



**AGENDA AND NOTICE OF A MEETING  
Housing & Community Development Committee  
Tuesday, February 20, 2024**

**Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201 - Council  
Chambers 7:00 PM**

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

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

**2. PUBLIC COMMENT**

**3. APPROVAL OF MEETING MINUTES**

- A. **Approval of meeting minutes from the December 12, 2023 meeting.** 4 - 8  
[Housing & Community Development Committee - Dec 12 2023 - Minutes - Pdf](#)

**4. NEW BUSINESS/OLD BUSINESS**

- A. **Approval to Allocate \$20,000 of Affordable Housing Funds to help fund the Homeless Management Information System (HMIS) to Address the Needs of Homeless and Unstably Housed People** 9 - 12  
**For Action**  
[Approval to Allocate \\$20,000 of Affordable Housing Funds to help fund the Homeless Management Information System \(HMIS\) to Address the Needs of Homele - Pdf](#)
- B. **One Stop Shop/ Green Homes Retrofit Program Update** 13 - 16  
**For Action: Accept and Place on File**  
[One Stop Shop/ Green Homes Retrofit Program Update - Attachment - Pdf](#)
- C. **Funding Guidelines and Applicants for FY 2023-24 CDBG Public Facilities Improvements Projects** 17 - 22  
**For Action**  
[Funding Guidelines and Applicants for FY 2023-24 CDBG Public Facilities Improvements Projects - Attachment - Pdf](#)

**5. STAFF UPDATES**

**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, December 12, 2023 @ 7:00 PM**

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

**COMMITTEE MEMBER PRESENT:** Hugo Rodriguez, Committee Member, Loren Berlin, Committee Member, Joanne Zolomij, Committee Member, Bobby Burns, Councilmember, Eleanor Revelle, Councilmember, and Chloe Thurston, Commission Member

**COMMITTEE MEMBER ABSENT:** Devon Reid, Councilmember, Juan Geracaris, Councilmember, and Kathy Feingold

**STAFF PRESENT:** Sarah Flax, Community Development Director, Marion Johnson, Housing and Grants Supervisor; Ana Elizarraga, Housing & Economic Development Analyst; Bridget Nash, Sr. Project Manager; Lara Biggs, Bureau Chief

**GUESTS PRESENT:** Amy Kaufman, Community Partners for Affordable Housing (CPAH);

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

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

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

No public comment was received regarding the DRAFT 2024 Action Plan. Public comment period was officially closed.

**3. PUBLIC COMMENT**

R. Branch - R. Branch of the 5th ward is in favor of development efforts of Twiggs Park.

**4. APPROVAL OF MEETING MINUTES**

A. Approval of meeting minutes from the November 14,2023 meeting

Approval of minutes from the November 14, 2023 meeting.

Moved by Zolomij  
Seconded by Berlin

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston

**Draft**

**Motion Passed 6-0 on a recorded vote**

Motion approved with edits suggested by J. Zolomij

**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

Approval to recommend 2024 entitlement grant allocations by goal based on estimated 2024 CDBG, HOME, and ESG grants and reallocations of 2022 CDBG Admin funds.

Moved by Berlin

Seconded by Rodriguez

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston

**Motion Passed 6-0 on a recorded vote**

- 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 \(\\$200,000\)](#)

2024 Entitlement Grant allocations were discussed, Amy Kaufman from the Community Partners for Affordable Housing (CPAH); Lara Biggs and Bridget Nash from the City of Evanston Public Works Agency were present to answer questions from the Committee regarding entitlement grant applications. Sarah Flax, Director of Community Development joined the meeting at 8:30 p.m. to talk about the 2024 Housing Code Enforcement Application.

**Draft**

Approval of the 2024 CDBG Housing Rehab Application of \$143,000.00

Moved by Rodriguez  
Seconded by Zolomij

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston  
**Motion Passed 6-0 on a recorded vote**

Approval of the 2024 Housing Code Enforcement Application of \$357,000.00

Moved by Rodriguez  
Seconded by Zolomij

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston  
**Motion Passed 6-0 on a recorded vote**

Approval of the 2024 Twigs Park Payne Playground Application of \$250,000.00

Moved by Berlin  
Seconded by Thurston

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston  
**Motion Passed 6-0 on a recorded vote**

Approval of the 2024 Twigs Park Simpson Playground Application of \$200,000.00

Moved by Berlin  
Seconded by Zolomij

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston  
**Motion Passed 6-0 on a recorded vote**

Approval of the 2024 Lake-Darrow Alley Application of \$290,000.00

Moved by Berlin  
Seconded by Rodriguez

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston  
**Motion Passed 6-0 on a recorded vote**

Approval of the 2024 Simpson-Ashland Alley Application of \$210,000.00

Moved by Berlin  
Seconded by Rodriguez

**Draft**

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston

**Motion Passed 6-0 on a recorded vote**

Approval of the 2024 Sidewalk Improvements Application of \$100,450.00

Moved by Zolomij

Seconded by Rodriguez

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston

**Motion Passed 6-0 on a recorded vote**

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

Staff was present to outline the [DRAFT 2024 Action Plan](#). The City of Evanston's DRAFT 2024 Action Plan outlines how the City's 2024 Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds, program income, and unspent CDBG funds from prior years, will be used to improve the quality of life primarily for low and moderate income Evanston residents. The 30-day comment period for the City's DRAFT 2024 Action Plan opened on Friday, November 10, 2023. No public comment was received regarding the DRAFT 2024 Action Plan.

