



**AGENDA AND NOTICE OF A MEETING  
Housing & Community Development Committee  
Tuesday, March 19, 2024**

**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:

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

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Webinar ID: 830 2873 5282

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

**2. HUD 2023 CAPER PUBLIC COMMENT**

**3. PUBLIC COMMENT**

**4. APPROVAL OF MEETING MINUTES**

- A. **Approval of February 20,2024 meeting minutes.** 4 - 6  
[Housing & Community Development Committee - Feb 20 2024 - Minutes - Pdf](#)

**5. NEW BUSINESS/OLD BUSINESS**

- A. **Discussion and Vote to Recommend Approval of \$1,000,000 of HOME-ARP Funding for Non-Congregate Shelter and \$150,000 for Tenant-Based Rental Assistance to Connections for the Homeless** 7 - 33

**For Action**

[Discussion and Vote to Recommend Approval of \\$1,000,000 of HOME-ARP Funding for Non-congregate Shelter and \\$150,000 for Tenant-Based Rental Assistance - Pdf](#)

- B. **Approval of the 2023 Consolidated Annual Performance Evaluation Report (CAPER) for the City's Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant** 34 - 95

**For Action: Accept and Place on File**

[Approval of the 2023 Consolidated Annual Performance Evaluation Report \(CAPER\) for the City's Community Development Block Grant, HOME Investment Partn - Pdf](#)

- C. **Presentation on 2024 Planning and Program Updates that Implement the City Council's Affordable Housing Goal** 96 - 97

N/A

**For Discussion**

[Presentation on 2024 Planning and Program Updates that Implement the City Council's Affordable Housing Goal - Attachment - Pdf](#)

## 6. STAFF UPDATES

- A. **CPAH Report** 98 - 101  
[City of Evanston Waitlist and IHO Information \(CPAH\) - 01 2024](#)
- B. **MTO Report** 102 - 105  
[2023 MTO Landlord Tenants Services Report](#)

## 7. 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).*

**Draft**



## Housing & Community Development Committee

Tuesday, February 20, 2024 @ 7:00 PM

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201 - Council Chambers

**COMMITTEE MEMBER PRESENT:**

Hugo Rodriguez, Committee Member, Loren Berlin, Committee Member, Joanne Zolomij, Committee Member, Bobby Burns, Councilmember, Eleanor Revelle, Councilmember, Juan Geracaris, Councilmember, Chloe Thurston, Commission Member, and Kathy Feingold

**COMMITTEE MEMBER ABSENT:**

Devon Reid, Councilmember

**STAFF PRESENT:**

Sarah Flax, Community Development Director; Marion Johnson, Housing & Grants Supervisor; Ana Elizarraga, Housing & Economic Development Analyst

**GUESTS PRESENT:**

J. Hill, Alliance to End Homelessness in Northern Cook County; B. Dean, CNT; J. Nash, Elevate; S. Fulgenzi and C. Griffith, Lydia Home; A. Brown and B. Richards, PEER Services

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

**2. PUBLIC COMMENT**

[B. Swilley](#), [T. Paden](#), [W. Carter](#), [L.E. Bailey](#), [L. Knoble](#), [E. Wesson](#), [R. Hudson](#), [B. Ester](#), [K. Jefferson](#), [P. Aikens](#), [M. Dotson](#), [W. Bailey](#), [C.B. Sutton](#), and [K. Nelson](#) provided comment in opposition to the City requirement to vacate the 2014, 2018 & 2024 Wesley Avenue properties. [D. Canon](#), [T. Connolly](#) and [Cm. Kelly](#) provided comments in support of the in-person commenters via Zoom.

**3. APPROVAL OF MEETING MINUTES**

A. Approval of meeting minutes from the December 12, 2023 meeting.

Moved by Zolomij  
Seconded by Feingold

**Ayes:** Rodriguez, Berlin, Zolomij, Burns, Revelle, Thurston, and Feingold  
**Abstained:** Geracaris

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

**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

Staff presented the request for funding for the Homeless Management Information System (HMIS) by the Alliance to End Homelessness in Northern Cook County to maintain records for the North Suburban continuum of care (CoC). Jennifer Hill from the Alliance was present to provide information and answer questions from Committee Members. She stated the system is a HUD-mandated requirement and helps the City of Evanston provide reports that HUD requires and to make strategic decisions in community driven homelessness initiatives.

Motion to recommend to the City Council 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.

Moved by Thurston  
Seconded by Councilmember Geracaris

**Ayes:** Rodriguez, Zolomij, Revelle, Geracaris, Thurston, and Feingold  
**Abstained:** Berlin and Burns

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

- B. One Stop Shop/ Green Homes Retrofit Program Update

Bob Dean from the Center for Neighborhood Technology (CNT) and Jordan Nash from Elevate were present to give an update on the One Stop Shop program. Dean stated the Green Homes program, designed to address the City's climate and sustainability goals has had slow progress due to changes in leadership at EDC. Dean stated CNT is working on expanding their partnership with Elevate to get the program back on track. The completion timeline has changed from December 2024 to December 2025.

Motion to review the update and place it on file.

Moved by Zolomij  
Seconded by Feingold

**Ayes:** Rodriguez, Zolomij, Revelle, Geracaris, Thurston, and Feingold  
**Abstained:** Berlin and Burns

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

- C. Funding Guidelines and Applicants for FY 2023-24 CDBG Public Facilities Improvements Projects

Staff introduced the funding requests for CDBG Public Facilities Improvement Projects. Two

**Draft**

applicants were present to present their projects: Lydia Home and PEER Services. S. Fulgenzi and C. Griffith from Lydia's Home gave an overview of the deferred maintenance of their elevators. A. Brown and B. Richards from PEER Services presented their funding request to replace an outdated security system.

Motion to approve funding guidelines and applicants for FY 2023-2024 CDBG Public Facilities Improvement projects.

Moved by Councilmember Geracaris  
Seconded by Zolomij

**Ayes:** Rodriguez, Berlin, Zolomij, Revelle, Geracaris, Thurston, and Feingold  
**Abstained:** Burns

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

**5. STAFF UPDATES**

- Staff is waiting on Grant Allocations from HUD
- HOME-ARP Application opened 2/16, any applications submitted will come to HCDC during the 3/19 meeting.
- Staff is working on Envision2045, IHO Updates, HUD Consolidated Plan, and the CAPER during 2024, meeting agendas are expected to be full during the next HCDC meetings.

**6. ADJOURNMENT**

Chair Revelle called for adjournment at 09:13 p.m.



## Memorandum

To: Members of Housing & Community Development Committee  
From: Ana Elizarraga, Housing & Economic Development Analyst  
Subject: Discussion and Vote to Recommend Approval of \$1,000,000 of HOME-ARP Funding for Non-congregate Shelter and \$150,000 for Tenant-Based Rental Assistance to Connections for the Homeless  
Date: March 19, 2024

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Recommended Action:

Staff recommends approval by the Housing & Community Development Committee (HCDC) of \$1,000,000 of HOME-ARP Funding for Non-congregate Shelter and \$150,000 for Tenant-Based Rental Assistance to Connections for the Homeless (CFTH)

Funding Source:

HOME – American Rescue Plan (HOME-ARP) funds

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

**Background**

The City of Evanston received an allocation of HOME – American Rescue Plan (HOME-ARP) to address the needs of households experiencing homelessness and other households that face housing instability. In 2022, The City council and U.S. Department of Housing and Urban Development (HUD) approved an allocation plan including \$150,000 for tenant-based rental assistance program, and \$1,000,000 for the acquisition and/or development of a non-congregate shelter (NCS). Funds are administered by HUD. The City opened an application for community partners to carry out the City's [HOME-ARP Allocation Plan](#) projects.

**Application**

One application was received. CFTH submitted a HOME-ARP Application for Funding for the rehabilitation of a 65-bed (43-unit) fixed, non-congregate shelter, and for a focused Tenant-Based Rental Assistance project to support the transition of HOME-ARP Qualifying Population (QP) households from the shelter into permanent housing in Evanston. Both activities fulfill the gap for non-congregate shelter beds and rental assistance as expressed in the HOME-ARP Allocation Plan approved by the City Council and the Department of Housing and Urban Development in October of 2022. Both project timelines meet the obligation and expenditure requirements for HOME-ARP funding.

**Non-Congregate Shelter Rehabilitation Project**

The rehabilitation to be undertaken at the 100-year-old building at 1566 Oak Avenue is detailed in the attached application for funding. CFTH established operations of a non-congregate shelter in March of 2020 housed in what was formerly the Margarita Inn. The shelter was acquired by CFTH in 2023.

Updates will address items in critical need of repair to increase the operational efficiency and sustainability of the current 65-bed (43-unit) non-congregate shelter building identified in a property assessment by Globetrotters Engineering Corporation in August of 2022. To this end, CFTH retained IFF, a technical assistance expert that partners alongside nonprofits in Chicagoland in the financing, development, and project management of large facilities. The rehabilitation includes:

- The replacement of a dilapidated roof
- Removal of raised porches
- Removal of underground storage tanks
- Fire system repairs
- The replacement of deteriorated doors and windows.

The funding requested is \$1,000,000 and includes \$775,000 for critical repair hard costs and \$225,000 in construction contingency and architectural soft costs. The \$1,000,000 request represents 7% of the total project budget of \$13,500,000. Other sources of funding include committed funds from Cook County covering acquisition costs, and tentative funds from the State still to be secured.

Construction Hard Costs	\$775,000.00
Owner Contingency	\$77,500.00
Architect Fee	\$77,500.00
Permits	\$2,000.00
Environmental Remediation	\$30,000.00
Project Management Fee	\$35,000.00
Survey	\$3,000.00
<b>TOTAL</b>	<b>\$1,000,000.00</b>

Figure 1. - Proposed HOME-ARP NCS Use of Funds

Shelter operating costs are not an allowed expense under HOME-ARP. The applicant has provided an operating budget including funding sources to ensure that the shelter can remain operational and financially sustainable after renovations.

**Tenant-Based Rental Assistance Project**

The proposed HOME-ARP Tenant Based Rental Assistance (HOME-ARP TBRA) project aims to support the transition of homeless and potentially homeless individuals and households from the non-congregate shelter into permanent housing in Evanston. All proposed participant households will meet one or more of the qualifying population(QP) standards, as defined by the City of Evanston’s HOME-ARP Allocation Plan.

The proposed \$150,000 will support direct subsidized rental payments, security deposits, and utility payments for 3-4 households, depending on rates of household contribution for up to 24 months, while they work towards securing adequate income to stabilize their housing situation permanently. Participant households will work alongside a TBRA Case Manager who will be responsible for developing and implementing an individualized housing plan, including the determination of household contribution to rent.

Household #	Security Deposit	Tenant Rent	TBRA Subsidy	Total Rent	Months	Estimated Total
A	\$2,700.00	\$150.00	\$1,800.00	\$1,950.00	24	\$45,900.00
B	\$3,150.00	\$151.25	\$1,948.75	\$2,100.00	24	\$49,920.00
C	\$4,500.00	\$320.00	\$2,070.00	\$2,390.00	24	\$54,180.00
						\$150,000.00
	\$10,350.00		\$5,818.75	\$6,440.00		\$150,000.00

Figure 2. - Proposed HOME-ARP TBRA Use

**Application and Funding Requirements**

The City of Evanston HOME-ARP Application for Funding called for eligible applicants such as nonprofits or other entities with a history of providing housing, shelter, and services to one or more of the QPs and that have organizational experience, organizational capacity, and organizational readiness to effectively and efficiently run the HOME-ARP NCS and TBRA programs to the extent of federal guidelines and regulations set forth by the Department of Housing and Urban Development (HUD). Qualifying populations are outlined below:

1. Homeless, per 24 CFR §91.5
2. At risk of homelessness, per 24 CFR §91.5
3. Individuals fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by 24 CFR §5.2003.
4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family’s homelessness or would serve those with the greatest risk of housing instability.

Connections for the Homeless is uniquely positioned to manage the referrals between the Non-Congregate Shelter into the proposed HOME ARP Tenant-Based Rental Assistance project since the team is currently managing both a HOME-TBRA program and a non-congregate shelter in-house. Entry into the shelter is based on a collaborative screening process led by the Shelter Intake Committee (SIC). The "SIC" comprises a team including the Chief Program Officer, Drop-in and Outreach Manager, Medical Director, Shelter Manager, Life Skills Specialist, Shelter Supervisor, and the Organization's Coordinated Entry Manager. This team is responsible for the screening process as well as maintaining the waitlist for the shelter. The team currently uses a dynamic waitlist process that focuses on vulnerability and collectively decides which households to screen for an opening from the waitlist. This decision is based on several vulnerability indicators (including but not limited to age, disability, health condition(s), extenuating circumstances of the household, and length of homelessness). As recipients of HOME-ARP funding, the applicant would be required to ensure that their entry and waitlist management process complies with the requirements associated with the funding source.

Historically, Connections for the Homeless has provided services to the Qualified Populations of the City of Evanston. In 2023, 3,163 Evanstonians were served through Connections' various programming. Of those served, 114 found shelter within the Margarita Inn over the last 12 months, including 81 households and 18 children (under 18). Additionally, CFTH has managed monthly rental assistance projects for over 20 years and has the financial capacity to administer such a program on a reimbursement basis. The Housing Manager and TBRA Case Manager work closely with the recently expanded Finance Team to set up payment agreements with program participants, the automated reimbursement process related to the HOME TBRA program, as well as leases with partner landlords in the community. Furthermore, CFTH maintains projects with similar goals in contract with the State of Illinois, Cook County, and as a sub-awardee to the YWCA in Evanston. They have experience in the documentation and reporting requirements set forth by the City, State, and Federal guidelines such as HUD's Affirmative Marketing, Equal Opportunity, and Fair Housing standards.

Legislative History:

On October 10, 2022, the City Council unanimously approved the HOME-ARP Allocation Plan.

Attachments:

[CFTH - HOME-ARP Application for Funding](#)

[Exhibit A - HOME-ARP Management Plan](#)

[Exhibit B - HOME-ARP NCS Budget](#)

[Exhibit C - HOME-ARP TBRA Estimated Use](#)

Form Name:	City of Evanston HOME-ARP Application For Funding
Submission Time:	March 1, 2024 5:49 pm
Browser:	Chrome 122.0.0.0 / Windows
IP Address:	67.184.106.176
Unique ID:	1200477392
Location:	42.1358, -87.9427

## Applicant Overview

<b>Organization Name</b>	Connections for the Homeless
<b>Primary Contact</b>	Betty Bogg
<b>Telephone</b>	(847) 475-7070 ext. 108
<b>Email</b>	bbogg@connect2home.org
<b>Address</b>	2121 Dewey Ave. Evanston, IL 60201
<b>Applicant is a:</b>	Non-profit

## Sam.gov Unique Entity ID

<b>Sam.gov UEID</b>	NXN8ZQ5QBKL8
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## Organization Profile

<b>Is the applicant a faith-based organization?</b>	No
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<b>Organization Description/Summary</b>	<p>With nearly 40 years of experience serving people who are experiencing homelessness, or at risk of homelessness, Connections for the Homeless has undergone a campaign to expand our services and the number of people we serve. When successful, the campaign will drive our community of Evanston, Illinois toward the United States Interagency Council on Homelessness' primary goal of ending homelessness by making it rare, brief, and non-recurring (functional zero). A critical element of this campaign and any community's successful achievement of functional zero is increasing and enriching shelter capacity within the local system. The proposed project under this funding includes the rehabilitation of 43-unit fixed non-congregate shelter, the Margarita Inn, as well as a focused Tenant-Based Rental Assistance project to support the successful transition of households from the shelter into permanent housing in Evanston.</p>
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**Services Offered**

When we care for neighbors who are struggling, everyone thrives. Communities with robust support systems for their most vulnerable citizens achieve better outcomes in health, education, and violence prevention. Communities with robust support systems for their most vulnerable citizens also incur lower public costs-because over time, it is far less expensive to invest money, time, and energy in preventing crises, rather than managing them. Our proposed project will provide not only a safe and stable housing option for hundreds of individuals and families, but adequate spaces to offer a suite of on-site wraparound services including: medical and behavioral health services; job training; housing location services and support; three daily meals; benefits enrollment; intensive case management; transportation support; laundry services, and life skills support.

Though these services are provided on site right now, suitable spacing needs are dire. Proposed project funding will support the renovation and repair of dwelling and service activity spaces.

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**Service Area**

Connections services communities throughout North Suburban Cook County.

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**Current Population Served**

In 2023, Connections serves over 5,000 individuals each year. Of those served, 50.5% are female-identifying, and 47.7% are male-identifying. About 16% are children under the age of 18, and more than 55% identify as Black. Nearly 17% Identify as White, 15% as Latinx, 3% as Asian Pacific Islander, 2% as Multiracial and less than 1% as AIAN. About 11% are determined as chronically homeless, under the definition of a person that has experienced homelessness for at least a year - or at least 4 separate occasions in the last 3 years. Specific to this project are the 3,163 Evanstonians served in 2023 through Connections programming. Of those served, 114 found shelter within the Margarita Inn over the 12-month period, including 81 households and 18 children (under the age of 18).

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**Which Qualifying Populations are among the current population served?**

Connections presently serves all the following qualifying populations, including:

- Homeless, per 24 CFR 91.5
- At risk of homelessness, per 24 CFR 91.5
- Individuals fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by 24 CFR 5.2003
- Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability

Pertinent to the proposed project are individuals that identify as homeless (per 24 CFR 91.5).

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Number of Evanston Individuals Served/Month 45

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### Project Information

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Type of Request Check this box if this request is for Non-congregate Shelter AND Tenant-based Rental Assistance

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Which Qualifying Populations will be eligible to participate in your project(s)? Check all that apply  
HOME-ARP QP 1: Homeless  
HOME-ARP QP 2: At risk of homelessness  
HOME-ARP QP 3: Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking  
HOME-ARP QP 4: Other families requiring services or housing assistance to prevent homelessness OR those at greatest risk of housing stability

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### Non-Congregate Shelter Requests

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Project Name Critical Repairs of the Margarita Inn: A Non-Congregate Shelter

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Project Address 1566 Oak Ave.  
Evanston, IL 60201

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Project Summary Connections for the Homeless established operations of a non-Congregate shelter in March of 2020. Housed in what was formerly a boutique hotel, the Margarita Inn, the shelter was officially acquired by Connections' in November of 2023. The building itself is nearly 100 years old and has numerous critical repairs and renovations. The proposed scope of this project will address renovations determined as in critical need of repair. Renovations include: the replacement of a dilapidated roofing, removal of unsafe raised porches, removal of underground storage tanks, fire system repairs, and the replacement of deteriorated doors and windows.

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Name of Current Owner(s) Connections for the Homeless

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Does the applicant have site control? Yes. Ownership as of 11/30/23  
Please describe the type of site control.

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Is any portion of the existing building currently occupied? If yes, the applicant must comply with the Uniform Relocation Act (URA) including notices to applicants. Yes

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How many beds do you expect to provide through Non-Congregate Shelter? 65

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**Staff Dedicated to Non-Congregate Shelter Project**

15 FT and on-call staff

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**Please describe the entry process for Non-Congregate Shelter clients.**

The shelter maintains a dynamic waitlist, which means the most vulnerable are prioritized for placement. Households are added onto a waitlist after being referred to our program through four primary methods:

1. Through Connections' site-based Drop-in centers: Monday through Friday people can access basic services from showers and laundry to lunches and case management services. More than 2,000 people a year come through our 2 site-based outreach services where our case management and support staff conduct intakes and assessments to help people connect to our shelter and other housing resources.
2. Street Outreach: 5 days per week we have Outreach Specialists that're dispatched into the community to connect with those who are least likely to engage in services. Outreach Specialists also provide assessments and intakes to help people connect to our shelter and other housing resources.
3. Phone: Monday through Friday our full-time Program Assistant manages our phones. The Program Assistant responds directly to people calling in need of services and encourage people to come on-site to our site-based Drop-in centers for additional screening and intake, especially for shelter and housing services.
4. Referrals: We receive in-person, phone call, and CoC referrals for our shelter programming. Because we've operated shelter programming for nearly 40 years, we have many community partners that know of our services and send people in need.

