTICLE V**

**Meetings**

**Section 1. Regular and Special Meetings**

**Guiding Principles:**

Every Committee member has the right to participate in discussion if they wish, and should be mindful of others before speaking a second time. The Chairperson

will direct the order in which members may participate to ensure equitable participation.

- A. Regular meetings shall be held on the third Tuesday of each month at 7:00 P.M. in the Civic Center, 2100 Ridge Avenue, unless such day shall be a legal holiday observed by the City or another conflict exists, in which case the regular meeting shall be held at such other time as the Committee may decide.
- B. Special meetings shall be held as needed to further the work of the Committee. Special meetings may be called by the Chairperson at his/her discretion, or upon the request of three or more Committee members.
- C. Notice of all regular and special meetings of the Committee shall be communicated to the members at least five days before the meeting by action at a previous meeting, or by mail, email, or by telephone.
- D. Meetings shall be open to the public in accordance with the ordinance of the City of Evanston and the Open Meetings Act.
- E. Notice of all regular and special meetings of the Committee shall be communicated to the public by publication of an agenda in accordance with the Open Meetings Act.
- F. Regular Meeting Order of Business:
  - Call to order/quorum declaration
  - Approval of meeting minutes
  - Public Comment
  - Old Business/New Business
  - Communication/Reports from the Chairperson or staff
  - Adjournment

The order of agenda items may be changed at the discretion of the Chairperson.

**Section 2. Quorum**

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

Remote Participation. If a quorum of the Committee is physically present, additional members who are unable to attend physically because of personal illness or disability; employment purposes; the business of the public body; or a

family or other emergency may attend and participate with full privileges remotely.

**Section 3. Voting**

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

**Section 4. Public Comment**

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

**Section 5. Parliamentary Procedure**

Meetings shall be conducted in accordance with the rules below. Any matters not covered in these rules will be conducted according to *Robert's Rules of Order*.

Motion: a Committee member must make a motion and be seconded by another Committee member to propose a decision or action on any item on the agenda, or introduce an item of business not on the agenda. Items on the agenda that do not require action do not require a motion. Following discussion, items for action are voted on by the committee. A simple majority is required for the motion to pass.

Amendment: a member may propose a change or offer a substitute motion to a motion under consideration. This requires a second and a majority vote to decide whether the amendment is accepted. Then a vote is taken on the amended motion.

Table: a member may move to table a discussion until some later time. A second is needed and a majority vote required. The timing of when the item will be discussed again may be set for a date certain at the time of the motion or be determined at a later time at the discretion of the Chairperson.

Call the Question: a member may move to close a debate by calling the question. This requires a second and a vote is held immediately; a two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

Time limit on discussions: the Chairperson may set a period of time to debate any item as necessary to ensure the meeting is kept to a reasonable period of time.

Call for Orders of the Day: a Committee member may “call for orders of the day” if they believe the discussion has drifted away from the agenda and want to bring it back.

New Business: a Committee member may bring forward any topic in line with the Committee’s purpose during the “New Business” section of the agenda. Topics raised may be discussed at the meeting or be included on a future meeting agenda at the discretion of the Chairperson.

Communications by the Chairperson or staff do not require a motion, second, or vote to adopt.

Adjournment: the Chairperson adjourns the meeting at the conclusion of business.

**Section 6. Working Groups**

Working groups may be formed to address specific topics referred by the Committee. Working groups are limited to 2 committee members and may include non-committee members. Meetings of any working group do not require public notice or minutes. Findings or recommendations of the Working Groups are reported to the Committee at a public meeting.

**ARTICLE VI**

**Amendments**

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

**Section 2.** Any proposed amendment(s) to the Administrative Procedures and Regulations shall be included in the meeting packet at which they will be voted upon.

**Section 3.** The City Manager shall be advised of any changes in these Administrative Procedures and Regulations.

**Section 4.** The Committee shall review its Administrative Procedures and Regulations on a periodic basis as determined by City staff.