



AGENDA AND NOTICE OF A MEETING
Housing & Community Development Committee
Tuesday, August 16, 2022
Virtual on Zoom 7:00 PM

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

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

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

Join Zoom Meeting:

<https://us06web.zoom.us/j/83028735282?pwd=YkdITTU1ZnY2TmxZZkJVOTIEa0FSUT09>

Passcode: 467209

Or join by phone:

Dial: +1 312 626 6799

Webinar ID: 830 2873 5282

Passcode: 467209

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1. CALL TO ORDER/DECLARATION OF A QUORUM

2. SUSPENSION OF THE RULES

Members participating electronically or by telephone

3. APPROVAL OF MEETING MINUTES

- A. **Approval of the minutes of the July 19, 2022 meeting** 4 - 6
[Housing & Community Development Committee - Jul 19 2022 - Minutes - Pdf](#)

4. PUBLIC INPUT ON THE DRAFT SUBSTANTIAL AMENDMENT TO THE 2021 ACTION PLAN

5. NEW BUSINESS/OLD BUSINESS

- A. **Discussion and Vote to Recommend Approval of the Substantial Amendment to the 2021 Action Plan** 7 - 8

For Action

[Discussion and Vote to Recommend Approval of the Substantial Amendment to the 2021 Action Plan - Attachment - Pdf](#)

- B. **2023 and 2024 CDBG Funded Alleys** 9 - 11

For Action

[2023 CDBG Alley Recommendation](#)
[CDBG Eligible Alleys 08112022](#)

- C. **Inclusionary Housing Waitlist Reporting** 12 - 13
[City of Evanston Waitlist and IHO Information \(CPAH\) - 07_2022](#)

- D. **Landlord-Tenant Services Reporting** 14
[2022 MTO Landlord Tenants Services Report - Summary July 2022](#)

- E. **Staff Updates:**

- **Small Landlord Taskforce**
- **Home-ARP Allocation Plan**

6. PUBLIC COMMENT

7. ADJOURNMENT

Agenda items and order are subject to change.

Questions can be sent to Sarah Flax, Housing & Grants Manager at sflax@cityofevanston.org.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact 847-448-4311 or 847-448-8064 (TTY) at least 48 hours in advance of the scheduled meeting so that accommodations can be made. La ciudad de Evanston está obligada a hacer accesibles todas las reuniones públicas a las personas minusválidas o las quines no hablan inglés. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administración del Centro a 847/866-2916 (voz) o 847/448-8052 (TDD).



Housing & Community Development Committee

Tuesday, July 19, 2022 @ 7:00 PM

Virtual on Zoom

COMMITTEE MEMBER PRESENT: Monika Bobo, Committee Member, Hugo Rodriguez, Committee Member, Joanne Zolomij, Committee Member, Bobby Burns, Councilmember, Devon Reid, Councilmember, and Eleanor Revelle, Councilmember

COMMITTEE MEMBER ABSENT: Kathy Feingold, , Loren Berlin, Committee Member, and Jonathan Nieuwsma, Councilmember

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

GUESTS PRESENT: Christopher Venatta, Senior Project Manager, Lara Biggs, Capital Planning & Engineering Bureau Chief

1. CALL TO ORDER/DECLARATION OF A QUORUM

A. Chair Revelle called the meeting to order at 7:06 p.m.

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.

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: Monika Bobo, Hugo Rodriguez, Joanne Zolomij, Councilmember Bobby Burns, Councilmember Devon Reid, and Councilmember Eleanor Revelle

Carried 6-0 on a recorded vote

3. APPROVAL OF MEETING MINUTES

A. June 21, 2022 Meeting Minutes

Meeting minutes of the July 19th Housing & Community Development Committee.
Motion to approve the July 19, 2022 meeting minutes.