Upon entry into the program, households undergo the Intake process alongside the Shelter Manager or Shelter Supervisor. No person or household shall be barred from entry unless they are listed within the Sex Offender Registry or have been barred from previous programs within the organization due to safety concerns. For those approved to move in, a meeting is scheduled prior to move in date to review the Shelter Participant Handbook, which outlines rules and expectations of the program. Every individual and household are linked to a Shelter Case Manager while staying at the Margarita Inn. In partnership, the Shelter Case Manager guides the process of securing housing solutions for our participants. Each case is highly unique, depending on the households status of disability, income level, ability to work, healthcare status, etc. There is no limit to the length of stay in the project, as we know that the process to securing appropriate and affordable housing in our community can take months, sometimes years. The unique opportunity to directly link individuals into TBRA units will enable freeing up of some shelter beds to make space for the 80+ individuals that make up the waitlist at any given time throughout the year.

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**Please provide a brief description of how you will outreach to clients.**

Connections' Outreach and Daytime Shelter programs have hundreds of visitors a day. Last year, there were more than 2,000 individuals that participated in services at our daytime two Drop-in spaces. These projects are a main avenue of outreach to individuals actively experiencing homelessness. The daytime spaces provide a space where our Outreach and Community Case Management Teams interface directly with people as they are actively experiencing homelessness. Outreach aims to address immediate and basic needs of individuals, while Case Managers work alongside individuals in their designing and achieving individualized housing goals. Case Managers work alongside Shelter Case Managers to manage the dynamic waitlist and ensure our most vulnerable populations are prioritized into accessing our shelter beds.

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**Exhibit A: City of Evanston (COE) HOME-ARP NCS Pro Forma**

**Exhibit A: City of Evanston (COE) HOME-ARP Pro Forma**

<https://www.formstack.com/admin/download/file/16006667119>

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**Exhibit B: Proof of Site Control**

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**Tenant-Based Rental Assistance (TBRA) Requests**

**Program Summary**

The proposed Tenant Based Rental Assistance (TBRA) Program under the HOME-ARP allocation will support the transition of homeless and potentially homeless individuals and households from Connections for the Homeless' (Connections) non-congregate shelter, the Margarita Inn, into permanent housing in Evanston, IL. All proposed participant households will meet one or more of the qualifying population standards, as defined by the City of Evanston's HOME-ARP Allocation Plan. The proposed \$150,000 project will support direct subsidized rental payments, security deposits and utility payments for 3-4 household, depending on rates of household contribution. Participant households will work alongside our TBRA Case Manager who will be responsible for developing and implementing an individualized housing plan, including the determination of household contribution to rent. The goal of the program is to support households for up to 24 months, whilst securing adequate income to sustain permanent housing, independently in the community.

**Please describe how your organization would accept and manage referrals from the Non Congregate Shelter into the HOME ARP TBRA program**

Connections Housing and Shelter programs are highly experienced and skilled in managing the process of referrals between programs such as those outlined in this proposal. As an applicant under both the Non-congregate Shelter and TBRA components of the HOME-ARP opportunity, Connections' proposed referral process is streamlined, as the referrals will be entirely in-house.

The Shelter Program and Short-Term Subsidies Programs work together in securing individualized housing solutions for our program participants. Households, when staying at the Margarita Inn, are linked to a Housing Case Manager who will be responsible for initiating an internal referral process. Internal referrals are often immediate. If a household or participant is deemed a match for the project (Qualifying Population), the TBRA Case Manager schedules an initial intake meeting with the referred household. In order to be eligible for entry into the project, households must agree to the following assessments: Employability for adult household members; and public benefit eligibility (SNAP, WIC, etc.), if not already enrolled, and agree to work with the Case Manager to get enrolled. Families may also voluntarily agree to additional assessments of their children, including medical, education, and psychosocial assessments. However, at no time are these assessments ever required to participate or continue to receive support in the program.

Once approved, the TBRA Case Manager provides on-going case management and works alongside the organization's Housing Resource Specialists to secure appropriate units, based on household configuration (within HUD's Metro FMR rate). Housing Case Managers support Connections' Housing program in the identification of units in the area, building relationships with landlords, conducting housing assessment screenings, and offering tenant rights and fair housing counseling to participants.

The Short-Term Subsidies Housing Manager will maintain the status of occupancy and transitions with the Shelter Manager through ongoing communication. The Housing Manager will be responsible for ensuring appropriateness for the TBRA program, as not all individuals exiting the Non-Congregate Shelter program will be successful in a TBRA project. As previously mentioned, the program team anticipates serving up to 6 households for up to 24 months through this funding.

**Please describe your financial capacity and experience managing monthly assistance payments on a reimbursement basis?**

Connections' team has managed monthly assistance projects for over two decades. The organization recently expanded its Finance Team to meet the increased number of contracts securing the last two fiscal years. The Finance Team is fully staffed and experienced in the administration of monthly assistance payments alongside partnership with Program Management. The Housing Manager and TBRA Case Manager work closely with the Finance Team to setup payment agreements with program participants, as well as leases alongside partner landlords in the community.

The Finance Team works together to provide overall fiscal, grant, and contract management for Connections. This includes the Director of Finance & Administration, Accounting Manager, Staff Accountant, Accounts Payable Specialist, Coordinator of Finances and Accounting Assistance. They manage payroll, accounts payable and receivable, grants administration, and ongoing financial reporting. The automated reimbursement process related to the proposed TBRA program is standard practice alongside all Housing projects at Connections.

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**Please describe your administrative and staff capacity to manage this Tenant Based Rental Assistance Funding**

All dedicated project staff are deemed qualified, through standard and appropriate recruitment, hiring, and onboarding requirements. Connections Human Resource department works alongside program leadership to identify, recruit, and onboard project staff. The Housing Team and Administrative Teams (Finance, IT and Human Resources) are fully staffed, and have the capacity to manage the proposed increase of 3-4 households under this TBRA project.

Team leadership has extensive experience managing alike projects, in the Evanston community, specifically. Connections holds a TBRA contract with the City of Evanston to house D65 families experiencing homelessness or at-risk of homelessness. Outside of its TBRA contract with the City of Evanston, the team maintains projects with similar goals in contract with the State of Illinois, Cook County, and as a sub-awardee to the YWCA in Evanston. The team is well-equipped to provide accurate and timely documentation and reporting requirements put forth by the City, as it related to project activities. Project activities are maintained and documented in Connections' Homeless Management Information System are reviewed for data quality by Program leadership and Connections' Data Manager. Proposed project activities are within scope of current programming within our Housing Programs.

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**Please describe any Self Sufficiency program and Case Management services that could be provided to HOME ARP TBRA households**

To ensure families and households are linked into permanent housing solutions, Connections team leverages other eligible funding through contracts maintained through other funders, as needed. Connections never discharges to homelessness. The team works tirelessly to connect households into long term solutions to meet their individualized household needs. Across all Housing projects last year, over 85% obtained or maintained permanent housing, following graduation from our programs. Accomplishments and goal-setting are individualized. Our team are experts in connecting households to resources and opportunities both inside and outside of Connections. Each household will be connected with our TBRA Case Manager, who, in partnership with our larger Housing Division, will create an individualized case management plan, per household. These plans designed around milestones to strengthen their housing stability, and might include: obtaining and retaining employment, participating and completing education programs, engaging in money management and life skills coaching.

With \$150,000 in HOME-ARP funds, Connections will provide housing case management and supportive services to up to 4 families. The program and its partners with several peer organizations provide a range of other supportive services to help families rebuild and move forward. In the proposed grant project, this may include connecting households with regular and ongoing access to the organization's food pantries, clothing closets and basic supplies; linking participants to employment and educational programs; offering counseling services in partnership with the Josselyn Center, substance use support with PEER Services, and linking families to partners like Cradles to Crayons and Books and Breakfast.

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**Capacity: what is the maximum number of households your organization could serve under this program?** With \$150,000 in allocated funds, we anticipate supporting 3-4 households for up to 24 months per household.

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**Proposed Activities (check all that apply)**

- Rental Subsidies
- Security Deposits
- Utility Deposits
- Utility Costs

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**Exhibit A: Administrative Management Plan**

**Exhibit A: Administrative Management Plan** <https://www.formstack.com/admin/download/file/16006667127>

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**Exhibit B: COE HOME-ARP TBRA Estimated Use**

**Exhibit B: COE HOME-ARP TBRA Estimated Use** <https://www.formstack.com/admin/download/file/16006667128>

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**Certification**

Name

Kelsey Caspersen

Signature

A handwritten signature in black ink, appearing to read 'Kelsey Caspersen', is written over a horizontal line. The signature is stylized and cursive.



## Exhibit A: Administrative Management Plan

### 1. Program Summary

- a. The proposed Tenant Based Rental Assistance (TBRA) Program under the HOME-ARP allocation will support the transition of homeless and potentially homeless individuals and households from Connections for the Homeless' (Connections) non-congregate shelter, the Margarita Inn, into permanent housing in Evanston, IL. All proposed participant households will meet one or more of the qualifying population standards, as defined by the City of Evanston's HOME-ARP Allocation Plan. The proposed \$150,000 project will support direct subsidized rental payments, security deposits and utility payments for 3-4 household, depending on rates of household contribution. Participant households will work alongside our TBRA Case Manager who will be responsible for developing and implementing an individualized housing plan, including the determination of household contribution to rent. The goal of the program is to support households for up to 24 months, whilst securing adequate income to sustain permanent housing, independently in the community.

### 2. Self Sufficiency Program, if applicable, including ability to cover staff costs

- a. Connections supports staffing costs related to the operation of the Non-Congregate Shelter and TBRA project components through both private and public (non-federal) funds. Staffing costs, as well as program supplies including client support, transportation reimbursement, and other critical costs associated with the success of this larger program, as supported in partnership with State funds administered through the Department of Human Services.

Connections is uniquely positioned to manage the referrals between the NCS into the proposed TBRA project since the team is actively managing both a TBRA program and NCS in-house. Referrals will be initiated by a Housing Case Manager from the shelter team and will be accepted, based on availability of funds into the TBRA project. Program Managers meet on a regularly schedule basis to consult on cases, work through individualized household needs, and troubleshoot. This project will be no different. Our Managers are highly experienced in managing direct referrals from both inside and outside of the organization. We feel that an internal referral will assure the smoothest transition not only for the project staff, but most importantly the participant households as they step towards long-term housing stability.



3. Ability to manage a referral process from a Non-Congregate Shelter into the HOME-ARP TBRA program
  - a. Connections' team is experienced with required activities of HUD's Affirmative Marketing, Equal Opportunity, and Fair Housing standards. The team will have program brochures printed in English and Spanish to advertise the project. Consistent with all other Housing programs Connections, the team will provide Fair Housing Booklets to each participant household. Focused marketing of the program will be offered within the Margarita Inn, Evanston's only non-congregate shelter space. The TBRA Program Manager holds a close working relationship with Keegan Olson, the shelter's Manager, as a peer program manager of Connections for the Homeless.
  
4. Ability to comply with Affirmative Marketing and Equal Opportunity and Fair Housing
  - a. The referral process described above is how people are connected to our program. We assess people for eligibility on a first come, first served basis based on the referrals set forth by Shelter Case Managers. If eligible, and a qualifying population, individuals are offered a spot in the program with agreement that they follow the basic program rules.

Connections works with a range of partners across the community, including businesses, nonprofits, faith communities, municipal staff, volunteers, healthcare staff, etc. to bring greater awareness to our work. We also operate street-based outreach efforts to connect with those least likely to engage in our services. This outreach team, as well as program leadership, works intimately with the City's efforts to ensure trauma-informed and holistic approaches to serving our most vulnerable neighbors here in Evanston.

We are committed to the mission and work of HUD's Office of Fair Housing and Equal Opportunity to eliminate housing discrimination and promote inclusive communities. All our programs and services are open to all regardless of gender, religion, race, ethnicity, sexual orientation, national origin, family status, or ability.

## Applicant Development Team

Complete the following development team information.

Please provide an overview of the team involved in your project and their experience:

Connections for the Homeless is the owner and operator of the Margarita Inn NCS. The organization is the acting sponsor and property manager. During the COVID-19 pandemic Connections operated more than 200 units of hotel-based shelter in Evanston, IL. Connections has been the operating service provider of the shelter since March of 2020, and has owned the building since November of 2023. This is the first renovation project of this scope for this team; in response, CFTH has retained IFF, a technical assistance expert that partners alongside nonprofits in Chicagoland in the financing, development, and project management of large facilities. Canopy Achitecture and Design is an architectural firm that has extensive experience developing nonprofit housing spaces in the Chicagoland area. Silver Law Firm provides real estate and business advisory services to individuals and business clients in the region. The team is in the midst of identifying the General Contractor for the project. Presently, GC activities are being maintained in-house with CFTH's Operations Manager and COO.

<b>General Contractor:</b>	TBD	<b>MBE</b>
Contact Person:		
Address:		<b>WBE</b>
City, State, Zip:		
Phone:		
Email:		

<b>Owner:</b>	Connections for the Homeless
Contact Person:	Betty Bogg
Address:	2121 Dewey Ave.
City, State, Zip:	Evanston, IL 60201
Phone:	847-475-7070
Email:	<a href="mailto:bbogg@connect2home.org">bbogg@connect2home.org</a>

<b>Property Manager:</b>	Connections for the Homeless	<b>MBE</b>
Contact Person:	Ken Griffin	
Address:	2121 Dewey Ave.	<b>WBE</b>
City, State, Zip:	Evanston, IL 60201	
Phone:	847-475-7070	
Email:	<a href="mailto:kgriffin@connect2home.org">kgriffin@connect2home.org</a>	

<b>Primary Sponsor:</b>	Connections for the Homeless
Contact Person:	Betty Bogg
Address:	2121 Dewey Ave.
City, State, Zip:	Evanston, IL 60201
Phone:	847-475-7070
Email:	<a href="mailto:bbogg@connect2home.org">bbogg@connect2home.org</a>

<b>Architect:</b>	Canopy Architecture and Design	<b>MBE</b>
Contact Person:	Jackie Davis	
Address:	180 W Washington St. Suite 200	<b>WBE</b>
City, State, Zip:	Chicago, IL 60202	
Phone:	312-763-8005 x106	
Email:		

<b>Sponsor 2:</b>	N/A
Contact Person:	
Address:	
City, State, Zip:	
Phone:	
Email:	

<b>Dev. Consultant:</b>	IFF
Contact Person:	Kate Ansorge
Address:	333 S Wabash Ave. Unit 2800
City, State, Zip:	Evanston, IL 60201
Phone:	(312) 596-5129

<b>Sponsor 3:</b>	N/A
Contact Person:	
Address:	
City, State, Zip:	
Phone:	

Email: [kansorge@iff.org](mailto:kansorge@iff.org)

**Real Estate Attorney:** Silver Law Firm  
 Contact Person: David W. Silver  
 Address: 330 N. Wabash Ste. 2100  
 City, State, Zip: Chicago, IL 60611  
 Phone: 847-812-9532  
 Email: [dsilver@dwsilverlaw.com](mailto:dsilver@dwsilverlaw.com)

**Construction Guarantor:** N/A  
 Contact Person:  
 Address:  
 City, State, Zip:  
 Phone:  
 Email:

Email:

**Not-For-Profit Sponsor:**  
 Contact Person: N/A  
 Address:  
 City, State, Zip:  
 Phone:  
 Email:

**Other (Specify):** N/A  
 Contact Person:  
 Address:  
 City, State, Zip:  
 Phone:  
 Email:

## Applicant Sources

### Acquisition and Rehabilitation Period Sources

Source	Type of Funds (Debt/Equity/Grant)	Committed/Requested/Tentative	Amount	Construction Debt Service	Comments
Cook County	Grant	Committed	\$7,000,000		Acquisition
Evanston HOME-ARP	Grant	Requested	\$1,000,000		Renovation
CDBG-CV via DCEO CoE	Grant	Tentative	\$2,000,000		Renovation
IHDA HOME-ARP	Grant	Tentative	\$2,000,000		Renovation
Congressional Appropriation	Grant	Tentative	\$1,500,000		Renovation
<b>Total</b>			<b>\$13,500,000</b>	<b>\$0</b>	

**Applicant Uses**

Page 19 of 27

Type	Description	Cost	Comments
Hard Costs	NCS: Rehabilitation: Critical Repairs	\$775,000	
Hard Costs	Other: Commercial, Service, Offsite		
Other Costs	Other NSC Cons. Hard Costs		
<b>Subtotal</b>	<b>Grand Total Construction Costs</b>	<b>\$775,000</b>	

Con. Soft costs	Permits	\$2,000	
Con. Soft costs	Construction Contingency	\$77,500	
Con. Soft costs	Impact Fees		
Con. Soft costs	Environmental Remediation	\$30,000	
Con. Soft costs	Environmental Contingency		
<b>Contingency</b>	<b>Construction Contingency</b>	<b>\$109,500</b>	
Soft costs	Furniture Fixtures & Equipment (FF&E)		
Soft costs	Architect: Design and Supervision	\$77,500	
Soft costs	Civil Engineering		
Soft costs	"Green" Certification Fees		
Soft costs	Legal		
Soft costs	Accounting/Cost Certification		
Soft costs	Survey	\$3,000	
Soft costs	Appraisal		
Soft costs	Environmental Report		
Soft costs	Soil Tests		
Soft costs	Market Study		
Soft costs	3rd Party Cost Estimate/PNA		
Soft costs	Title and Recording		
Soft costs	Relocation		
Soft costs	Marketing		
Soft costs	Initial Non-Marketing Rent Up Costs		
Soft costs			
Soft costs			
Soft costs			
<b>Subtotal</b>	<b>Soft Costs</b>	<b>\$190,000</b>	

Financing	Other Loan Origination		
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Financing	Other Lender Legal Fees		
Financing	Lender's Inspecting Architect		
Financing	Bank Escrow Fee		
Financing	Bond Issuance Fee		
Financing	Bond Inducement Fee		
Financing	Bond Counsel Fee		
Financing	Underwriter Takedown, Management, and Expenses		
Financing	Co-Bond Counsel Fee		
Financing	Issuer's Counsel Fee		
Financing	Issuer's Financial Advisor Fee		
Financing	Trustee/Custodian/Fiscal Agent Fee		
Financing	Credit Enhancement Fee		
Financing	MIP Deposit (HUD)		
Financing	Bond Admin Fee		
Financing	Rating Agency Fee		
Financing	Miscellaneous Bond Fee		
Financing			
Financing			
<b>Subtotal</b>	<b>Financing</b>		<b>\$0</b>

Interim	Construction / Bridge loan interest		
Interim	MIP / Credit Enhancement during construction		
Interim	Servicing fees during construction		
Interim	Real Estate Taxes During Construction		
Interim	Insurance During Construction		
Interim			
<b>Subtotal</b>	<b>Interim</b>		<b>\$0</b>