Approval of the DRAFT 2024 Action Plan to City Council following receipt of 2024 Entitlement Amounts.

Moved by Rodriguez

Seconded by Zolomij

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston

**Motion Passed 6-0 on a recorded vote**

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

Staff presented the 2024 HCDC Meeting dates.

Approval of the Housing and Community Development (HCDC) proposed meeting dates for 2024.

Moved by Berlin

Seconded by Rodriguez

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, and Thurston

**Motion Passed 6-0 on a recorded vote**

**Draft**

Housing & Community Development Committee  
December 12, 2023

**6. ADJOURNMENT**

Chair Revelle adjourned the meeting at 9:28 p.m.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing & Grants Supervisor  
CC: Elizabeth Williams, Interim Housing and Grants Manager  
Subject: Approval to Allocate \$20,000 of Affordable Housing Funds to help fund the Homeless Management Information System (HMIS) to Address the Needs of Homeless and Unstably Housed People  
Date: February 20, 2024

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Recommended Action:

Staff recommends approval by the Housing & Community Development Committee and its recommendation to City Council of the allocation of \$20,000 of Affordable Housing Funds to the Alliance to End Homelessness in Suburban Cook County for the Homelessness Management Information System.

Funding Source:

The funding source is the City's Affordable Housing Fund, GL 250.21.5465.65500. As of November 2023, the total balance of Affordable Housing Fund was \$2,821,038 with approximately \$1,200,000 of unallocated funds. Funding for this project was identified in the 2024 Budget for this G/L.

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

Staff recommends allocating \$20,000 to the Alliance to End Homelessness in Suburban Cook County (the Alliance), of which Evanston is a part, to support the HMIS system. The Alliance is the lead agency for the Suburban Cook County Continuum of Care (CoC) and is responsible for coordinating services for people who are homeless or at high risk of homelessness, which includes maintaining HMIS, the HUD-mandated database used to maintain records of individuals and households receiving prevention and homeless services with ESG and competitive McKinney-Vento funding in suburban Cook County, reporting use of funding and program outcomes.

In past years, the City has provided up to \$25,000 in grants from the Affordable Housing Fund or ESG-CV Cares Act Funds to support the HMIS system (used by Connections, the YWCA, Family Promise, the McGaw YMCA, Impact Behavioral Health, as well as over 30 agencies in Cook County). The last funding request approved by the City of Evanston was in 2021. Funding for this project was included as potential expense in the final 2024 budget. This funding request represents 2.7% of the total budget for HMIS expenses (\$739,042) which is used throughout the Suburban Cook County and DuPage County Continuum of Care, however, 15.7% of HMIS homeless service provider agency users are in Evanston and 10.8% (1,383) of total individuals are Evanston clients.

Additionally, this funding fulfills part of the 25% matching fund requirements for the Alliance's federal HUD Continuum of Care grant. Every dollar committed to this project by the City of Evanston is leveraged as a match for 4 additional federal grant dollars.

The attached documents provides details on the Alliance's request.

Legislative History:

\$25,000 in ESG-CV CARES Act funding for HMIS was approved by City Council on August 9, 2021.

Attachments:

[City of Evanston HMIS Request January 2024.docx](#)

[HMIS Budget\\_City of Evanston Request.xlsx - HMIS Budget-1](#)



### **Request to City of Evanston for HMIS Support**

The Alliance is the lead agency for the Suburban Cook County Continuum of Care (CoC), a diverse group of over 40 stakeholders working together to develop, fund, and implement a coordinated plan to end homelessness. The Alliance brings together service providers, housing developers, and the public and private sectors to work collaboratively on service coordination, developing a shared vision, managing inclusive community-led processes, incorporating best practices, and marshalling resources and data for planning, implementation, and evaluation.

The Alliance serves as the lead agency for the Homeless Management Information System (HMIS) for the Suburban Cook County CoC and the DuPage County CoC. HMIS is a secure online database that allows provider agencies to collect client-level data and information about the services provided to people experiencing homelessness and housing instability. A wide range of reports are available through HMIS, both at the provider level and CoC-wide. Data collected through HMIS is used to evaluate performance, fulfill reporting requirements, and inform planning and data-driven decision-making by agencies, the CoC, local and state government entities, HUD, and the philanthropic community.

The Alliance is requesting \$20,000 from the City of Evanston to support Homeless Management Information System (HMIS) operations.

