

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The 2017 Action Plan is the third annual funding plan for implementing the goals established in the 2015-2019 Consolidated Plan. The Department of the Housing and Urban Development (HUD) requires entities that receive funding to develop a five-year Consolidated Plan and annually review the goals to evaluate what has been accomplished and what needs to be accomplished. The goals in the plan were developed through a collaborative planning process, using public feedback and data to assess community needs and plan how to meet those needs with HUD funding. The goals listed in the current Consolidated Plan focus on the need for decent, affordable housing, a suitable living environment, and expanding economic opportunities for all community members. Each year, the City of Duluth receives funds from HUD and the City disperses these funds to meet these goals. HUD provides three types of funds to Duluth: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG). CDBG funds support community development projects including affordable housing, public services, public facilities, and economic development. HOME funds support programs that create affordable housing for low-income households. ESG funds support projects that offer basic needs and housing stabilization services to community members experiencing or at risk of experiencing homelessness.

Every year, local organizations apply to the Community Development Committee (CDC) requesting HUD funds to accomplish the goals listed in the consolidated plan. The CDC holds a public hearing to review the applications and then recommend funding amounts to City Council and Administration.

This year, the CDC heard public input on the 2017 recommendations at a Public Hearing on November 29, 2016 and then made their final funding recommendations to the City Council. The Action Plan, detailed funding recommendations, and information about the Public Hearing are available on the City's website at <http://www.duluthmn.gov/community-development/>

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

DECENT HOUSING - - which includes:

- assisting people experiencing homelessness to obtain affordable housing;
- assisting persons at risk of experiencing homeless;
- retaining the affordable housing stock;
- increasing the availability of affordable permanent housing in standard condition to low income and moderate-income families, particularly members of disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- providing affordable housing that makes job opportunities accessible to residents.

A SUITABLE LIVING ENVIRONMENT - - which includes:

- improving the safety and livability of neighborhoods;
- eliminating blighting influences and the deterioration of property and facilities;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- conserving energy resources and use of renewable energy sources.

EXPANDED ECONOMIC OPPORTUNITIES - - which includes:

- job creation and retention;
- establishment, stabilization and expansion of small businesses (including micro-businesses);
- the provision of public services concerned with employment;
- the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- access to capital and credit for development activities that promote the long term economic and social viability of the community; and

- empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each program that is funded with CDBG, HOME and ESG funding is monitored annually to make sure that the number of people who were going to be served for a specific need were met. If not, then that program is evaluated to determine if the need for that the program is still a priority or if that need is being met elsewhere due to other new funding sources or if the community dynamics have changed and the demand for a specific need has decreased. Every year, there are public input sessions to gather input on community needs to evaluate if a need should be a goal for this plan.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Duluth Community Planning Division created and distributed a Community Needs Assessment survey to identify the major concerns of community members regarding the ability to meet basic needs, find and/or keep affordable, suitable housing, and maintain economic self-sufficiency. A focus group of community advocates, especially those who work with communities of color in Duluth, helped Community Planning staff develop the survey and strategies to make the survey available to as many community members as possible. The focus group met on April 8, 2016 and May 3, 2016. The survey was made available online and paper copies were distributed at events around the City and at several different nonprofit service agencies. The survey was available for 3 weeks from May 16, 2016 to June 3, 2016. A total of 330 community members took the survey. Just over one-third (34%) of the survey respondents live in the CDBG priority neighborhoods of Morgan Park, Lincoln Park, Central and East Hillside. City staff also collected verbal input from community members at a Community Needs Hearing held at the Harrison Community Center on May 24, 2016. A report of the results of the Community Needs Assessment was published on the City's website and provided to the Community Development Committee to help them identify the funding priorities for the 2017 Community Development Program. In addition, to further increase efforts to broaden public participation, the Community Planning Division specifically reached out and invited people of color community leaders and members to discuss the process and how the City can increase the diversity of organizations funded by the Community Development Program. Around 40 people attended the meeting, representing organizations such as NAACP, African American Men's Group, All Nations Indigenous Center, People of Color Radio, and the Duluth Indigenous Commission.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The Citizen Participation Plan lists out the public process that the Community Development Division utilizes throughout the year and uses in developing the Action Plan. The plan includes the process for the development of the Consolidated Plan and the Action Plan. The Citizen Participation Plan can be found online at: <http://www.duluthmn.gov/community-development/>

