



**AGENDA AND NOTICE OF A MEETING  
Housing & Community Development Committee  
Tuesday, December 12, 2023**

**Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201 Room 2404  
7:00 PM**

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

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 a response is not required. The length of the public comment period will be **15 minutes**; the time allocated for each commenter is dependent on the number wishing to speak, but will not exceed **5 minutes per person**. The length of the public comment may be extended at the discretion of the Chairperson depending on the number of commenters and time needed to address the items on the agenda.

Public comment form: <https://forms.gle/juR6pAK1NMmWNQCJA>

To listen to the meeting, join the Zoom meeting online:

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

**2. PUBLIC COMMENT ON THE DRAFT 2024 ACTION PLAN**

**3. PUBLIC COMMENT**

**4. APPROVAL OF MEETING MINUTES**

- A. **Approval of meeting minutes from the November 14,2023 meeting** 4 - 6  
[Housing & Community Development Committee - Nov 14 2023 - Minutes.docx](#)

**5. NEW BUSINESS/OLD BUSINESS**

- A. **DISCUSSION AND VOTE TO RECOMMEND 2024 ENTITLEMENT GRANT ALLOCATIONS BY GOAL BASED ON ESTIMATED 2024 CDBG, HOME, AND ESG GRANTS AND REALLOCATION OF 2022 CDBG ADMIN FUNDS** 7 - 10

**For Action**

[Discussion and Vote to Recommend 2024 Entitlement Grant Allocations by Goal based on Estimated 2024 CDBG, HOME, and ESG Grants and to Reallocate \\$27,3 - Pdf](#)

- B. **REVIEW OF AND APPROVAL OF CDBG FUNDING FOR CITY OF EVANSTON PROGRAMS AND PROJECTS BASED ON AN ESTIMATED 2024 CDBG GRANT AMOUNT**

[1. 2024 CDBG Housing Rehab Application \(\\$143,000\)](#)

[2. 2024 Housing Code Enforcement Application \(\\$357,000\)](#)

[3. 2024 Lake-Darrow Alley Application \(\\$290,000\)](#)

[4. 2024 Simpson-Ashland Alley Application \(\\$210,000\)](#)

[5. 2024 Sidewalk Improvements Application \(\\$100,450\)](#)

[6. 2024 Twigs Park Payne Playground Application \(\\$250,000\)](#)

[7. 2024 Twigs Park Simpson Playground Application \(\\$200,000\)](#)

**For Action**

- C. **DISCUSSION AND VOTE TO RECOMMEND APPROVAL OF THE DRAFT 2024 ACTION PLAN TO CITY COUNCIL FOLLOWING RECEIPT OF 2024 ENTITLEMENT GRANT AMOUNTS**

[DRAFT 2024 Action Plan](#)

- D. **VOTE TO APPROVE THE 2024 HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING DATES**

11 - 12

**For Action**

[Housing and Community Development \(HCDC\) 2024 Proposed Meeting Dates - Attachment - Pdf](#)

**6. ADJOURNMENT**

*Agenda items and order are subject to change.*

*Questions can be sent to Marion Johnson, Housing & Grants Supervisor at [marionjohnson@cityofevanston.org](mailto:marionjohnson@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, November 14, 2023 @ 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201 Room 2404

**COMMITTEE MEMBER PRESENT:**

Loren Berlin, Committee Member, Joanne Zolomij, Committee Member, Bobby Burns, Councilmember, Devon Reid, Councilmember, Eleanor Revelle, Councilmember, Juan Geracaris, Councilmember, and Chloe Thurston, Commission Member

**COMMITTEE MEMBER ABSENT:**

Hugo Rodriguez, Committee Member

**STAFF PRESENT:**

Marion Johnson, Housing and Grants Supervisor; Ana Elizarraga, Housing & Economic Development Analyst; Uri Pachter, Senior Housing Planner

**GUESTS PRESENT:**

Amy Kaufman, Community Partners for Affordable Housing (CPAH); John Barlett, Metropolitan Tenant's Organization (MTO)

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

The meeting was called to order at 7:04 pm by Chair Revelle.

**2. PUBLIC COMMENT**

Sue Loellbach - S. Loellbach stated that she is in favor of the City's Affordable Housing Goals due to the high need of affordable housing units.

**3. APPROVAL OF MEETING MINUTES**

A. Approval of meeting minutes from October 17, 2023

Moved by Councilmember Reid  
Seconded by Zolomij

**Ayes:** Berlin, Zolomij, Burns, Reid, Revelle, Geracaris, and Thurston

**Motion Passed 7-0 on a recorded vote**

**4. NEW BUSINESS/OLD BUSINESS**

- A. Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Lawyers' Committee for Better Housing for January 1, 2024 - December 31, 2024

Staff went over MTO's application for renewal, John Barlett was present to answer questions from Committee members. Councilmember Reid raised questions on program offerings and response times. Councilmember Burns stated he would like to see more qualitative data focusing on outcomes. Councilmember Geracaris stated that the City is moving to a new 311 request system that may decrease response times.

