



**AGENDA AND NOTICE OF A MEETING
Housing & Community Development Committee
Tuesday, December 17, 2024**

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

Those wishing to make public comments may submit written comments or sign-up to provide in-person 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>

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1. CALL TO ORDER/DECLARATION OF A QUORUM

2. INTRODUCTIONS

3. PUBLIC INPUT ON AMENDED DRAFT CITIZEN PARTICIPATION PLAN AND CLOSING OF THE 30-DAY PUBLIC COMMENT PERIOD

4. PUBLIC INPUT ON DRAFT 2025-2029 CONSOLIDATED PLAN/ DRAFT 2025 ACTION PLAN AND CLOSING OF THE 30-DAY PUBLIC COMMENT PERIOD

5. PUBLIC COMMENT

6. APPROVAL OF MEETING MINUTES

- A. **Approval of meeting minutes from November 19, 2024.** 4 - 6
[Housing & Community Development Committee - Nov 19 2024 - Minutes - Pdf](#)

7. NEW BUSINESS/OLD BUSINESS

- A. **Discussion and Vote to Recommend 2025 Entitlement Grant Allocations by Goal based on Estimated 2025 CDBG, HOME Grants and to Reallocate \$4,830.35 of 2023 CDBG Admin** 7 - 10

For Action

[Discussion and Vote to Recommend 2025 Entitlement Grant Allocations by Goal based on Estimated 2025 CDBG, HOME Grants and to Reallocate \\$4,830.35 of 2 - Pdf](#)

- B. **Review of and Approval of CDBG Funding for City of Evanston Programs and Projects Based On An Estimated 2025 CDBG Grant Amount** 11 - 20

For Action

- [1. 2025 CDBG Housing Rehab Application \(\\$450,000\)](#)
- [2. 2025 Housing Code Enforcement Application \(\\$250,000\)](#)
- [3. CDBG Target Area Map](#)

- C. **Discussion and Vote to Recommend Approval of the Draft Amended Citizen Participation Plan**

[Draft Amended Citizen Participation Plan](#)

For Action

- D. **Discussion and Vote to Recommend Approval of the Draft 2025-2029 Consolidated Plan/2025 Action Plan to City Council Following Receipt of 2025 Grant Amounts**

[Draft 2025-2029 Consolidated Plan/2025 Action Plan](#)

For Action

- E. **Discussion of the Envision Evanston 2045 Comprehensive Plan**

[Envision Evanston 2045 Comprehensive Plan](#)

- F. **Housing and Community Development (HCDC) 2025 Proposed Meeting Dates**

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For Action

[Housing and Community Development \(HCDC\) 2025 Proposed Meeting Dates - Attachment - Pdf](#)

8. ADJOURNMENT

Agenda items and order are subject to change.

Questions can be sent to Marion Johnson, Housing & Grants Supervisor at marionjohnson@cityofevanston.org.

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



Housing & Community Development Committee

Tuesday, November 19, 2024 @ 7:00 PM

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

**COMMITTEE MEMBER
PRESENT:**

Hugo Rodriguez, Committee Member
Eleanor Revelle, Councilmember
Juan Geracaris, Councilmember
Chloe Thurston, Commission Member
Fran Sweeney, Committee Member
Joanne Zolomij

**COMMITTEE MEMBER
ABSENT:**

Bobby Burns, Councilmember
Devon Reid, Councilmember

STAFF PRESENT:

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

GUESTS PRESENT:

Amy Kaufman, Community Partners for Affordable Housing (CPAH)
Philip DeVon, Metropolitan Tenants Organization (MTO)

1. CALL TO ORDER/DECLARATION OF A QUORUM

Chair Revelle called a quorum at 7:05 p.m.

2. PUBLIC COMMENT ON DRAFT 2025-2029 CONSOLIDATED PLAN, DRAFT 2025 ACTION PLAN, AND DRAFT AMENDED CITIZEN PARTICIPATION PLAN

M. Anderson - Provided comments on behalf of her daughter and grandson and would like for services to be followed through.

T. Paden - Provided comments advocating for small landlords.

3. PUBLIC COMMENT

T. Paden—We would like more special meetings about inspections, more landlord participation, an updated inspection system, and a better way to identify landlords.

4. APPROVAL OF MEETING MINUTES

- A. Approval of the October 15, 2024 meeting minutes

Motion to approve meeting minutes from October 15, 2024.

Motion: Councilmember Geracaris

Second: Rodriguez

Motion approved with edits by Joanne Zolomij.