Syndication	Syndication legal		
Syndication	Partnership organizational expense		
Syndication	Other Syndication fees		
<b>Subtotal</b>	<b>Syndication</b>		<b>\$0</b>

Reserves	Real Estate Tax Reserve		
Reserves	Insurance Reserve		
Reserves	Replacement Reserve		
Reserves	Existing Reserves		
Reserves	Operating Reserve		

Reserves	Furniture, Fixtures and Equipment Reserve		
Reserves	Transition Reserve		
Reserves	Interest Reserve		
Reserves	Bond Reserve		
Reserves	<b>Debt Service Reserve</b>		
Reserves			
Reserves			
<b>Subtotal</b>	<b>Reserves</b>	<b>\$0</b>	

Developer Fee	Developer Fee (inclusive of consultants, managers, etc.)	\$35,000	
Developer Fee	Less Identity of Interest Between Buyer and Seller		
Developer Fee	Less Identity of Interest Between Owner and GC		
Developer Fee	<b>Total Developer Fee</b>	<b>\$35,000</b>	

<b>Total</b>	<b>Grand Total</b>	<b>\$1,000,000</b>	
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## Operating Budget

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### Operating Sources

Sources	Type of funds (debt/equity/grant)	Committed/Requested/Tentative	Amount	Comments
IDHS-ETH	grant	Committed	\$1,050,000	
IDHS-SH	grant	Committed	\$58,406	
FEMA	grant	Requested	\$65,000	
Private	grant, fundraised	Committed	\$606,650	
<b>Total</b>			<b>\$1,780,056</b>	

### Operating Expenses

Type	Description	Amount	Comments
Management	<b>Management Fee</b>	<b>\$0</b>	
Administrative	<b>Adminastrive Expense Salaries</b>	<b>\$0</b>	see salaries detail chart below
Administrative	Office Expense	7,133	including rent, utilites , and office supplies
Administrative	Legal		
Administrative	IT	11,814	
Administrative	Software & Equipment	13,495	
Administrative	Payroll	4,534	
Administrative	Accounting		
Administrative	Telephone	3,101	
Administrative	Monitoring Fee		
Administrative	Marketing		
Administrative	Staff Recruitment	3,238	
	Sunscriptions and Publications	150	
Administrative	Postage, Messenger and Delivery	404	
Administrative	<b>Other Administrative</b>	<b>\$43,869</b>	
Operating	<b>Operating Expense Salaries</b>	<b>\$923,344</b>	see salaries detail chart below
Operating	Janitorial Supplies	4,805	
Operating	Exterminating	90,002	
Operating	Trash Removal	6,056	
Operating	Security Expense		
Operating	Snow Removal		

Operating	Auto Insurance	2,202	
Operating	Gas and Auto Supplies	1,386	
Operating	Client Assistance - Food	120,000	
Operating	Client Assistance - Hotel voucher	348,000	
Operating	Utility Deposits	500	
Operating	Laundry	30,000	
Operating	Moving	2,000	
Operating	Client Activities and Stipends	2,500	
Operating	Furniture	17,000	
Operating	<b>Other Operating</b>	<b>\$624,451</b>	
Maintenance	<b>Maintenance Salaries</b>	<b>\$0</b>	see salaries detail chart below
Maintenance	Grounds and Pool Maintenance		
Maintenance	Elevator		
Maintenance	HVAC		
Maintenance	Plumbing and Electrical Maintenance	12,031	
Maintenance	Painting/Decorating, Carpeting		
Maintenance	Miscellaneous	5,872	Non-Capital Equipment, and equipment leasing
Maintenance	<b>Other Maintenance</b>	<b>\$17,903</b>	
Utilities	Electricity	36,113	
Utilities	Gas	12,113	
Utilities	Water & Sewer	12,002	
Utilities	<b>Utilities</b>	<b>\$60,228</b>	
T/I	Real Estate Taxes	90,000	
T/I	Other Taxes		
T/I	Insurance	20,261	
T/I	<b>Subtotal</b>	<b>\$110,261</b>	
Reserves	Replacement		
Reserves	Operating		
Reserves	FF&E		
Reserves	<b>Debt Service</b>		
Reserves	Transition		
Reserves	Medicaid Payment Delay	N/A	
Reserves	<b>Reserves</b>	<b>\$0</b>	

<b>TOTAL EXPENSES</b>	<b>\$1,780,056</b>
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**Salaries Staff Details**

Type	Position	Amount	Comments
Operating	Direct service staff	727,759	Including Shelter Manager, Supervisor, 24/7 Program Operations support
Operating	Fringe Benefits	195,585	Including payroll taxes, FICA, Medicare, SUTA, Unemployment Claims, Wd
Operating			
Operating			
Operating	<b>Operating Salaries</b>	<b>\$923,344</b>	

**Timeline**

	Activities	Responsible Parties
May 2024 - August 2024	Design	Canopy Design Project
August 2024 - October 2024	Permit and Construction Bidding	General Contractor and CFTH
November 2024 - April 2025	Rehabilitation and Constuction	General Contractor

## Tenant-Based Rental Assistance Team

<b>Project Manager:</b>	Connections for the Homeless
Contact Person:	Julissa Flores-Singh
Address:	2121 Dewey Ave.
City, State, Zip:	Evanston, IL 60201
Phone:	847-475-7070
Email:	<a href="mailto:jflores@connect2home.org">jflores@connect2home.org</a>

<b>Project Director:</b>	Connections for the Homeless
Contact Person:	Jen Feuer-Crystal
Address:	2121 Dewey Ave.
City, State, Zip:	Evanston, IL 60201
Phone:	847-475-7070
Email:	<a href="mailto:jfeuer@connect2home.org">jfeuer@connect2home.org</a>

Household #	Security Deposit	Tenant Rent	TBRA Subsidy	Total Rent	Months	Estimated Total	Notes
A	\$2,700.00	\$150.00	\$1,800.00	\$1,950.00	24	\$45,900.00	Studio
B	\$3,150.00	\$151.25	\$1,948.75	\$2,100.00	24	\$49,920.00	1bd
C	\$4,500.00	\$320.00	\$2,070.00	\$2,390.00	24	\$54,180.00	2bd
						\$150,000.00	
	\$10,350.00		\$5,818.75	\$6,440.00		\$150,000.00	



## Memorandum

To: Members of Housing & Community Development Committee

From: Marion Johnson, Housing & Grants Supervisor

CC: Sarah Flax, Community Development Director; Elizabeth Williams, Planning & Zoning Manager/Interim Housing & Grants Manager; Ana Elizarraga, Housing & Economic Development Specialist; Jessica Wingader, Senior Grant Compliance Specialist

Subject: Approval of the 2023 Consolidated Annual Performance Evaluation Report (CAPER) for the City's Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant

Date: March 19, 2024

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Recommended Action:

Staff recommend approval of the 2023 Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER must be submitted to the Chicago Field Office of the U.S. Department of Housing and Urban Development by March 31, 2024.

CARP:

Vulnerable Populations

Committee Action:

For Action: Accept and Place on File

Summary:

The Consolidated Annual Performance and Evaluation Report (CAPER) reviews how the City of Evanston used federal entitlement grant funds from the U.S. Department of Housing and Urban Development (HUD) to implement programs and projects to address community needs during the 2023 program year (January 1 to December 31, 2023). Evanston received \$2,131,152 in HUD entitlement funds in FY2023:

- \$1,641,492 in Community Development Block Grant (CDBG)
- \$340,606 in HOME Investment Partnerships (HOME)
- \$149,054 in Emergency Solutions Grant (ESG) funds

The City of Evanston expended \$2,427,765 in HUD federal entitlement funds and program income in the 2023 program year, comprising: \$1,873,173.80 in CDBG and CDBG Program

Income, including carryover funds allocated to activities in prior years or reallocated to new activities in 2023, \$76,076.86 in HOME funds, including Program Income; and \$154,764.66 in ESG funds. In addition, Evanston members of the Suburban Cook County Continuum of Care received \$3,309,068 in funding for permanent supportive housing. The City also expended \$1,036,783 in local Human Service Funds allocated by the Social Services Committee for social services, \$47,000 for landlord-tenant services from Metropolitan Tenants Organization and \$50,000 for management of the waitlist and income certifications for inclusionary housing units by Community Partners for Affordable Housing.

Through the CARES Act, Evanston was awarded \$1,586,370 in CDBG-CV funds and \$966,314 in ESG-CV funds in 2020. Funds also included reallocated CDBG Entitlement from 2019 and 2020 in the amount of \$522,133. In the 2023 program year, \$295,667.71 of CDBG-CV funds were expended. These funds were used to provide food, housing assistance, and community violence intervention programs to address pandemic-related harms.

The public comment period for the CAPER opened on March 4, 2024, and is closing on March 19, 2024, following public comments received at the Housing & Community Development Committee meeting on March 19, 2024. Notice of the meeting and the 15-day public comment period, including the opportunity to provide comment at the March 19, 2024 meeting, was published in the Evanston Review, as required by HUD. Notice was included in the City's e-newsletter, and sent to a list of over 50 individuals and organizations that indicated an interest in CDBG, HOME, and ESG programs. The City also used the social media accounts to further advertise the public comment period and provide access to the 2023 CAPER, which is posted on the City's website. Finally, a printed copy of the 2023 CAPER was made available for viewing at each of the city's two libraries.

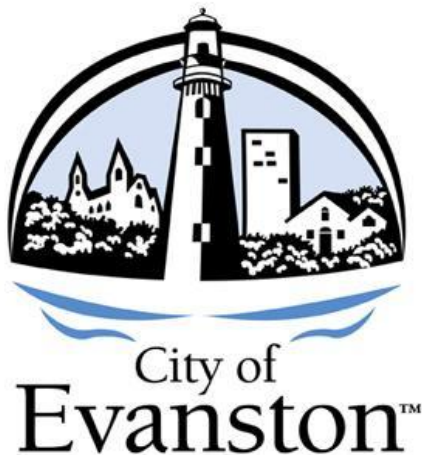
The [2023 Consolidated Annual Performance and Evaluation Report](#) may be accessed on the website at [cityofevanston.org/conplan](http://cityofevanston.org/conplan)

Attachments:

[Full FY23 Draft CAPER to p](#)  
[Public comment CAPER 2023](#)

# DRAFT FY 2023 Consolidated Annual Performance and Evaluation Report

For Public Comment  
March 1, 2024



**CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The 2023 program year was the fourth year of the City’s 2020-2024 Consolidated Plan. All programs and projects funded in the City of Evanston’s FY 2023 (January 1 to December 31, 2023) were identified as high or medium need in the Consolidated Plan. All funded activities served primarily low/moderate income persons by supporting housing needs, providing needed services, and by improving the quality of life for low- and moderate-income households in Evanston. Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) activities reported in the CAPER are categorized by the national objective they address (providing decent housing, suitable living environment or economic opportunity) and the outcome they achieve (availability/accessibility, affordability or sustainability). Public Infrastructure improvements include resurfacing deteriorated alleys in low/moderate income residential neighborhoods using CDBG, which is the highest priority infrastructure need identified in the Consolidated Plan.

Vulnerable populations, including unhoused and low- and moderate-income residents, still suffer greatly from pandemic related hardship including job loss and increasing housing costs. The City remains focused on marshaling resources to provide shelter, food, and additional support to our most vulnerable individuals, and families. Projects funded with CARES Act resources include a Housing Assistance program, a Food Assistance program, and a Youth Violence Reduction program that provided community building activities for youth and families. Resources provided for those most negatively affected by COVID-19 are detailed throughout this report.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
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	CAPER								1	
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OMB Control No: 2506-0117 (exp. 09/30/2021)

Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	61	61	100.00%	0	1	
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	10	30	300.00%	2	27	1,350.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	25	8	32.00%	8	1	12.50%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Buildings Demolished	Buildings	5	1	20.00%	2	0	0.00%

	CAPER	2
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Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	10,000	7518	75.18%	2,000	2,179	0.10%
COVID-19 Emergency/Urgent Needs	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	23,531		0	1,478	
COVID-19 Emergency/Urgent Needs	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	433		0	75	
COVID-19 Emergency/Urgent Needs	Homeless Non-Homeless Special Needs	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	174		0	0	

	CAPER	3
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COVID-19 Emergency/U rgent Needs	Homeless Non-Home less Special Needs	CDBG: \$	Homeless Prevention	Persons Assisted	0	180		0	29	
Creating Livable Communities	Non-Housi ng Communit y Developme nt	CDBG: \$	Public Facility or Infrastructu re Activities other than Low/Moder ate Income Housing Benefit	Persons Assisted	75,000	15,220	20.29%	15,000	3,860	25.73%
Creating Livable Communities	Non-Housi ng Communit y Developme nt	CDBG: \$	Public Facility or Infrastructu re Activities for Low/Moder ate Income Housing Benefit	Households Assisted	0	3		1	1	100.00%

	CAPER	4
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Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	7	0	0.00%	0	0	
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	7	0	0.00%	0	0	
Homelessness	Homeless	CDBG: \$ / HOME: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	127	75	59.06%	25	11	44.00%
Homelessness	Homeless	CDBG: \$ / HOME: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	1,500	797	53.13%	300	252	0.00%
Homelessness	Homeless	CDBG: \$ / HOME: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	25	54	216.00%	5	30	0.00%

	CAPER	5
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Homelessness	Homeless	CDBG: \$ / HOME: \$ / ESG: \$	Other	Other	675	1,852	274.37%	200	0	0.00%
Planning and Administration	Planning and Administration of CDBG, HOME & ESG	CDBG: \$ / HOME: \$ / ESG: \$	Other	Other	3	3	100.00%	3	4	0.00%
Public Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100,000	51,013	51.01%	900	4,424	491.56%
Public Services	Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted		392		0	93	

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Public Services	Non-Home less Special Needs	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds		60		0	20	
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Affordable Housing is the highest priority in the City’s Consolidated Plan. Despite significant challenges related to COVID-19, the City continues to make progress in the following areas:

- Increasing income-restricted units by funding developments with City Affordable Housing Fund and federal HOME funds;
- Income-restricted units in market-rate housing through developments covered by the Inclusionary Housing Ordinance;
- Updates to the Inclusionary Housing Ordinance to increase the production of onsite units;
- Leveraging City assets to expand affordable housing;
- Supporting homeownership programs (CDBG Housing Rehabilitation program);

Staff continued to conduct area inspections, respond to complaints, and conduct inspections of new units and HUD subsidized units. In 2023 staff performed 2,179 total inspections, 608 of which were complaint inspections, and 1,816 of those cases were corrected. Of the total cases in 2023, 765 cases were located in CDBG target areas and 571 were corrected. The Housing Rehab program included 6 projects in 2023. Four projects were initiated in 2023 including two that leveraged external funding and one multifamily project. Two projects closed in 2023, the remaining should be fully complete in 2024. Staff continues to monitor the Housing Rehab waitlist for new owner occupied eligible projects. Guidelines are being updated to expand eligibility to the program and increase owner-occupied rehabs.

The rates at which low income households are able to receive support through housing subsidy programs have been negatively impacted by

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Evanston’s rapidly rising housing market. This trend has most impacted seniors and households in need of units with multiple bedrooms. As an example, according to Zillow the median rent for a three bedroom unit is just under \$3,000 which exceeds the maximum allowable rent amount as defined by HUD’s Metro FMR Area Small Area for Chicago-Joliet- Naperville. Additionally, low and moderate income households struggle to find jobs that pay a living wage. The Tenant-Based Rental Assistance program has not met the household-assisted goal of eight households for TBRA program year 2021. There were seven households served in the 2021 TBRA program cohort, falling one household under the goal. This is due to the household composition of large families and the unavailability and unaffordability of units with a higher number of bedrooms. The number of households assisted with Rapid Re-Housing funds also fell just under goal. Seven households were assisted with Rapid Re-housing, 11 adults and 6 children. Connections for the Homeless continues to offer drop-in and outreach services at the main office located on Dewey and at the shelter located at the Margarita Inn. Connections used to operate Hilda’s Place, an 18-bed shelter for male identifying participants; however, this shelter was closed for renovations in 2023.

Public facility and Infrastructure improvements in 2023 consisted of paving of two unimproved alleys, sidewalk improvements, and improvements to two park shelters. Butler and Twiggs parks, located along the North Shore Channel, received upgraded lighting and convenience outlets for residents and City staff hosting events and to promote social gatherings in outdoor spaces. Additionally, one income-eligible homeowner received Alley Special Assessment Assistance to pay the homeowner portion of alley improvements.

Seven public service programs focused on providing case management and safety net services were awarded CDBG funds in 2023. Most agencies provided services in person; for some agencies, capacity to serve remains negatively impacted by staffing challenges. The need for safety net services for people, including children and seniors, remains high. As a result of all changes, numbers served in various programs have shifted, but the level of services provided are deeper and more extensive. There is a significant increase to the number of people served (852) under the homeless/other category/ indicator versus the goal identified (200). This is due to the types of services provided; services include provision of pre-packaged, ready to eat food and groceries items, household cleaning supplies, and clothes. Additionally, Connections offers employment, case management, and affordable housing location services. Evanston’s low and moderate income households continue to rely heavily on these services as they work to recover from pandemic related hardships.

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Project	Description	Progress
CDBG-CV Housing Assistance	The CV-19 Housing Assistance program is designed to help households earning 80% of AMI or less, facing an income loss due to COVID-19, and owing unpaid rent or with mortgage arrearages. The program pays for arrearages and up to 6 consecutive months of housing assistance directly to the landlord or mortgage company for eligible households, with a priority for households earning less than 50% AMI. This program was started in 2021 and closed in 2023 as funding was fully expended.	10 Households assisted, 100%
CDBG-CV Community Violence Reduction	The Community Violence Reduction Program brings youth (ages 13 to 19) and their families together with neighbors to participate in a variety of activities to build friendships, community, and trust. This program was designed as a response to the large increase in violence, particularly gun violence, seen as a result of the COVID-19 crisis and funds an afterschool and summer youth program in 2 locations. The program was started in 2021 and continued in 2022, and completed in 2023 once CV funds were fully expended. The program was continued through other sources of funding.	205 youth served, 100%
Food Provision Program  Connections for the Homeless	CDBG-CV funds allocated in late December 2022 provide food to agencies providing shelter and services to vulnerable populations including people experiencing homelessness. With churches and soup kitchens closed, and volunteers no longer able to donate and prepare food, Connections for the Homeless must rely on prepared and take-out meals and pre-packaged, "to-go" lunches that comply with COVID protocols. The majority of allocated CDBG-CV funds provide food to people in need.	680 person served

**CR-10 - Racial and Ethnic composition of families assisted**

**Describe the families assisted (including the racial and ethnic status of families assisted).**

**91.520(a)**

	<b>CDBG</b>	<b>HOME</b>
White	1,240	1
Black or African American	2,664	6
Asian	173	1
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	6	0

<b>Total</b>	<b>4,424</b>	<b>8</b>
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Hispanic	682	0
Not Hispanic	3,742	8

**Describe the clients assisted (including the racial and/or ethnicity of clients assisted with ESG)**

	<b>HESG</b>
American Indian, Alaska Native, or Indigenous	14
Asian or Asian American	8
Black, African American, or African	262
Hispanic/Latina/e/o	12
Middle Eastern or North African	1
Native Hawaiian or Pacific Islander	0
White	73
Multiracial	44

	<b>CAPER</b>	<b>10</b>
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Client doesn't know	0
Client prefers not to answer	21
Data not collected	0
<b>Total</b>	<b>423</b>

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

**Narrative**

CDBG funds supported 4,424 participants under the Low Mod Limited Clientele (LMC) designation; an additional 1,478 participants were supported with CDBG-CV funds in the program year. Of those supported through CDBG, 1,240 identified as White, 2,664 identified as Black, 173 identified as Asian, 6 identified as Native Hawaiian or Pacific Islander and 296 identified as multiracial, with an additional 45 identifying as a race or combination of races listed, but not reflected above. Additionally, 682 participants identified as being Hispanic, so 3,742 were not Hispanic.