The process starts with an analysis of the housing market to determine the affordable housing gaps and a community needs assessment. Then the Community Development Division holds a community development and housing needs public hearing, which states the process to develop the Plan and address the general needs of the community that could be addressed with HUD program funds. The purpose of this hearing is to review housing market data to determine housing needs and to analyze other survey data to define community development needs. The CD Division meets with various concerned groups and agencies that deal with community needs, after which a draft Plan priorities and strategies is developed. This is then followed by a summary advertisement in the local newspaper and news release that copies are available for inspection at the local library, as well as the offices of the CD Division in City Hall and on-line on the City's website. All who are interested may obtain copies, at no cost, of the draft Plan during the 30-day public comment period. A summary of any comments, written or oral, received during the 30-day comment period, along with the City response to the same, will be attached to and become part of the "final" Consolidated Plan. An additional Public Hearing is held by the CD Committee or the City Council after the 30-day comment period and prior to the City Council formally approving the Plan and forwarding it to HUD for review and approval.

In addition to this process the Community Development Division conducted a survey for the Consolidated Plan, which is used for the Action Plan. The survey was available both online and in-person to reach more citizens in Duluth. The online survey was advertised on local television news stations, social media, and through word-of-mouth and could be filled out at home, at area branch libraries, program provided public computers, or on smartphones. The survey was also made available at several local food shelves and soup kitchens and at neighborhood events to gain further comments, which assisted in getting to neighborhoods and programs that serve a proportionally high percentage of low income individuals and persons of color.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments were accepted.

## **7. Summary**

The 30-day public comment period will begin on Friday, October 28, 2016 and end on Tuesday, November 29, 2016. The comments received during this time and the minutes from the Public Hearing on November 29 are attached.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	DULUTH	Community Development Division
HOME Administrator	DULUTH	Community Development Division
ESG Administrator	DULUTH	Community Development Division

Table 1 – Responsible Agencies

### Narrative (optional)

### Consolidated Plan Public Contact Information

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City of Duluth is dedicated to developing a Action Plan that is effective in meeting the needs of low income & moderate income people within the city.

An advisory group of citizens assists with reviewing community development strategies by providing direct citizen input into the planning and prioritization process. That group is the Community Development Committee (CD Committee). The CD Committee is made up of nine communitywide representatives. The CD Committee is advisory to the City Administration and the City Council.

The participation process for the Community Development Program is detailed in the City of Duluth Citizen Participation Plan, January 2014 publication. In general terms, the process consists of two tiers. The CD Committee helps to provide community perspectives on the Community Development Program and oversee the funding process. Secondly, the city uses a public hearing, community needs survey, and online forums to hear from the public and agencies that provide services in Duluth's CDBG Target Areas and represent neighborhood perspectives. One of the City's main focuses is housing, which includes removing blight from the neighborhoods. Currently the blight removal processes includes working with the St. Louis County, HRA, and other City Departments such as Life Safety to prioritize the areas for blight removal.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City works with the St. Louis Continuum of Care to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies. Specifically the City funds the Coordinate Entry program that keeps a current list of people experiencing homelessness and their ViSpat scores to help agencies match the people with the needed services and housing type. In addition the Coordinate Entry program is in the HRA so to help further connect people with housing. Coordinante Entry also works with the St. Louis County 211 program to help insure people are connected with services. Coordinate Entry has quartlery meetings where the City, County, mental health agencies, HRA, youth agencies, and service agencies attend to discuss the coordinated entry process and any needed areas for improvement.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City of Duluth, in collaboration with St. Louis County has an active role with the Continuum of Care. This role includes coordinating funding recommendations, community needs assessments, and developing policies and procedures for agencies to insure that people are being adequately assessed for the appropriate housing and coordinating entry. The COC is focused on insuring that the most appropriate housing is provided for the chronically homeless, families with children, veterans, and unaccompanied youth. The City of Duluth funds agencies that focus on providing services to these groups as well as provides funding to prevent homelessness by either rapid rehousing or prevention.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

**determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The City of Duluth has worked closely with the St. Louis Continuum of Care (CoC) in developing an ESG manual and guidebook with the City's policies. Specific protocols have been determined for prioritizing services to eligible households. As part of the CoC several committees have been developed that have representation from the City, County, service providers, and clients. These committees and their duties are as follows.

