

FY2024 Community Development Program

Technical Assistance Session and Q&A for the
2024 Contracts and the 2025 Applications
August 22, 2024

Welcome!

- Introductions
- HUD basics
- 2025 grant application
- 2024 contract review
- Quarterly/monthly reports
- Payment requests
- Q & A – please save questions for breaks or ask them in the chat



Community Development Funds

- The City of Duluth is an Entitlement Community as defined by the Department of Housing and Urban Development (HUD), which means that the city annually receives about \$3 million in community development funds to provide for people with low to moderate incomes:
 - decent housing,
 - a suitable living environment, and
 - opportunities to expand economic opportunities



2024 City of Duluth HUD Income Guidelines

FAMILY SIZE	EXTREMELY LOW- INCOME (30% of the Median)	VERY LOW-INCOME (50% of the Median)	LOW INCOME (80% of the Median)
1	\$20,000	\$33,350	\$53,350
2	\$22,850	\$38,100	\$60,950
3	\$25,700	\$42,850	\$68,550
4	\$28,550	\$47,600	\$76,150
5	\$30,850	\$51,450	\$82,250
6	\$33,150	\$55,250	\$88,350
7	\$35,450	\$59,050	\$94,450
8	\$37,700	\$62,850	\$100,550



Community Development Programs

- ❖ Community Development Block Grant (CDBG)
- ❖ HOME Investment Partnership Program (HOME)
- ❖ Emergency Solutions Grant Program (ESG)

Timeline and Process

Application Timing:

- **September 5th:**

Applications DUE (at 3pm)

Review Process:

- **Sept/Oct:**

Staff and Community Development Committee Review

- **October 22nd :**

Draft Funding Recommendations

- **November 19th:**

Public Hearing on the Funding Recommendations

- **December 3rd:**

Finalize Recommendations to City Council

New Item: Agency Presentation

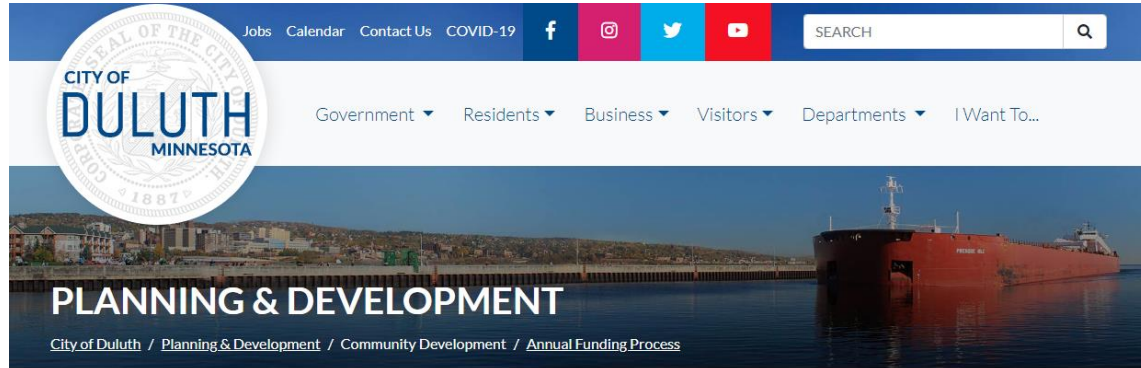
THE CD COMMITTEE WANTS TO HEAR ABOUT THE APPLICATION FROM YOU!

- We will be asking you to present an overview of your application to the CD Committee
- Please provide a 3-min overview
- **You will be sent which meeting date to attend a week prior**

September 17, 2024- FY 2025 Application Review- *Agencies attend first part*. The committee will have reviewed applications and will request any application clarification to be answered

October 1, 2024- FY 2025 Application Review- *Agencies attend first part*. The committee will have reviewed applications and will request any application clarification to be answered

Application Form



- Fillable PDF available online!
- <https://duluthmn.gov/planning-development/community-development/annual-funding-process/>

Planning & Development	<h2>Annual Funding Process</h2> <p>Community Development Program FY25 Application Information</p> <p>Applications for the 2025 CDBG, HOME and ESG are available on the website on August 7, 2024. Applications are due by 3pm on September 5, 2024. Application materials are available below.</p> <p>QUESTIONS?</p> <p>Applicants can contact City Staff at duluthcommdev@DuluthMN.gov or by phone 218-730-5580 between 8:00am and 4:30pm, Monday through Friday. All applicants are encouraged to seek guidance from city staff to review drafts, answer questions, or discuss new ideas. Please make appointments via phone or email prior to August 29, 2022 to ensure staff availability before the application deadline.</p>	<h3>CONTACT</h3> <p>City Hall, Room 160 411 West First Street Duluth, MN 55802 218-730-5580</p> <p>EMAIL</p> <h3>Office Hours</h3> <p>M-F: 8:30am - 4:00pm</p>
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Application Details