ESG funds supported 423 participants across the four activities (Shelter, Street Outreach, Prevention and Rapid Re-Housing). Multiracial participants have been calculated by subtracting the numbers reported under each of the six primary race categories (American Indian, Alaska Native or Indigenous, Asian or Asian American, Black, African American or African, Middle Eastern or North African, Native Hawaiian or Pacific Islander, and White) and the number of clients who did not answer, from the total number of participants served.

TBRA client households in the activities funded in 2023 are typically not reflected in accomplishments until the activities are completed and closed. Several households that continue to receive assistance from TBRA 2021 activity, which will remain open through 2023.

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**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,727,448	1,873,173.80
HOME	public - federal	372,768	76,076.86
ESG	public - federal	149,054	154,764.66

**Table 3 - Resources Made Available**

**Narrative**

The City of Evanston expended \$2,427,765 in HUD federal entitlement funds and program income in the 2023 program year, comprising: \$ 1,721,311.80 in CDBG and \$ 151,862.00 in CD loans for a total of \$1,873,173.80 including carryover funds allocated to activities in prior years or reallocated to new activities in 2023; \$76,076.86 in HOME funds, including \$ 43,133.32 of program income, underspending of HOME is the result of no HOME-funded Affordable Housing projects in 2023, as well as difficulty in spenddown of TBRA dollars to reach the HOME Homelessness goal due to high rents in region and low unit availability; and \$154,764.66 in ESG funds, with an additional \$549,236 in ESG match funds committed by subrecipients, in the program year. In addition, Evanston members of the Suburban Cook County Continuum of Care received \$3,339,068 in funding for permanent supportive housing. The City also expended \$1,036,783 in local Human Service Funds for social services, \$47,000 for landlord-tenant services from Metropolitan Tenants Organization and \$50,000 for management of the waitlist and income certifications for inclusionary housing units by Community Partners for Affordable Housing. Through the CARES Act, Evanston was awarded \$1,586,370 in CDBG-CV funds and \$966,314 in ESG-CV funds. Funds also included reallocated CDBG Entitlement from 2019 and 2020 in the amount of \$522,133. In the program year, \$295,667.71 of CDBG-CV funds were expended. These funds were used to provide food, housing assistance, and community violence intervention programs to address harm from the pandemic. Finally, \$28,081.96 of HOME-ARP admin was expended.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG TARGET AREA	60		
Entire Jurisdiction	40		Entire area covered by the City of Evanston

**Table 4 – Identify the geographic distribution and location of investments**

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**Narrative**

Activities undertaken in the CDBG Target area included the paving of two unimproved alleys, sidewalk improvements, improvements to two park shelters, at Butler and Twiggs parks, to provide convenience outlets for residents and City staff hosting events at these parks, Targeted Housing Code Enforcement. Additionally, a number of activities were undertaken in the CDBG target area using CDBG-CV funding, which are not included in the chart: food services that comply with COVID-19 safety protocols to Connections for the Homeless providing non-congregate shelter and a food pantry service. Additionally, support was provided to an anti-violence youth program as a response to the increasing violence during and following the COVID-19 crisis, a housing assistance program to residents impacted by COVID-19 was completed in 2023.

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**Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Federal funding leveraged private, state and local funds and enabled the City of Evanston to serve those with the greatest need at the highest capacity. Federal funds provided by HUD enabled organizations and the City to successfully meet the needs of the community’s most vulnerable members. The redevelopment of an under-used City-owned parking lot has been approved to be developed as a 60 units mixed-income affordable housing project for households earning between 30% and 80% AMI, including 18 units with project-based vouchers. The project is located within steps of public transportation and the construction should start in 2024. A Low Income Housing Tax Credit (LIHTC) mixed-used affordable housing project has also been approved as part of the redevelopment of another City-owned vacant lot into a 33-unit fully affordable housing building. The City provided \$1,036,950, a \$273,410 increase from prior years, which is combined with the CDBG award allocated to public services and distributed via the Social Services Committee funding process to social service agencies focused on providing case management, safety net and support services. Safety net services provide food and basic needs, legal services, senior care, support for homeless and housing insecure households, and child care services. Support services focus on providing mental health services including counseling and therapeutic services.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$22,007,190.00
2. Match contributed during current Federal fiscal year	\$51,897.89
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$22,059,087.89
4. Match liability for current Federal fiscal year	\$13,237.39
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$22,045,850.50

**Table 5 – Fiscal Year Summary - HOME Match Report**

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Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1442	09/30/2023	\$51,897.89						\$51,897.89

Table 6 – Match Contribution for the Federal Fiscal Year

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$31,622	\$27,384.00	\$24,867.74	\$19,315.00	\$34,138.26

Table 7 – Program Income

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**HOME MBE/WBE report**

**Minority Business Enterprises and Women Business Enterprises** – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	

Contracts						
Number	0					
Dollar Amount	0					

Sub-Contracts						
Number	0					
Dollar Amount	0					

	Total	Women Business Enterprises	Male
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Contracts			
	0		
Number	0		
Dollar Amount	0		

Sub-Contracts			
Number	0		
Dollar Amount	0		

**Table 8 - Minority Business and Women Business Enterprises**

**Minority Owners of Rental Property** – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American	Asian or Pacific	Black Non-Hispanic	Hispanic	

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		<b>Indian</b>	<b>Islander</b>			
Number	<b>0</b>					
Dollar Amount	<b>0</b>					

**Table 9 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired	0	
Businesses Displaced	0	
Nonprofit Organizations Displaced	0	
Households Temporarily Relocated, not Displaced	0	

Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	<b>0</b>					
Cost	<b>0</b>					

**Table 10 – Relocation and Real Property Acquisition**

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**CR-20 - Affordable Housing 91.520(b)**

**Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of Homeless households to be provided affordable housing units	25	7
Number of Non-Homeless households to be provided affordable housing units	5	19
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>30</b>	<b>26</b>

**Table 11 – Number of Households**

	<b>One-Year Goal</b>	<b>Actual</b>
Number of households supported through Rental Assistance	27	25
Number of households supported through The Production of New Units	0	1
Number of households supported through Rehab of Existing Units	10	28
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>37</b>	<b>54</b>

**Table 12 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting**

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**these goals.**

Homeless households struggle to find eligible rental units in Evanston due to Evanston’s high cost housing market and low availability of larger units. As a result, households remained in shelter for longer periods of time and Rapid Rehousing funds were not expended as quickly as anticipated due to the increased length of time required by households and case managers to locate and secure eligible units. Additionally, households that are income eligible typically struggle to secure employment that pays enough to maintain housing without a subsidy. Households that did opt to move outside of Evanston, selected units in surrounding areas to remain close to community systems of support. In 2023, more households received Prevention funding. A total of 17 households were assisted with funding, an increase of 5 households from 2022. Case managers connect households to additional community resources to help residents remain in the community. City and housing locator staff continue working with landlords to entice landlords to work with households that may have low credit scores, past evictions, and/or other challenges to obtaining housing.

**Discuss how these outcomes will impact future annual action plans.**

Areas for attention in the 2020-2024 Consolidated Plan include homeowner rehab, which progressed toward goals in 2023 after COVID-19-related challenges and supply chain issues negatively impacted outcomes in 2021 and 2022. Our partnership with Community Partners for Affordable Housing (CPAH) for the management of rehabilitation construction projects continues to provide our community with additional sources of funding through the Illinois Housing Development Authority. The housing rehab program was still impacted by a limited bandwidth from our construction management partner in Q1 and Q2 who handled more housing rehabs than projected funded by the Evanston reparations program. This program has since been transitioned elsewhere for construction management. We continue building capacity for this program in 2024 to address the significant need for rehab.

Expenditure of ESG Entitlement funds for Prevention supported 30 participants from 11 households, consistent with prior years. Evanston’s low- and moderate-income households remain severely financially impacted by pandemic-related job loss and the struggle to find employment that pays a living wage. Staff and community partners working with housing-insecure households see a greater demand for housing and employment services.

Increasing housing costs are creating challenges for local low-to-moderate income households and our partner agencies to locate housing for eligible households due in part to rent maximums but also to challenges in availability of larger units. This may impact how we approach our programs and allocations in future annual action plans.

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**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	5	4
Low-income	8	4
Moderate-income	3	0
<b>Total</b>	<b>16</b>	<b>8</b>

**Table 13 – Number of Households Served**

**Narrative Information**

Our TBRA program is focused on extremely low-income households due to the high need for assistance and the goal of lifting two generations out of poverty. In 2023, the Tenant-Based Rental Assistance served seven (7) households, falling one household under the goal. This is due to the household composition of large families and the unavailability of units with higher number of bedrooms, as well as high rental prices of the region. Of the 7 households served through the Tenant-Based Rental Assistance program in 2023, 4 are below the 30% Area Median Income, 3 households fall below the 50% Area Median income. The 1930 Jackson ADU served one (1) low-income household.

In 2023, 10 households (29 individuals) were assisted with CDBG-CV funds for housing; 22 were below 30% Area Median Income and 7 were below 50% Area Median Income were served through the housing assistance program. The demand for rental assistance was much higher than mortgage assistance. One household was provided mortgage assistance. This program closed in 2023 once all funding was expended.

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**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The pandemic continues to have devastating effects on homeless populations and households have needed longer, deeper subsidies in order to regain stability. The Point-in-Time data for suburban Cook County revealed that the unhoused population totaled 1,056 people or 643 households; 72 persons were unsheltered. The count covered the suburban Cook County area, but does not show numbers specific to Evanston. Providers located in Evanston had 74 persons counted in emergency shelter (Interfaith Action, 22, Connections 50, Family Promise 2) and 14 people (out of 24 beds available) were counted in transitional housing. Connections for the Homeless listed 107 permanent supportive beds and all were filled; the YWCA reported 21 total and filled beds at the time of the count. Evanston’s safe haven shelter held 20 individuals. Through funding from the state and private funders, providers invested \$534,236 in ESG match funding in 2023.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

CDBG funds supported Interfaith Action’s emergency overnight shelter during winter nights starting in November; the agency also provides a year-round hospitality center with case management and job support services. IA provides 20 beds, in compliance with social distancing requirements. In 2023, Interfaith Action assisted 93 participants; there was a reduction to the number served since the agency counted the number provided shelter and not the total number served by the hospitality center and the agency’s other programs. City and CDBG funds also supported street outreach and homeless stabilization services offered by Connections for the Homeless. Funding for outreach and stabilization services helped address a critical need as the agency’s day services program is open with limited hours; 2,019 individuals were served through the Drop-In, Health & Outreach program. Services are also offered at Connections’ main office on Dewey.

Connections served 439 people across programs funded through ESG, and continued operations at the Margarita Inn, to provide non-congregate shelter. In 2023, 104 people were sheltered. Shelter is available 24/7 and coupled with wrap-around services to improve stability. The YWCA Evanston-North Shore’s trauma-informed Family Support Center, an emergency shelter consisting of 19 flexible private studios and 4 family suites with a total capacity of up to 66 survivors and children, served 148 participants (96 households) in 2023. Families stay up to 90 days with the option to extend as needed. The transitional housing program, in partnership with Connections for the Homeless, includes 11 transitional housing units; families can stay for 12-24 months and receive supportive services and rental assistance. Bridges, the YWCA’s longer-term housing program, is a 16-unit apartment building with one- and two-bedroom units that can accommodate up to 52 domestic violence victims. Counseling, legal

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advocacy, and case management services are available to all residents and community members interested in services.

The process is to move individuals and families out of shelter into permanent housing that meets their individual needs. Most families and single adults in shelter have multiple barriers to accessing and maintaining housing and need housing subsidies of varying duration including Rapid Re-Housing, Tenant-Based Rental Assistance, Housing Choice Vouchers, Project Based Vouchers, and Permanent Supportive Housing (PSH). Evanston has a significant shortage of PSH units, as well as insufficient funding for other rent assistance programs to address community needs.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City used ESG funds for re-housing as its primary strategy to reduce the time that individuals and families experience homelessness or unstable housing. ESG funds for homeless prevention address preventing individuals and families who were recently homeless or unstably housed from becoming homeless again. ESG-supported programs are required to provide case management and supportive services, and to connect clients with additional resources to increase the likelihood of long-term housing stability. After exit from the ESG program, households are able to re-engage in case management if they are still in need of assistance to prevent recurring homelessness. YWCA Domestic Violence Services served 375 individuals in 2023 and provided housing to 96 households comprising 148 individuals, 97 adults and 51 children.

The City used HOME funds for Tenant Based Rental Assistance to address both the shortage of available affordable units, particularly for larger households, and the inability of some households to pay rents generally considered affordable due to the lack of availability to earn a living wage. Households with children under the age of 18, including those with children enrolled in Evanston schools, that are doubled-up/unstably housed (category 2 in the new definition of homeless) are the priority population served. However, finding affordable units to house a large family is a challenge. Heads of households in the TBRA program also receive education/job training to develop the ability to earn living wages to maintain market-rate housing independent of a subsidy. The City provided assistance to 7 households in 2023 through Tenant-Based Rental Assistance (TBRA).

The City assisted 160 households using EA/GA in 2023. 31 were served through Emergency Assistance (EA) and 129 were served through General Assistance (GA). The total maximum monthly GA personal grant that an individual can qualify for is \$985 per month. The increase in personal assistance was critical to the community served; many residents were able to maintain food and housing needs. EA grants are

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one-time payments under \$2,000, provided to families to alleviate life-threatening circumstances such as eviction or utility disconnection. A total of \$513,460 was distributed, \$473,747 in GA and \$39,713 was distributed in EA. GED and Adult Basic Education classes, financial literacy, community volunteering, and mental and substance abuse referrals are provided as well. Undocumented residents not eligible for EA/GA funds can receive assistance through the Community Member Relief Fund. This fund provides a one-time payment to assist with life-threatening circumstances like eviction, utility disconnection, or other emergency needs. In 2023, three residents were assisted and the program expended \$3,384.

The Metropolitan Tenants Organization and Lawyers Committee for Better Housing responded to approximately 400 Evanston resident calls to resolve landlord and tenant issues, and 1 webinar provided information regarding landlords' and tenants' rights.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

ESG Prevention funds are used as described previously to help households with incomes below 30% of area median income avoid becoming homeless and Rapid Re-housing funds are used to help homeless households secure housing. It has become increasingly difficult to house low income households in Evanston due to high housing costs; this is especially true for families requiring two or more bedroom units. As a result of high rental rates, there has been a significant decrease to the number of households able to locate subsidy-eligible units; a majority of households that found housing with federal assistance have been unable to maintain that housing once the subsidy is no longer available.

All agencies receiving ESG funds are required to connect households to mainstream benefits as available and appropriate for their needs. In addition, the City's Social Services Committee (SSC) evaluates the effectiveness of collaborations/referrals of agencies applying for funds as a criterion for funding. Agencies receiving City funding as recommended by the Social Services Committee provide services to at-risk populations including mental health services, substance abuse treatment services, legal, child care, food, and housing services.

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**CR-30 - Public Housing 91.220(h); 91.320(j)**

**Actions taken to address the needs of public housing**

There are 549 households in the Housing Choice Voucher Program who live in Evanston, as of January 1, 2024.

The HACC and the City of Evanston are moving forward with a joint development project on South Boulevard where the HACC has a four-unit property adjacent to an underutilized parking lot owned by the City of Evanston. This project will use City and HACC resources to leverage external funding for the construction of a mixed-income development. A tax credit application was submitted to the Illinois Housing Development Authority (IHDA) and approved. The development plan was approved and is moving forward. The HACC and the developer are projecting to close on this project mid 2024, with construction starting thereafter.

The HACC’s work to build a second building on its Perlman Apartments property at 1900 Sherman Avenue has been put on hold as leadership transition. The increases in construction costs and interest rates present barriers from a financial standpoint, making it difficult to finalize this development. The City of Evanston will continue its collaboration with the HACC to identify opportunities to expand affordable housing options in the community.

Additionally, the Housing Opportunities Development Corporation was selected to develop a mixed-use building, including 33 units of affordable housing for households ranging from 30% to 60% AMI on a vacant lot owned by the City. The project has secured Low-Income Housing Tax Credits and was approved by the HACC’s Board of Commissioners as well as the City of Evanston. The project will include approximately 25% of units eligible for HACC housing vouchers. This project has not yet started construction and should be completed sometime in 2025 or early 2026.

**Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

HACC’s Resident Services Coordinators work closely with other agencies such as the Levy Center to help clients enhance their lives. In 2023, HACC partnered Impact Behavioral Health Partners to provide Care Coordinator wraparound services to residents at several buildings in the northwest suburbs including Jane Perlman and Victor Walchirk Apartments in Evanston. This partnership is funded through ARPA and is scheduled to expire in February 2026. Additional services are always being considered and added when possible.

**Actions taken to provide assistance to troubled PHAs**

The HACC is not designated as troubled.

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**CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

In 2023, work continued on reviewing the update of the Landlord-Tenant Ordinance to more closely align with the recent updates to the Cook County and Chicago’s Landlord Tenant Ordinances. The City’s Housing and Community Development Committee also started the review of a potential Just Cause Eviction ordinance. This work is continuing in 2024. The City also continued reviewing the rental registration program and is considering the implementation of a rental licensing program to replace it. Work was started relating to the update of the Inclusionary Housing Ordinance, with an update to the ordinance projected in 2024. Additionally, the City of Evanston completed an application to the PRO Housing grant program to remove barriers to affordable housing. 2024 will see multiple efforts dedicated to the removal or amelioration of the public policies that could be barriers to affordable housing including the drafting of a complete new comprehensive plan (EnvisionEvanston2045) and updates to the zoning code.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The Social Services Committee (SSC), which assumed the responsibilities of the Mental Health Board and the Housing & Homelessness Commission in 2021, reviewed ESG and provided allocation recommendations to City Council for CDBG and locally funded public services supported in 2023. Funds continue to focus on provision of case management and safety net services; support services continue to focus on the provision of counseling and mental health services. Case management is recognized as a best practice to ensure households thrive through the creation of client-centered service plans. Goals include secure housing and employment that pays a living wage. Case management services also work to enroll low/moderate income households into social benefit programs and provide access to additional community resources to ensure households reach self-sufficiency. As in 2022, 2023 funds were also used to provide Safety Net services including food, shelter, legal services, services for seniors and people with disabilities, childcare, and services for families fleeing domestic violence. Support services funds provided access to mental health services for individuals and families who are not able to access these services without additional support. Four providers of mental health services, identified through an open application process and public review, were selected to provide counseling and therapeutic services to participants referred by case management providers. This program began in 2023 and will continue through 2024; participants receive up to ten group or individual sessions at no cost.

The primary goals of the City’s Climate Action and Resilience Plan (CARP) call for carbon neutrality by 2050, zero waste by 2050 and 100% renewable electricity by 2030. The plan identifies critical actions needed to participate in global efforts to avoid cataclysmic climate change as well as key strategies to ensure the community is prepared to deal with climate hazards. The City hopes to work towards racial

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justice by focusing on populations negatively impacted by historically racist practices.