Heading Home St. Louis County Leadership Council- Establishes annual targets through strategic planning, decides final funding and reallocation, review and ranks projects, and monitors program performances.

Data/HMIS Committee- Regularly review system level data and identify additional internal and external data sources. Oversees and monitors HMIS data collection and data quality and resolve any issues between provider (s) and Data Collection.

Performance Evaluation Committee- Reviews the annual Point in Time Count, HMIS data, and makes recommendations to the leadership council.

Other ad-hoc workgroups have been created to address Coordinated Access, communication of priorities, and prevention targeting.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	HRA
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Duluth and the Housing and Redevelopment Authority of Duluth (HRA) have an ongoing working relationship, and HRA was consulted throughout the Consolidated Plan process to take into account housing needs and strategies.
2	<b>Agency/Group/Organization</b>	Duluth Affordable Housing Coalition
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Duluth's Affordable Housing Coalition is made up of over twenty non-profit organizations and governmental agencies working to develop and preserve affordable housing throughout Duluth. The Coalition addresses the need for affordable housing along the entire spectrum from the "hardest to house" through workforce housing. The consultation with this group was extremely helpful in identifying gaps in service and developing priorities and goals. The city will continue to work with this group to prioritize and direct funding.

3	<b>Agency/Group/Organization</b>	COMMUNITY ACTION DULUTH
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Services-Employment Community Action Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Action Duluth is a community action agency and provides a number of services including a Financial Opportunities Center, is a career and personal financial service centers that focus on the financial bottom line for low-to-moderate income individuals. Community Action has a unique perspective and their input on low income needs throughout the community is very useful. They will continue to be consulted for the identification of barriers to employment and increasing income.
4	<b>Agency/Group/Organization</b>	Duluth Workforce Center
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Local and and State Collaboration
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy Employment Services

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Duluth Workforce Center is a collaboration of the several agencies including the Duluth Workforce Division and the state Department of Employment and Economic Development. The city relies upon this agency to coordinate city job training, education, and employment connections. The Duluth Workforce Center will continue to be used in identifying growing industry sectors, employment training needs, and other efforts needed to grow jobs and employment in Duluth. As identified by the center, Duluth is now working to encourage economic development efforts to include training for construction and aircraft assembly sectors, which are in great need.
5	<b>Agency/Group/Organization</b>	Community Development Committee
	<b>Agency/Group/Organization Type</b>	Citizen Committee
	<b>What section of the Plan was addressed by Consultation?</b>	Oversees City CDBG HOME ESG Process
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Community Development Committee is a group of appointed citizens who have different incomes and backgrounds that have interest and experience with housing and community development issues. The Committee oversees the entire CDBG Program; including the development of the Consolidated Plan, Annual Action Plan, CAPER Report, and all funding recommendations. The committee makes recommendations to the City Council and Mayor.
6	<b>Agency/Group/Organization</b>	United Way of Greater Duluth
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Services-Employment Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Funding Partner