Motion Passed 6-0-2

Ayes: Rodriguez, Reville, Geracaris, Thurston, Sweeney, and Zolomij

Nays: None

Absent: Burns and Reid

5. NEW BUSINESS/OLD BUSINESS

- A. Approval of Renewal Contract for Landlord-Tenant Services with Metropolitan Tenants Organization and Law Center for Better Housing for January 1, 2025 - December 31, 2025

Staff presented the item for approval. Phillip DeVon from the Metropolitan Tenants Organization was present to answer questions from the Committee.

Staff recommends approval of a not-to-exceed \$72,500.00 renewal contract for landlord-tenant services with the Metropolitan Tenants Organization (MTO) and Law Center for Better Housing (LCBH).

Motion: Councilmember Geracaris

Second: Zolomij

Motion Passed 6-0-2

Ayes: Rodriguez, Reville, Geracaris, Thurston, Sweeney, and Zolomij

Nays: None

Absent: Burns and Reid

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

Staff presented the item for approval. Amy Kaufman from the Community Partners for Affordable Housing was present to answer questions from the committee.

Motion to approve up to \$80,000 for Community Partners for Affordable Housing (CPAH) to continue administering Evanston's Inclusionary Housing Ordinance (IHO) centralized waitlist and conduct income certifications, re-certifications of households, and compliance reviews for affordable units for the period of January 1, 2025 through December, 31, 2025.

Motion: Thurston
Second: Councilmember Geracaris

Motion Passed 6-0-2

Ayes: Rodriguez, Revelle, Geracaris, Thurston, Sweeney, and Zolomij
Nays: None
Absent: Burns and Reid

C. **Draft 2025-2029 Consolidated Plan/2025 Action Plan, Draft Amended Citizen Participation Plan Introduction**

Staff provided an introduction of the draft 2025-2029 Consolidated Plan, 2025 Action Plan including funding allocated by goals, and the draft amended Citizen Participation Plan.

D. **Envision Evanston 2045 Comprehensive Plan**

Staff provided an overview of the DRAFT Envision Evanston Comprehensive Plan.

Motion to discuss the DRAFT Envision Evasnton Comprehensive Plan.

Motion: Councilmember Geracaris
Second: Thurston

Motion Passed 6-0-2

Ayes: Rodriguez, Revelle, Geracaris, Thurston, Sweeney, and Zolomij
Nays: None
Absent: Burns and Reid

6. STAFF REPORTS AND UPDATES

Staff thanked Committee Member Hugo Rodriguez for the time spent on the Committee and contributions made during his two terms. Committee Member Hugo Rodriguez thanked the Committee and the public.

Staff urges the committee members to be present at the December 17, 2024 meeting to meet quorum and be able to vote on items.

The Strategic Housing Plan timeline has been delayed as capacity shifted to Envision Evanston. The plan will be brought back again to the Committee.

7. ADJOURNMENT

Chair Revelle adjourned the meeting at 9:18 p.m.



Memorandum

To: Members of Housing & Community Development Committee

From: Marion Johnson, Housing & Grants Supervisor

CC: Elizabeth Williams, Interim Housing & Grants Manager; Ana Elizarraga, Housing & Economic Development Analyst; Jessica Wingader, Senior Grants and Compliance Specialist

Subject: Discussion and Vote to Recommend 2025 Entitlement Grant Allocations by Goal based on Estimated 2025 CDBG, HOME Grants and to Reallocate \$4,830.35 of 2023 CDBG Admin

Date: December 17, 2024

Recommended Action:

Staff recommends approval of the allocations by goal by percentage based on estimated 2025 CDBG and HOME Grants and to reallocate unexpended 2023 CDBG Administration & Planning funds.

Funding Source:

CDBG \$1,375,000 and HOME \$275,000 entitlement grants, estimated for 2025

CARP:

Vulnerable Populations

Committee Action:

For Action

Summary:

As part of the 2020-2025 draft Consolidated and 2025 Action plan approval process, staff recommends approval by the Housing and Community Development Committee of funding allocations by goal for CDBG, HOME based on estimated grant amounts as well as the reallocation of unexpended 2023 CDBG Administrative funds. A detail of the allocations by percentage of goal is shown in the attached chart. Once final grants amounts are released, the allocations by goal would be updated according to the approved percentage.

In addition, to maintain CDBG-funded housing programs in the Affordable Housing goal staff requests consideration and approval of the following allocations to specific activities so the programs can continue their work without interruptions:

Affordable Housing Goal: \$650,000 (EN+P.I.)

