



*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**.*

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Community Development Committee  
June 19, 2018 Meeting Summary  
Room 303 - Duluth City Hall

1. Call to Order and Roll Call
2. Present: Randy Brody, Hamilton Smith, Daris Nordby, Noland Makowsky, Patricia Sterner, and Ashley Northey

Absent: Abigail Milner and Mark Osthus

Others Present: Kevin Belchler (MACV), Amy Westbrook, Kelly Looby (CCHC), Susan Utech (Safe Haven), Lynne Snyder (HRA), Jill Keppers (HRA), Jodi Slick (Ecolibrium3), Kaitlyn Scheibelhut (Planning intern), Lee Stuart (CHUM), Erich Lutz (Life House), Emily Edison (SOAR), Kristy Eckart (Salvation Army), Princess Kisob (The Hills - NYS), Melissa Hellenid-Stone (YWCA Early Childhood Ctr), Dan Jandl (Entrepreneur Fund), Matt Traynor (MN Coalition for the Homeless), Cliff Knettel (One Roof), and Kate Bradley (HRA)

3. Meeting Summary: May 22, 2018  
**MOTION/Second:** Sterner/Smith approve the May 22, 2018 meeting summary. Motion passed. **VOTE: (6-0)**

4. Public Hearing: FY 2017 Consolidated Annual Performance and Evaluation Report (CAPER) and Program Performance

Overview of CAPER & Program Monitoring

The CAPER is an annual review of funded programs and outcomes that is submitted to the US Department of Housing and Urban Development. The draft document was available for a 15-day public comment period in three library locations, city hall, and on the city's website. Goals and accomplishments are what programs and projects accomplished in Fiscal Year 2017. Some highlights included:

- Neighborhood Youth Services had an increase in the number of youth that they served in 2017. This program was increased in their award amount for 2018 which continues to reflect the need in the community by feeding youth.
- Entrepreneur Fund served met their goal. This has been a stable program that has been funded each year.
- Housing is an area where we struggle to meet our collective goals within this area. One Roof Community Housing was able to meet their goals for two of their three programs at one-hundred percent. All other programs are working on meeting their goals which have been revisited with origination staff with the intention that goals will be met, and challenges will be overcome in the future.

Public Hearing: There were no public comments.

5. FY 2017 Sub-Recipient Program Updates

a. Sub-recipients will be asked to respond to the following questions:

- a. Did the program meet its goals in FY 2017?
- b. What changes/obstacle do you foresee in future years?

CHUM: Duluth Hunger Program (Lee Stuart): A partnership between CHUM, Salvation Army, and the Damiano Center. The goal was to serve 13,150 and they served 14,887 people in this year. The CHUM Food Shelf was selected as one of eight food shelves in Minnesota that was determined to be a “Super Shelf” that will help to reorganize the food shelf, and continue to bring in fresh produce for clients.

Emergency Shelter Project (Lee Stuart): Goal was to serve 950 people based on a trend of decreasing the number of people staying at the shelter each year. This year they served 1,050 which was an increase in their need. A private donor gave the organization bunkbeds, which has allowed the clients to sleep off of the floor for the first time in their history. One of the rooms that is off of the outreach shelter allows welfare checks for clients that are needing additional care not only thought out the day, but during the night as well. This is also a new program that allows for dogs and cats who accompany clients at CHUM to stay with their owners.

Street Outreach (Lee Stuart): At the end of the year, CHUM had served 120 people out of a goal of 150 people. Since their contract was extended, they have served over 150 clients that are living on the streets of Duluth. Their street outreach counselor has been saying that she has seen a decrease in chronic homeless clients on the streets since coordinated entry has been started in Duluth, especially within the last year the folks that are the hardest to house have been housed and removed from the streets which is a good sign.

Neighborhood Youth Services- Jet Food Program (Princess Kisob): Provided over 750 kids in the central hillside neighborhood this past year. This project also pays for an on the job training for youth learning how to cook with the programs on-site chef. They were able to train seven youth with job training, and are hoping to expand the program in the years to come.

Life House: Street Outreach (Erich Lutz): Met their goal of 625 and served 757 youth. The agency has seen a large increase in the number of youth that they serve because HUD increase the age of homeless youth to 25 which had previously been set at 24. To date, the organization is 100 intakes higher than they were this time last year. The organization has increased their outreach efforts within ISD709 in an effort to connect with youth, and to educate youth on the options that are available to them. This program is not being continued in 2018. Life House is instead being funded for their Loft Program which is the first homeless youth shelter in Duluth.

Basic Needs Center for Homeless Youth (Erich Lutz): The organization has seen a large number of youth (67%) that are African-American come through their doors which is a huge increase from their numbers in 2013. The basic needs center provides lunch, job training and case management for youth that are at-risk or homeless.