Moved by Joanne Zolomij
Seconded by Councilmember Devon Reid

Ayes: Monika Bobo, Hugo Rodriguez, Joanne Zolomij, Councilmember Bobby Burns, Councilmember Devon Reid, and Councilmember Eleanor Revelle
Carried 6-0 on a recorded vote

4. NEW BUSINESS/OLD BUSINESS

A. Amendment of the 2021 Action Plan to Reallocate Funds (CDBG Admin and NSP2)

Staff presented the DRAFT Substantial Amendment to the FY2021 Action Plan. Amendments include the reallocation of \$135,104.48 of unexpended CDBG Administration funding to the Livable Communities goal, and the transfer \$147,865.75 of un-obligated Neighborhood Stabilization Program 2 (NSP2) program income to CDBG to the Housing goal.

B. Public Facilities/Infrastructure Projects: Selection Process

Staff discussed the selection process of Facilities/Infrastructure projects. Which include ward rotation, assessment by the Public Services Bureau, Engineering Constructability and Alternatives Evaluation, and Councilmember Input

C. 2022 Public Facilities and Infrastructure Projects

Staff presented a recommendation for 2022 Facilities and Infrastructure project funding and fund allocations.

Motion to approve funding recommendation of proposed funding of the 2022 Public Services/Infrastructure Projects.

Moved by Councilmember Devon Reid
Seconded by Joanne Zolomij

Ayes: Monika Bobo, Hugo Rodriguez, Joanne Zolomij, Councilmember Bobby Burns, Councilmember Devon Reid, and Councilmember Eleanor Revelle
Carried 6-0 on a recorded vote

D. Discussion of the HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP)

Staff presented information on the Fiscal Year (FY) 2021 HOME Investment Partnerships Program – American Rescue Plan (HOME-ARP) and the HOME-ARP Allocation Plan Process, including funding received by the City of Evanston, expenditure deadline, qualifying populations, and Allocation Plan requirements as directed by the Department of Housing and Urban Development (HUD).

E. Staff Report:

- Small Landlord Taskforce Update

Staff provided an update of the Small Landlord Taskforce efforts to design a small landlord assistance program.

5. PUBLIC COMMENT

Tina Paden and Carlis Sutton provided public comment on Evanston landlord needs.

6. ADJOURNMENT

Chair Revelle adjourned the meeting at 8:43 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 Analyst; Jessica Wingader, Senior Grants & Compliance Specialist

Subject: Discussion and Vote to Recommend Approval of the Substantial Amendment to the 2021 Action Plan

Date: August 16, 2022

Recommended Action:

Staff recommends approval by the Housing and Community Development Committee (HCDC) of the Substantial Amendment to the 2021 Action Plan that governs the use of the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) entitlement funding from the U.S. Department of Housing and Urban Development (HUD). The Action Plan has been updated to reallocate unexpended 2021 CDBG Administration funds and transfer NSP2 un-obligated program income and will go to the City Council for approval on September 12, 2022, pending action by HCDC.

Committee Action:

For Action

Summary:

The amended 2021 Action Plan :

- Reallocates **\$135,401.48** of unexpended CDBG Administration funding from the Administration goal to the Livable Communities goal. Some or all of this funding will be used to expand the funding available to non-profits for Public Facilities improvement projects. Based on the grant requirements, 20% (\$368,652) of the 2021 CDBG entitlement grant was originally allocated to CDBG Administration but \$135,401.48 were not expended.
- Transfers **\$148,233.88** of un-obligated Neighborhood Stabilization Program 2 (NSP2) program income to CDBG to the Housing goal. Funds will be used to expand resources for the CDBG Housing Rehab program. This final amount now includes \$368.13 of interest accrued from January, 1 through July 31 2022 which was not yet accounted for as of the last HCDC meeting.

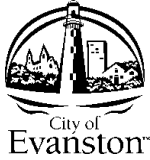
These actions support the priorities in the 2020-2024 Consolidated Plan but trigger a substantial amendment to the 2021 Action Plan because the reallocation of CDBG Administration funds results in a change to the Administration goal of more than 20%, and the transfer of NSP2 program income to the CDBG program includes a new revenue source in the 2021 Action Plan.

The reallocation of unexpended 2021 CDBG funds requires a 30-day public comment period before implementation, as it constitutes a change in the funding of more than 20% to the 2021 Administration goal. The public comment period was open on July 15, 2022, and closes on August 16, 2022. No public comment has been received as of August 8, 2022.