The City's Health and Human Services Department in partnership with the Evanston Health Advisory Council, completed the Evanston Project for the Local Assessment of Needs (EPLAN) 2022-2026 that brought together residents, public health officials, and community leaders to determine interventions to improve residents' wellbeing using the Bay Area Regional Health Inequities Initiative model. The EPLAN defines community health broadly, encompassing physical, mental and social well being, and underscores the importance of structural and social factors in shaping our health. The EPLAN Identified three health priorities: advancing health and racial equity, improving mental and emotional wellbeing, and strengthening climate resilience. The EPLAN vision is geared towards strengthening equitable access to resources, closing the racial life expectancy gaps, and establishing pathways that promote optimal health and well-being.

The City partners with PACE bus, a local paratransit provider, Northwestern University, the Chicago Transit Authority (CTA), and a network of local social service providers and housing organizations to identify transit barriers and solutions. The City continues to operate the Divvy for Every Evanstonian program to provide \$5 yearly bicycle share memberships to low/moderate income residents ages 16 and older. The City eliminated the 50/50 sidewalk replacement program in favor of a City funded program, in order to ensure sidewalks in all parts of Evanston are maintained, regardless of income. CDBG and City local funding has been allocated to fill in missing sidewalk gaps to improve walkability and accessibility. In 2021, the City was awarded a grant from the Regional Transportation Authority (RTA) to transition from flagged bus stops without ADA bus stop pads to a signed bus stop system with ADA pads. Over 50% of the bus stops in the City do not have a concrete pad to get on the bus, making the stops inaccessible for those using an assistive device, such as a wheelchair. This grant program will allow the City to convert all bus stops to meet ADA guidelines. This program is in progress and will continue through 2025.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City is a delegate agency for the State of Illinois and enforces its Lead Poisoning Prevention Act and code. The Health and Human Services Department staff continues to perform lead assessments in homes of children between 6 months to 6 years with a blood lead level at or above 5 micrograms per deciliter to determine the source of lead. The materials tested range from soil, dust, paint, toys, eating utensils and eventually water if no lead hazards are found in any other material tested. The Department also conducts preventative lead assessment services for a property with children 6 months to 6 years and/or a property where pregnant women reside, regardless of their blood lead level. Education to the public, case management and surveillance are hallmarks of the program. Between January 1, 2023 and December 31, 2023, a total of 1,359 venous and capillary tests were conducted on children aged 6 months to 6 years.

Licensed Lead Risk Assessors investigated each case when elevated lead levels were present and took appropriate action. Children with Elevated Blood Lead (EBL) levels at 5 ug/dl (micrograms/deciliter) received case management services to educate the families about potential sources and lead-safe

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practices. The Health Department contacts the parent or guardian of any child testing at a level of 5 mg/dl or greater and performs a lead assessment of the property. Lead assessments are performed by the City's Licensed Lead Assessors in the Health Department. If lead hazards have been identified the lead risk assessors ensure that proper lead mitigation activities are conducted by reviewing the contractors' scope of work. After the mitigation has been performed, the lead risk assessors collect a clearance sample to ensure work has been completed and all materials have been safely removed.

Health Department staff responded to complaints from residents about demolition and rehab projects to determine if lead is present and ensure safe practices. Staff also filed affidavits when windows are being replaced in buildings constructed before 1978 to ensure proper lead procedures and disposal of contaminated materials. Additionally, all housing activities with federal funding must meet or exceed lead-based paint requirements. All housing rehabilitation projects have a lead assessment and require a lead clearance if lead-based paint hazards are identified.

The Evanston Health & Human Services Department is partnering with the Cook County Department of Public Health to provide lead hazard removal at NO COST to the resident or owner. This opportunity is made possible by a four year grant from HUD.

BLL	Number of Results
0-4 ug/dl	1,328
5-9 ug/dl	19
10-14 ug/dl	7
15+ ug/dl	4

**Table 1 - Table 1 - FY 2023 Lead Levels**

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

All CDBG-funded Public Services aim to reduce the number of poverty-level families in Evanston. Public Service funds were distributed to agencies that provide case management and safety net services; safety net services provide for basic needs including food, support for households experiencing homelessness or at risk of homelessness, legal services, senior and childcare. For more detailed information, please refer to the document attached. Local funds are also used to provide counseling services. This program began in 2023 and will continue through 2024.

The City used HOME funds for a TBRA program aimed at stabilizing at-risk families and affording them the opportunity to receive education or job training.

The City uses local funds to support a Community Member Relief Fund; this is a special program designated for undocumented Evanston residents who do not qualify for Emergency Assistance or General Assistance programs, but have life-threatening circumstances such as eviction, utility disconnection, food insecurity or other emergency needs. Access to funds is limited to one time in a 12-month period and payments are made directly to vendors. This needs based program assisted three

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households in 2023, primarily with rent, and the program expended \$3,384.

Evanston City Council adopted Resolution 126-R-19 committing funds to a local reparations fund used for housing and economic development programs for Black Evanston residents. Eligible recipients receive \$25,000 for home improvements or as a cash benefit. To date 124 people have received disbursements; 54 under the Home Improvement benefit and 80 under the Cash benefit. In 2023, 89 people were awarded under this program and the program expended approximately \$2,225,000 in 2023.

The City also has a Guaranteed Income Program that provides \$500 per month on a prepaid debit card to 150 participants who have a household income at or below 250% of the Federal Poverty line and fall into one of the following groups: adults 18-24 years old, adults 62 years old and older, undocumented community members. Funding for this program comes from City of Evanston American Rescue Plan Act (ARPA) dollars, Northwestern University, and the Evanston Community Foundation. The program ended in 2023 and expended approximately \$900,000 in direct payments to participants.

The Economic Development Division plays a pivotal role in fostering economic growth and helping reduce poverty within the community. Through strategic initiatives and collaborative efforts (with private sector and non-profit partners), the division aims to create opportunities for business owners and residents with an entrepreneurial spirit. The primary focus through the Evanston Thrives engagement process and implementation strategy is to help fill vacant storefronts and improve visits to underperforming commercial corridors. Evanston continue to use a variety of funding sources to develop a variety of businesses in Evanston - critical to providing living-wage jobs for a diverse population with multiple job skills and experiences. At the direction of City Council, the Economic Development Division supports poverty reduction through fostering entrepreneurship, job creation, and community development. Sources of funds include the Economic Development Fund which funds the great merchant/business district grant, storefront modernization grants focused on exterior and interior structural improvements, entrepreneurship grants to help offset the cost of starting a small business, and Sustain Evanston grant improving the energy efficiency of business operations. Tax increment financing (TIF) is used strategically and conservatively in qualified areas to further support these initiatives. By strategically allocating Economic Development Fund resources, the department maximizes its impact in lifting individuals and families out of poverty, while also fostering long-term economic sustainability.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

As in prior years, the City used ZoomGrants, an online grant application and reporting system, to collect applications for CDBG and City grant requests, agency documents/financial statements and subsequent program reports. This information was reviewed by the Housing & Grants Supervisor and Sr. Grants & Compliance Specialist to ensure that expenditures charged to the CDBG grant are eligible and actual, as well as monitor the progress of the agency or City department toward achieving goals. ZoomGrants further allows for streamlined and consistent communication with subrecipients. Staff provided technical

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assistance on federal grant management requirements including Davis-Bacon requirements, financial management that is as or more restrictive than the Code of Federal Regulations, specifically 2 CFR 200, and other grant management procedures outlined and documented in grant agreements.

City staff also included the use of a racial equity lens to address inequities in our community and the systemic obstacles that impact low to moderate income households, particularly BIPOC. This process also addresses the changing needs and supports the City's recovery from the COVID-19 pandemic, which has further amplified those disparities. Restructuring funding allocations to ensure quantifiable outcomes for populations of greatest need ensures that City funds, including CDBG funds, target the highest need residents and ensures those households are able to access services without over subsidizing programs or service providers.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

In 2023, the Housing Authority of Cook County partnered with Impact Behavioral Health Partners to provide Care Coordinator wraparound services to residents at several buildings in the northwest suburbs including Jane Perlman and Victor Walchirk Apartments in Evanston. This partnership is funded through ARPA and scheduled to expire in February 2026. Additional services are always being considered and added when possible.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Additional work is underway to integrate affordable units in high-cost neighborhoods, including a mixed-income development in cooperation with the HACC that has been approved to be constructed on adjacent parcels in a TOD-area owned by the City and HACC, and the redevelopment of a City vacant lot into a mixed-used building with 33 units of affordable housing, including supportive housing and adaptive units.

The City of Evanston recently updated its Fair Housing Ordinance to closely align with the Just Housing Amendment that Cook County recently implemented. In 2023, it started work on the review and made updates to the Landlord Tenant Ordinance including consideration for the implementation of a Just Cause Eviction Ordinance, this work will continue in 2024. Additionally, updates to the Inclusionary Housing Ordinance to provide additional affordable housing have been started in 2023 and will continue in 2024.

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**CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

CDBG monitoring risk assessments includes a review of current year program and agency operating budgets, audited financial statement and Form 990s for the most recently completed fiscal year, annual report, non-discrimination policy, affirmative action plan, and equal opportunity employment policy, and other relevant documents. Staff provides technical assistance and conducts desk monitoring to review financial and record-keeping procedures, methods for determining income eligibility, and project/program outcomes. In 2023, staff performed onsite monitoring with YOU, YWCA, and Infant Welfare Society of Evanston. Agencies were selected using a risk monitoring analysis; selected agencies either had new staff (YOU, YWCA) or had a new program for review (IWS).

Davis-Bacon and Section 3 Compliance: A Project Manager was identified for each CDBG-funded construction project; that individual had primary responsibility for ensuring that procedures were followed and appropriate records were kept. Project Managers reviewed certified timesheets for compliance with prevailing wage rates. Housing & Grants staff attended pre-construction meetings on City projects and provided technical support to subrecipients regarding Davis-Bacon and Section 3 compliance.

HOME-funded projects are monitored to ensure funds are used for eligible expenses and contractual agreements are met. In addition to inspections required during construction/rehab, inspections are conducted at project completion and on a 1-3 year schedule based on the project’s affordability period. The City has a comprehensive HOME monitoring process: desk reviews are conducted for all rental and homebuyer projects with affordability requirements for compliance with income and rent limits for rental units. Property owners document household income and size that include a clause allowing third party income documentation. Source documents are required every sixth year for projects with 10 or more year affordability periods.

ESG subrecipients submitted reports and source documents for ESG-funded expenditures, which were reviewed by staff for accuracy and compliance with federal requirements. ESG subrecipients are paid on a reimbursement basis following submission of documentation of eligible expenditures. Payments are made from the City’s General Fund and then drawn down in IDIS at least quarterly.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

In 2023, City of Evanston Boards, Committees and Commissions resumed in-person meetings in

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accordance with the Illinois Open Meetings Act. The City continues to broadcast public meetings and zoom links are provided; people can access and watch public meetings in real time or online once the video is posted. Anyone wishing to make public comments can provide them in person at the meeting and in writing prior to the meeting.

The public comment period for the Draft 2023 CAPER will open on Monday, March 4, 2024 and will close on Tuesday, March 19, 2024. The Housing & Community Development Committee (HCDC) will hold an in person, public meeting for individuals to provide comment on the Draft 2023 CAPER on March 19, 2024. Notice of the meeting, the 15-day public comment period, including the opportunity to provide comment at the March 19, 2024 meeting, and instructions on how to submit public comment is published in Evanston's local newspaper, the Evanston Review, and in the City's e-newsletter and website. The City's e-newsletter has over 50,000 subscribers and over 50 individuals and organizations that indicated an interest in CDBG, HOME and ESG programs. Information about the Draft 2023 CAPER and public comment period is also shared with all funded agencies and partners to be shared with their clients and participants.

Additionally, the City used social media, including Facebook and X (formerly Twitter) accounts, to further advertise the public comment period and provide access to the Draft 2023 CAPER. Notifications of recent updates and developments are sent to an interested parties email list that includes nonprofit service providers, governmental agencies, community residents and representatives from various City departments. Finally, a printed copy of the draft 2023 CAPER will also be available for viewing at each of Evanston's two public libraries. Public comments can be made via email or mailed in writing to staff, in addition to being made in-person at the Housing & Community Development Committee meeting on Tuesday, March 19, 2024. Public comments received during the comment period will be attached and sent to City Council and to the United States Housing and Urban Development Department (HUD).

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**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

In 2023, City Council adopted updated City goals, including :

- Foster economic growth and development
- Ensure equity in public health initiatives and expand community health partnerships
- Increase affordable housing
- Enhance public safety
- Prioritize financial transparency, forecasting, and new revenue streams
- Implement the City’s Climate Action and Resiliency Plan (CARP)

These updated goals align with the 2020-2024 Consolidated Plan in terms of support for economic development, affordable housing, and a focus on sustainable practices that address impacts of climate hazards. Additionally, support for public services promotes equity as funded partners support historically underserved populations and provide services that help people thrive in the community.

Despite the impact of COVID-19, there have been no changes in the jurisdiction's program objectives; affordable housing is still a primary goal in the 2020-2024 Consolidated Plan. The main impact from COVID-19 has been an increase in housing costs at a much faster pace. City priorities are determined by City Council and include increasing affordable housing, maintaining City streets and facilities, fostering economic development and providing services to at-risk families, and ensuring equity in public health initiatives. While the goals have not changed, there has been an increased demand for housing services, economic development, and community or public services. Low and moderate income households face ongoing challenges remaining self-sufficient given inflation, Evanston’s high cost housing market and high cost of living. Basic needs, including housing, food and child care, are harder for low and moderate income families to afford.

In 2023, the City opened an application to identify and fund external Public Facilities projects; City Council will select projects to receive CDBG assistance in 2024. All projects are expected to complete within calendar year 2024 and will be reported in the 2024 CAPER.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No.

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

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**CR-50 - HOME 24 CFR 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Staff conducted the required inspections for HOME grant funded rental projects. 51 HOME units were inspected in 2023. 18 projects were inspected: All inspection findings were resolved, with the exception of nine (9) units which had minor corrections recommended, such as installing a cover plate or a protective globe over exposed light bulbs, replacing smoke alarms, and repairing doors, ceilings, and clearing furnaces. None of the inspections revealed a risk of life and safety and are in queue to be reinspected to resolve their cases.

TBRA Inspected 7 units. Six (6) HOME-TBRA units were fully inspected, one (1) TBRA unit has an inspection pending. None of the inspections revealed a risk of life and safety and have been completed, with the exception of one unit which has missing or expired smoke detectors; a re-inspection was scheduled to ensure compliance.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)**

HOME-funded projects are required to submit a detailed marketing plan in order to ensure that the project will be affirmatively marketed and that marketing includes outreach to underserved segments. In addition to the marketing efforts of the owners/sponsors, the City of Evanston maintains a resource list of affordable units that is distributed to people contacting the City for assistance in locating affordable housing.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

HOME program income was drawn for the next eligible HOME expense, as required. The City received \$27,384.00 in program income and drew \$19,315.0 in program income for IDIS Activity #1442. TBRA served seven (7) households with children under the age of 18 that were either homeless or unstably housed. Of the 7 households served through the Tenant-Based Rental Assistance program in 2023, 4 are below the 30% Area Median Income, 3 households fall below the 50% Area Median income. Five (5) are Black/African-American and one (1) is white, and one (1) is Asian. Household compositions are: three 2-person, one 3-person, 1 five-person, and two 6-person.

**Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k)**

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**(STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)**

The City of Evanston allocates the majority of its HUD funding to expand and maintain affordable housing. Actions undertaken in 2023 to address affordable housing needs include: Tenant-Based Rental Assistance program disbursement of \$43,636.75 in Tenant-Based Rental Assistance to Connections for the Homeless to continue that program. Additionally, HOME funds were invested in the completion of Activity 1322 funded construction of an ADU located at 1930 Jackson, the tenant is one (1) African-American household of 1 person, below 60% A MI.

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**CR-58 – Section 3**

**Identify the number of individuals assisted and the types of assistance provided**

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	1	0	0	0	0
Total Labor Hours	1,479				
Total Section 3 Worker Hours	123				
Total Targeted Section 3 Worker Hours	0				

**Table 15 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).	1				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	1				
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	1				
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					

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Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

**Table 16 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

## **CDBG-, HOME-, and ESG-Funded Activities Undertaken in FY2023**

### **RENTAL UNITS REHABILITATED/PRODUCED**

Housing rehabilitation of a 2-flat is not yet completed yet as punch list items are under review. ; Work includes energy efficient upgrades: roofing repairs, interior repairs to kitchen/bath, electric repairs as well as rebuilding the exterior stairs, insulation and health and safety upgrades including fans, smoke detectors, and electrical upgrades (IDIS #1443)

Housing Rehabilitation of a 25 unit multifamily affordable rental building. Work included roof repairs and was completed in 2023. (IDIS #1472)

Completion of HOME-funded construction of a one-unit ADU located at 1930 Jackson. (IDIS #1322)

### **HOMEOWNER HOUSING REHABILITATED**

This project was funded in PY2022 and completed in 2023 due to pandemic related delays. A number of senior homeowners who applied for rehabs were unwilling to move forward during the pandemic due to health concerns. This project, an owner-occupied condo unit, included window replacement and replacement of door molding (IDIS #1444).

A rehabilitation project including ADA/accessibility upgrades for a senior homeowner was started in 2023 but will complete in 2024. (IDIS #1473)

Costs to administer the City's Housing Rehab program, including intake and assessment, qualification of applicants, project management and loan servicing was funded with CDBG entitlement funds. (IDIS# 1463).

### **DEMOLITION**

In 2023 no structures were demolished using CDBG funds. The continued reinstatement of routine and area inspections may identify problem properties in 2024.

### **HOUSING CODE ENFORCEMENT/FORECLOSED PROPERTY CARE**

Property maintenance performed routine inspections in 2023. Each inspector inspects in a geographically defined area. CDBG funding contributed to the City performing 2,179 total inspections and 1,816 of those were corrected; 608 cases were complaint driven inspections. In the CDBG target area 765 cases were identified and 571 were closed. Additionally, inspections to HOME-funded rental housing units were conducted in 2023, as routine inspections were restored. 51 inspections were conducted with no major issues.

### **NON-HOUSING COMMUNITY DEVELOPMENT**

Infrastructure and park improvements are identified as a high priority in the Consolidated Plan. Neighborhood facilities and other public facilities owned and operated by non-profits that serve primarily low and moderate income persons are also a priority. CDBG funded projects in 2023 and projects undertaken in prior years and completed in 2023 are described below:

- Butler and Twiggs Park Improvements including lighting improvements to Butler and Twiggs Parks, located along the North Shore Channel between Green Bay Road and Emerson Street. The project will add convenience outlets at two existing picnic shelters located at Butler Park and Twiggs park. The outlets will allow better service to residents in the CDBG Target Area with necessary power when City Departments and other groups are conducting recreation programming activities. The convenience outlets can also be used by community members who reserve the picnic shelters for family gatherings and private or community events. Work was completed in 2023, including final billing. (IDIS #1439)
- Emerson/Hartrey Alley Paving to install drainage and pave an unimproved alley that was initiated in 2022 was completed in 2023. (IDIS #1422)

- One income-eligible homeowner received Alley Special Assessment Assistance to pay the homeowner portion of alley improvements done through the 50/50 cost-sharing program (IDIS #1447).
- Sidewalk improvements and gap infill funded in 2023 are scheduled to be completed in 2024; projects consist of removing and replacing deteriorated sidewalks in the CDBG target area; selected sidewalks are damaged, heaved, and/or do not meet current ADA standards. All community members living in the neighborhoods where the sidewalks will be improved will benefit from the work. (IDIS #1458,1459,1456)
- Linden/Custer Alley Paving (IDIS #1460) and Elmwood Alley (#IDIS 1457) consist of the installation of drainage and paving of an unimproved alley located north of Linden Place and east of Custer Ave. (8th ward). Unpaved and severely deteriorated alleys such as this one are a nuisance to the surrounding properties due to poor drainage and the dirt and debris that are tracked into garages, parking areas, and onto the streets by vehicles from the crumbling surface. Paving the alley and adding a drainage system will benefit the surrounding properties directly adjacent to the alley. The users of the alley are primarily residents with properties directly adjacent to the alley as well as refuse collection and utility service providers. The work was substantially completed in 2023, but final billing and activity closure will take place in 2024.