One Roof Community Housing- Tenant Landlord Connection (Cliff Knettel): Had a goal

of serving 500 clients and met that by serving 769 clients. The program was able to mediate 93 cases and prevent them from going to court. The program is having more landlords using their services, but would like to see more landlords know and use their services before having to get to the eviction level of situations.

YWCA of Duluth- Early Childhood Support (Melissa Hellenid-Stone): The goal of the organization was to serve 215 children. They were not able to meet that and instead served 183 children. Staff said that they did not have the capacity to meet their goal, however they did say that they have very little transition rate.

MACV:Homeless & At-Risk Vets Outreach (Kevin Belchler): The goal was to serve fifteen clients and were only able to serve nine. The organization has had a difficult time connecting individuals with affordable housing, so the beds that they have had for clients to sleep in have been taken by those that have needed to stay in their shelter for longer period of time than expected which is why they were not able to meet their goal.

Transitional Housing for Veterans (Kevin Belchler): The program has ten transitional beds that are for veterans and their families to use. The goal of the program was to serve 80 individuals and their families and ended up serving 87 vets and their families. The program provides in addition to housing, case management, gas cards, referrals to supplemental programs like SNAP, and WIC.

Salvation Army- Family Transitional Housing (Kristy Eckart): For both ESG and Transitional Housing the goal was to serve 100 individuals. This year, the organization served 70. The transitional housing program is a two-year program which allows families to stay in their apartments for up to 24 months. By allowing families to stay longer, they are less likely to experience homelessness again. They have a 96% success rate once families leave the program and find housing without supports. The organization has been seeing a large increase in families that have chemical dependency issues that bring an additional barrier with them once they are enrolled in their program. The organization is looking for additional funding to support this need and help clients to overcome their addictions and seek treatment that can be paid for.

Center City Housing Corporation Supportive Permanent Housing Program (Kelly Looby): This program is also a two-year program like Salvation Army. Their goal was to serve 78 people, and they ended up serving 141 individuals. This was a year where they had a lot of families who were ready to move out. Once they move out they had 47 households that moved out, they had 41 households that are still stably housed.

Supportive Housing Program (ESG) (Kelly Looby): This is made up of the organizations hardest to house population. The program works with families and individuals who come in often with nothing, and have to be referred to support services, and looking for affordable housing for clients to move into once they are able to move out of their housing situation. This year's goal was to serve 40 households, and instead were able to serve 104. This program plays a large role in housing Duluth's toughest populations and providing them with the support that they need.

Safe Haven- DV Shelter (Susan Utech): Safe Haven is the largest domestic violence shelter in Duluth. This year their goal was to serve 500 clients and they were able to serve 545. The clients that they serve are individuals and families that come from domestic violence situations. This year they have seen more single women, and older

(over 40 year-old) women that have come to the shelter for assistance. Twenty-two days is the average number of days that a families and individuals stay at Safe Haven. Clients can apply to stay in their extended stay program where they could stay for up to six-months.

HRA of Duluth: Coordinated Assessment (Kate Bradley): The Coordinated Entry system is split into two systems within Saint Louis County. The Duluth waiting list currently has over 750 households on it. The goal was to serve over 1,000 clients within this program year, the list has put 1,325 households on the list within the year. Clients that are on the list are scored by a VISPDAT score which ranks their vulnerabilities and overall need. Clients with a higher score are housed with any open units that become available within Duluth.

Prevention & Rapid Rehousing (Kate Bradley): The Flex Fund has a goal of serving 50 households. They exceeded their goal and served 140 households.

Entrepreneur Fund- Growing Neighborhood Businesses (Dan Jandl): Provided business planning services and financial services for business owners. The organization works within five core neighborhoods where they have helped seven cohorts to start a business. This year they had two startup businesses. Several of their businesses are located within Lincoln Park.

SOAR Career Solutions- Duluth at Work (Emily Edison): This program is unique and partners with Life House and Community Action Duluth to help increase the income of clients by 25%. This program works with clients to train for a job, obtain a job and retain their employment for two-years. The current cohort has brought in 50 new jobs. Seventy-eight percent of the current cohort has retained their job with the cohort ending in October. Trends that the organization is seeing is having a lot more barriers to making the amount needed to pay all of the clients bills instead of just some of them.

HRA of Duluth: Duluth Property Rehab Program (Lynne Snyder): The program provides inspections, property management, servicing loans on homes, lead-based paint inspections, marketing for the MHFA programs and more. The goal was to serve 158 homes, to date the program has rehabbed 27 homes. This is a multiple year contract and originally was between HRA and One-Roof Community Housing. This contract was ended late last year and split. The new contract was not executed until February of 2018 with the new expectations. There are 24 homes that are close to being completed which would be added to the 27 homes that have been successfully rehabbed.