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The United Way of Greater Duluth helps the community through strategic investments in a network of local programs and initiatives, United Way helps meet the health and human care needs of people in the Greater Duluth area by investing in the building blocks of a good life: Education, Income Health and Basic Needs. As a funding partner with the City, the two agencies will continue to work together to identify gaps and work to avoid duplication of services/funding.
7	<b>Agency/Group/Organization</b>	Ordean Foundation
	<b>Agency/Group/Organization Type</b>	Private Foundation Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Funding Partner
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Ordean Foundation works to fund projects and efforts in the Duluth area, often times with much overlap of CDBG related activities. The City of Duluth will continue to collaborate with the Ordean Foundation to continue to ensure that gaps in services are met and avoid duplication of services/funding.
8	<b>Agency/Group/Organization</b>	Northland Foundation
	<b>Agency/Group/Organization Type</b>	Private Foundation Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Funding Partner
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Northland Foundation is a regional foundation serving the communities of northeastern Minnesota, emphasizing funding projects to help children, youth, families, small/medium businesses, and the elderly. The City will continue to work with the Northland Foundation to identify funding gaps and eliminate the duplication of services/funding.

9	<b>Agency/Group/Organization</b>	Duluth Superior Area Community Foundation
	<b>Agency/Group/Organization Type</b>	Private Foundation Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Funding Partner
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Duluth Superior Area Community Foundation works to improve the region through funding projects that include the arts, community and economic development, education, environment, and human services. The City will continue to collaborate with the foundation to identify the gaps in services and avoid the duplication of services.
10	<b>Agency/Group/Organization</b>	Generations Health Care Initiatives
	<b>Agency/Group/Organization Type</b>	Private Foundation Foundation
	<b>What section of the Plan was addressed by Consultation?</b>	Funding Partner
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Generations Health Care Initiatives is a private foundation that supports innovative, local programs that expands access to health care and improves the health of underserved people in the Duluth/Superior area and northeastern Minnesota. Generations place in Duluth is important and the city relies upon Generations to provide health related information, like the report titled "Bridge to Health" which provides information that helps to identify gaps and health needs in the region.
11	<b>Agency/Group/Organization</b>	Duluth Local Initiatives Support Corporation
	<b>Agency/Group/Organization Type</b>	Local Initiative Support Corporation

	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Funding Partner
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Duluth Local Initiative Support Coalition (Duluth LISC) is an agency in Duluth that works to help nonprofit community development organizations transform distressed neighborhoods into healthy and sustainable communities. Duluth LISC also helps to coordinate the neighborhood revitalization plans that Duluth has completed for each of the four core neighborhoods in Duluth. The city works with LISC to coordinate the Duluth At Work program which is a job training program for low income people. Duluth works with LISC to identify needs, coordinate revitalization efforts, and collaborate to reach the low income neighborhoods and CDBG Target areas in Duluth.
12	<b>Agency/Group/Organization</b>	Saint Louis County Health and Human Services Dept
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health Other government - County Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	County Government
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The St. Louis County Health and Human Services Department manages the county Continuum of Care process and works to coordinate homeless and emergency services in within the County. The County is a partner with the city in a providing coordination in homeless services and working to identify gaps and unmet needs.
13	<b>Agency/Group/Organization</b>	Saint Louis County Community Development Division
	<b>Agency/Group/Organization Type</b>	Other government - County

	<b>What section of the Plan was addressed by Consultation?</b>	County Government
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The St. Louis County Community Development Division manages the CDBG funds that come to the county. Although these funds are directed outside of the City of Duluth, the city continues to consult with the county's Community Development staff in order to look for opportunities for collaboration and to identify gaps.
14	<b>Agency/Group/Organization</b>	ARDC- Arrowhead Area Agency on Aging
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Senior Services
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Arrowhead Regional Development Commission- Arrowhead Area Agency on Aging the designated area agency on aging for the seven county arrowhead region and works to provide three critical functions: OAA funding administration, community planning and service development, and information and assistance. Further coordination and consultation could be helpful in identifying needs and service gaps for elderly people in the community.