1. Eligible Applicants
2. Eligible Activities
3. Funding Types
 - a. CDBG (Housing, Public Services, Public Facilities, Economic Development)
 - b. ESG
 - c. HOME
4. CD Committee Funding Recommendations

Funding Targets

Funding Category	FY 2024 Actual Allocations	FY 2025 Funding Targets
Housing	36%	35%
Economic Development	14%	20%
Public Facilities	15%	10%
Public Services	15%	15%
Planning & Program Administration	20%	20%
CHDO Operations	0%	0%
Homeowner Development and/or Homeowner Rehab	15%	20%
Rental Development	55%	50%
Tenant Based Rental Assistance	15%	20%
Program Administration	10%	10%
Street Outreach and Shelter Operations	60%	60%
Administration	7.5%	7.5%
HMIS Administration	2.5%	2.5%
Rapid Re-Housing and Prevention	30%	30.5%



Application components

- Consolidated Plan Priority & Eligibility
 - Summary, Description, Eligible Activity, 2020 Fair Housing Plan and Imagine Duluth 2035
- Project Readiness
- Project Impact & Delivery
 - Expected results, target clientele, outcome measurements
 - Use data and statistics to strengthen your argument
- Budget Narrative
 - Sources, Uses (How many FTE's?)
 - Housing- additional housing budget form
- Note Project Administration – up to 10% for facilities, housing



Consolidated Plan Goals (1 of 2)

GOAL	GOAL DESCRIPTION
Affordable Housing	Increase the number and condition of affordable housing units for LMI people. Project locations should be available throughout the community with convenient access to jobs, amenities, and services. Housing should serve people in need of support services, accessible units, individual units, and those that are seniors. Housing should utilize energy efficient practices. All housing efforts should support the policies and strategies of the Imagine Duluth 2035 Comprehensive Plan.
Neighborhood Revitalization	Improve LMI neighborhoods by addressing vacant, condemned, and deteriorated properties. Provide green infrastructure and/or neighborhood infrastructure/amenities that improve safety, accessibility, livability and equity. Improve buildings that provide essential services and basic needs to LMI people. Create and/or improve community gathering areas that focus on social interaction. Revitalization efforts should include strategies to prevent displacement of LMI people.



Consolidated Plan Goals (2 of 2)

GOAL	GOAL DESCRIPTION
Increase Incomes	Provide job training and skill development to assist people who are LMI in accessing living wage jobs. Job training should include collaboration with the CareerForce Center and ensure a focus on needed job sectors. Assist LMI people to grow/start their business and grow their income. All efforts should support the city's Workforce Development Strategic Plan.
Create Living Wage Jobs	Create jobs by providing assistance/incentives to businesses to grow and hire LMI people.
Health Services	Provide health, dental, and mental health services to people who are LMI.
Food Access	Provide easy access to healthy and affordable food to people who are LMI.
Homeless Services	Provide shelter, services, and rental assistance to people who are homeless or at risk of becoming homeless.
Public Services	Provide services to LMI people that fulfill basic needs, prevent evictions, and address other needs.
Childcare and Children's programming	Ensure childcare and children programming is available in LMI neighborhoods and for LMI people that is safe, affordable, and convenient. Focus on programs that promote healthy living with education and recreation emphasis.



Anti-Poverty Strategy Policies (1 of 2)

POLICY	POLICY DESCRIPTION
Policy 1: Training and Career Development	Provide occupational training programs coupled with career development and job placement in partnership with the City's Workforce Development Division to enable people to obtain employment.
Policy 2: Remove Barriers to Obtaining Employment	Assist families with removing barriers to obtaining employment through long term or sustainable solutions that reduce the cost of essentials or burdens to household incomes, such as provide more childcare and school age child programming.
Policy 3: Reduce Housing and Utility Costs	Focus on efforts to reduce the costs on household's budgets through energy efficiency programs that lower utilities and/or through rehab programs that extend the livability of housing units.
Policy 4: Increase Affordable Housing Units	Increase the amount of affordable housing units within the City that have long-term affordability restrictions (greater than 30 years) to maintain housing for low-to-moderate-income residents within our community.

Anti-Poverty Strategy Policies (2 of 2)

POLICY	POLICY DESCRIPTION
Policy 5: Increase Access to Affordable and Healthy Food and Living Options	Increase access to affordable and healthy food options as well as educational and social gathering programs that contribute to healthy living in order to address the long-term health and economic impacts on households experiencing poverty.
Policy 6: Increase Homeownership	Increase opportunities for LMI households to be able to purchase housing that will allow them to become financially sustainable.
Policy 7: Create sustainable Independence	When possible, work with LMI people to help them develop skills such as through the Section 3 Program or other job training programs AND provide quality housing opportunities. This could be a multi agency partnership.