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

- **Housing Rehabilitation (\$450,000)**

The program helps fund housing rehabilitation for low-moderate income owners needing home repairs, with priority given to life and safety repairs. This year, staff also intends to open funding requests for rental multifamily rental housing rehabilitation projects. Approving this allocation would provide continuity in the program, avoid any hiatus or delays, and benefit the residents of greatest needs in our community. The total funding for 2025 Housing Rehab would amount to \$1,005,066 and include 2025 funding noted above as well as approximately \$260,000 of rollover from previous years' unspent Housing Rehabilitation funding as the program is still catching up from COVID-19 delays as well as the upcoming \$155,066 of NSP2 transfer from HUD, approved by HCDC previously. Additionally, Community Partners for Affordable Housing is a recipient of the Illinois Housing Development Authority forgivable grants for home repairs and home accessibility improvements, which are available to eligible Evanston housing rehab applicants. \$140,000 of IHDA funds provided through CPAH are included in the budget for the Housing Rehabilitation program.

- **Code Enforcement (\$200,000)**

The CDBG Targeted Code Enforcement Program identifies code violations that create unsafe, unhealthy living conditions and blight, and assures that City and federal housing quality standards are maintained in lower-income neighborhoods defined as the CDBG Target Area. The funding is lower this year than last year to reflect the expected decrease in CDBG entitlement funds in 2025, and a more focused CDBG Target Area than previous years. Funding would not exceed a percentage of the costs prorated to the number of eligible CDBG Target area properties to the total. If CDBG funds are not allocated for this program, the Property Maintenance division's work in the CDBG area would need to be fully funded by the General Fund.

Liveable Communities Goal (\$250,000)

For 2025, the proposed allocation for this goal, which funds public infrastructure and facilities improvements undertaken by the City and nonprofits, is \$250,000. No project applications have been received for 2025 based on the reduced funding available. Changes to how public infrastructure projects will be eligible for CDBG funding are prompting a hiatus in 2025 to allow to establish the household qualification process and the prioritization of CDBG projects. Staff expect to resume CDBG funding applications for public infrastructure in future years, likely combining 2025 and future available funds. However, construction on 2 previously approved park projects should be completed in 2025.

Reallocation of 2023 CDBG Admin Funds:

\$4,830.35 of 2023 CDBG allocated to planning and administration of the grant remain unexpended and need to be reallocated to another goal. Per CDBG regulations,

administrative funds have to be expended during the grant year and cannot roll over for administrative costs that occur in future years. Staff recommends reallocating this amount to the Livable Communities Goal. This reallocation represents 1.47% of the total 2023 CDBG funds allocated to the Planning and Administration goal and 0.66% of the 2023 Livable Communities goal. Therefore, this reallocation does not trigger a substantial amendment of the 2023 Action Plan.

Attached is the Allocation Chart.

Legislative History:

2024 Allocations by goal by estimated CDBG, HOME and ESG grants were approved by the Housing & Community Development Committee on December 12, 2023.

Attachments:

[Allocations by ConPlan Goal est actual for 2025 Action Plan \(1\)](#)