**FY24 HMIS Budget:** \$739,042

**Request:** \$20,000 (3% of overall HMIS expenses)

#### **Additional Funding Sources:**

- U.S. Department of Housing and Urban Development Continuum of Care Grant
- Cook County Community Development Block Grant
- Cook County Emergency Solutions Grant
- Village of Cicero Emergency Solutions Grant
- DuPage County
- Individual, foundation, and in-kind donations

**Evanston HMIS Users:** Between October 1, 2022 and September 30, 2023, there were 59 HMIS users at homeless service provider agencies in Evanston. This reflects 15.7% of total HMIS users.

**Evanston Clients Served:** Between October 1, 2022 and September 30, 2023, there were 1,383 individuals from Evanston served by our Continuum of Care. This reflects 10.8% of all individuals served.

City of Evanston 2021 Case Management Services Budget Appendix B

Subrecipient: Alliance to End Homelessness in Suburban Cook County  
 Program: HMIS FY2024

| <b>EXPENSES</b>                       | <b>BUDGET</b>       | <b>CITY FUNDS</b>  |
|---------------------------------------|---------------------|--------------------|
| Salary, Benefits and Payroll Taxes    | \$ 555,884.00       | \$ -               |
| Professional Fees & Contract Services | \$ 101,000.00       | \$ 20,000.00       |
| Program Supplies / Materials          | \$ 1,860.75         | \$ -               |
| Operating & Maintenance Expenses      | \$ 19,108.08        | \$ -               |
| Administrative Expenses               | \$ 61,189.17        | \$ -               |
| <b>Total:</b>                         | <b>\$739,042.00</b> | <b>\$20,000.00</b> |

| <b>SOURCES OF FUNDING</b>                   | <b>AMOUNT</b>        |
|---|----------------------|
| Other Government Funding (HUD)              | \$ 399,042.00        |
| Private Fundraising                         | \$ 155,000.00        |
| Other Government Funding (Cook County CDBG) | \$ 65,000.00         |
| Other Government Funding (Cook County ESG)  | \$ 55,000.00         |
| Other Government Funding (DuPage County)    | \$ 25,000.00         |
| City of Evanston Funding                    | \$ 20,000.00         |
| Other Government Funding (Cicero ESG)       | \$ 10,000.00         |
| In-kind                                     | \$ 10,000.00         |
| <b>Total:</b>                               | <b>\$ 739,042.00</b> |



## Memorandum

To: Members of Housing & Community Development Committee  
From: Marion Johnson, Housing & Grants Supervisor  
CC: Elizabeth Williams, Interim Housing & Grants Manager/Planning & Zoning Manager; Sarah Flax, Community Development Director  
Subject: One Stop Shop/ Green Homes Retrofit Program Update  
Date: February 20, 2024

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Recommended Action:

Staff recommend the Committee review the update and place it on file.

CARP:

Building Efficiency, Health Impacts of Extreme Heat, Vulnerable Populations

Committee Action:

For Action: Accept and Place on File

Summary:

The Center for Neighborhood Technology (CNT) is providing an update to the One Stop Shop Housing Retrofit "Green Homes" regarding a change in the partners involved in the implementation of the program and the timeline associated with the program. Attached is CNT's memo for the Committee to review.

Attachments:

[CNT Green Homes Program update 21924](#)



Date: February 20, 2024

To: City of Evanston Staff and Housing and Community Development Committee

From: Center for Neighborhood Technology

Re: Update on Green Homes Program

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This memo provides an update to the Housing and Community Development Committee (HCDC) on the Green Homes pilot program. At the February 20 meeting, representatives from the Center for Neighborhood Technology (CNT) and Elevate will attend to discuss current status, including changes to the composition of the project team that have become necessary to make progress, as well as revisions to expected timeline.

**Summary of scope**

The Green Homes pilot program uses \$1 million of ARPA funds to initiate a pilot program that funds home rehab projects that improve energy efficiency, water efficiency, climate resilience, and resident health. Improvements focus on existing affordable homes, both single-family and multi-family. The program is meant to comprehensively assess homes to determine what improvements are most valuable, and then fund these improvements directly as well as leverage other funding sources when possible. This program is a pilot, meant to test the effectiveness of this proposed approach to advance both climate resilience and equity.

**Status update**

Since its initiation last year, the pilot has not begun any actual construction, which is behind the schedule that was initially proposed. The preliminary planning and process development work has been completed: CNT and Elevate, with participation by City staff, has created a detailed operations guide laying out the policies and procedures of the pilot, which is a necessary first step. The team also met several times with a resident advisory group in spring 2023, in addition to convening five focus groups with residents and landlords, to give input on the design and communication of the program. The project team also developed communication materials for resident sign-up, including an interactive website that allows registration. Finally, several building assessments have been completed, which gives the project team a sense of the types of improvements that are most likely to come through the program.