Fair Housing Plan

Impediments to Fair Housing Choice

- The City reviewed demographic data, collected input from community members and organizations, and researched trends in housing and real estate in order to develop these impediments to fair housing choice.
- These are the impediments that were identified:
 1. Exclusionary rental housing practices and policies directed at Section 8 Housing Choice Voucher holders
 2. Exclusionary rental housing practices and policies directed at persons with criminal histories
 3. Involuntary displacement and limited housing choice caused by gentrification
 4. Policies and physical limitations in the built environment

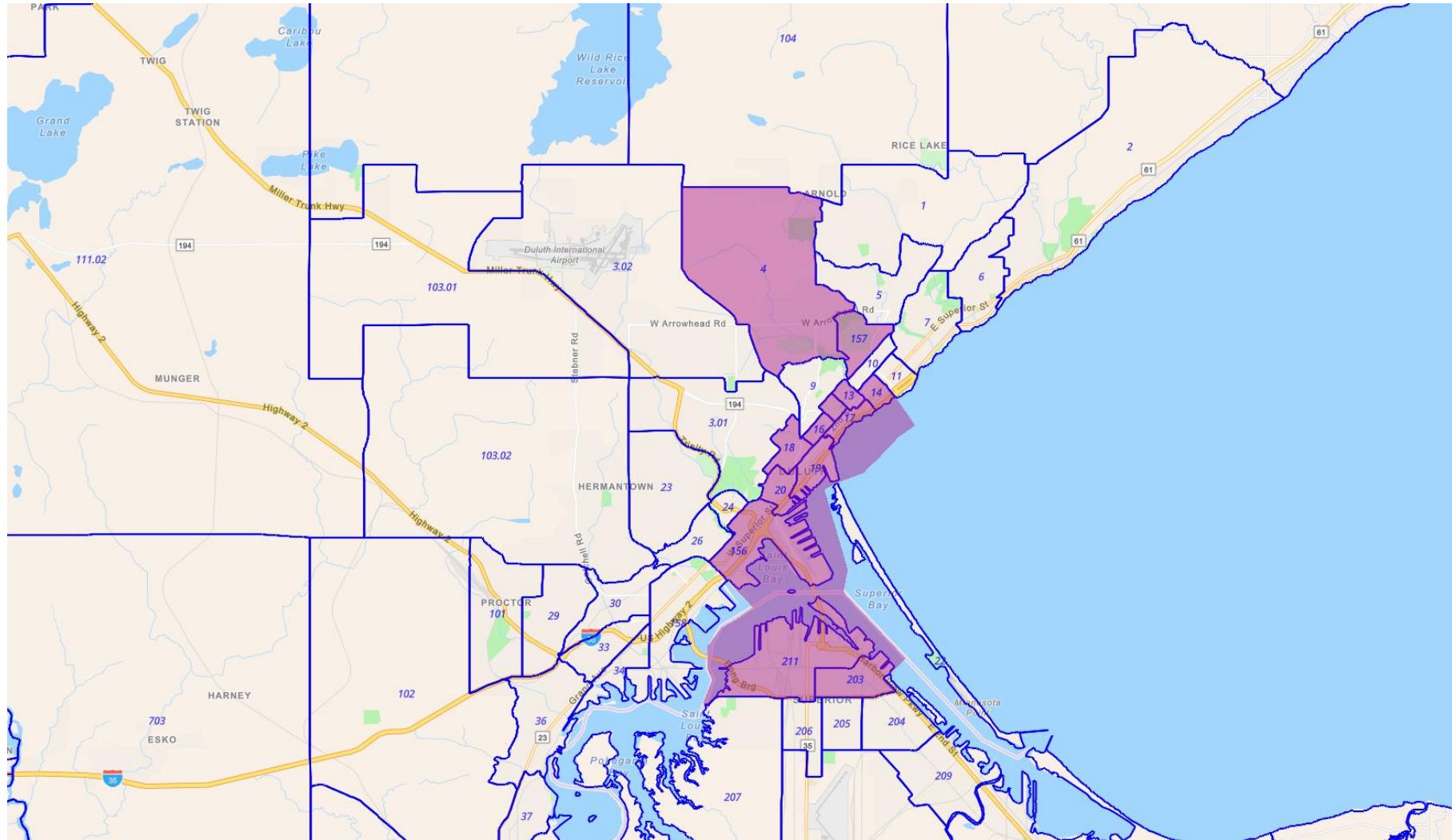
Equity and Accessibility

- Explain how funding this proposal will assist people who have been historically and are currently disenfranchised. Provide outreach methods, if necessary.

Project Impact and Delivery

- Be Specific and Clear on what the funds will be spent on, such as staff or equipment
- Be Specific and Clear on the goal- what will be the outcome
- Be Specific and Clear on how the outcome will be measure- what will be process- how will information be verified?
- Be Specific and Clear on the implementation and timeline.
- Be Specific and Clear on past performances, what was accomplished and lessons learned

Qualified Census Tracts



Workforce Development Projects

- Participant focus- 100% LMI participants, outreach and enrollment emphasis for people of color
- Participant tracking- 12 months engagement, assistance, and reporting
- Outcomes- Align with Duluth Workforce Development Board goals
- Eligibility and cost reimbursement- CBDO certification, quarterly reimbursement

Find the informational pdf on the City website under “Other resources for the application process”:

<https://duluthmn.gov/planning-development/communitydevelopment/annual-funding-process/>



Section 3 Requirement

For all projects that involve:

- Housing rehabilitation,
- Housing construction, OR
- Public facility projects, AND
- The total amount of assistance exceeds \$200,000, provide a statement on how the project will utilize businesses and/or people who qualify as Section 3.