Staff recommends approval of a not to exceed \$70,000.00 renewal contract with Metropolitan Tenants Organization (MTO) and Lawyers' Committee for Better Housing (LCBH) for landlord-tenant services.

Moved by Councilmember Reid  
Seconded by Thurston

**Ayes:** Berlin, Zolomij, Burns, Reid, Revelle, Geracaris, and Thurston

**Motion Passed 7-0 on a recorded vote**

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

Staff presented CPAH's application for renewal, Amy Kaufman was present to answer questions from the Committee. Cm. Revelle inquired into new affordable units available in 2024. Amy stated that there were 21 new affordable units in the pipeline and 15 pre-existing units being brought into compliance.

Staff recommends approval of \$70,000 for Community Partners for Affordable Housing (CPAH) to continue administering Evanston's Inclusionary Housing Ordinance (IHO) centralized waitlist and conduct income certifications, re-certifications of households, and compliance reviews for affordable units for the period of January 1, 2024 through December, 31, 2024.

Moved by Zolomij  
Seconded by Councilmember Geracaris

**Ayes:** Berlin, Zolomij, Burns, Reid, Revelle, Geracaris, and Thurston

**Motion Passed 7-0 on a recorded vote**

- C. Discussion and Approval to Recommend City Affordable Housing Goals

Staff presented the Affordable Housing Goals. Committee members were in agreeance with the six affordable housing goals presented. Councilmembers Reid and Burns suggested a seventh goal to identify new sources of funding for direct rental assistance by the end of 2024.

Staff recommends approval by the Housing and Community Development Committee (HCDC) of City Council's Affordable Housing goals, including a seventh goal to identify new sources of funding for direct rental assistance by the end of 2024.

Moved by Councilmember Reid  
Seconded by Councilmember Geracaris

**Ayes:** Berlin, Zolomij, Burns, Reid, Revelle, Geracaris, and Thurston  
**Motion Passed 7-0 on a recorded vote**

D. 2024 Action Plan: Needs and Priorities Discussion

Staff presented the 2024 Action Plan: Needs and Priorities chart with information included in the 2024 Action plan. Staff explained the priorities are tied to the 2020-2024 Consolidated plan. Staff explained 2024 Action Plan considerations, estimates were kept at conservative levels to account for flux in federal funding amounts. The 2024 Action Plan is set to be discussed at the December 12, 2023 meeting.

E. Nomination of Vice Chair, Housing & Community Development Committee

The nominee for Vice Chair, Joanne Zolomij, was presented. Cm. Burns stated he would be interested in the position. Cm. Revelle stated it would be nice to give a role to non-councilmember.

Motion to approve Joanne Zolomij for Housing & Community Development Vice-chair.

Moved by Councilmember Reid  
Seconded by Berlin

**Ayes:** Berlin, Zolomij, Burns, Reid, Revelle, Geracaris, and Thurston  
**Motion Passed 7-0 on a recorded vote**

**5. STAFF UPDATES**

A. Small/Medium Landlord Assistance Program Closeout Report

Staff presented the Small/Medium Landlord Assistance Program Closeout Report. Staff stated that applications received were less than expected but that the landlords that were assisted stated that the assistance helped them continue to provide affordable housing.

Staff recommends the Housing & Community Development Committee review and place on file the Small/Medium Landlord Assistance Program.

Moved by Zolomij  
Seconded by Councilmember Geracaris

**Ayes:** Berlin, Zolomij, Burns, Reid, Revelle, Geracaris, and Thurston  
**Motion Passed 7-0 on a recorded vote**

**6. ADJOURNMENT**

Chair Revelle adjourned the meeting at 9:20 p.m.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing & Grants Supervisor  
Subject: Discussion and Vote to Recommend 2024 Entitlement Grant Allocations by Goal based on Estimated 2024 CDBG, HOME, and ESG Grants and to Reallocate \$27,379.57 of 2022 CDBG Admin  
Date: December 12, 2023

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Recommended Action:

Recommend approval of the 2024 Entitlement Grant Allocations by Goal based on Estimated 2024 CDBG, HOME, and ESG Grants and to Reallocate \$27,379.57 of 2022 CDBG Admin

Funding Source:

2024 CDBG, HOME, and ESG Grants

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

As part of the 2024 draft action plan approval process, staff recommends approval by the Housing and Community Development Committee of funding allocations by goal for CDBG, HOME, and ESG based on estimated grant amounts as well as the reallocation of unexpended 2022 CDBG Administrative funds. In addition, to maintain CDBG-funded housing programs in the Affordable Housing goal and implement City Public Infrastructure projects included in the Livable Communities goal, staff requests consideration and approval of the following allocations to specific activities:

**Affordable Housing Goal:**\$500,000 (EN+P.I.)

Staff recommends approval of the funding at the goal level, with consideration for the funding of the below programs. Any remaining funds allocated to the affordable housing goal could be allocated as needed to either program, or additional projects, once final grant amounts are known, additional funding is requested or required, or another eligible project comes to light.