While these are necessary steps, the project team had initially expected that some home improvements would be actively underway by this point, so we recognize that progress has been limited. Initially, the Evanston Development Cooperative (EDC) was slated for a central role in the implementation of the pilot. However, due to a series of leadership transitions at EDC, the organization has not been able to hire the staff that were needed to make the pilot happen. The project team is therefore being modified to include a much larger role for Elevate, an energy efficiency expert who runs programs like the Green Homes pilot in other mid-size cities, in implementing the project.

It is worth noting that while the project has been delayed, there has also been very little expenditure of funding. To date, approximately \$80,000 of the \$1 million budget has been expended, which has funded

the outreach that occurred in spring 2023 and the development of policies and procedures. The project team has also brought in additional resources to support the program, including \$60,000 in grants to community-based organizations to assist with outreach to residents when the program is fully launched. Other larger grant applications are still under consideration.

**Contract changes**

In order to complete the pilot program within the timeline attached to ARPA funding, the project team has transitioned project implementation responsibilities from EDC to Elevate. The division of responsibilities now includes:

| Program role           | Brief description   | Initial responsibility | Current responsibility |
|------------------------|---|------------------------|------------------------|
| Administrative Manager | Main point of contact with City, manage program budget and administration, convene advisory group and focus groups, support program design  | CNT                    | CNT                    |
| Program Coordinator    | Develop and maintain operations guide, manage the intake process for residents and contractors, complete due diligence checks and verify eligibility, schedule building assessments, support the bidding process, lead the agreement execution process, make payments to the contractor | EDC                    | Elevate                |
| Construction Manager   | Participate in building assessments, develop project scopes, manage the bidding process, lead construction management   | EDC                    | Elevate                |
| Energy Manager         | Lead building assessments, provide energy expertise, support bidding process and construction management  | Elevate                | Elevate                |

Elevate has over 23 years of experience operating building retrofit programs. Specifically, Elevate serves housing of all sizes and ownership types, with a special focus on low to moderate income households. Elevate has a depth of experience across energy efficiency, electrification, renewable energy, energy storage, water efficiency, health and safety, and resilience. Aside from the technical aspects of building retrofits, Elevate has robust programming to support diverse contractors in accessing retrofit programs, a long history of community engagement support, and consulting teams that are actively evaluating all available funding opportunities to resource retrofit programs. Elevate has pioneered the One-Stop-Shop approach this program is based on, and is committed to supporting the successful implementation and growth of this program in Evanston.

The project team recognizes that shifting implementation responsibilities to Elevate does not build the capacity of local organizations to manage these types of programs in the long term, which was one of the initial goals of the program. In the longer term, we hope that EDC, or another local organization, is able to manage this type of program, which is only going to become more important in the context of climate change and affordability challenges. But in the short term, it is necessary to accomplish this pilot program, and the shift in responsibilities to Elevate makes this possible.





## Memorandum

To: Members of Housing & Community Development Committee  
From: Jessica Wingader, Social Services Grants & Compliance Specialist  
CC: Elizabeth Williams, Planning Manager/Interim Housing & Grants Manager; Marion Johnson, Housing & Grants Supervisor  
Subject: Funding Guidelines and Applicants for FY 2023-24 CDBG Public Facilities Improvements Projects  
Date: February 20, 2024

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Recommended Action:

Staff recommends the Housing & Community Development Committee review public facilities projects requesting Community Development Block Grant funding, scheduled to be completed in 2024 and submitted by nonprofit agencies serving low- and moderate-income Evanston residents.

Funding Source:

Funds come from the Housing and Urban Development Department's (HUD) annual grant, established by formula to entitlement communities. The City budgeted \$300,000 in Community Development Block Grant (CDBG) funding to support nonprofit agencies invest in capital improvement projects at their facilities; awards range from a minimum of \$25,000 to a maximum of \$125,000 per project.

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

**Allocation Guidelines**

The Committee should consider the following guidelines when reviewing proposals:

- The application cycle for public facilities projects is scheduled to open every two years and no organization can apply consecutively.

- The City's goal is to fund larger, more comprehensive projects rather than multiple, small project requests.
- Consideration should be given to projects that could prevent emergency situations caused by loss of facility operations or building function.
- Agencies operating at a loss or operating with funding that closely matches expenses may be significantly impacted by any emergency loss of operations or costs associated with major emergency repairs.
- Historically, the Committee has considered the percentage of Evanston residents served as well as the total estimated project budget, quotes, and any capital improvements funding the agency may have earmarked or available. Eligible non-profit organizations address the needs of low- and moderate-income Evanston residents and have a system to income-qualify participants; to be eligible for CDBG funding, at least 51% of the population served must qualify as low- or moderate income. Agencies are not required to serve Evanston residents exclusively.
- Awarded projects must comply with federal cross-cutting requirements including Davis-Bacon and Related Acts, Section 3, and data collection, reporting and organizational capacity per the federal Omni Circular. Agencies that do not have experience managing state or federal funds, that do not have an experienced project manager/team, or a demonstrated system for capturing required report information will find awarded projects overly burdensome to manage and, if awarded, risk having to repay funds or be denied disbursements due to non compliance. Federal requirements could also impact costs based on adherence to Davis-Bacon wage rates.
- Projects without additional funds secured may not be able to move forward unless awarded in full. Additionally, any application of federal funds or use of federal awards require the entire project to comply with federal requirements. This would be financially burdensome unless additional funds are committed or secured. Agencies that have a dedicated capital improvement budget or a fundraising campaign, may be able to cover project costs if awarded less than requested.