More information will be provided during the contract review discussion later on.



Construction Projects

- Davis-Bacon Act (workers must be paid prevailing wage on federally contracted projects)
- Project Labor Agreements requirements amended (Ordinance 18-038)
 - City investment threshold. Means for purposes of Section 2-26 \$2,000 or more and for purposes of Section 2-29 \$150,000 or more.
 - Covered project. Means a project owned by the city for which the city has a contract for construction services equal to or in excess of the city investment threshold, or a project in which the city has an ongoing proprietary interest because it provides financial support equal to or in excess of the city investment threshold through a grant, subgrant, loan, loan guarantee or tax credit to pay for some or all of the costs of a project, including financial support having its source in tax increment proceeds, loan guarantees, state of Minnesota funds, community development block grant funds, HOME investment partnership funds, and other federal or state programs including low income tax credits, federal or state historic tax credits, federal new market tax credits, or similar funding or tax credit programs.
- Community Benefits Program
 - Program approved by City council to assist women and socially disadvantaged people to gain access to employment in the construction industry
 - Connect early to discuss with Workforce Development- develop Best Efforts Plan



Infrastructure Projects

Build America, Buy America (BABA)

- “All iron, steel, manufactured products, and construction materials” used in an infrastructure project must be produced in the US.
- **Unless HUD** has awarded an applicable waiver.
- Contact City staff, or refer to the following link for FAQs:

https://www.hud.gov/program_offices/general_counsel/build_america_buy_america/faqs



ESG – New Requirement

HUD is requiring ESG funded projects to provide measurable performance standards. “Project Outcomes Data measured under the performance standards developed in consultation with the COC.”

To address this, the following statement was added to the application:

“The Application Instructions provide a list of Project Measurable Outcomes, please provide a statement on how your ESG application can provide these measurable results.”

Please provide us with a realistic measurement

ESG – New Requirement

List of measurable results (provided by HUD):

1. Reduction in the length of stay in emergency shelters to 180 days or less for all residents.
2. Reduction in the average length of time between the time a client applied for RRH housing (project start date) to the time they moved into housing (housing move in date) by 3 days.
3. Increase the percentage of persons sheltered who moved to a positive housing destination.
4. Increase the data quality of race in order to review racial equity so that less than 2% of participants across all projects had data shown as “data not collected”.
5. Decrease the number of persons with “information missing” for personally identifying information data to less than 2% of participants across all shelter and RRH projects.

*This portion of the application will be provided to the SLC COC, and we will use this information to develop a draft of the realistic measurable standards to submit to the ESG agencies for your review. Afterwards, these standards will be submitted to HUD as part of the 2025 Action Plan which is due in February.

Final Tips & Questions about the Application Process

- Be concise and direct
- Connect with us- email, phone, Teams, you name it
- Send a draft for review
- Use MN Compass or other reputable data sources
<https://www.mncompass.org/profiles/custom>
- QUESTIONS?

The screenshot displays the Minnesota Compass website. At the top left is the Minnesota Compass logo. To the right are social media icons for Twitter, Facebook, and LinkedIn, followed by a search bar. Below the navigation bar is a teal banner with the text 'LOCATION PROFILES' and 'Build Your Own Profile'. The main content area features a map of Duluth, Minnesota, with various geographic areas highlighted in yellow and pink. On the right side of the map, there is a control panel with tabs for 'Build', 'Compare', and 'Draw'. Under the 'Build' tab, there is a section titled 'Choose a geography:' with radio button options for 'Statewide', 'State', 'Greater Minnesota', 'Census Tracts' (which is selected and highlighted in yellow), and 'Zip Codes'. Below this is a 'Selections:' section.



Where is my contract?



DUNS are DONE

A Unique Entity Identifier (UEI) is replacing the DUNS unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government. New UEIs will be automatically assigned to entities registered in SAM at a future date.

- We Need your organization's UEI's by AUGUST 30th - email them to :
duluthcommdev@DuluthMN.gov

You can get them at: Sam.gov



Contract Review

- Pre-award Documentation
- Read!
- Return
- Docu-sign



Environmental Clearance

- Services
- Housing Rehab
- Public Facilities
- New Construction
- **You can't do anything until you have environmental clearance!**

Templates Online

<https://duluthmn.gov/planning-development/community-development-funding/resources-for-subrecipients/>

Community Development Funding Menu

DOCUMENTATION:

- Payment Request forms
- Quarterly Reports

EVERYTHING NEEDS TO BE CLEARLY DOCUMENTED



Quarterly Reporting

- Dates: July 15, Oct 15, Jan 15, Apr 15
 - December Timeliness
- Submit To: Duluthcommdev@duluthmn.Gov
- Demographics, Narrative, 504/Lep

Quarterly Reporting

CDBG Demographic Quarterly Reporting Sheet City of Duluth Community Planning Division

Subrecipient Name:		Phone :		CDBG # :		Date Submitted:	
Contact Person:		Fax:		Contract # :		*If final report, check here:	
Contract Amount:		Goal:		IDIS #		*Submit expanded narrative with final report.	