Allocations by ConPlan Goal	2020 Actual		2021 Actual		2022 Actual		2023 Actual		2024 Actual		2025 Estimated.	
	Amount	% of Grants	Amount	% of Grants	Amount	% of Grants	Amount	% of Grants	Amount	% of Grants	Est. Amount	Est. % of Grants
Affordable Housing Goal												
CDBG	\$ 556,161	28%	\$ 533,767	28%	\$ 597,475	32%	\$ 485,956	28%	\$ 555,302	30%	\$ 650,000	47%
Housing Rehab Admin			\$ 134,752		\$ 100,000		\$ -		\$ 31,725		\$ 435,000	
Housing Rehab (RL/PI)			\$ 74,015		\$ 172,475		\$ 85,956		\$ 163,577		\$ 15,000	
Code Enforcement			\$ 325,000		\$ 325,000		\$ 400,000		\$ 360,000		\$ 200,000	
HOME (Aquisition/Construction)	\$ 175,000	45%	\$ 235,000	58%	\$ 192,966	45%	\$ 169,354	45%	\$ 265,451.50	80%	\$ 75,000	27%
Affordable Housing Goal Totals	\$ 731,161	29%	\$ 768,767	31%	\$ 790,441	32%	\$ 655,310	29%	\$ 820,754	37%	\$ 725,000	44%
Homelessness Goal												
CDBG	\$ 38,000	2%	N.A.	0%	N.A.	0%	N.A.	0%	N.A.	0%	N.A.	0%
HOME (TBRA)	\$ 180,246	46%	\$ 133,477	33%	\$ 192,966	45%	\$ 169,354	45%	\$ 65,451.50	20%	\$ 175,000	64%
ESG	\$ 146,579	93%	\$ 144,861	93%	\$ 143,320	92%	\$ 138,821	93%		0%		0%
Homelessness Goal Totals	\$ 364,825	14%	\$ 278,338	11%	\$ 336,286	14%	\$ 308,175	14%	\$ 65,452	3%	\$ 175,000	11%
Livable Communities Goal												
CDBG (Public Improvements/Facilities)	\$ 730,000	36%	\$ 862,370	45%	\$ 781,106	42%	\$ 728,152	42%	\$ 660,450	35%	\$ 250,000	18%
Livable Communities Goal Totals	\$ 730,000	29%	\$ 862,370	35%	\$ 781,106	32%	\$ 728,152	32%	\$ 660,450	30%	\$ 250,000	15%
Public Services Goal												
CDBG	\$ 253,262	13%	\$ 287,591	15%	\$ 280,260	15%	\$ 259,117	15%	\$ 280,558	15%	\$ 200,000	15%
Public Services Totals	\$ 253,262	10%	\$ 287,591	12%	\$ 280,260	11%	\$ 259,117	12%	\$ 280,558	13%	\$ 200,000	12%
Economic Development Goal												
CDBG	\$ 75,000	4%	\$ 75,000	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Economic Development Goal Totals	\$ 75,000	3%	\$ 75,000	3%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%
Administration Goal												
CDBG	\$ 357,263	18%	\$ 233,548	12%	\$ 339,185	18%	\$ 328,298	19%	\$ 374,078	20%	\$ 275,000	20%
HOME	\$ 36,429	9%	\$ 35,864	9%	\$ 38,872	9.2%	\$ 34,060	9.1%	\$ - .00	0.0%	\$ 25,000	9%
ESG	\$ 11,884	7%	\$ 11,745	7%	\$ 11,625	7.5%	\$ 11,179	7.5%	\$ -	7.5%	\$ -	
Administration Goals Totals	\$ 405,576	16%	\$ 281,157	11%	\$ 389,682	16%	\$ 373,537	17%	\$ 374,078	17%	\$ 300,000	18%
Grants Total												
CDBG (EN+PI) TOTAL	\$ 2,009,686	79%	\$ 1,917,276	77%	\$ 1,868,401	76%	\$ 1,727,448	77%	\$ 1,870,388	100%	\$ 1,375,000	100%
HOME (EN+PI) TOTAL	\$ 391,675	15%	\$ 404,341	16%	\$ 424,804	17%	\$ 372,768	16.6%	\$ 330,903	100%	\$ 275,000	100%
ESG TOTAL	\$ 158,463	6%	\$ 156,606	6%	\$ 154,945	6%	\$ 149,054	6.6%	\$ -		\$ -	
ALL GRANTS (EN+PI) TOTAL	\$ 2,559,824		\$ 2,478,223		\$ 2,448,150		\$ 2,249,270		\$ 2,201,291		\$ 1,650,000	

City of Evanston – 2025 Community Development Block Grant Housing Application

EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

The City of Evanston is dedicated to promoting safe, sanitary, and decent housing, particularly for low/moderate-income residents. The CDBG Housing Rehabilitation Program helps preserve affordable housing, particularly owner-occupied homes and stabilizes neighborhoods by helping low/moderate income owner-occupied households that lack the financial capacity to obtain conventional financing to rehabilitate their homes. It also preserves affordable rental units by rehabbing multi-family housing occupied primarily by moderate to low-income households. The Rehab program prioritizes life safety and code violations that could result in declaring a home uninhabitable by addressing emergency needs such as failed furnaces, roofs, and hot water heaters, and by repairing failed sewer laterals and structural defects that may make a home unlivable. Other program goals include reducing household utility costs by incorporating energy and water-saving features in the rehabilitation process and making accessibility improvements for residents with disabilities and older adults that enable them to live safely in their homes. CDBG Housing Rehab projects are funded with zero-interest deferred loans that are repaid at the sale of the property because the households receiving assistance are unable to pay debt service.