**Summary of Applications**

| Agency                         | Eligibility  | Request          | % of Budget | Evanston Res. served | % of Total Served |
|--------------------------------|--------------|------------------|-------------|----------------------|-------------------|
| Lydia Home                     | Eligible     | \$125,000        | 100%        | 80                   | 100%              |
| PEER Services                  | Eligible     | \$86,100         | 100%        | 209                  | 28%               |
| Meals on Wheels                | Not Eligible | \$125,000        | 96%         | 116                  | 21%               |
| Shore Community                | Not Eligible | \$70,550         | 100%        | 2                    | 100%              |
| <b>Total Eligible Requests</b> |              | <b>\$211,100</b> |             |                      |                   |

**Lydia Home:** Project Type - Emergency Repair.

Agency is a residential facility and school for children who need support beyond traditional foster care; the building houses 38 children ages 6-18. This population is presumed eligible according to CDBG guidelines. Agency also provides the Intact Family Services program, an in-home service for DCFS reported families which aims to prevent out-of-home placement of children, foster care placement, residential treatment, and counseling services which are also available to the community. Project consists of replacing two functionally obsolete elevators; modernization would improve energy efficiency and safety, it would also align elevator units with current ADA requirements and IL Accessibility codes. Agency provided two quotes (Anderson Elevator Co. for \$269,000 and TK Elevator Corp. for \$142,363), both above the maximum award cap; staff believe that the request is reasonable based on projected project costs. Request is 88% of project budget according to the lowest bid. Agency would cover any additional project costs using unrestricted donations. If awarded, Lydia would engage TK Elevator Corp. and has approximately \$18,000 earmarked in the budget to complete the project. Agency receives state and federal grants and has the capacity to manage federal reporting requirements.

**PEER Services:**Project Type - Emergency Repair.

Agency provides substance use treatment, including Medication- Assisted Recovery (MAR), to predominantly low- to moderate-income adults and youth; agency is the leading substance use disorder treatment provider in the northern suburbs and northern neighborhoods of Chicago. Approximately 28% of participants are Evanston residents and project is CDBG-eligible based on the number of income eligible participants served. Project includes installation of a security system that would include video monitoring of building exterior and interior, fire and burglar alarm, front door lock and remote entry or controlled entry system, silent alarm at reception, and personal security buttons (panic buttons) for each office. The current system does not include additional security measures required by the Drug Enforcement Administration (DEA) for a facility that houses controlled substances (used in MAR treatment plans). Request is for \$86,100 and includes project management and staff training. Agency provided two quotes; one from a contractor that could provide the total system and the other for a single project component. The quote for the single component, the

fire alarm, is 14% higher than the same feature listed in the quote for combined work. If awarded, agency will work with a single contractor who can provide the complete system, since that is the most cost effective option; this would also ensure that all system components work together. CDBG funds would not cover project management staff costs which are considered an operating expense and addressed by the operating budget. Staff estimates CDBG eligible expenses closer to \$81,100. PEER's Operations Director has experience managing federal grant projects and agency has the capacity to comply with federal grant requirements. Agency has received City funds for programming and is able to comply with financial and programmatic reporting requirements.

***Meals on Wheels:*** Project Type - Not Eligible.

The agency submitting the application must own the property that is the subject of the application. Meals on Wheels is in negotiations to purchase the subject property. Deborah Mack, Executive Director of Meals on Wheels Northeastern Illinois, has provided all required documentation and worked with City staff to ensure project compliance. Unfortunately, the negotiations to purchase the property have stalled and it is unclear whether the parties will reach an agreement. Ms. Mack withdrew the application earlier this month.

***Shore Community Services:*** Project Type - Not Eligible.

Agency provides housing and day programming services for people with intellectual and other developmental disabilities. The proposed project consists of renovations to one of the agency's Community Integrated Living Arrangements (CILA) properties, currently occupied by two residents who are Shore clients. The project would provide a new garage, fence and flooring to a single family home in Evanston, however, the property does not qualify as a public facility (it is not open to the public and no day programming services happen at the location) and is not eligible for consideration since it benefits two residents.