The substantial amendment to the 2021 Action Plan may be found at: www.cityofevanston.org/conplan

Legislative History:

City Council voted unanimously to approve the 2021 Action Plan with final grant amounts at its April 12, 2021 meeting.



Memorandum

To: Edgar Cano, Acting Public Works Agency Director
Lara Biggs, Bureau Chief – Capital Planning / City Engineer

From: Chris Venatta, Senior Project Manager

Subject: 9th Ward CDBG Alley Paving

Date: August 10, 2022

The purpose of this memo is to outline the process for application of Community Development Block Grant (CDBG) funds for alley paving projects. Each year City engineering staff submits an application for CDBG funds to pave alleys within CDBG eligible areas. Historically, the wards have been cycled through in a regular rotation. Recent years included the following alleys:

2017 – 8 nd Ward	2020 – 2 nd Ward
2018 – 5 th Ward	2021 – 8 th Ward
2019 – 9 th Ward	2022 – 5 th Ward



Last year, City staff presented applications to the Housing and Community Development Act (HCDA) Committee for an alley in the 5th Ward, which was funded. This year, City staff plans to present applications to the HCDA Committee for one alley in the 9th Ward. Based on feedback from the 9th Ward Councilmember as well as Public Works Agency's operations and engineering staff's review of the CDBG eligible alleys within the 9th Ward, staff recommends the alley **North of Linden Place and East of Custer Avenue** for improvement due to its condition and constructability. Based on the current Low/Moderate Income Census Block Groups map, this is the last eligible unimproved alley located in the 9th Ward.

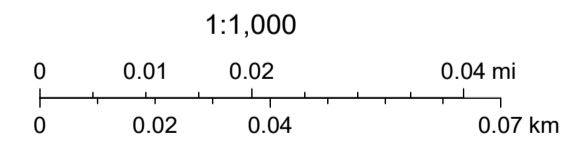
Attachments
Location Map

Alley N. of Linden, E. of Custer



7/20/2022, 11:25:36 AM

-  City Boundary
-  Tax Parcels



City of Evanston IL, Imagery courtesy Cook County GIS

ArcGIS Web AppBuilder
City of Evanston IL, Imagery courtesy Cook County GIS |

CDBG Eligible Alleys

Block Group #	North of	East of	Ward	Low/Mod%	Cost Estimate
8093001	Milburn	Ridge	1	55.98	\$ 270,000.00
8093001	Noyes	Ridge	1	55.98	\$ 210,000.00
8096002	Greenwood	Dewey	2	51.57	\$ 400,000.00
8096002	Lake	Darrow	2	51.57	\$ 290,000.00
8096002	Lake	Dewey	2	51.57	\$ 290,000.00
8092001	Simpson	Bridge	5	56.4	\$ 130,000.00
8092002	Lyons	Darrow	5	51.98	\$ 240,000.00
8092002	Lyons	West of Ashland	5	51.98	\$ 160,000.00
8092002	Simpson	Ashland	5	51.98	\$ 210,000.00
8092002	Payne	Ashland	5	51.98	\$ 90,000.00
8092002	Foster	Wesley	5	51.98	\$ 90,000.00
8092004	Foster	Hartrey	5	61.49	\$ 80,000.00
8093002	Gaffield	Maple	5	68.22	\$ 270,000.00
8093002	Simpson	Maple (W of RR)	5	68.22	\$ 270,000.00
8093002	Foster	Maple	5	68.22	\$ 550,000.00
8093002	Simpson	Maple (E of RR)	5	68.22	\$ 180,000.00
8093003	Simpson	Wesley	5	76.38	\$ 220,000.00
8093003	Leonard	GBR/RR	5	76.38	\$ 500,000.00
8093001	Grant	Bryant	6	55.98	\$ 660,000.00
8093001	Colfax	Bryant	6	55.98	\$ 300,000.00
8093003	Noyes	Wesley	7	76.38	\$ 160,000.00
8093003	Leonard	Bryant	7	76.38	\$ 350,000.00
8102001	Hull	Callan	8	69.95	\$ 290,000.00
8102001	Mulford	Callan	8	69.95	\$ 100,000.00
8102003	Brummel	Ridge	8	54.75	\$ 240,000.00
8102004	Mulford	Elmwood	8	58.2	\$ 240,000.00
8101002	Linden	Custer	9	70.11	\$ 220,000.00