Contract Year: 2018 (4/1/18 - 3/31/19)

Persons Served (by Quarter)	APR - JUNE		JULY - SEPT		OCT - DEC		JAN - MAR		CONTRACT TOTAL	
	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity
1. Number of New Persons Served during Quarter (persons not served in previous contract years)									0	
2. Number of Persons Receiving Continual Service (persons served in previous contract years)									0	
3. Total Unduplicated Persons Served in Quarter	0		0		0		0		0	

Persons Served by Race	0	0	0	0	0	0	0	0	0	0
4. White									0	0
5. Black/African American									0	0
6. Asian									0	0
7. American Indian/Alaska Native									0	0
8. Native Hawaiian/Pacific Islander									0	0
9. American Indian/Alaska Native & White									0	0
10. Asian & White									0	0
11. Black/African American & White									0	0
12. American Indian/Alaska Native & Black									0	0
13. Other Multi-Racial (not identified above)									0	0

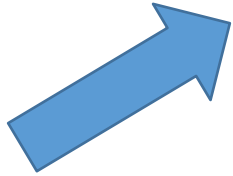
**Race must be identified for all Hispanic persons. Persons of Hispanic Ethnicity are a sub-set of Persons Served and should be counted in Persons Served column, as well.*

Racial Demographic Numbers



Quarterly Reporting

Persons Served
Numbers MUST
match **Racial
Demographic
Total**



Persons Served by Income	0	0	0	0	0
14. Very Low Income (0% to 30%)					0
15. Low Income (31% to 50%)					0
16. Low-Moderate Income (51% to 80%)					0
17. Non Low-Moderate Income (over 80%)					0
Performance Measurements					
22. Number of reasonable accommodation reque					
2017 Leveraged Funds (Other Sources) <i>(Identify leverage funding sources below)</i>	April - June 2017	July - Sept. 2017	Oct. - Dec. 2017	Jan. - March 2018	Total Leverage
Other Federal					\$0
State/Local					\$0
Private					\$0
Other:					\$0
Other:					\$0
Total	\$0	\$0	\$0	\$0	\$0
ACCOMPLISHMENTS NARRATIVE: Please submit a brief paragraph on project accomplishments during the quarter :					
<div style="display: flex; justify-content: space-between; align-items: center;"> < > Template Narrative Reas Accom + </div>					



Quarterly Reporting

Persons Served by Income	0		0		0		0		0	
14. Very Low Income (0% to 30%)									0	
15. Low Income (31% to 50%)									0	
16. Low-Moderate Income (51% to 80%)									0	
17. Non Low-Moderate Income (over 80%)									0	
Performance Measurements										
22. Number of reasonable accommodation reque										
2017 Leveraged Funds (Other Sources) <i>(Identify leverage funding sources below)</i>	April - June 2017	July - Sept. 2017	Oct. - Dec. 2017	Jan. - March 2018	Total Leverage					
Other Federal					\$0					
State/Local					\$0					
Private					\$0					
Other:					\$0					
Other:					\$0					
Total	\$0	\$0	\$0	\$0	\$0					
ACCOMPLISHMENTS NARRATIVE: Please submit a brief paragraph on project accomplishments during the quarter :										
<div style="border: 1px solid gray; padding: 5px;"> Template Narrative Reas Accom + </div>										



Quarterly Reporting



CITY OF DULUTH
 DEPARTMENT OF PLANNING & DEVELOPMENT
 Community Development Division
 332 City Hall • Duluth, Minnesota 55802-1197

Subrecipient Name: _____
 Contact Person: _____
 Contract Number: _____
 Date Submitted: _____

DIRECTIONS:
 Please keep a running log of all requests for reasonable accommodations.
 This must be submitted quarterly.

FY 2018 SECTION 504 LOG and LIMITED ENGLISH PROFICIENCY LOG

Section 504 Log - Requests for Reasonable Accommodations

Date of Request	Action Being Requested	Type of Accommodation Requested (physical, sensory or programmatic)	Type of Disability (physical, sensory, mental)	Dates documentation Received	What Action Completed	Date Completed

Section 504 Tip Sheet

Section 504 of the Rehabilitation Act of 1973 prohibits persons with disabilities to participate fully in your program.

The Americans with Disabilities Act of 1990 (ADA) governs government services, and telecommunications. Unlike Section 504, Federal financial assistance is given.

- **Definitions:**
- Person with a Disability:** an individual with a disability who:
1. has a physical or mental impairment that substantially limits one or more major life activities;
 2. has a record of such an impairment; or
 3. is regarded as having such an impairment.