Attachments:

[Public Facilities Evaluation Rubric - Lydia Home](#)

[Public Facilities Evaluation Rubric - PEER Services](#)

**PUBLIC FACILITIES EVALUATION**

**Lydia Homes: \$125,000 (100% of project cost)**

| CRITERIA   | DESCRIPTION   | ADDITIONAL GUIDELINES/EXAMPLES  | PROJECT SPECIFIC EXAMPLES  | DOCUMENTS/DOCUMENTATION  | SCORE                      |                         |                       |                       |  |
|--|---|---|--|--|----------------------------|-------------------------|-----------------------|-----------------------|--|
| Project Feasibility  | Proposal is detailed and clear; implementation plan includes a realistic timeline to complete project before 12/31/2025, development and operating proformas with funding sources; project site control.  | Project plan has realistic construction timeline and will complete in 2024; application outlines feasible development and operating plans and budgets. IF APPLICABLE: project includes preliminary design drawings, plat of survey and zoning analysis  | Project goal to replace two elevators that are functionally obsolete. Scope of work and project timeline clearly defined in quotes; agency is aware of additional City permit and inspection requirements and timelines. No design drawings or zoning analysis required. Project would complete in 2024.                                 | Contractor quotes provided (minimum \$142,363). Project scope is feasible and realistic; project would complete in 2024 and is necessary to building operations/ services to target population. Any additional funds would come from unrestricted donations. (22% or more of project)  | Pass                       |                         |                       |                       |  |
| Ability to meet federal funding requirements AND City zoning/building requirements   | Applicant has experience managing federal grants: applicant has received CDBG or federal funds; staff has experience managing federal awards AND Applicant has experience income qualifying participants and capturing demographic information  | Applicant has a system in place for capturing and verifying participant household income information, proof that services are provided in a low/moderate income residential area to members of the immediate community, or facility is used to serve populations presumed eligible.   | Lydia serves presumed eligible population: high-needs foster youth, agency also provides counseling, residential treatment, foster care programs, and family support. Building is a school and residential facility. Agency receives diverse funding, including state and federal awards. Agency can comply with reporting requirements. | Documents on file include audit, operating budget, chart of accounts, Form 990 (proving tax exempt status), and Evanston DCFS Performance Program Plan (qualifying agency as a residential treatment plan program). Agency is a nonprofit and has experience managing federal and state funds.   | Pass                       |                         |                       |                       |  |
|  | Applicant able to ensure contractors obtain necessary permits, evaluate zoning & historic preservation impacts (Contractor/applicant understands potential impact to timing of project), and comply with Davis Bacon wage requirements. Contractors are registered with the City.   | Past performance on similar projects or experienced team to negotiate construction contracts and manage contractors. Organization is financially stable with experienced and capable senior staff.  | Lydia's Maintenance Manager has experience with projects involving federal funding and federal requirements. Agency has experience complying with State and Federal reporting requirements.  | Biographies of Key Staff provided. Application indicates contact with City staff to understand permit requirements and inspection schedules  | Pass                       |                         |                       |                       |  |
| Budget   | Realistic cost estimates that include Davis-Bacon wage considerations, contingency and ability to secure full budget of the project/leverage other funds. Project has realistic revenue sources.  | If City is sole funder, project estimates include multiple bids or quotes and a sufficient contingency to address possible unforeseen or unanticipated costs (10% of budget acceptable). If other sources of funding are also used, funds are fully committed/secured and clear information and timeline is provided for funding sources. | Application indicates that contractor has experience with Davis-Bacon wage requirements. The project has committed funds (additional \$17k) from donations and fundraising events that have been earmarked to complete the elevator modernization.   | Quotes from Anderson Elevator Company (\$269,000) and TKE (\$142,363); agency to assume any additional project costs that exceed award. Original quote of \$135,926 did not include Davis-Bacon estimate - agency is aware of federal requirements. Additional funds (\$17,363) have been earmarked to complete this project. Audit shows that agency is financially sound with no instances of noncompliance, deficiencies or weaknesses. | Pass                       |                         |                       |                       |  |