Beginning 2021, the City has entered into a partnership with Community Partners for Affordable Housing (CPAH) for the construction management work to improve program efficiency and more effectively leverage outside funding to rehab low/moderate income housing. CPAH also handles the residential rehab programs for Lake County and the City of North Chicago, as well as managing rehab programs for the City of Waukegan and the City of Zion when funds are allocated. CPAH completes approximately 30-40 units of owner-occupied rehab annually. They also administer the Illinois Housing Development Authority (IHDA) Home Repair and Accessibility Program (HRAP) and Home Assistance Fund Home Repair Program (HAFHR), which can be used in conjunction with their Owner-Occupied Rehabilitation Program. The HAFHR program provides up to \$60,000 in repairs for households who earn less than 150% of the area median income and who were financially impacted by COVID-19. In 2022 and 2023, CPAH also managed the disbursement of funding for Reparations (approximately 40 recipients) and handled the construction management for 17 recipients with rehab projects.

CPAH's larger program achieves project management efficiencies that results in more funding going to rehab projects. In addition, CPAH's IHDA-funded rehab programs are forgivable and can help supplement the Evanston program. CPAH's project delivery costs (construction management costs) are billed monthly based on the actual time incurred on each project per the attached cost allocation procedures. In the case of this program, project delivery costs would be pro-rated between Evanston and IHDA funding.

PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Identification of code violations only
- Other (describe)

Is this a new project/program?

Yes

No

City of Evanston – 2025 Community Development Block Grant Housing Application

If existing, in what year was it founded? 1975

What is the number of units completed in past years?

2023 (January 1 - December 31, 2023) - actual 2 completed

2024 (January 1 - December 31, 2024) - estimated 3 completed, 4 underway, 2 applications in progress

Explain how eligible properties will be selected. Describe the types of work and range of scope of rehab that will be undertaken for individual properties and how CDBG funds will be used. (2,000 characters max)

Housing Rehab clients may be located anywhere in the City of Evanston but are generally concentrated in the Community Development Block Grant (CDBG) Target Area. The scope of work for each project is determined on a case-by-case assessment of work needed to address life safety issues and code violations in order to preserve and prolong the useful life of the property. The maximum loan amount for a single-family home or 2-flat is \$50,000, \$20,000 for a condominium, and \$20,000 per unit in multi-family properties. All assisted properties must be occupied by low/moderate income households, defined as having incomes \leq 80% AMI.

Indicate the estimated number of housing units involved in the project or program.

Total of 20 housing units, including 10-12 owner-occupied and 1 multi-family building are estimated to be rehabbed in 2025

If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes \leq 80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:

Before rehab: Total units TBD based on applications

LMI-occupied units TBD

Following rehab: Total units same as above

LMI-occupied units at least 51%

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With 2-flats, one unit must be occupied by an LMI household; with multi-unit buildings of 3 or more units, 51% or more of the units must be occupied by LMI households. Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

The program uses the Part 5 income verification method prescribed by 24 CFR Part 5 and the manual "Determining Income and Allowances" (2005) published by HUD for determining income eligibility for owner-occupied properties and IRS form 1040 for tenants of rental properties. Program staff brings completed applications, certifications of household income and property appraisals to the CDBG Loan Committee, comprising Community Development Department staff for review and approval. All submittals, whether approved or denied, are retained as required by federal regulations. Files for approved projects are retained for five years following loan payoff.

Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHS, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

The majority of CDBG rehab projects are owner-occupied single-family homes or owner-occupied 2-flats whose eligibility is based on the income of the owner household, but rehab can also include a multi-family rental building. Most rehab work is done without displacement of occupants. With owner occupied 2-flats, the second unit is not income-restricted for the express purpose of enabling the owner to generate income/cash flow to pay for repairs in the future, as well as property taxes, etc. With investment properties, at least 51% of units must be occupied by households with incomes \leq 80% AMI at rent up and rents cannot exceed the HUD Fair Market rents

City of Evanston – 2025 Community Development Block Grant Housing Application

for the Chicago Metropolitan Area in effect at project completion. Affordability restrictions are up to 15 years based on the CDBG per-unit investment and are documented in the mortgage and project agreement. Property owners/managers submit annual reports to the City to substantiate compliance with affordability requirements. Property managers may choose to accept tenants from the IHO Centralized Wait list, which prioritizes housing for people who currently live or work in Evanston.

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

Housing Rehab program serves primarily senior homeowners living on a fixed income \leq 50% of AMI and households with a disabled or special needs member. Loan terms are zero interest with payments deferred until title transfer/sale of the property because households lack the income to make monthly payments. Improving accessibility to enable seniors to age in place and persons with disabilities to continue to live in their homes and avoid institutionalization is a goal of the program.