- **Housing Rehabilitation (\$143,000 composed solely of RL received to date)**  
The program helps fund housing rehabilitation for low-moderate income owners in need of home repairs, with priority given to life and safety repairs. This year, staff also intends to open funding requests for a multi-family rental housing rehabilitation project. Approving this allocation would provide continuity in the program, avoid any hiatus or delays, and benefit the residents of greatest needs in our community. The total funding for 2024 Housing Rehab would amount to \$812,000 and include 2024 funding noted above as well as approximately \$310,000 of rollover from previous years' unspent Housing Rehabilitation funding as the program is still catching up from COVID-19 delays as well as the upcoming NSP2 transfer from HUD, approved by HCDC previously. Additionally, Community Partners for Affordable Housing is a recipient of the Illinois Housing Development Authority forgivable grants for home repairs and home accessibility improvements, which are available to eligible Evanston housing rehab applicants. \$228,799 of IHDA funds provided through CPAH are also included in the budget for the Housing Rehabilitation program.
- **Code Enforcement (\$357,000, EN)**  
The CDBG Targeted Code Enforcement Program identifies code violations that create unsafe, unhealthy living conditions and blight, and assures that City and federal housing quality standards are maintained in lower-income neighborhoods defined as the CDBG Target Area. It is also aligned with the strategies to address housing goals in the Consolidated Plan. The funding is lower this year than last year, to reflect the expected decrease in CDBG entitlement funds in 2024. Funding would not exceed a percentage of the costs prorated to the number of eligible CDBG Target area properties to the total. If CDBG funds are not allocated for this program, the Property Maintenance division's work in the CDBG area would need to be fully funded by the General Fund.

**Livable Communities Goal: \$600,450 (EN)**

For 2024, the proposed allocation for this goal, which funds public infrastructure and facilities improvements undertaken by the City and nonprofits, is \$600,450. For City public infrastructure projects to move forward with planning and be ready to be implemented during 2024, staff requests approval of allocations for at least some City capital projects.

Four applications were received for public infrastructure projects that total \$800,450:

- Alley paving: N. of Lake Street, E. of Darrow Avenue (\$290,000)
- Alley paving: N. of Simpson Street, E. of Ashland Avenue (\$210,000)
- Sidewalk improvement: various locations (\$100,450)
- Twiggs Park, Simpson Street Playground Improvements (\$200,000)

Alley projects have been reviewed and prioritized by HCDC through the end of this consolidated plan in earlier meetings. The two alleys proposed for funding are following the approved prioritization.

Staff recommends approval of the fund requests for alley paving (\$290,000 and \$210,000), and sidewalk improvements (\$100,450) for a total of \$600,450 with 2024 CDBG funds. Additionally, staff recommends the approval of the park improvement project (\$200,000) using unexpended CDBG funds available from prior years and already allocated to the Livable Communities Goal. To date, approximately \$240,000 of unexpended CDBG funds are available to allocate under the Livable Communities goal.

Additionally, an application was also received for a public infrastructure project specifically targeted to address, prepare, and respond to COVID-19 spread.

- Twiggs Park, Payne Street Playground Improvements (\$250,000)

This park project would be specifically designed to address COVID-19 mitigation spread and provide additional outdoor recreational opportunities in a socially distant manner. All CDBG-CV funds have to be expended by 2026 and require meeting the CDBG-CV funding requirements. Approximately \$166,000 of CDBG-CV funds are currently unallocated, with an additional \$89,000 allocated to the administration of the grant which could be partially reallocated based on actual costs incurred. The balance could be funded through CDBG funds available from prior years. This allocation would ensure that all CV funds are expended before that deadline and per the funding requirements associated with the grant. Staff recommends the approval of this funding request, using up to \$225,000 of CDBG-CV funds, and up to \$50,000 of unexpended CDBG funds including reallocated 2022 CDBG Admin funds (see below) for a maximum funding total of \$250,000.

No funding is currently suggested for non-profit facilities improvements as approximately \$250,000 of CDBG funds from previous years have been allocated to this activity. We expect about 3 applications to be presented at the January meeting for review by the committee, not to exceed the funds available.