Cost per SqYd
\$ 275.00

Block Group #	Alley Count	Total Cost	Avg Alley Cost
8092001	1	\$ 130,000.00	\$ 130,000.00
8092002	5	\$ 790,000.00	\$ 160,000.00
8092003	0	\$ -	\$ -
8092004	1	\$ 80,000.00	\$ 80,000.00
8093001	4	\$ 1,440,000.00	\$ 360,000.00
8093002	4	\$ 1,270,000.00	\$ 320,000.00
8093003	4	\$ 1,230,000.00	\$ 310,000.00
8095002	0	\$ -	\$ -
8096002	3	\$ 980,000.00	\$ 330,000.00
8101002	1	\$ 220,000.00	\$ 220,000.00
8102001	2	\$ 390,000.00	\$ 190,000.00
8102003	1	\$ 240,000.00	\$ 240,000.00
8102004	1	\$ 240,000.00	\$ 240,000.00
TOTAL:	27	\$ 7,010,000.00	

Ward	Alley Count	Total Cost	Avg Alley Cost
1	2	\$ 480,000.00	\$ 240,000.00
2	3	\$ 980,000.00	\$ 330,000.00
3	0	\$ -	\$ -
4	0	\$ -	\$ -
5	13	\$ 2,990,000.00	\$ 230,000.00
6	2	\$ 960,000.00	\$ 480,000.00
7	2	\$ 510,000.00	\$ 250,000.00
8	4	\$ 870,000.00	\$ 220,000.00
9	1	\$ 220,000.00	\$ 220,000.00

Date	7/1/2022
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CITY OF EVANSTON WAITLIST AND IHO UNITS REPORT

Key	Requires subsidy	Majority Subsidy	IHO units
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WAITLIST INFORMATION

Total HH's on waitlist by HH size and AMI % (income is self reported)									
	HH 1	HH2	HH 3	HH 4	HH 5	HH 6	HH 7	Total Per %	Local Pref
0-30%	42	41	34	22	14	8	5	166	24
31-50%	111	73	53	29	13	4	2	285	74
51-60%	15	17	6	1	2	0	0	41	24
61-80%	30	19	6	2	1	0	0	58	29
81-100%	8	2	0	0	0	0	0	10	10
Totals	206	152	99	54	30	12	7	560	161
Number of HH added to list since last report				1/1/22	70				

Total HH's on waitlist by HH size and AMI % in percentage of total (income is self reported)								
	HH 1	HH2	HH 3	HH 4	HH 5	HH 6	HH 7	Total
0-30%	7.50%	7.32%	6.07%	3.93%	2.50%	1.43%	0.89%	29.64%
31-50%	19.82%	13.04%	9.46%	5.18%	2.32%	0.71%	0.36%	50.89%
51-60%	2.68%	3.04%	1.07%	0.18%	0.36%	0.00%	0.00%	7.32%
61-80%	5.36%	3.39%	1.07%	0.36%	0.18%	0.00%	0.00%	10.36%
81-100%	1.43%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%	1.79%
Totals	36.79%	27.14%	17.68%	9.64%	5.36%	2.14%	1.25%	100.00%

UNITS INFORMATION

Existing units : occupied/renewed (income is certified)

	Studio	1BR	2BR	3BR	4BR	5BR+	Total
0-30%	0	0	0	0	0	0	0
31-50%	1	5	2	0	0	0	8
51-60%	4	16	1	1	0	0	22
61-80%	3	2	2	0	0	0	7
81-100%	0	2	0	0	0	0	2
Totals	8	25	5	1	0	0	39

Existing units: in the process of being rented/upcoming in 2022 (income is certified)