#### **TENANT-BASED RENTAL ASSISTANCE/RAPID REHOUSING**

- The City funded a new TBRA activity in 2023 to assist seven households, in total 14 households were assisted in 2023.
- Seven households received rent and utility support through ESG Rapid Rehousing; 11 adults and 6 children were supported through this program.

#### **HOMELESS PERSON OVERNIGHT SHELTER AND EMERGENCY HOUSING NEEDS**

- CDBG funds were used to support Interfaith Action's emergency overnight shelter open in November through March and the year-round hospitality Center. The program provided a safe and warm place to sleep and morning support including breakfast, job search support, and computer access to 93 unduplicated persons. All participants are referred to Connections for the Homeless for case management support.
- ESG funds provided operating support for the YWCA Evanston/North Shore's domestic violence shelter which provided shelter to 148 individuals (51 children) in 2023. This is a significant increase, 66 served in 2022. Connections for the Homeless operated an emergency overnight shelter which provided shelter to 86 households or 104 individuals including 10 children in non-congregate settings.

#### **HOMELESSNESS PREVENTION**

ESG funding was used to provide rental and utility assistance for 11 households; the program supported 30 people including 17 children. The need for homelessness prevention remains high. Despite several funds available to prevent eviction, City staff and service providers anticipate ongoing high demand for assistance to maintain housing in 2024.

#### **HOMELESSNESS OTHER SERVICES**

Congruent with the Drop-In and Outreach program described below, Connections provides Street Outreach, Rapid Re-Housing, and Homelessness Prevention services. The Street Outreach program, primarily serving people experiencing chronic homelessness, assisted 140 unduplicated persons, an increase of 52 people from 2022, or 135 households total. The agency was able to prevent 11 households from being evicted and helped 7 households move into housing in 2023.

#### **PUBLIC SERVICES**

Seven public service programs were awarded CDBG funds in 2023; all align with the City's equity goal of focusing funding to support case management, safety net, and support services to target funds to those most in need.

One program focused on the needs of Evanston seniors:

- Meals At Home delivered two meals, one hot and one cold, up to six days per week to 619 home-bound clients, who are unable to shop and prepare their own meals; this is an increase in participants served in the prior year. The per meal cost is determined by each client's income and ability to pay; most are deeply subsidized, as their incomes do not exceed 50% of the area median. Many clients have special dietary requirements such as no salt, renal, chopped or pureed food, helping to control health problems and create a better quality of life through the aid of proper nutrition and daily visits by program volunteers.

Youth services received CDBG funds to address the needs of low and moderate income residents:

- The Moran Center provided social work and case management services to 25 unduplicated Evanston youth and 105 total Evanston participants; residents comprised 81% of participants served. A social worker assessed each client's situation and developed a comprehensive plan. Outcomes included maintaining compliance with probation or court orders. The Moran Center also received local funds to provide legal services to 367 Evanston residents; youth served were court-involved, had school disciplinary actions or special educational advocacy needs. Evanston residents comprised 29% of those served. This program also provides legal service hours at the Skokie Courthouse staffing a help desk; with exceptions made for emergencies, Moran staff responded to all inquiries for legal services within one week.
- Family Focus received support for case management services provided to 287 Evanston residents and 329 participants across the following programs:
  - o Early Childhood Home Visiting program available to families with children ages birth through 3. Program teaches Parents as Teachers (PAT) curriculum to positively impact early childhood development, promote literacy, and nurture healthy parent-child relationships
  - o Family Advocacy Center for DCFS involved families. Program offers parenting classes, supervised visits, coaching/counseling, court advocacy, home visits and access to community resources
  - o After School youth program for children in 3rd through 8th grade to provide after-school care and summer enrichment. Program focuses on STEAM (Science, Technology, Engineering and Math) enrichment, literacy through creative writing, tutoring, social/emotional growth and life skills training.
  - o Grandparents Raising Grandchildren support group that offers education, access to community resources, and advocacy.

Interfaith Action's Emergency Overnight Shelter received CDBG funding to provide a safe and warm place for 93 homeless adults on cold winter nights and a hospitality center that offers food and employment support during the day. The overnight shelter increased capacity by 5 cots, but is still limited by space requirements/restrictions; people can wait up to 2 weeks before an opening is available and Interfaith Action works closely with outreach providers, including Connections for the Homeless, to accommodate people in need of shelter. Interfaith Action was able to offer additional hygiene supplies in 2023 with an increased CDBG award.

Connections for the Homeless provided outreach and drop-in services to 2,019 individuals, an increase of 1,167 participants from 2022. Households accessing service can have a range of needs from those that are stable, but rent insecure due to an unexpected financial hardship to individuals experiencing chronic homelessness. Services are offered Monday through Friday and provide access to basic necessities like showers, food and laundry, on-site health services, and case management that includes benefits enrollment and connections to housing resources. To meet community needs as a result of the pandemic, Connections has 3 full time Outreach staff, including three street outreach workers, and the 24/7 emergency shelter with 22-bed capacity for men and women.

The YWCA provided services to 375 unduplicated persons, including shelter to households fleeing domestic violence for up to 90 days. Other services include civil legal advocacy, individual counseling, children's services and case management. The agency also runs a housing and employment program to assist participants in accessing stable housing and employment opportunities after leaving the emergency shelter. The shelter supported 148 people, 51 of whom were children; this is an increase from 2022 when 66 people were served. The agency also provides a crisis hotline and training services including violence prevention and financial literacy, and job training programs including computer skills and culinary. The agency served 375 Evanston residents, a dramatic increase from the 95 participants served in 2022.

**ADDITIONAL CARES ACT FUNDED PROGRAMS****Food and Shelter Operations Assistance Program**

CDBG-CV funds expended in 2023 provided food for people using shelter or outreach services. With churches and soup kitchens closed, and volunteers capacity to donate and prepare food still in recovery, Connections for the Homeless and Interfaith Action must rely on prepared and take-out meals and pre-packaged, "to-go" lunches that comply with COVID protocols. The majority of allocated CDBG-CV funds provide food to people in need.

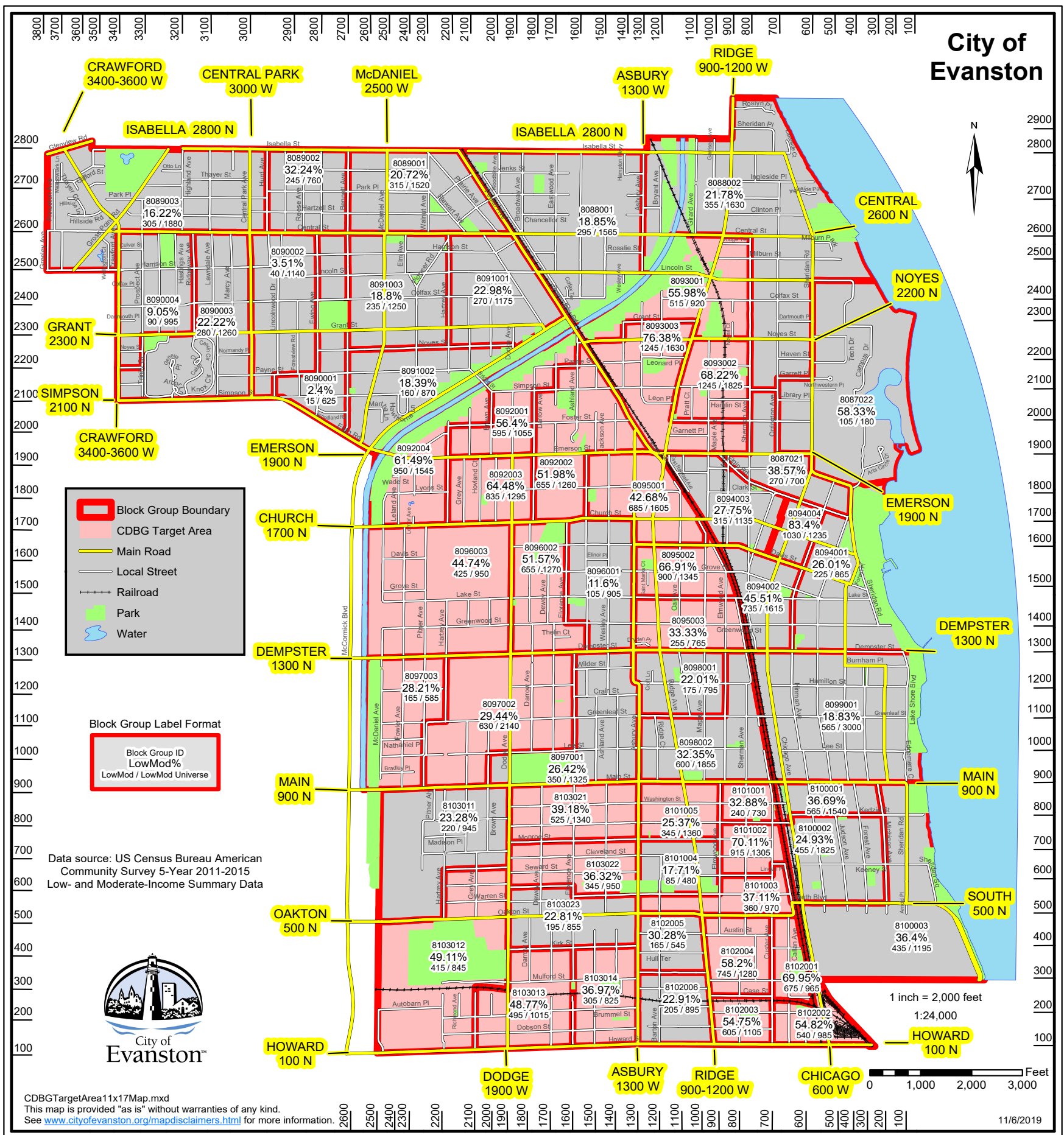
CDBG-CV funds also continued to provide Housing assistance designed to help households earning 80% of AMI or less, facing an income loss due to COVID-19, and owing unpaid rent or facing mortgage forbearance repayments. The program provided assistance to 10 households in 2023 and closed after fully expending allocated funds.(IDIS#1374)

CDBG-CV funds also continued to support the violence reduction youth program that supported Evanston youth aged 13-19 in response to the increase in violence, specifically gun violence, seen during the COVID-19 crisis in our community. Funding was fully expended and the program served 205 participants in 2023. (IDIS #1380)

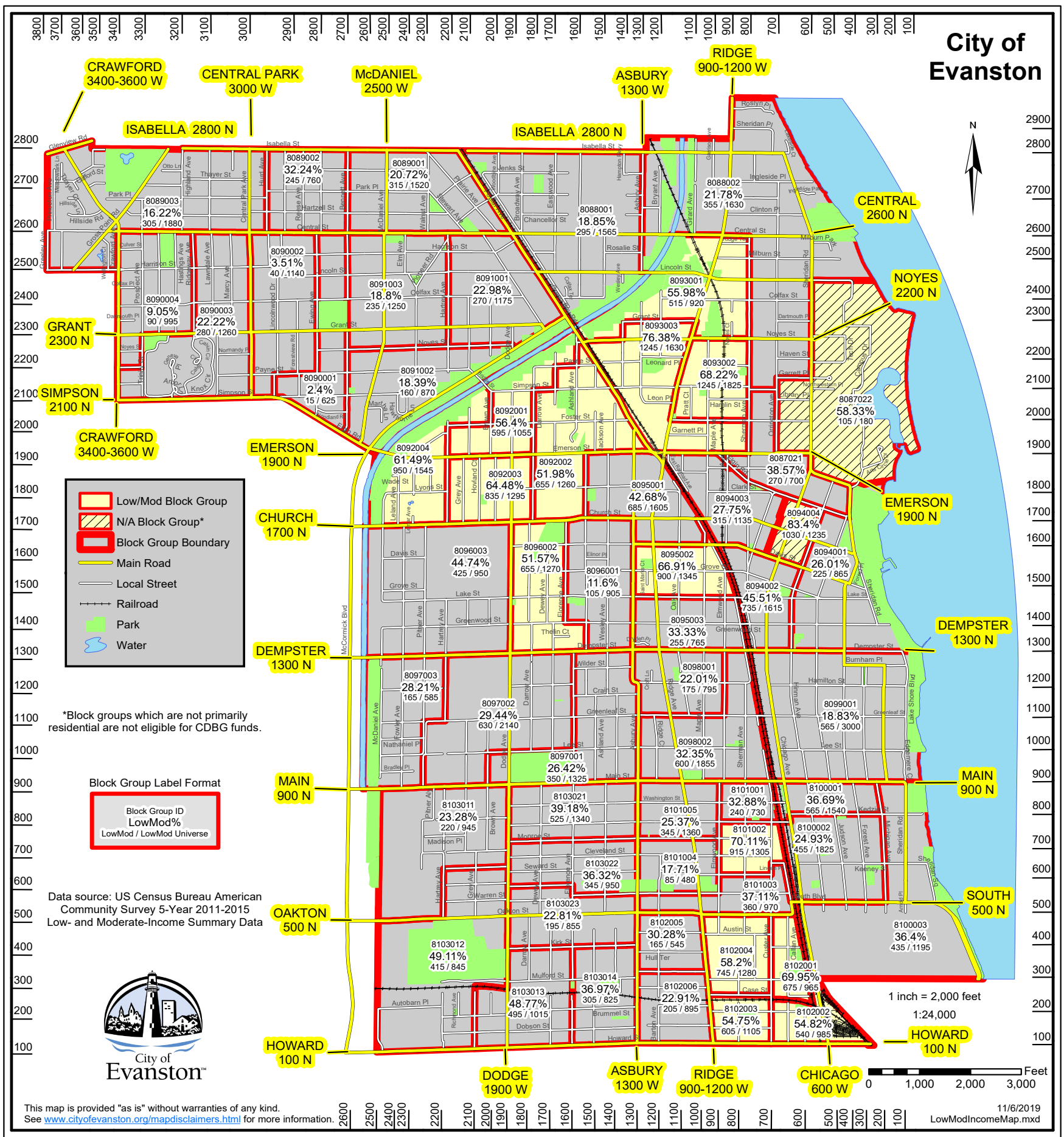
**ADMINISTRATION & PLANNING**

Administration of the CDBG, HOME and ESG programs were funded for grant management and administration, monitoring and reporting. Planning work included completion of the 2020-2024 Consolidated Plan and associated Action Plans.

# CDBG Target Area



# Low/Moderate Income Census Block Groups





PART I: SUMMARY OF CDBG RESOURCES	
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,211,238.16
02 ENTITLEMENT GRANT	1,641,492.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	163,577.04
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	3,016,307.20
PART II: SUMMARY OF CDBG EXPENDITURES	
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,549,705.15
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,549,705.15
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	323,468.65
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	1,873,173.80
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,143,133.40
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD	
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	142,052.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,407,653.15
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,549,705.15
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS	
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS	
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	259,117.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	259,117.00
32 ENTITLEMENT GRANT	1,641,492.00
33 PRIOR YEAR PROGRAM INCOME	85,956.39
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,727,448.39
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%
PART V: PLANNING AND ADMINISTRATION (PA) CAP	
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	323,468.65
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	323,468.65
42 ENTITLEMENT GRANT	1,641,492.00
43 CURRENT YEAR PROGRAM INCOME	163,577.04
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,805,069.04
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.92%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	4	1443	2022 2-Flat Housing Rehab #292	14B	LMH	\$45,102.00
2023	4	1472	Housing Rehab #228	14B	LMH	\$96,950.00
				14B	Matrix Code	\$142,052.00
Total						\$142,052.00

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	7	1439	6751619	2022 Butler/Twiggs Park Electrification & Lighting Improvements	03F	LMA	\$58,679.66
2022	7	1439	6783283	2022 Butler/Twiggs Park Electrification & Lighting Improvements	03F	LMA	\$16,577.94
					03F	Matrix Code	\$75,257.60
2022	7	1422	6813365	2022 Alley Paving- Emerson and Hartrey	03K	LMA	\$6,197.52
2022	7	1447	6751621	Alley Special Assessment 2022	03K	LMH	\$6,847.32
2023	7	1457	6830068	2023 Elmwood Alley Paving	03K	LMA	\$90,513.00
2023	7	1457	6845713	2023 Elmwood Alley Paving	03K	LMA	\$149,487.00
2023	7	1460	6823302	Linden and Custer Alley Paving	03K	LMA	\$9,271.70
2023	7	1460	6830068	Linden and Custer Alley Paving	03K	LMA	\$149,693.28
2023	7	1460	6845713	Linden and Custer Alley Paving	03K	LMA	\$8,482.00
2023	7	1460	6859403	Linden and Custer Alley Paving	03K	LMA	\$19,589.23
					03K	Matrix Code	\$440,081.05
2022	7	1423	6773468	2022 Sidewalk Infill	03L	LMA	\$2,500.00
2023	7	1456	6830068	2023 Sidewalk Gap Infill (Leland-Wade)	03L	LMA	\$10,035.00
2023	7	1456	6859403	2023 Sidewalk Gap Infill (Leland-Wade)	03L	LMA	\$109,965.00
2023	7	1458	6859403	2023 Sidewalk Improvement (West)	03L	LMA	\$100,000.00
					03L	Matrix Code	\$222,500.00
2023	6	1451	6824295	Connections for the Homeless Outreach & Drop-In Program	03T	LMC	\$100,000.00
2023	6	1452	6819403	Interfaith Action - Emergency Shelter Services Expansion	03T	LMC	\$20,000.00
					03T	Matrix Code	\$120,000.00
2023	6	1453	6819403	Meals on Wheels	05A	LMC	\$15,000.00
					05A	Matrix Code	\$15,000.00
2023	6	1461	6819403	Moran Center Legal Services for Low-Income Families	05C	LMC	\$30,000.00
					05C	Matrix Code	\$30,000.00
2023	6	1450	6819403	Books & Breakfast	05D	LMC	\$20,000.00
2023	6	1455	6819403	Family Focus Case Management Program	05D	LMC	\$26,617.00
2023	6	1462	6819403	Moran Center Social Services for Low-Income Youth	05D	LMC	\$30,000.00
					05D	Matrix Code	\$76,617.00
2023	6	1454	6819403	YWCA Domestic Violence Services	05G	LMC	\$17,500.00
					05G	Matrix Code	\$17,500.00
2022	4	1444	6838440	2022 Single Family Housing Rehab #360	14A	LMH	\$9,810.00
					14A	Matrix Code	\$9,810.00
2023	4	1463	6791120	2023 Housing Rehab Admin	14H	LMH	\$500.00
2023	4	1463	6797936	2023 Housing Rehab Admin	14H	LMH	\$32,183.00
2023	4	1463	6838129	2023 Housing Rehab Admin	14H	LMH	\$15,913.51
2023	4	1463	6838131	2023 Housing Rehab Admin	14H	LMH	\$7,746.91
2023	4	1463	6858325	2023 Housing Rehab Admin	14H	LMH	\$12,631.41
2023	4	1463	6865321	2023 Housing Rehab Admin	14H	LMH	\$5,293.77
					14H	Matrix Code	\$74,268.60
2023	5	1464	6797936	2023 Code Enforcement	15	LMA	\$181,187.86
2023	5	1464	6826888	2023 Code Enforcement	15	LMA	\$68,941.77
2023	5	1464	6865321	2023 Code Enforcement	15	LMA	\$76,489.27
					15	Matrix Code	\$326,618.90
Total							\$1,407,653.15