A **physical impairment** is defined by the ADA as:

"Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: brain, sensory organs, respiratory (including speech organs), cardiovascular, musculoskeletal, or other body systems."

A **mental impairment** is defined by the ADA as:

"[a]ny mental or psychological disorder, such as mental illness, personality disorder, or emotional disturbance. An **impairment** under the ADA is a physiological or psychological condition that is not within the normal range, are not impairments. A physical condition that substantially limits one or more major life activities is a physical impairment. Similarly, personality traits such as poor judgment, lack of motivation, or lack of education or a prison record are not impairments. More examples: <http://www.adata.org/whatsada-defini>

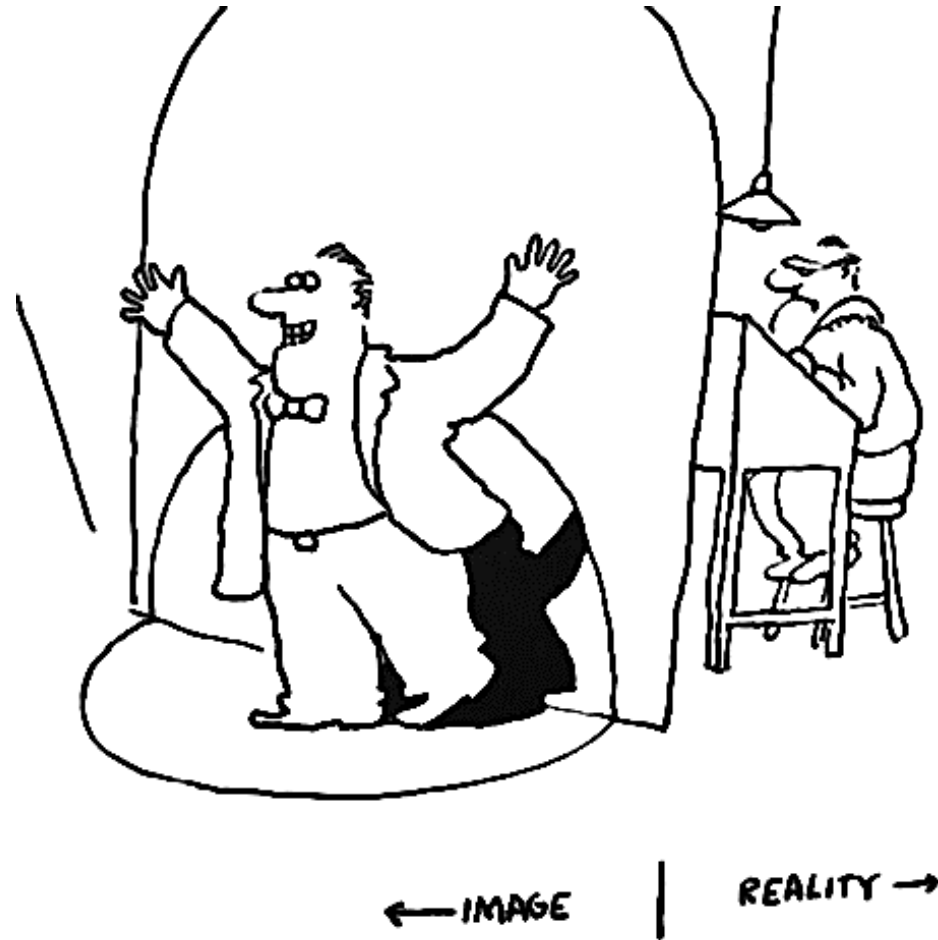
Limited English Proficiency Services

Date of Service	Service Needed	Accommodation Provided (speak card, interpreter, etc.)	Native Language	Services Needed	Plan for Continued Service



Payment Requests

- Cover Sheet
- Summary Sheet
- Documentation



Payment Requests

Agency Letterhead

Date

Manager
 Planning and Development Division
 City Hall Room 160
 411 W 1st St.
 Duluth, MN 55802

Program: 2024 (CDBG/HOME/ESG)
Project Name:

Contract #: staff will send
Contract Term: 4/1/24-3/31/25
CD Project #: staff will send
Agency Invoice #

This is a request for reimbursement of costs totaling \$_____ for the period of *Month Day, Year to Month Day, Year.*

	Budget	Previous Requests	Current Request
Contract line item 1			
Contract line item 2			
TOTAL	\$ -	\$ -	\$ -
Total Requested:			\$ -

I certify that these costs have been incurred. **Backup and documentation** are enclosed.