Homeless Rental Assistance (Lynne Snyder): This contract was extended until the end of August 2018. The goal of the program was to provide 18 households with tenant based rental assistance. This program is for clients that may not qualify for other types of subsidies because of housing instability. The goal is to support these families for two years to then create a positive housing credit background. To date they have served 13 households for their contract that have been extended through the end of August 2018.

Ecolibrium3: Giving Comfort at Home (Jodi Slick): Was developed when the economy was recovering and contractors were not available, especially for smaller jobs. This program has an energy auditor and volunteers to go into homes and create a weatherization plan in conjunction with local utility partners to provide energy saving actions like installing water heaters and furnaces within targeted homes. This program

looks to work with energy challenged homes including low-income renters that are living in old homes where the landlords are not paying utilities, and for clients living in mobile homes. This program's pilot with Zenith Terrance mobile homes to provide energy efficient water heaters and furnaces and is now being modeled statewide by Minnesota Power.

House3: Resilient Housing Solutions (Jodi Slick): This program is to break a barrier of the cost of construction costs by working with UMD to look at modular homes and how much it would cost to build them. This was something that FEMA is looked at for creating disaster relief homes. The goal was to create five homes; of which they are waiting on factories to create build the homes. The organization is planning to complete the homes, and find lots to put the homes on. HOME grant awards to have 24 months to complete the project which city staff is closely monitoring.

One Roof Community Housing: Multi-family Acquisition for Blight Removal (Cliff Knettel): The goal was to acquire the property on 6<sup>th</sup> Avenue and 4<sup>th</sup> Street. This was acquired the property for redevelopment in the spring of 2018. This location would have 50 units would be to have some 20% market rate units, four units for clients with disabilities, and some commercial units on the ground floor at this location. This project has been extended until September 30, 2018 for completion. One Roof recently applied for a 9% tax credit project to MHFA for this project to be funded.

Lending Rehab Program (Cliff Knettel): Delays in the contract are similar to HRA's Property Rehab Program lead to One Roof not meeting with goal of 15 lending rehab homes in 2017. The program has increased their program by \$1.7 million to provide loans to low-income home buyers. They expect to meet the goal by their completion date of September 30, 2018.

Community Land Trust Acquisition-Rehab (Cliff Knettel): The goal for this program was to acquire ten homes through the Community Land Trust. The program to date has met their goal of ten homes before their contract ended.

## 6. Public Hearing: Housing and Community Needs

Overview of Needs Assessment. Staff shared that they received over 150 responses on the survey that was sent out to service providers in regards to how funds are being used, and suggestions for how funds could be used. Key takeaways from the survey are as follows:

- HOME: Single family rehab was identified as the most pressing need for HOME funding and community members would be willing to fund new construction at lower levels in order to increase funding for rehab.
- CDBG: Affordable housing was identified as the most pressing need for CDBG funding and community members would be willing to fund public facilities at lower levels in order to increase funding for affordable housing.
- Housing: Housing needs to be more affordable, particularly for the "working poor," and the quality of our existing housing stock needs to be improved.
- Homelessness: People experiencing homelessness need to be supported with basic needs and safety while they are homeless.
- Economic Development: There should be more job training and employment pathways for living wage jobs and support for small businesses.

- Public Services: People in crisis and/or transition need more support and easier access to services.
- Public Facilities: Public facilities should offer benefits to all community members and encourage community gatherings.

Public Hearing: There were no public comments.

7. Finalize FY 2019 Funding Priorities

CDBG

Housing: 21% new construction 21% home owner rehab

Economic Development: 15%

Public Facilities: 8%

Public Services: 15%

Planning & Program Administration: 20%

HOME:

CHDO: 15%

Homeowner Development & Rehab: 25%

Rental Development: 35%

Tenant Based Rental Assistance: 15%

Program Administration: 10%

Emergency Solutions Grant

Street Outreach & Shelter Operations: 60%

Administration: 7.5%

Rapid Re-Housing, HMIS data collection & Prevention: 32.5%

**MOTION/Second:** Smith/Sterner to approve 2019 funding priorities as proposed. Motion passed. **VOTE: (6-0)**

Question of how staff has communicated about meetings. The meeting was in the paper the day of the event and email invitations were sent. Commissioner Northey noted that she could not find any information on the city's website or social media page. Commissioner Nordby suggested doing something different, like offering a meal to increase attendance.

8. Communications

Applications for 2019 funding will be available on July 19<sup>th</sup>.

Next CD Committee meeting is on September 25<sup>th</sup>.

9. Adjourn

**MOTION/Second:** Northey/Smith to adjourn.

Adjourned at 7:55p.m.