**Reallocation of 2022 CDBG Admin Funds:**

\$27,379.57 of 2022 CDBG allocated to planning and administration of the grant remain unexpended and need to be reallocated to another goal. Per CDBG regulations, administrative funds have to be expended during the grant year and cannot roll over for administrative costs that occur in future years. Staff recommends reallocating this amount to the Livable Communities Goal. This reallocation represents 8% of the total 2022 CDBG funds allocated to the Planning and Administration goal and 4.4% of the 2022 Livable Communities goal. Therefore, this reallocation does not trigger a substantial amendment of the 2022 Action Plan.

Attachments:

[Funding Allocations by ConPlan Goal est actual for 2024 Action Plan](#)

Allocations by ConPlan Goal	2023 Alloc. on Actual		2024 Alloc. on Est. (proposed)	
	Est. Amount	Est. % of Grants	Est. Amount	Est. % of Grants
<b>Affordable Housing Goal</b>				
CDBG	\$ 485,956	28%	\$ 500,000	30%
Housing Rehab Admin	\$ -		\$ -	
Housing Rehab RL	\$ 85,956		\$ 143,000	
Code Enforcement	\$ 400,000		\$ 357,000	
HOME	\$ 169,354	45%	\$ 147,500	45%
ESG	N.A.		N.A.	
<b>Affordable Housing Totals</b>	<b>\$ 655,310</b>	<b>29%</b>	<b>\$ 647,500</b>	<b>30%</b>
<b>Homelessness Goal</b>				
CDBG	\$ -	0%	\$ -	0%
HOME	\$ 169,354	45%	\$ 147,500	45%
ESG	\$ 138,821	93%	\$ 134,125	93%
<b>Homelessness Goal Totals</b>	<b>\$ 308,175</b>	<b>14%</b>	<b>\$ 281,625</b>	<b>13%</b>
<b>Livable Communities Goal</b>				
CDBG	\$ 654,076	38%	\$ 600,450	35%
Alley Paving	\$ 460,000		\$ 500,000	
Sidewalk Gap Infill	\$ 120,000		\$ 100,450	
Sidewalk Improvement	\$ 74,076			
Parks/Other Improvements			\$ -	
Unallocated/Non-Profit Facilities				
HOME	N.A.		N.A.	
ESG	N.A.		N.A.	
<b>Livable Communities Totals</b>	<b>\$ 654,076</b>	<b>29%</b>	<b>\$ 600,450</b>	<b>28%</b>
<b>Public Services Goal</b>				
CDBG	\$ 259,117		\$ 253,950	15%
HOME	N.A.		N.A.	
ESG	N.A.		N.A.	
<b>Public Services Totals</b>	<b>\$ 259,117</b>	<b>12%</b>	<b>\$ 253,950</b>	<b>12%</b>
<b>Economic Development Goal</b>				
CDBG	\$ -	0%	\$ -	0%
HOME	N.A.		N.A.	
ESG	N.A.		N.A.	
<b>Economic Development Goal Totals</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>
<b>Administration Goal</b>				
CDBG	\$ 328,298	19.0%	\$ 338,600	20.0%
HOME	\$ 34,060	9.1%	\$ 30,000	9.2%
ESG	\$ 11,179	7.5%	\$ 10,875	7.5%
<b>Administration Goals Totals</b>	<b>\$ 373,537</b>	<b>17%</b>	<b>\$ 379,475</b>	<b>18%</b>
<b>Grants Total</b>				
CDBG (EN+PI) TOTAL	\$ 1,727,448	76.8%	\$ 1,693,000	
HOME (EN+PI) TOTAL	\$ 372,768	16.6%	\$ 325,000	
ESG TOTAL	\$ 149,054	6.6%	\$ 145,000	
<b>ALL GRANTS (EN+PI) TOTAL</b>	<b>\$ 2,249,270</b>		<b>\$ 2,163,000</b>	



## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
CC: Marion Johnson, Housing & Grants Supervisor, Sarah Flax, Interim  
Community Development Director  
Subject: Housing and Community Development (HCDC) 2024 Proposed  
Meeting Dates  
Date: December 12, 2023

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Recommended Action:

Staff recommends approval of the Housing and Community Development (HCDC) proposed meeting dates for 2024.

CARP:

Municipal Operations

Committee Action:

For Action

Summary:

The Housing and Community Development (HCDC) meeting is held on the third Tuesday of each month (except where noted) in person at the Lorraine H. Morton Civic Center, 2100 Ridge Avenue.

The proposed 2024 meeting dates are as follows:

1. Tuesday, January 16, 2024
2. Tuesday, February 20, 2024
3. Tuesday, March 19, 2024
4. Tuesday, April 16, 2024
5. Tuesday, May 21, 2024
6. Tuesday, June 18, 2024

7. Tuesday, July 16, 2024
8. Tuesday, August 20, 2024
9. Tuesday, September 17, 2024
10. Tuesday, October 15, 2024
11. Tuesday, November 19, 2024
12. Tuesday, December 17, 2024