Sincerely,

Name
 Title



Payment Requests

Payment Request Summary (Page 2)

Project Name:

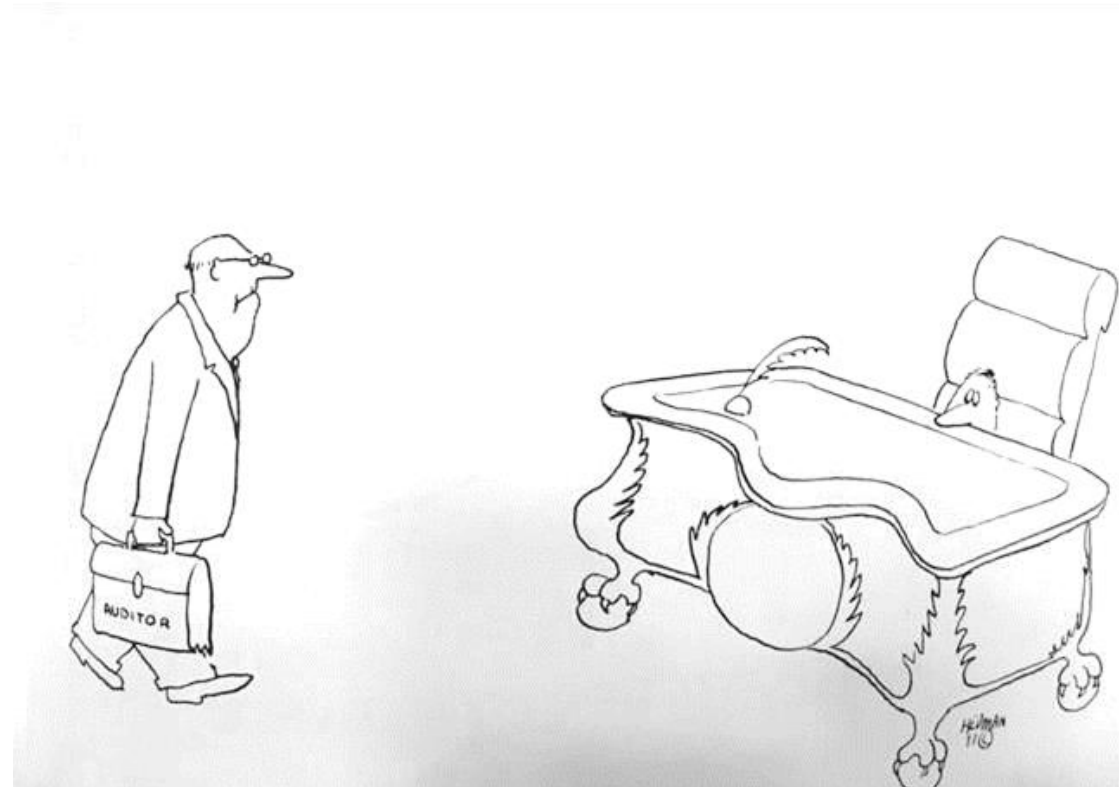
Contact:

Contract #:

	Position	Date Incurred	CDBG Amount	Other Amount	Total Amount	% CDBG	Timesheet Enclosed	Payroll Register Highlighted	
Salaries	Program Director	Employee Name 1	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 1	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
Benefits		Employee Name 1	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 1	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
SUBTOTAL			\$ -	\$ -	\$ -				
Salaries	Asst Coord	Employee Name 2	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 2	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
Benefits		Employee Name 2	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 2	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
SUBTOTAL			\$ -	\$ -	\$ -				
TOTAL			\$ -	\$ -	\$ -				

Payment Requests

- Required Documentation
 - Time Sheets/Payroll
 - Electronic Payroll
 - Invoices



Common Errors

- Previous balance is incorrect. The invoice will be sent back if the coversheet doesn't match our system.
- Watch dates for beginning of program year (i.e. power bills – can not bill for anything before April 1st. If billing includes some days in March – it needs to be adjusted.)
- Wrong program year on invoice.
- Insufficient back up information (i.e. doesn't show an item has been paid)
- Invoices or support material are not submitted in one package, (i.e. it is sent in pieces – this is no longer accepted)
- Starting in 2026, deductions will be given to applicants that have had repeated issues with invoices

Electronic Payroll

All timesheets need to have the employee and supervisor signatures approving the time!

***For agencies that have submitted electronic payrolls for more than 2 years, Holly Anderson (our Financial Analyst) may allow acceptance of electronic timesheets without the signatures if she can review your system and it meets the requirements. (Contact her if interested)*

Holly Anderson

Financial Analyst, City of Duluth
120 City Hall, 411 West First Street
Duluth, MN 55802
Direct line: (218) 730-5043
Email haanderson@duluthmn.gov