| Applicant/Project Sustainability   | Applicant/Facility is likely to remain in use primarily for the benefit of low and moderate income persons for a period of not less than five (5) years.  | Applicant has a long (5 years or more) history of serving the community and current financial stability to assure ongoing provision of services. Project will improve structure/facility in durable way.  | Building has a long history of serving identified population - children under the care of the State; applicant is the property owner.  | Staff believe agency will continue providing services at the facility to the same population. Agency receives continued support from the State of Illinois.  | Pass                       |                         |                       |                       |  |
| Reasonable distribution of/access to funds   | Applicants have not received City funds for public facilities improvements in the past application cycle. (exception: applicants awarded in the past funding cycle, that were forced to delay projects due to COVID disruption will be prioritized for award)   |   | Agency has not received funds in the past 5 years  | Agency received a CDBG award for a public facilities project in 2017 to install security doors. Project was managed successfully.  | Eligible                   |                         |                       |                       |  |
| Project "Readiness"  | Realistic scope of work for the timeline and clear understanding of permit requirements. Schematic or preliminary design drawings submitted with application for staff review. Zoning analysis done (preliminary plans, plat of survey, site plans with dimensions - takes approx. 10 business days) Make zoning analysis a requirement of the application                | List of documents needed for projects that expand capacity/change use.  | Quote includes project timeline. Agency in contact with City staff to verify permit and inspection timelines. Project is on track to start and complete by City guidelines.  | NA; application and information provided satisfy requirement.  | 3                          |                         |                       |                       |  |
| Community Benefit/Return on Investment   | Project may increase capacity to serve additional participants or it prevents facility closure; project provides expansion/improvement OR addresses emergency repair/improvement VERSUS project that addresses deferred maintenance improvement/need without expanding space, use, or services. Request is reasonable compared to number of participants/families served. | Project would maintain or increase services to participants and Evanston residents comprise 50% or more of those served (measure of residents vs total population served). If project expands facility use, residents are more likely to benefit based on use/proximity   | Project addresses deferred maintenance to upgrade the facility's elevator system. It would include ADA compliance phone system and handicapped signage (braille and easy to read instructions) in both elevators in keeping with current building code requirements.   | Application indicates that project addresses deferred maintenance; elevators occasionally stop working which is disruptive and the gaps are mobility hazards. Project would not expand capacity, but new elevators would include ADA compliance phone system and handicapped signage. Additionally, new elevators would bring structure/system in compliance with current code.  | 2                          |                         |                       |                       |  |
| Benefit to Target Population   | Facility serves target populations including marginalized/underserved communities. Majority of population served identify as POC or identify as coming from historically underserved or underrepresented community.   | Project/facility benefits all residents of an area where at least 51% are LMI and is located in a primarily residential area; facility benefits a specific targeted group of persons who have been historically marginalized to improve wellbeing or ability to thrive; or a project that serves populations that are presumed eligible   | Residents/participants are presumed eligible and meet income eligibility requirements. Building houses approximately 30 residents and school serves approximately 80 participants (including residents); 58 participants identify as Black, 8 identify as multiracial and 14 identify as White.  | Application documents population served, including income and demographic information, under Community Impact tab.   | 3                          |                         |                       |                       |  |
| Environmental/Health Impact  | Project includes energy efficiency improvements: reduces greenhouse gas emissions and/or energy consumption and/or makes the facility more sustainable. Project includes improvement with positive health benefits (ex: increase air quality)   | Project adds insulation, air/window sealing; increases renewable energy installations, improves passive energy systems or water use/efficiency, provides higher efficiency equipment, etc   | Project would reduce energy consumption and increase energy efficiency.  | Reduction in energy consumption based on new equipment.  | 2                          |                         |                       |                       |  |
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| <b>Score as a %</b>  | <b>83.33%</b>   |   |  |  |                            |                         |                       |                       |  |