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

The program is advertised on the City of Evanston website, 311 call center, City newsletter, community meetings, brochures, and word of mouth. Information has been shared with City Councilmembers. Property Standards Inspectors also have brochures to hand out to residents who may have been cited for property maintenance violations.

Does your program comply with Fair Housing requirements)? Yes No

Where (address/location) will your program take place and how will clients get to the location/facility?

The Housing Rehab Program administrative office is at the Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201. If clients are unable to travel to the Civic Center, staff may bring applications, etc., to their homes.

Is your program office in compliance with the Americans with Disabilities Act (ADA)? Yes No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)

PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2025 CDBG fiscal year is January 1– Dec 31, 2024.** Total revenues should be equal to or greater than total program expenditures. Line items should match those in your chart of accounts. If your program is new, leave fiscal year 2024 blank.

If you are receiving 2024 CDBG funds, explain any significant budget differences between your 2024 and 2025 budgets. (1,000 characters max)

Historically the Housing Rehab Program is funded entirely with CDBG. In most years, Rehab Administration expenses are funded with CDBG entitlement and rehab projects are funded by the CDBG Revolving Loan Fund (RLF). The RLF available balance for projects in 2025 is estimated to be about \$15,000 and there is approximately \$260,000 of prior years RLF allocated for rehab construction that remains unexpended.

City of Evanston – 2025 Community Development Block Grant Housing Application

City Rehab Admin staff expenses include up to 75% of the Housing Loan Specialist for program intake, coordination, and compliance, as well as management of the CDBG loan portfolio

Line Item Expenses	2024	2025 Proposed
Staff Salaries & benefits	\$60,000	\$75,000
Personal computer software	\$2,000	\$2,000
Office Supplies	\$35	\$35
Postage Chargebacks	\$50	\$50
Training & Travel	\$50	\$50
Rental of Auto Fleet Maint	\$0	\$0
Rental of Auto Replacement	\$0	\$0
Membership Dues	\$0	\$0
Other Program Costs	\$250	\$250
CPAH construction management	\$85,000	\$85,000
Rehabilitation Expenses	\$664,650	\$842,731
Total Expenses:	\$812,000	\$1,005,066
Funding Sources	2024	2025 Proposed
CDBG entitlement <i>inc. NSP2 transfer</i>	\$310,000	\$590,066
CDBG Revolving Loan <i>as of 12.07.24</i>	\$259,725	\$275,000
IHDA grants from CPAH (estimated)	\$228,799	\$140,000
Total Revenues:	\$812,000	\$1,005,066

City of Evanston – 2025 Community Development Block Grant Housing Application

APPLICANT INFORMATION

Organization Name: City of Evanston/Property Standards

Address: 2100 Ridge Ave City Evanston State IL Zip 60201

Contact person: Margaret Sparr

Phone: 847-448-8025 Email: msparr@cityofevanston.org

Project or program for which CDBG funds are requested: CDBG Housing Code Enforcement Program

Total project or program budget: **\$666,114** Amount of CDBG funds requested: up to \$250,000

The Housing and Community Development Committee is seeking proposals for the use of Evanston's CDBG funds that address the community development needs and objectives of the CDBG Program as set forth in 24 CFR 570, and address the City Council goals and priorities.

National Objectives

Federal regulations specify that all activities undertaken using CDBG funds must meet at least one of three national objectives. (24 CFR 570.208) Indicate which objective(s) your program or project addresses:

- Benefits primarily low- and moderate-income households defined as households with incomes \leq 80% of the area median income
- Aids in the prevention of elimination of slums or blight
- Meets community development needs having a particular urgency

Program Objectives

The primary goal of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities for low- and moderate-income residents. Indicate the primary objective addressed by your program or project:

- Provides decent housing that is affordable for LMI households
- Provides a suitable living environment by providing needed services primarily to LMI people
- Identification of Code Violations
- Expands economic opportunities by creating or retaining jobs for LMI individuals, expands products or services available to LMI people or builds the capacity of businesses serving LMI people.

Program Outcomes: All programs or projects must achieve one of three outcomes of the CDBG Program, to improve availability or accessibility of services, improve affordability of services or improve sustainability by promoting viable communities. Indicate the outcome of your program or project:

- Expands the availability or accessibility of decent housing for LMI families
- Makes decent housing more affordable to LMI families
- Helps sustain a viable community by contributing to a suitable living environment

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EXECUTIVE SUMMARY

Summarize your project or program in the space provided below (1,000 character max.).