CAPER/Performance Report

Program Review for FY 2023							
	Agency	Contract Amount	Goal Type	Goal	Accomplished	% of Goal	Notes
Affordable Housing- On Site	Duluth Property Rehab - HRA	\$ 405,000.00	units	50	50	100%	due to number of units and length of rehab work, typically has a lag.
	CLT Acq Rehab - One Roof Community Housing	\$ 361,000.00	units	6	6	100%	
	One Roof Duluth Rehabilitation - One Roof Community Housing	\$ 67,925.00	units	15	4	27%	
Economic Development	Futures Program - Life House, Inc.	\$ 95,000.00	people	100	155	155%	in process
	High-Demand, Living-wage Job Training Project - SOAR	\$ 153,000.00	people	90	72	80%	in process
	Growing Neighborhood Businesses - Entrepreneur Fund	\$ 56,000.00	business	8	8	100%	
	Ujamaa-The Cultural District-Family Rise Together	\$ 43,200.00	people	23	11	48%	in process
Public Facilities	Equipment Upgrades to Improve Dental Care- LSCHC	\$ 40,500.00	Facility	2700	NA	0%	contract has not started
	Imaginarium Project- Life House, Inc	\$ 120,070.00	Facility	1	NA	0%	contract has not started
	Annie's House of Refuge and Restoration-Divine Konnections	\$ 104,136.00	Facility	1	1	100%	
Public Services	Free Tax Site - Community Action Duluth	\$ 18,000.00	People	1,200	513	43%	2022 goal 15,000 Accomplish 20,000
	Early Childhood Education - CHUM	\$ 19,000.00	People	70	86	123%	
	Duluth Hunger Project - CHUM	\$ 84,385.00	People	20,000	23,383	117%	
	Tenant Landlord Connection - One Roof	\$ 21,000.00	People	570	687	121%	
	Skilled Trades, Art, Robotics & Technology (START) Program-Family Freedom Center	\$ 47,000.00	People	850	1104	130%	
	Life House Basic Needs/Drop-in for Homeless Youth - Life House	\$ 32,000.00	People	625	655	105%	
	Young Mothers Program-YWCA	\$ 21,000.00	People	25	27	108%	
	Comprehensive Services for Homeless Veterans - MACV	\$ 10,000.00	People	120	107	89%	
	Safe Haven Shelter Program - Safe Haven Shelter for Battered Women	\$ 21,000.00	People	500	660	132%	
	Emergency Shelter - CHUM	\$ 32,000.00	People	1100	1172	107%	
	Family Supportive Housing - Center City Housing Corp	\$ 31,000.00	People	124	111	90%	
	Family Transitional Housing - The Salvation Army	\$ 9,500.00	People	100	54	54%	
Coordinated Entry & Assessment - HRA	\$ 12,000.00	People	1000	1288	128%	HUD Requirement	
HOME Program	TBRA - HRA	\$ 55,000.00	People	16	16	100%	contract in process
	Wadena West-Center City	\$ 300,000.00	People	60	NA	NA	
	Community Land Trust: New Construction - One Roof	\$ 227,526.00	Units	5	5	100%	
ESG Program	Comprehensive Services for Homeless Vets - MACV	\$ 8,000.00	People	100	13	13%	
	Safe Haven Shelter Program - Safe Haven Shelter for Battered Women	\$ 18,000.00	People	500	660	132%	
	The Loft Emergency Shelter for Youth - Life House Inc.	\$ 38,426.00	People	20	15	75%	
	Emergency Shelter - CHUM	\$ 21,000.00	People	1100	1772	161%	
	CHUM Street Outreach - CHUM	\$ 15,000.00	People	200	200	100%	
	Family Supportive Housing - CCHC	\$ 24,000.00	People	91	77	85%	
	Family Transitional Housing - The Salvation Army	\$ 9,500.00	People	100	54	54%	
	Annie's House of Refuge & Restoration- Divine Konnections, Inc	\$ 20,000.00	People	18	19	106%	
Rapid Rehousing & Homelessness Prevention - HRA	\$ 63,075.00	People	30	28	93%		



Duplication of Benefits

- A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance
- City of Duluth will terminate the contract if it is discovered that this is occurring.
- The City of Duluth will then explore whether funding needs to be returned to the city.

Minority Owned Business

Women Owned Business

- Required to encourage contractors to use MBE/WBE as subcontractors.
- Contracts over \$100,000 must include a clause which requires prime contractor to provide practical opportunities to these businesses
- Businesses need to be at least 51% owned by minority individual(s) or Women-owned

Section 3 Requirement

- **Covered Activities:** Housing Rehab, Housing Construction, Demolition, Public Facilities
- **Purpose:** Ensure preference for employment/contracting opportunities for low income people/businesses
- **SECTION 3 ~~RESIDENT~~ WORKER:**
 - A resident of public housing or
 - Low income
 - Works for a Section 3 business (51% of owners are LMI)

Section 3 Requirement

If the Section 3 goals are not met, the Agency must provide a description of efforts made to address the Section 3 goals. Specifically the Agency must select one or more of the following and provide a narrative of how the effort(s) were made. For Agencies that have more than one project, City Staff will accept a Section 3 Outreach Plan for review.

Check all that apply. Maintain records available for HUD review to document any efforts checked.

- 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).
- 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).
- 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.
- 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 childcare.
- 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. Specify:

Radon Testing



Questions?

- Application information:

<https://duluthmn.gov/planning-development/community-development-funding/program-overview/>

- Thank you for attending!
- If you have additional questions after this session don't hesitate to reach out to us at duluthcommdev@DuluthMN.gov
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