	Studio	1 BR	2 BR	3 BR	4BR	5BR+	Total
0-30%	0	0	0	0	0	0	0
31-50%	1	0	0	0	0	0	1
51-60%	2	1	2	0	0	0	5
61-80%	0	0	0	0	0	0	0
81-100%	0	0	0	0	0	0	0
Totals	3	1	2	0	0	0	6

Existing TOTAL	11	26	7	1	0	0	45
% of total units	24.44%	57.78%	15.56%	2.22%	0.00%	0.00%	100.00%

Demographics by unit income level	50% AMI	60% AMI	80% AMI	100% AMI	Total	% of total
American Indian/Alaska Native	0	0	0	0	0	0.00%
Asian	0	0	2	1	3	8.82%
Black/African American	6	11	1	0	18	52.94%
Native Hawaian/Other Pacific Islander	0	0	0	0	0	0.00%
White	1	8	3	1	13	38.24%
Other	0	0	0	0	0	0.00%
Total	7	19	6	2	34	

Hispanic	0	0	2	2	4	11.76%
Not Hispanic	7	19	4	0	30	88.24%

Qualification Process	Income Qualified	Pending Property Approval	Approved by Property	Denied by Property	Turned down by tenant
1815 Ridge (Trulee)	1	1	0	0	0
1555 Ridge	Advertising did not start until Mid-July				

IHO existing units by building

	50%	60%	80%	100%	Total units	Renewed	Turn over	Type	Floating?
1555 Ridge		3			3			New constr.	Yes
1815 Ridge (Trulee)			2		2			New constr.	No
1500 Sherman (Albion)	3	6	6		15	N/A	N/A	New constr.	Yes
1727 Oak (Avidor)	4	5	8		17	N/A	N/A	New constr.	Yes
828 Noyes	2	2			4	4	0	New constr.	No
1620 Central				2	2	2	1	New constr.	No
1571 Maple		1			1	1	0	New constr.	No
1822 Lyons			1		1	N/A	N/A	Rehab/Conv	No
Total	9	14	15	2	45	7	1		

New upcoming units in the pipeline: 2022 and later

Income Level	Approved
0-50%	34
51-60%	29
61-80%	5
81-120%	17
Totals	85

Outreach Activities/Meetings

Outreach efforts completed with 7 different local organizations including the library and focused on targeting seniors for the affordable units in the new Trulee building which became available earlier this year. Participation in an Evanston resource fair was planned but it was cancelled. Outreach will continue this year as a few more units become available. More fall outreach is scheduled.

Date

7/1/2022

CITY OF EVANSTON TENANT-LANDLORD SERVICES REPORT

Category	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total	% of total
Maintenance	0	5	6	5	5	0							21	10.19%
Eviction	20	9	7	5	7	4							52	25.24%
Notices	0	0	3	0	1	3							7	3.40%
Disturbance	1	4	2	1	1	5							14	6.80%
Security Deposits	0	2	1	0	2	1							6	2.91%
Lease	8	13	17	7	6	10							61	29.61%
Early Termination	5	0	6	9	7	2							29	14.08%
Pests	1	0	1	0	2	0							4	1.94%
Utilities	3	0	2	4	1	1							11	5.34%
Subleases	0	0	0	0	0	1							1	0.49%
Foreclosure Eviction	0	0	0	0	0	0							0	0.00%
Lock Out	0	0	0	0	0	0							0	0.00%
Total	38	33	45	31	32	27	0	0	0	0	0	0	206	

Quarterly total

116	90	0	0
39	30	0	0

Monthly Averages

	2019	2020	2021	2022
Mediation cases			1	
Trainings	3	3	2	1

% of total

Landlord initiated	14	8.14%
Tenant initiated	157	91.28%

Summary:

Inquiries volume is slightly lower than 2020/2021 (-8%) but higher than 2019 (+19%). The top reasons for calls are: Leases #1, Evictions #2, Maintenance #3. This top 3 tends to be stable over the last few years. Maintenance calls dropped compared to LY. Leases questions included rent increases and lease renewals rules. The large majority of calls (91%) is still from tenants.