Housing quality is key to the public’s health and welfare. The CDBG Targeted Code Enforcement Program addresses code violations that create unsafe, unhealthy living conditions and blight. The program also assures that minimum housing quality standards are met. Rental units in the Community Development Block Grant Target Area are inspected regularly to address property maintenance issues. In addition, inspectors respond to requests for inspections from occupants, conduct area surveys to identify external and interior code violations that contribute to blight, and work to ensure the correction of such violations. The program also involves inspections of vacant properties in compliance with the City’s Vacant Building ordinance requirements.

PROJECT/PROGRAM DESCRIPTION

Identify the appropriate category for the proposed housing project or program:

- Rehabilitation of substandard existing housing (single- or multi-family; owner-occupied or rental)
- Rehabilitation to increase the efficient use of water and/or energy in existing housing units
- Conversion of a non-residential building into housing
- Rehabilitation of a residential unit to accommodate a home-based business
- Acquisition of property for the purpose of rehabilitation for use or resale for residential purposes
- Identification of code violations only
- Other (describe)

Is this a new project/program? Yes No

If existing, in what year was it founded? 1975

What is the number of units completed in past years?

2024 (January 1, 2024 - December 31, 2024) - estimated	2,055units inspected
2023 (January 1, 2023 - December 31, 2023)- actual	1,817units inspected

Explain how eligible properties will be selected. Describe the types of work and range of scope of rehab that will be undertaken for individual properties and how CDBG funds will be used. (2,000 characters max)

CDBG funds inspections of dwelling units in the CDBG Target Area on a two-year cycle. There is an estimate of 800 buildings with more than 18,000 dwelling units in this category. CDBG funds will be used in the City’s Housing Code Compliance program which is the City’s Property Maintenance Program with Inspectors who conduct on-going inspections throughout the City. Inspectors respond to requests for service relating but not limited to weeds, litter, trash, debris, abandoned vehicles, public sidewalks in disrepair, un-shoveled sidewalks, over-occupancy, utility shut-offs, illegal dwelling units, abandoned buildings, illegal parking of vehicles on property, hazardous trees/limbs, plant encroachment of public ways, pests, as well as all other applicable building or dwelling unit housing code violations.

Indicate the estimated number of housing units involved in the project or program. 7,666

If a multi-unit building, indicate the existing number of units, how many are occupied by households with incomes ≤ 80% (LMI households) of the area median income (AMI) and any change planned in either the total units or LMI-occupied units:

Before rehab:	Total units	NA	LMI-occupied units	NA
Following rehab:	Total units	NA	LMI-occupied units	NA

The federal government requires that at least 51% of the households benefiting from CDBG-funded housing projects are low- and moderate-income. Single-family residences must be occupied by households with incomes at or below 80% of the area median income (AMI). With multi-unit buildings, 51% or more of the units must be occupied by LMI households.

Explain how you determine income eligibility and what records will be maintained (2,000 characters max)

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CDBG funding is used for the costs to conduct routine, compliant-based, and external area inspections in the 20 census block groups that comprise the CDBG Target Area using the Low/Mod Area benefit; see map attached. The percent of total residents residing in this area that are low/moderate income is 61%, so over the 51% requirement.

Provide a narrative description of your housing project or program, including location, whether rental or ownership, and if the property(ies) are currently occupied. If rental, explain how you will establish affordable rents for LMI HHs, your plan for maintaining affordability and how the property(ies) will be managed. (5,000 characters max)

NA

Does the proposed housing project/program serve households with incomes at or below 50% AMI or with special needs such as senior citizens, homeless, developmentally or physically disabled? (1,000 characters max.)

The Code Enforcement program is an important tool to protect the rights of very low-income renters with incomes at or below 50% AMI renting unsubsidized housing. Because there are few units that are affordable or that will rent to low-income tenants with lower credit scores or other barriers to rental, owners may not perform needed repairs and maintenance to maintain decent living conditions. Low-income seniors and persons with disabilities who often live on fixed incomes are also subject to this. Both routine inspections and complaint-based inspections are critical to ensure decent and safe housing units, particularly for low/moderate income renters.

Describe how you market your project/program to low/moderate income households, the process and documentation for determining income eligibility, and selection criteria. (2,000 characters max.)

