

**MEETING SUMMARY OF THE  
COMMUNITY DEVELOPMENT COMMITTEE (CDC)  
TUESDAY, OCTOBER 11, 2011 – 6:00 P.M.  
ROOM 402**

**Present:** Debra Branley, Jim Gaylord, Kristi Gordon, Bill Kimbler, Michael Ramsey, Patricia Tyler, Darryl Yankee,

**Absent:** Daniel Nyquist, Rita Tercero, Scott Wallschlaeger,

**Staff:** Keith Hamre, Char McLennan, Karen Olesen, Suzanne Kelley

**Others Present:** None

Introductions

Acting Chairperson Tyler called the meeting to order at 6:04 p.m. CD Manager Hamre reviewed the procedures for the application review session. The Committee is to use evaluation forms and these are to be completed at the end of each staff report/presentation. The Committee's scores are averaged, and the tally is included in the spreadsheet. This meeting is an opportunity for the Committee to discuss individual applications. Staff will take minutes with the comments that can be used by the Committee in determining funding recommendations.

Application Review Session #2 - Review Staff Reports and Technical Scores

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The Committee had the following questions for the applicants:

**Life House Basic Needs Center for Youth - Life House – 12-PS-06**

- How many kids have dropped out and returned to the Basic Needs Center in the past year?
- Would it be possible to have the Basic Needs Center open on the weekend? On Holidays? Could volunteers help with keeping the Center open during these times? Could the opening be coordinated with the school districts, that way a child would have access to food seven days a week?
- Please provide more information about follow up after departure, how often are participants contacted after they leave the center?

**Homeless Stabilization Services for Emergency Shelter Guests–CHUM – 12-PS-07**

- What role do churches play in supporting the shelter?
- An outcome from their application was to reduce shelter stays in both the congregate and family shelters; what is CHUM's plan for meeting that goal--what steps are planned to help achieve that outcome?

**Oshki Odaadiziwni Waaka’lgan Transitional Housing – American Indian CHO – 12-PS-09**

- More detail is needed on the Outcome Objectives, how will they be achieved? How will the impact of the program be measured?
- Please provide more information about follow up, how often are participants contacted after they move into permanent housing?
- What economies of scale could be achieved by consolidating services with other transitional housing programs?

**Transitional Housing Services – Center City Housing – 12-PS-10 / 12-ES-03**

- What economies of scale could be achieved by consolidating services with other transitional housing programs?
- Explain how ESGP funds will be used for your Transitional Housing program.

**MACV-Duluth – MACV-Duluth – 12-PS-11 / 12-ES-05**

- What economies of scale could be achieved by consolidating services with other transitional housing programs?
- Describe how MACV will meet the transitional housing outcomes prescribed to all Transitional Housing projects by the Community Development office to all CDBG Public Service and ESGP programs?

**Family Transitional Housing Services – Salvation Army – 12-PS-12 / 12-ES-06**

- What economies of scale could be achieved by consolidating services with other transitional housing programs?

**Permanent Supportive Housing Services Program – Center City Housing Corp. – 12-PS-13**

- How will CCHC PSH program incorporate use of the self-sufficiency matrix into their programming?

- Part of requested CDBG funds will be used for an intake worker, however turnover is very low in the PSH program. What other duties does the intake worker do when not doing intake?

**Homeless Rental Assistance Program (TBRA) - Duluth HRA - 12-HM-01**

- Your application asked for pre-commitment of 2013 funds, but did clarify if these funds would be used to serve new participants or participants from the 2012 program year.
- Your application cover has a goal of 20 stated, however, under Outcome Measurement, it states that "30 families will be living in decent, affordable housing." Please clarify how you go from serving 20 to 30.

**Housing Predevelopment – NCLT 12-CD-01**

- If your organization is not awarded HOME CHDO operating funds, will you still conduct pre-development activities related to potential future HOME funded development projects?

**Housing Predevelopment – Center City Housing Corp. - 12-CD-02**

- If your organization is not awarded HOME CHDO operating funds, will you still conduct pre-development activities related to potential future HOME funded development projects?

**Acquisition, Rehabilitation-Resale – NCLT - 12-CH-02, NCLT**

- The total per unit development cost is \$10,000 less compared to last year's application. Can you please explain this difference

**Life House Housing Program for Youth – Life House – 12-ES-04**

- The application states that the goal is 15 beds, the goal should relate to the number of individuals who will be receiving care. Staff determined that 30 individuals would benefit, is this correct?
- What economies of scale could be achieved by consolidating services with other transitional housing programs?

Complete Evaluation Forms

Evaluation forms were completed and turned in to CD staff.

Next Meeting

The next meeting of the CD Committee will be Tuesday, October 25, 2011, at 6:00 p.m. The Committee will develop Preliminary FY 2012 Recommendations for the 30-day Public Comment period.

Meeting adjourned at 7:40 p.m.