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2023	6	1451	6824295	No	Connections for the Homeless Outreach & Drop-In Program	B23MC170012	EN	03T	LMC	\$100,000.00
2023	6	1452	6819403	No	Interfaith Action - Emergency Shelter Services Expansion	B23MC170012	EN	03T	LMC	\$20,000.00
								03T	Matrix Code	\$120,000.00
2023	6	1453	6819403	No	Meals on Wheels	B23MC170012	EN	05A	LMC	\$15,000.00
								05A	Matrix Code	\$15,000.00
2023	6	1461	6819403	No	Moran Center Legal Services for Low-Income Families	B23MC170012	EN	05C	LMC	\$30,000.00
								05C	Matrix Code	\$30,000.00
2023	6	1450	6819403	No	Books & Breakfast	B23MC170012	EN	05D	LMC	\$20,000.00
2023	6	1455	6819403	No	Family Focus Case Management Program	B23MC170012	EN	05D	LMC	\$26,617.00
2023	6	1462	6819403	No	Moran Center Social Services for Low-Income Youth	B23MC170012	EN	05D	LMC	\$30,000.00
								05D	Matrix Code	\$76,617.00
2023	6	1454	6819403	No	YWCA Domestic Violence Services	B23MC170012	EN	05G	LMC	\$17,500.00
								05G	Matrix Code	\$17,500.00
<b>Total</b>				No	Activity to prevent, prepare for, and respond to Coronavirus					<b>\$259,117.00</b>

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	8	1465	6797936	CDBG Administration	21A		\$114,869.82
2023	8	1465	6826888	CDBG Administration	21A		\$111,737.81
2023	8	1465	6865321	CDBG Administration	21A		\$96,861.02
					21A	Matrix Code	\$323,468.65
<b>Total</b>							<b>\$323,468.65</b>



**PART I: SUMMARY OF CDBG-CV RESOURCES**

01 CDBG-CV GRANT	1,586,370.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	1,586,370.00

**PART II: SUMMARY OF CDBG-CV EXPENDITURES**

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,102,206.43
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	235,569.53
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	1,337,775.96
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	248,594.04

**PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT**

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,102,206.43
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	1,102,206.43
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	1,102,206.43
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

**PART IV: PUBLIC SERVICE (PS) CALCULATIONS**

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	969,556.43
17 CDBG-CV GRANT	1,586,370.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	61.12%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	235,569.53
20 CDBG-CV GRANT	1,586,370.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	14.85%



LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

No data returned for this view. This might be because the applied filter excludes all data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

No data returned for this view. This might be because the applied filter excludes all data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount	
2020	10	1368	6616407	CDBG-CV Connections for the Homeless Shelter Operations	03T	LMC	\$3,723.42	
			6616413	CDBG-CV Connections for the Homeless Shelter Operations	03T	LMC	\$42.40	
			6699352	CDBG-CV Connections for the Homeless Shelter Operations	03T	LMC	\$1,234.18	
		1369	6516594	Pop-up Food Pantry - West Evanston	05W	LMA	\$17,016.97	
			6520384	Pop-up Food Pantry - West Evanston	05W	LMA	\$12,306.71	
			6562151	Pop-up Food Pantry - West Evanston	05W	LMA	\$30,192.95	
			6567045	Pop-up Food Pantry - West Evanston	05W	LMA	\$2,440.25	
		1374	6616407	CDBG-CV Housing Assistance	05Q	LMC	\$5,068.37	
			6626390	CDBG-CV Housing Assistance	05Q	LMC	\$40,608.01	
			6691046	CDBG-CV Housing Assistance	05Q	LMC	\$117,982.59	
			6732764	CDBG-CV Housing Assistance	05Q	LMC	\$27,677.98	
			6760589	CDBG-CV Housing Assistance	05Q	LMC	\$3,459.61	
			6799654	CDBG-CV Housing Assistance	05Q	LMC	\$2,512.44	
			6841534	CDBG-CV Housing Assistance	05Q	LMC	\$55,290.55	
			1380	6530019	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$2,516.68
				6549261	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$870.20
				6549264	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,428.55
		6549267		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$5,116.58	
		6555927		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$10,676.51	
		6570418		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,203.93	
		6570420		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$2,186.60	
		6570928		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$69,042.97	
		6577042		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,762.41	
		6592036		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$12,042.77	
		6597285		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$13,172.30	
		6667318		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$6,247.68	
		6668524		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$3,762.16	
		6699352		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,040.00	
		6706896		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$130,077.64	
		6725494		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$10,196.16	
		6733807		CDBG-CV Violence Reduction Youth Program	05D	LMC	\$84,722.52	
		6733812	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$863.90		
		6797124	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$9,679.35		
		1381	6570928	CDBG-CV Community Violence Reduction - South Neighborhoods	05Z	LMA	\$1,646.30	
			6592036	CDBG-CV Community Violence Reduction - South Neighborhoods	05Z	LMA	\$535.76	
		1382	6530019	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$300.00	
			6549267	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$2,711.20	



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount	
2020	10	1382	6570420	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$8,837.77	
			6570928	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$16,693.72	
			6592036	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$310.34	
			6592045	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$618.00	
			6593605	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$1,738.00	
		1412	6570423	CDBG-CV CNE Childcare Assistance Program	05L	LMC	\$25,000.00	
			6706894	CDBG-CV CNE Childcare Assistance Program	05L	LMC	\$35,000.00	
		1448	6841534	CDBG-CV Connections for the Homeless Food Provision	03T	LMC	\$136,797.78	
			6858327	CDBG-CV Connections for the Homeless Food Provision	03T	LMC	\$13,202.22	
		1449	6755989	CDBG-CV Interfaith Action	03T	LMC	\$2,368.16	
	6760586		CDBG-CV Interfaith Action	03T	LMC	\$37,631.84		
	11	1345	6449849	Dreamland Clean Wash Inc.	18C	LMCMC	\$2,500.00	
			6437866	Higher Level Maids	18C	LMCMC	\$2,500.00	
			6437866	Evanston Games & Cafe	18C	LMCMC	\$2,500.00	
			6437866	Ken's cleaner	18C	LMCMC	\$2,500.00	
			6437866	Daniel Sullivan Fine Arts	18C	LMCMC	\$1,500.00	
			6437866	Robyn Sullivan Violins	18C	LMCMC	\$2,500.00	
			6449849	Greg Simetz	18C	LMCMC	\$2,500.00	
			6437866	Chicago Strings	18C	LMCMC	\$2,500.00	
			6437866	Ash Luna	18C	LMCMC	\$2,500.00	
			6437866	ZTP Studio	18C	LMCMC	\$2,500.00	
			6437869	507 Cleaners	18C	LMCMC	\$2,500.00	
			6437866	Industrial Grace Restoration	18C	LMCMC	\$2,500.00	
			6437866	Mari Enterprise	18C	LMCMC	\$2,500.00	
			6437866	Ward Eight	18C	LMCMC	\$2,500.00	
			6437866	Apexity HealthCare and Wellness Advocates	18C	LMCMC	\$2,500.00	
			6437866	Bon Creative	18C	LMCMC	\$2,500.00	
			6437866	Personal Nutrition Designs, LLC	18C	LMCMC	\$2,500.00	
			6437869	L&J's Enterprises Cafe, LLC	18C	LMCMC	\$2,500.00	
			6437869	Matthew Hallinan Design	18C	LMCMC	\$2,500.00	
			6483643	Eyeseebauty	18C	LMCMC	\$2,500.00	
			6537763	Ashley Lauren CV19 2021 Entrepreneur Grant	18C	LMCMC	\$5,075.00	
			6537763	Choice Beauty CV19 2021 Entrepreneur Grant	18C	LMCMC	\$5,075.00	
			6530030	PHLB CV19 2021 Entrepreneur Grant	18C	LMCMC	\$5,000.00	
			6530030	Jet Blue Print CV19 2021 Entrepreneur Grant	18C	LMCMC	\$5,000.00	
			6537763	La Cocinita CV19 2021 Entrepreneur Grant	18A	LMJ	\$6,000.00	
			6537763	Heaven Meets Earth CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00	
			6530030	SOLID Dev Corp CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00	
			6530030	Best Care Cleaners CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00	
			6537763	Edzo's Burger CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00	
			6530030	Dreamland Cleanwash CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00	
	6530030	Soapie's CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00			
	6530030	Anchorfish CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00			
	6537763	Ilogic Graphics CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00			
	6537763	Koi CV19 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00			
	6537763	Sur de Soi CV19 2021 Entrepreneur Grant	18C	LMCMC	\$5,000.00			
	6551860	Fatzee's ZU FOOD 2021 Entrepreneur Grant	18A	LMJ	\$2,500.00			
	6555499	Avenue Nail Spa 2021 Entrepreneur Grant	18A	LMJ	\$5,000.00			
	<b>Total</b>							<b>\$1,102,206.43</b>

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	10	1368	6616407	CDBG-CV Connections for the Homeless Shelter Operations	03T	LMC	\$3,723.42
			6616413	CDBG-CV Connections for the Homeless Shelter Operations	03T	LMC	\$42.40
			6699352	CDBG-CV Connections for the Homeless Shelter Operations	03T	LMC	\$1,234.18
		1369	6516594	Pop-up Food Pantry - West Evanston	05W	LMA	\$17,016.97
			6520384	Pop-up Food Pantry - West Evanston	05W	LMA	\$12,306.71
			6562151	Pop-up Food Pantry - West Evanston	05W	LMA	\$30,192.95



Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount		
2020	10	1369	6567045	Pop-up Food Pantry - West Evanston	05W	LMA	\$2,440.25		
			1374	6616407	CDBG-CV Housing Assistance	05Q	LMC	\$5,068.37	
		1380	6626390	CDBG-CV Housing Assistance	05Q	LMC	\$40,608.01		
			6691046	CDBG-CV Housing Assistance	05Q	LMC	\$117,982.59		
			6732764	CDBG-CV Housing Assistance	05Q	LMC	\$27,677.98		
			6760589	CDBG-CV Housing Assistance	05Q	LMC	\$3,459.61		
			6799654	CDBG-CV Housing Assistance	05Q	LMC	\$2,512.44		
			6841534	CDBG-CV Housing Assistance	05Q	LMC	\$55,290.55		
			6530019	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$2,516.68		
			6549261	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$870.20		
			6549264	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,428.55		
			6549267	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$5,116.58		
			6555927	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$10,676.51		
			6570418	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,203.93		
			6570420	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$2,186.60		
			6570928	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$69,042.97		
			6577042	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,762.41		
			6592036	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$12,042.77		
			6597285	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$13,172.30		
			6667318	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$6,247.68		
			6668524	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$3,762.16		
			6699352	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$1,040.00		
			6706896	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$130,077.64		
			6725494	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$10,196.16		
			6733807	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$84,722.52		
			6733812	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$863.90		
			6797124	CDBG-CV Violence Reduction Youth Program	05D	LMC	\$9,679.35		
			1381	6570928	CDBG-CV Community Violence Reduction - South Neighborhoods	05Z	LMA	\$1,646.30	
				6592036	CDBG-CV Community Violence Reduction - South Neighborhoods	05Z	LMA	\$535.76	
			1382	6530019	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$300.00	
				6549267	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$2,711.20	
				6570420	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$8,837.77	
				6570928	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$16,693.72	
				6592036	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$310.34	
				6592045	CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$618.00	
		6593605		CDBG-CV Community Violence Reduction - West Neighborhoods	05Z	LMA	\$1,738.00		
		1412	6570423	CDBG-CV CNE Childcare Assistance Program	05L	LMC	\$25,000.00		
			6706894	CDBG-CV CNE Childcare Assistance Program	05L	LMC	\$35,000.00		
		1448	6841534	CDBG-CV Connections for the Homeless Food Provision	03T	LMC	\$136,797.78		
			6858327	CDBG-CV Connections for the Homeless Food Provision	03T	LMC	\$13,202.22		
		1449	6755989	CDBG-CV Interfaith Action	03T	LMC	\$2,368.16		
			6760586	CDBG-CV Interfaith Action	03T	LMC	\$37,631.84		
		<b>Total</b>							<b>\$969,556.43</b>

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	12	1321	6437860	CDBG-CV Administration	21A		\$37,356.93
			6453894	CDBG-CV Administration	21A		\$21,919.84
			6520325	CDBG-CV Administration	21A		\$40,665.80
			6526717	CDBG-CV Administration	21A		\$308.07
			6567058	CDBG-CV Administration	21A		\$42,801.99
			6592034	CDBG-CV Administration	21A		\$9,762.91
			6668524	CDBG-CV Administration	21A		\$22,682.84
			6699350	CDBG-CV Administration	21A		\$17,247.42
			6733799	CDBG-CV Administration	21A		\$8,097.97
			6797123	CDBG-CV Administration	21A		\$20,766.69
			6826892	CDBG-CV Administration	21A		\$6,531.24
			6865324	CDBG-CV Administration	21A		\$7,427.83



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
<b>Total</b>							<b>\$235,569.53</b>

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Sage: Reports: HUD ESG CAPER



## HUD ESG CAPER

Report: **CAPER**    Period: **1/1/2023 - 12/31/2023**    Your user level here: **Data Entry and Account Admin**

---

Contains all user-entered forms and aggregate CAPER-CSV data.

### Report Date Range

1/1/2023 to 12/31/2023

### Contact Information

First Name	Jessica
Middle Name	
Last Name	Wingader
Suffix	
Title	Sr. Grants & Compliance Specialist
Street Address 1	2100 Ridge Ave
Street Address 2	
City	Evanston
State	Illinois
ZIP Code	60201
E-mail Address	jwingader@cityofevanston.org
Phone Number	(847)859-7889
Extension	
Fax Number	

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**Project types carried out during the program year**

Components	Projects	Total Persons Reported	Total Households Reported
Emergency Shelter - Entry Exit	1	104	86
Emergency Shelter - Night-by-Night	1	148	147
Day Shelter	0	0	0
Transitional Housing	0	0	0
<b>Total Emergency Shelter Component</b>	<b>2</b>	<b>252</b>	<b>233</b>
Total Street Outreach	1	140	135
Total PH - Rapid Re-Housing	1	17	7
Total Homelessness Prevention	1	30	11

**Grant Information****Emergency Shelter Rehab/Conversion**

Did you create additional shelter beds/units through an ESG-funded rehab project	No
Did you create additional shelter beds/units through an ESG-funded conversion project	No

**Data Participation Information**

Are there any funded projects, except HMIS or Admin, which are <u>not listed on the Project Links and Uploads form</u> ? This includes projects in the HMIS and from VSP	No
--	----

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**Project Outcomes**

*Project outcomes are required for all CAPERS where the program year start date is 1-1-2021 or later. This form replaces the narrative in CR-70 of the eCon Planning Suite.*

From the Action Plan that covered ESG for this reporting period copy and paste or retype the information in Question 5 on screen AP-90: "Describe performance standards for evaluating ESG."

Performance standards:

Engagement rate: the percent of persons exiting shelter where the destination is known.

Percent of persons exiting shelter who use 30 shelter-nights or fewer.

Percent of persons exited to permanent housing.

*Based on the information from the Action Plan response previously provided to HUD:*

1. Briefly describe how you met the performance standards identified in A-90 this program year. *If they are not measurable as written type in N/A as the answer.*

Performance standards for Connections for the Homeless:

Engagement rate: the percent of persons exiting shelter where the destination is known = 98.5%

Percent of persons exiting shelter who use 30 shelter-nights or fewer = 4.8%

Percent of persons exited to permanent housing = 61.5%

Performance standards for the YWCA-Evanston/North Shore:

Engagement rate: the percent of persons exiting shelter where the destination is known = 70%

Percent of persons exiting shelter who use 30 shelter-nights or fewer = 16%

Percent of persons exited to permanent housing = 10%

2. Briefly describe what you did not meet and why. *If they are not measurable as written type in N/A as the answer.*

NA

OR

3. If your standards were not written as measurable, provide a sample of what you will change them to in the future? *If they were measurable and you answered above type in N/A as the answer.*

NA

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Financial Information

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**ESG Information from IDIS**

As of 2/23/2024

FY	Grant Number	Current Authorized Amount	Funds Committed By Recipient	Funds Drawn	Balance Remaining	Obligation Date	Expenditure Deadline
2023	E23MC170012	\$149,054.00	\$149,054.00	\$0	\$149,054.00	6/28/2023	6/28/2025
2022	E22MC170012	\$154,945.00	\$154,945.00	\$114,035.18	\$40,909.82	9/8/2022	9/8/2024
2021	E21MC170012	\$156,606.00	\$156,606.00	\$156,606.00	\$0	8/3/2021	8/3/2023
2020	E20MC170012	\$158,463.00	\$158,463.00	\$158,463.00	\$0	8/11/2020	8/11/2022
2019	E19MC170012	\$151,731.00	\$151,731.00	\$151,731.00	\$0	7/12/2019	7/12/2021
2018	E18MC170012	\$146,022.73	\$146,022.73	\$146,022.73	\$0	7/20/2018	7/20/2020
2017	E17MC170012	\$144,334.00	\$144,334.00	\$144,334.00	\$0	10/19/2017	10/19/2019
2016	E16MC170012	\$144,459.00	\$144,458.57	\$144,458.57	\$.43	7/14/2016	7/14/2018
2015	E15MC170012	\$144,818.00	\$144,818.00	\$144,818.00	\$0	6/15/2015	6/15/2017
<b>Total</b>		\$1,601,763.11	\$1,601,762.68	\$1,411,798.86	\$189,964.25		

Expenditures	2023	2022	2021	2020	2019	2018	2017	2016
	No	Yes	Yes	No	No	No	No	No
		FY2022 Annual ESG Funds for	FY2021 Annual ESG Funds for					
<b>Homelessness Prevention</b>		<b>Non-COVID</b>	<b>Non-COVID</b>					
Rental Assistance								
Relocation and Stabilization Services - Financial Assistance		28,282.04	17,386.50					
Relocation and Stabilization Services - Services		2,535.09	654.74					
Hazard Pay (unique activity)								
Landlord Incentives (unique activity)								
Volunteer Incentives (unique activity)								
Training (unique activity)								
<b>Homeless Prevention Expenses</b>		<b>30,817.13</b>	<b>18,041.24</b>					
		FY2022 Annual ESG Funds for	FY2021 Annual ESG Funds for					
<b>Rapid Re-Housing</b>		<b>Non-COVID</b>	<b>Non-COVID</b>					
Rental Assistance								
Relocation and Stabilization Services - Financial Assistance		8,406.95	6,709.67					
Relocation and Stabilization Services - Services		10,988.28	12,951.72					
Hazard Pay (unique activity)								