**PUBLIC FACILITIES EVALUATION**

**PEER Services : \$86,100 (100% of project cost)**

| CRITERIA   | DESCRIPTION   | ADDITIONAL GUIDELINES/EXAMPLES  | PROJECT SPECIFIC EXAMPLES  | DOCUMENTS/DOCUMENTATION  | SCORE                      |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
|--|---|---|--|--|----------------------------|--|--|--|--|-------------------------|--|--|--|--|-----------------------|--|--|--|--|-----------------------|--|--|--|--|--|
| Project Feasibility  | Proposal is detailed and clear; implementation plan includes a realistic timeline to complete project before 12/31/2025, development and operating proformas with funding sources; project site control.  | Project plan has realistic construction timeline and will complete in 2024; application outlines feasible development and operating plans and budgets. IF APPLICABLE: project includes preliminary design drawings, plat of survey and zoning analysis  | Project includes installation of a new security system that will include fire/burglar alarm and video system. Project will bring system into DEA compliance and provide silent alarms at reception and in each office, front door lock and remote entry system, and interior/exterior surveillance cameras.  | Quotes provided are detailed and document project scope. Project would complete in 2024 including all necessary final inspections provided by the Evanston Police Department as required for security projects.  | Pass                       |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Ability to meet federal funding requirements AND City zoning/building requirements   | Applicant has experience managing federal grants; applicant has received CDBG or federal funds; staff has experience managing federal awards AND Applicant has experience income qualifying participants and capturing demographic information  | Applicant has a system in place for capturing and verifying participant household income information, proof that services are provided in a low/moderate income residential area to members of the immediate community, or facility is used to serve populations presumed eligible.   | PEER provides documented public services to an income eligible population; agency is the leading substance use disorder treatment provider for low-income youth and adults in the northern suburbs and northern neighborhoods of Chicago and receives City funds for public services programming. Agency has the ability to document participant eligibility.                                      | Audit, annual report, and budget summaries provided. Agency receives City funds for programming and is compliant with all reporting requirements.  | Pass                       |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
|  | Applicant able to ensure contractors obtain necessary permits, evaluate zoning & historic preservation impacts (Contractor/applicant understands potential impact to timing of project), and comply with Davis Bacon wage requirements. Contractors are registered with the City.   | Past performance on similar projects or experienced team to negotiate construction contracts and manage contractors. Organization is financially stable with experienced and capable senior staff.  | Permits have been submitted and total work requested. Project costs are valid and reasonable.  | Biographies of Key Staff provided. Application indicates contact with City staff to understand permit requirements and project inspection schedules.   | Pass                       |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Budget   | Realistic cost estimates that include Davis-Bacon wage considerations, contingency and ability to secure full budget of the project/leverage other funds. Project has realistic revenue sources.  | If City is sole funder, project estimates include multiple bids or quotes and a sufficient contingency to address possible unforeseen or unanticipated costs (10% of budget acceptable). If other sources of funding are also used, funds are fully committed/secured and clear information and timeline is provided for funding sources. | Budget is based on reasonable quotes. Any additional project funds would have to come out of PEER's general operating budget. Other secured capital funds applied to emergency maintenance projects including HVAC system repair and roof repair. Other grants the agency applied for were not secured. Agency can contribute staff to manage project.   | The agency has no additional funds to commit to a project of this scope. Net assets have decreased from 2021 to 2022 and agency operated at a decrease in FY22. Additionally, net cash provided by operating activities shows significant decrease at the end of FY22. The agency has a line of credit and will remain in business; audit shows that agency is financially sound with no instances of noncompliance, deficiencies or weaknesses.                 | Pass                       |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Applicant/Project Sustainability   | Applicant/Facility is likely to remain in use primarily for the benefit of low and moderate income persons for a period of not less than five (5) years.  | Applicant has a long (5 years or more) history of serving the community and current financial stability to assure ongoing provision of services. Project will improve structure/facility in durable way.  | Agency has owned and operated facility for past 30 years   | Staff is highly confident that agency will remain in building and continue to serve identified population.   | Pass                       |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Reasonable distribution of/access to funds   | Applicants have not received City funds for public facilities improvements in the past application cycle. (exception: applicants awarded in the past funding cycle, that were forced to delay projects due to COVID disruption will be prioritized for award)   |   | Agency has not received funds for public facilities improvements in the past.  |  | Eligible                   |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Project "Readiness"  | Realistic scope of work for the timeline and clear understanding of permit requirements. Schematic or preliminary design drawings submitted with application for staff review. Zoning analysis done (preliminary plans, plat of survey, site plans with dimensions - takes approx. 10 business days) Make zoning analysis a requirement of the application                | List of documents needed for projects that expand capacity/change use.  | Quote includes project timeline. Agency in contact with City staff to verify permit and inspection timelines. Project is on track to start and complete by City guidelines.  | NA; application and information provided satisfy requirement.  | 3                          |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Community Benefit/Return on Investment   | Project may increase capacity to serve additional participants or it prevents facility closure; project provides expansion/improvement OR addresses emergency repair/improvement VERSUS project that addresses deferred maintenance improvement/need without expanding space, use, or services. Request is reasonable compared to number of participants/families served. | Project would maintain or increase services to participants and Evanston residents comprise 50% or more of those served (measure of residents vs total population served). If project expands facility use, residents are more likely to benefit based on use/proximity   | Project would not expand capacity, but it would improve staff and client safety and reduce threat of theft. PEER provides substance use treatment services including Medication-Assisted Recovery; it is required by the DEA that controlled substances kept on-site be secure. Additionally, upgraded system would allow staff to alert others of security risks or indicate that help is needed. | All services provided on a sliding scale. Agency provides youth prevention education and works in partnership with Dist. 202. Agency also offers weekly support groups at Connections, the Second Chance program targeting justice-involved individuals identified at Cook County Courthouse, is partnering with Turning Point for the Evanston Living Room, and has been approved to operate a Mobile Medication-Assisted Recovery program with IL DHS funding. | 3                          |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Benefit to Target Population   | Facility serves target populations including marginalized/underserved communities. Majority of population served identify as POC or identify as coming from historically underserved or underrepresented community.   | Project/facility benefits all residents of an area where at least 51% are LMI and is located in a primarily residential area; facility benefits a specific targeted group of persons who have been historically marginalized to improve wellbeing or ability to thrive; or a project that serves populations that are presumed eligible   | Participants meet income eligibility requirements and agency provides services identified as needed in the Con Plan/Action Plans. Participants are vulnerable and high-need; 78% are low/moderate income and 37% identify as BIPOC   | Application documents population served, including income and demographic information, under Community Impact tab.   | 3                          |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
| Environmental/Health Impact  | Project includes energy efficiency improvements: reduces greenhouse gas emissions and/or energy consumption and/or makes the facility more sustainable. Project includes improvement with positive health benefits (ex: increase air quality)   | Project adds insulation, air/window sealing; increases renewable energy installations, improves passive energy systems or water use/efficiency, provides higher efficiency equipment, etc   | No environmental impact documented.  |  | 1                          |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
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| <b>Total (out of 12)</b>   |   |   |  |  | <b>10.00</b>               |  |  |  |  |                         |  |  |  |  |                       |  |  |  |  |                       |  |  |  |  |  |
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