



*Duluth Community Development Program Mission is to invest in community programs that help low to moderate income people by addressing **basic needs**, providing **affordable housing** and increasing economic **self-sufficiency**.*

---

City of Duluth  
Community Development Committee  
July 19, 2016 Meeting Summary  
City Hall Room 303

I. Call to Order

Barb Carr brought the special meeting to order at 5:30 p.m. on Tuesday, July 19, 2016.

Roll Call

Attending: Debra Branley, Randy Brody, Barbara Carr, Reyna Crow, Cruz Mendoza, Hamilton Smith

Absent: Harrison Dudley

Staff Present: Adam Fulton, Ben VanTassel

II. FY 2017 Application Form- Ben VanTassel

VanTassel reviewed the application form that was drafted by staff for the 2017 funding process for Community Development Block Grant, HOME Investment Partnership, and Emergency Solutions Grant programs. The staff recommended questions were reviewed and discussed.

Committee member Smith asked if more information can be solicited in applications that will help to understand how this funding affects the applicant's program/project to try to get at the question, 'Is the project viable without this funding source?'

Committee member Crow asked how "people served" will be asked during the process. If an applicant refers a participant to another program/agency, is that participant considered to be served by the program, and count towards outcomes? Also, including a question that further defines what people can, or cannot, be served by the program, would help to improve the Committee's understanding of the extent of the program.

Committee member Mendoza said that he is aware of two organizations that intend to apply to the program using CHUM as their fiscal sponsor. He said that a review of the Consolidated Plan would be helpful for the Committee as well as the City Council.

III. FY 2017 Scoring Sheet- Adam Fulton

Fulton reviewed the scoring system that the committee has used in recent years. The committee encouraged staff to develop a way to help new applicants not miss out on past performance, capacity, and outcome measurements. The committee talked about ranking projects both in an overall format as well as broken out by program area (housing, public services, facilities, etc.) Staff will work to make these changes for the committee's review.

Committee member Brody requested an extra CD Committee meeting before the Committee votes on funding recommendations.

IV. Review of FY 2016 Funding Targets- Ben VanTassel

VanTassel discussed the previous year's funding targets and actual funding amounts related to Community Development Block Grant funds, including:

<u>Category</u>	<u>Target</u>	<u>Actual</u>
Affordable Housing	30%	38%
Economic Development	15%	15%
Public Facilities	20%	14%
Public Services	15%	13%
Planning/Administration	20%	20%

The committee discussed if there was a need to change the percentages for 2017 and discussed the possibility of setting funds aside for certain priorities. VanTassel discussed the HUD limitations to the Public Services category, and the particulars about why HOME and ESG targets are not set by the Committee.

Committee member Crow discussed the importance of funding innovative projects and the use of zoning enforcement to raise funds.

Committee member Mendoza discussed the new Human Rights Officer.

The committee will finalize the funding targets at the next meeting.

V. Other Business

a) Approve June 21, 2016 Meeting Summary

**MOTION/Second:** Brody/Smith to approve the June 21, 2016 meeting summary. Motion passed. **VOTE: (6-0)**

b) July 26, 2016 Meeting Agenda Discussion

Fulton stated that the committee would need to finalize the 2017 application form, scoring sheet, and funding targets at the next meeting so that staff could prepare for a Technical Advisory session to be held on July 28<sup>th</sup> for prospective applicants.

VI. Adjourn

Meeting adjourned at 7:05 p.m.

**MOTION/Second:** Smith/Branley to adjourn meeting. Motion passed. **VOTE: (6-0)**