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Landlord Incentives <i>(unique activity)</i>		
Volunteer Incentives <i>(unique activity)</i>		
Training <i>(unique activity)</i>		
<b>RRH Expenses</b>	<b>19,395.23</b>	<b>19,661.39</b>
	<b>FY2022 Annual ESG Funds for</b>	<b>FY2021 Annual ESG Funds for</b>
<b>Emergency Shelter</b>	<b>Non-COVID</b>	<b>Non-COVID</b>
Essential Services	11,208.90	
Operations	25,732.85	
Renovation		
Major Rehab		
Conversion		
Hazard Pay <i>(unique activity)</i>		
Volunteer Incentives <i>(unique activity)</i>		
Training <i>(unique activity)</i>		
<b>Emergency Shelter Expenses</b>	<b>36,941.75</b>	<b>0.00</b>
	<b>FY2022 Annual ESG Funds for</b>	<b>FY2021 Annual ESG Funds for</b>
<b>Temporary Emergency Shelter</b>	<b>Non-COVID</b>	<b>Non-COVID</b>
Essential Services		
Operations		
Leasing existing real property or temporary structures		
Acquisition		
Renovation		
Hazard Pay <i>(unique activity)</i>		
Volunteer Incentives <i>(unique activity)</i>		
Training <i>(unique activity)</i>		
Other Shelter Costs		
<b>Temporary Emergency Shelter Expenses</b>		
	<b>FY2022 Annual ESG Funds for</b>	<b>FY2021 Annual ESG Funds for</b>
<b>Street Outreach</b>	<b>Non-COVID</b>	<b>Non-COVID</b>
Essential Services	11,507.70	
Hazard Pay <i>(unique activity)</i>		
Volunteer Incentives <i>(unique activity)</i>		
Training <i>(unique activity)</i>		
Handwashing Stations/Portable Bathrooms <i>(unique activity)</i>		
<b>Street Outreach Expenses</b>	<b>11,507.70</b>	<b>0.00</b>
	<b>FY2022 Annual ESG Funds for</b>	<b>FY2021 Annual ESG Funds for</b>

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<b>Other ESG Expenditures</b>	<b>Non-COVID</b>	<b>Non-COVID</b>
Cell Phones - for persons in CoC/YHDP funded projects <i>(unique activity)</i>		
Coordinated Entry COVID Enhancements <i>(unique activity)</i>		
Training <i>(unique activity)</i>		
Vaccine Incentives <i>(unique activity)</i>		
HMIS		
Administration	11,386.07	7,014.15
<b>Other Expenses</b>	11,386.07	7,014.15
	<b>FY2022 Annual ESG Funds for</b>	<b>FY2021 Annual ESG Funds for</b>
	<b>Non-COVID</b>	<b>Non-COVID</b>
<b>Total Expenditures</b>	<b>110,047.88</b>	<b>44,716.78</b>
Match	191,572.00	357,664.00
<b>Total ESG expenditures plus match</b>	<b>301,619.88</b>	<b>402,380.78</b>

**Total expenditures plus match for all years**

**704,000.66**

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Sources of Match

	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015
Total regular ESG plus COVID expenditures brought forward	\$0.00	\$110,047.88	\$44,716.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total ESG used for COVID brought forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total ESG used for regular expenses which requires a match	\$0.00	\$110,047.88	\$44,716.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Match numbers from financial form	\$0.00	\$191,572.00	\$357,664.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Match Percentage	0%	174.08%	799.84%	0%	0%	0%	0%	0%	0%

Match Source      FY2023    FY2022    FY2021    FY2020    FY2019    FY2018    FY2017    FY2016    FY2015

Other Non-ESG HUD Funds

Other Federal Funds

State Government                      342,664.00    191,572.00

Local Government

Private Funds                              15,000.00

Other

Fees

Program Income

**Total Cash Match**     

Non Cash Match

**Total Match**             

Program Income

Program income is the income received by the recipient or subrecipient directly generated by a grant supported activity. Program income is defined in 2 CFR §200.307. More information is also available in the ESG CAPER Guidebook in the resources tab above.

Did the recipient earn program income from any ESG project during the program year?

No



# FY23 Consolidated Annual Performance Evaluation Report (CAPER)

## Public comments received

The following were public comments received in writing during the public engagement process from March 4, 2023 to March 19, 2024:

*“You might have more money to help the homeless population if you hadn't approve \$450 FUCKING MILLION DOLLARS FOR THE FUCKING POLICE.” fxxxevanstonpolice@gmail.com*

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City of Evanston, Community Development Housing & Grants Division  
March 19, 2024

1



## Memorandum

To: Members of Housing & Community Development Committee  
From: Elizabeth Williams, Planning Manager  
CC: Marion Johnson, Housing & Grants Supervisor, Uri Pachter, Senior Housing Planner  
Subject: Presentation on 2024 Planning and Program Updates that Implement the City Council's Affordable Housing Goal  
Date: March 19, 2024

---

Recommended Action:

No action is requested at this time. Staff will provide an overview of upcoming planning & program updates that implement the City Council's Affordable Housing Goal.

Funding Source:

N/A

CARP:

N/A

Council Action:

For Discussion

Summary:

On March 19, 2024, staff will provide an overview of planning & program initiatives that the Housing and Community Development Committee HCDC will be reviewing in 2024 to support the implementation of the City Council's Affordable Housing Goal -

- Envision Evanston 2045 - will include the development of a new comprehensive plan and zoning code. The comprehensive plan outlines the City's vision for its future and includes goals and strategies to achieve that vision. The zoning code is a set of rules that outline how properties can be used and what can be built where. It is a major tool that helps to implement the vision and goals of the Comprehensive Plan (Affordable Housing - Goal 3).
- 2025-2029 HUD 5-Year Consolidated Plan - this is a federally mandated planning process that aims to identify housing and community development priorities and

allocate federal funding the City receives from the U.S. Department of Housing and Urban Development to address the needs of low-to-moderate income households (Affordable Housing - Goal 2 & 7).

- Strategic Housing Plan - an action plan that will build upon previous efforts to assess housing needs, supply and demand, and investment. The process will evaluate existing conditions, identify gaps, establish strategies to address the identified gaps and develop key metrics for measuring success (Affordable Housing - Goal 6 & 7).
- Inclusionary Housing Program Update - the City Council is seeking to increase the inclusionary requirement in 2024. The update will also aim to align with state affordable housing property tax incentives. This update will also clarify existing provisions to calibrate and streamline the administration of the program. (Affordable Housing - Goal 5)
- Affirmatively Furthering Fair Housing - the City of Evanston may need to participate in a regional effort led by Cook County that seeks to proactively take meaningful actions to overcome patterns of segregation, promote fair housing choice, eliminate disparities in housing-related opportunities, and foster inclusive communities that are free from discrimination (Affordable Housing - Goal 3 & 6).

#### Legislative History:

Throughout 2023, the City Council held several Special City Council meetings to determine which goals would govern the remainder of the council term ending in May 2025. Through facilitated conversations, the City Council established the following six broad areas on which to focus (listed alphabetically):

- Affordable Housing
- Climate Action and Resiliency
- Economic Development
- Finance
- Public Health
- Public Safety

On December 11, 2023, the City Council adopted the following goals related to Affordable Housing:

1. Ensure 50 units of affordable housing are in the development pipeline by 2025.
2. Beginning in 2024, increase annual rehabilitation of naturally occurring affordable housing (NOAH) to twenty units (currently nine) and rehab twenty-five units from January 2024 - May 2025.
3. Include equitable zoning concepts in the City's Comprehensive Plan and Zoning Ordinance by 2025.
4. Create a strategy to develop City-owned vacant or underutilized properties into affordable housing by 2025.
5. Amend the Inclusionary Housing Ordinance increasing the inclusionary requirement in 2024.
6. Complete a strategic housing plan in 2024.
7. Identify new sources of rental assistance funding in 2024.

<b>Date</b>	1/1/2024	<b>CITY OF EVANSTON WAITLIST AND IHO UNITS REPORT</b>
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<b>Key</b>	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
<b>0-30%</b>	79	64	52	30	23	13	5	265	90
<b>31-50%</b>	152	101	83	46	9	8	1	397	138
<b>51-60%</b>	45	35	9	6	3	0	0	97	38
<b>61-80%</b>	41	28	11	7	1	2	1	91	38
<b>81-100%</b>	19	10	1	0	1	0	0	31	12
<b>Totals</b>	<b>336</b>	<b>238</b>	<b>156</b>	<b>89</b>	<b>37</b>	<b>23</b>	<b>7</b>	<b>886</b>	<b>316</b>
<b>Number of HH added to list since last report</b>				<b>7/1/23</b>	<b>187</b>				

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
<b>0-30%</b>	8.92%	7.22%	5.87%	3.39%	2.60%	1.47%	0.56%	29.91%
<b>31-50%</b>	17.16%	11.40%	9.37%	5.19%	1.02%	0.90%	0.11%	44.81%
<b>51-60%</b>	5.08%	3.95%	1.02%	0.68%	0.34%	0.00%	0.00%	10.95%
<b>61-80%</b>	4.63%	3.16%	1.24%	0.79%	0.11%	0.23%	0.11%	10.27%
<b>81-100%</b>	2.14%	1.13%	0.11%	0.00%	0.11%	0.00%	0.00%	3.50%
<b>Totals</b>	<b>37.92%</b>	<b>26.86%</b>	<b>17.61%</b>	<b>10.05%</b>	<b>4.18%</b>	<b>2.60%</b>	<b>0.79%</b>	<b>100.00%</b>

### UNITS INFORMATION

#### Existing units : occupied/renewed (income is certified)

	Studio	1BR	2BR	3BR	4BR	5BR+	Total
<b>0-30%</b>	0	0	0	0	0	0	0
<b>31-50%</b>	2	5	2	0	0	0	9

<b>51-60%</b>	6	24	7	1	0	0	38
<b>61-80%</b>	4	4	5	1	0	0	14
<b>81-100%</b>	1	2	1	1	0	0	5
<b>Totals</b>	<b>13</b>	<b>35</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>66</b>

**Existing units: in the process of being rented/upcoming in 2023 (income is certified)**

	Studio	1 BR	2 BR	3 BR	4BR	5BR+	Total
<b>0-30%</b>	0	0	0	0	0	0	0
<b>31-50%</b>	0	0	0	0	0	0	0
<b>51-60%</b>	1	0	0	1	0	0	2
<b>61-80%</b>	0	3	1	0	0	0	0
<b>81-100%</b>	0	1	0	0	0	0	3
<b>Totals</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>

<b>Existing TOTAL</b>	<b>14</b>	<b>39</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>73</b>
% of total units	19.18%	53.42%	21.92%	5.48%	0.00%	0.00%	100.00%

<b>Demographics by unit income level</b>	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 Hawaiian/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%
<b>Total</b>	<b>7</b>	<b>19</b>	<b>6</b>	<b>2</b>	<b>34</b>	

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

Qualification Process/new units	Income Qualified	Pending Property Approval	Approved by Property	Denied by Property	Turned down by tenant
100 Chicago	7	0	2	3	2
2035 Dodge	1	0	1	0	0
2030 Greenwood	3	0	2	0	0

Add'l applicant not screened as unit filled.

**IHO existing units by building**

	50%	60%	80%	100%	120%	Total units	Renewed	Turn over	Type	Floating?
2030 Greenwood		2				2			New constr.	No
2211 Maple		2				2	1	1	Existing constr.	No
1555 Ridge		3				3	3		New constr.	Yes
100 Chicago			5			5			New constr.	No
1500 Sherman (Albion)	3	6	6			15	7	1	New constr.	Yes
1727 Oak (Avidor)	4	13				17	8	N/A	New constr.	Yes
828 Noyes	2	2				4	4	0	New constr.	No
1822 Lyons			1			1	N/A	N/A	Rehab/Conv	No
<b>Total</b>	<b>9</b>	<b>21</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>19</b>	<b>1</b>		

**Affordable Units by building**

1620 Central				2		2	0	0	New constr.	No
1930 Ridge			10			10	6		New constr.	No
1571 Maple		1				1	0	0	New constr.	No
1717 Ridge					9	9	2		New constr.	No
1815 Ridge (Trulee)			2			2		1	New constr.	No
<b>Total</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>9</b>	<b>24</b>	<b>8</b>	<b>1</b>		

**New upcoming units in the pipeline: 2024 and later**

Income Level	Approved
0-50%	0
51-60%	9
61-80%	0

81-120%	0
<b>Totals</b>	<b>9</b>

#### **Outreach Activities/Meetings**

Outreach efforts completed: Determined new search engine, Avail, to be linked to CPAH's website in order to publicize available units to apartment search sites. Prepared flyers for EV schools, worked with ETHS to schedule live event at Robert Crown Q1. Multiple meetings with property managers and developers to create leads for available units, oversee and follow up with referred qualified applicants. Prepared flyer for property managers to distribute to walk ins.

#### **Summary Narrative:**

Largest increase of HH in the 0-30% AMI range (+65%)

There was a total of 187 applications added to the waitlist, but we removed 137 due to the min. income limit being raised to \$25,000.00 from \$20,000.00 plus some were removed due to waitlist update. The waitlist update is still in process.

Large increase (+7% since July) in the share of local preference households on the waitlist.

Households in the income range between 51-100% are most likely to be eligible for an IHO unit, and represent approx. 25% of the total list CPAH and the City continues effort to increase awareness of this program

CITY OF EVANSTON TENANT-LANDLORD SERVICES REPORT

2023

Call Count	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Total Monthly Calls	25	17	23	27	52	39	28	17	31	23	5	18	305
Total Quarterly Calls	65			118			76			46			
Quarterly Average	22			39			25			15			

Category	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total	% of total
Maintenance	9	3	11	6	11	9	17	6	7	9	2	6	96	25.26%
Eviction	5	3	1	2	15	5	1	1	4	3	0	0	40	10.53%
Notices	0	0	0	1	0	0	0	0	0	0	0	0	1	0.26%
Disturbance	1	4	5	3	7	3	1	1	2	2	0	6	35	9.21%
Security Deposits	0	0	0	2	1	0	2	2	5	3	0	1	16	4.21%
Lease	10	7	6	12	26	18	5	4	10	10	2	7	117	30.79%
Early Termination	5	3	3	3	13	8	4	2	8	0	1	1	51	13.42%
Pests	0	0	0	1	0	3	0	1	0	2	0	0	7	1.84%
Utilities	3	0	2	1	0	3	0	2	1	1	0	1	14	3.68%
Subleases	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%
Foreclosure Eviction	0	0	0	0	0	0	0	1	0	0	0	0	1	0.26%
Lock Out	0	0	0	0	0	0	0	2	0	0	0	0	2	0.53%

Mediation	2021	2022	2023
Mediation Cases	1	0	0
Trainings	2	1	0

Call Source		% of total
Landlord Initiated	20	6.56%
Tenant Initiated	285	93.44%

**Summary:**

In 2023, there were 305 calls to MTO, 71 requests received through Evanston 311, and 29 cases routed through Evanston Text-For-Help. Topics included Lease: 117 cases. Maintenance: 96 cases, and Early Termination: 51 cases. Lease questions topics included rent increases and lease renewal rules. Increases in calls for Leases and Early termination are usual around Quarter 2, due to the May and June lease cycles. The large majority of calls (93.44%) are from tenants. Evanston 311 Average Days to Respond was 1.90 in 2023. Landlord/Tenant Information Webinars have been postponed to include RLTO updates.

Evanston Text-For-Help	2023
Texts Received	29

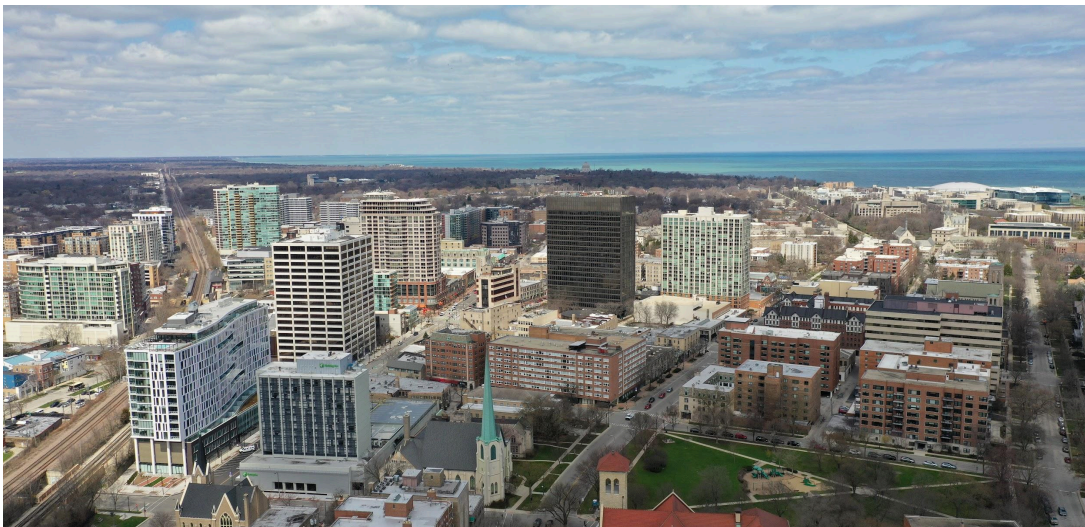
Evanston 311 Requests	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Total Requests	6	7	7	8	6	12	6	9	1	6	3	-	71
Average Business Days to Respond*	3	2.6	0.5	0.8	0	3	1	2	2	1	-	-	1.4

\*High response rates are due to untimely logging of responses or routing call issues. Staff actively working with providers to shorten response times



# Metropolitan Tenants Organization

## 2023 Highlights



### Evanston Text-For-Help Program

MTO has counseled **29** Evanston residents since launching the Evanston Text-For-Help line in Q4 2023. (These are not currently included in the monthly hotline report, but will be in the future)

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**City of Evanston, Community Development**  
March 19, 2024

## Community Organizing

MTO community organizers have worked in four (4) residential buildings in the 1st Ward with a combined total of over 300 units.

- Organizers have had dozens of meetings with tenants to address repair issues and other problems in the buildings
- Organizers helped form two (2) tenant associations, assisted in forming a tenant working group and hosted two Tenant Rights trainings.

## Northwestern Partnership

MTO has continued to partner with Northwestern University in their efforts to educate students who are or plan to live off-campus in Evanston. The Dean of Students Office refers students to MTO for assistance.

- MTO staffed three Housing Resource events, including the annual Off-Campus Housing Fair on February 28, 2024.

## Success Stories

Names have been redacted for privacy.

### Case 1

When Ms. J called MTO in September, she was at her wit's end. At random times, and without warning, her bathtub and toilet would overflow with water and feces. This went on for months, and each time her landlord would make half-hearted efforts to fix the problem. She was even told it was her fault for "putting things down the drains". She wanted out, but she was worried the landlord, would come after her for the remaining months of her lease. With MTO's help, Ms. J was able to document the situation in writing, obtain an inspection from the City of Evanston, and assert her rights under the Evanston RLTO. As a result, the landlord says they will address the real problem, which was broken sewer pipes in the ground caused by tree roots (not tenants flushing things down the drain). Ms. J, however, just wanted to leave. She could not stand another incident like she had experienced multiple times before. The landlord agreed to release Ms. J from any further obligations under her lease instead of facing a potential lawsuit that could cost thousands of dollars. Ms. J moved out and is no longer dealing with the stress of this terrible situation.

## Case 2

K and S, both grad students at Northwestern, contacted MTO after learning about MTO at a Fall Housing resource fair. They had moved out of their apartment in Evanston at the end of summer, but they never received their security deposit back. They had left their apartment in great condition and had documented that with photographs. They contacted their landlord, who promised to get them their money, but then they had yet to hear back. MTO helped them craft a letter to their landlord citing their rights under the Evanston ordinance and demanding their deposit back. The landlord said she would return the money, but then cut communication again. With the tenant's blessing, an MTO representative followed up with the landlord to inquire about the deposit. Soon after, the tenants had their money. Despite a months-long delay, they were more than happy to have their money back and be back to focusing on their studies.