All properties in the CDBG Target Area are included in the routine inspection process for CDBG Code Enforcement, as the program qualifies as eligible for CDBG funding because over 51% of residents are low/moderate income. Staff time for inspections in the CDBG Target Area and administrative work relating to those inspections is tracked using TSheets, an electronic time and activity tracking system that meets the requirements of 2 CFR Part 200, as required. Associated direct costs, including fleet/automobile, cell phone usage, and the database used to track and manage property inspections are billed to CDBG Code Enforcement based on the pro rata share of inspectors' time for inspections in the CDBG Target Area.

Does your program comply with Fair Housing requirements)? Yes No

Describe your efforts to affirmatively further fair housing. (2,000 characters max)

The City Property Maintenance Program continues to perform routine and complaint-based inspections as required. City staff work with the Metropolitan Tenants Organization and Law Center for Better Housing to provide information to residents about fair housing requirements and to advise both tenants and landlords on their rights and responsibilities.

Where (address/location) will your program take place and how will clients get to the location/facility?

Inspections of residential properties in the CDBG Target Area, and the administrative costs for those inspections, including time spent on adjudication and in court, are eligible costs for the CDBG Code Enforcement Program. Tenants with a maintenance complaint can arrange for an inspection through the City's 311 system. Both tenants and landlords may seek assistance through MTO/LCBH by calling the help line directly or through the City's 311 system.

Is your program office in compliance with the Americans with Disabilities Act (ADA)? Yes No

If "No," describe what areas are not compliant and what accommodations will be made to enable disabled individuals to benefit. Does your organization have experience making accommodations for the disabled? (2,000 characters max)

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PROGRAM/PROJECT BUDGET AND FUNDING

Complete the table below for your program budget. **Note that the 2025 CDBG fiscal year is January 1– Dec 31, 2025.** Total revenues should be equal to or greater than total program expenditures. Line items should match those in your chart of accounts.

If you are receiving 2025 CDBG funds, explain any significant budget differences between your 2024 and 2025 budgets. (1,000 characters max)

The 2024 and 2025 budget includes five Property Maintenance inspectors, the supervising inspector and a customer service representative. Staff tracks time spent on inspections in the CDBG Target Area in TSheets, as required to substantiate the eligible portion of salaries and benefits that can be billed to our CDBG grant. Other direct costs, training and inspector certification, code books and certification maintenance. Historically between 60% and 75% of total programs costs are eligible. CDBG Code Enforcement offsets the cost to the General Fund and is a critical tool for maintaining decent housing for low and moderate income residents.

Line Item Expenses	2024	2025 Proposed
Staff salaries and fringes	\$526,834	\$647,624
Overtime	7,000	\$7,500
Printing	600	\$0
Postage	1,500	\$0
Training & travel	1,200	\$6,000
Rental Auto-fleet Replacement	3,333	\$0
Auto-fleet Maintenance	9,604	\$0
Court costs/Litigation	500	\$500
Membership dues	500	\$240
Cell phone allowance	100	\$0
Software Program & Maintenance	25,000	\$0
Books, publications, maps	250	\$1,800
Uniforms	500	\$1,800
Shoe Allowance	900	\$1,150
Total Expenditures:	\$577,821	\$666,114
Revenues		
CDBG	\$357,000	\$250,000
General Fund	\$220,821	\$416,114
Total Revenues:	\$577,821	\$666,114



Memorandum

To: Members of Housing & Community Development Committee
From: Ana Elizarraga, Housing & Economic Development Analyst
CC: Marion Johnson, Housing & Grants Supervisor, Sarah Flax, Interim
Community Development Director
Subject: Housing and Community Development (HCDC) 2025 Proposed
Meeting Dates
Date: December 17, 2024

Recommended Action:

Staff recommends approval of the Housing and Community Development (HCDC) proposed meeting dates for 2025.

CARP:

Municipal Operations

Committee Action:

For Action

Summary:

The Housing and Community Development (HCDC) meeting is held in person on the third Tuesday of each month at the Lorraine H. Morton Civic Center, 2100 Ridge Avenue (except where noted). The proposed 2025 meeting dates are as follows:

1. Tuesday, January 21, 2025
2. Tuesday, February 18, 2025
3. Tuesday, March 18, 2025
4. Tuesday, April 15, 2025
5. Tuesday, May 20, 2025
6. Tuesday, June 17, 2025
7. Tuesday, July 15, 2025
8. Tuesday, August 19, 2025
9. Tuesday, September 16, 2025
10. Tuesday, October 21, 2025
11. Tuesday, November 18, 2025
12. Tuesday, December 16, 2025