**Identify any Agency Types not consulted and provide rationale for not consulting**

None

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	St. Louis County	The Continuum of Care efforts of the county relate closely with the goals and strategies of the development of the Strategic Plan. The city works closely with the county to ensure that the needs associated in the Continuum of Care are also addressed within the Strategic Plan. Both plans have a goal to provide homeless services and ensure that there is adequate coverage of homeless programs.
10 Year Plan to End Homelessness	St. Louis County	In 2005, St. Louis County developed the 10-year Plan to End Homelessness to create a new strategy, based on national and local best practices, to reduce the suffering of our most vulnerable citizens. The city's strategic plan closely follows this plan and strives to meet the goals that were set out in the plan.
Duluth Comprehensive Land Use Plan	City of Duluth	In 2005, the city completed the Comprehensive Land Use Plan in order to lay out goals and priorities for neighborhoods and areas in Duluth. The plan put forth strategies to help Duluth's parks, housing, transportation, and service needs. The Strategic Plan is guided by this plan in terms of developing strong neighborhoods in Duluth.
At Home in Duluth Revitalization Plans	Duluth Local Initiative Support Corporation	In 2012, Duluth LISC updated four neighborhood plans for the Hillside, Lincoln Park, West Duluth, and Morgan Park neighborhoods. The plans developed through input from neighborhood residents, business owners, and service agencies led to identifying needs and setting priorities for each neighborhood. Duluth includes the priorities in these plans within the strategic plan goals.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

FY2017 Community Needs Assessment has a strong focus on affirmatively furthering fair housing to make the process more inclusive, especially for people of color and the organizations that serve them. In February 2016 a meeting was held with community leaders about how the City can create greater participation by people of color in the public process and how the City can increase the diversity of organizations. Around 40 people attended the meeting, representing organizations such as NAACP, African American Men's Group, All Nations Indigenous Center, People

of Color Radio, and the Duluth Indigenous Commission. Based on the discussion, staff developed a process for the FY2017 Community Needs Assessment that involved community participation throughout its development and implementation. A focus group of community advocates, especially those who work with communities of color in Duluth, helped staff develop the survey and strategies to make the survey available to as many community members as possible. In the survey, community members were asked to identify barriers to achieving the above goals and to share which problems they or their families personally have been struggling with. This survey was made available online, on the City's website, and was also distributed at events around the City and at several different nonprofit service agencies. Just over one third (34%) of the survey respondents said they live in the Community Development Block Grant (CDBG) priority neighborhoods of Morgan Park, Lincoln Park, Central & East Hillside. City staff also collected verbal input from community members at a Community Needs Hearing on May 24, 2016, at the Harrison Community Center located in a qualified Census Tract with 51% or more low-to-moderate income residents. Staff worked with the Community Development Committee and community advocates to address real and perceived barriers to the application process for FY2017 funds, identified by advocates working with and members of low income communities, communities with disabilities, and communities of color. Through these efforts, staff identified organizations willing to fiscally sponsor newer or smaller organizations and included information about fiscal sponsorship in technical assistance sessions for potential FY2017 applicants. In response to comments from these advocates and members of low income communities, communities with disabilities, and communities of color, Staff arranged an Americans with Disabilities Act (ADA) and Fair Housing Act training. On Tuesday, July 19, 2016 representatives from HUD came to Duluth to provide training to local service providers, landlords, and residents on the Americans with Disabilities Act (ADA) and Fair Housing Act. Topics for the training included an overview of Civil Rights protections in housing, Americans with Disabilities Act, Fair Housing Act, Protection for those with disabilities including issues related to animals and reasonable accommodations, marketing and tenant selection including advertising, occupancy standards, and criminal background checks, the fair housing complaint process, disparate impact, and Affirmatively Furthering Fair Housing. Staff from the HRA, Authority, public service providers, housing and homelessness service providers, and Human Rights Officer for the City attended the training. Hosting this training was identified as one of the strategies to reduce impediments to fair housing in the 2015 Analysis of Impediments to Fair Housing developed for the 2015 – 2019 Consolidated Plan. The HUD Fair Housing Training addressed Strategy 1B: Required training to Permanent Supportive and Trans Housing Providers and by having the Human Rights Officer attend worked towards Strategy 2B: Work with Police, Life Safety, and the Human Rights Office to identify gaps in enforcement.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The Citizen Participation Plan describes the public process that the Community Development Division utilizes throughout the year. The plan includes the process for the development of the Consolidated Plan and Action Plan. The Citizen Participation Plan can be found online at: <http://www.duluthmn.gov/media/250025/2015-Citizen-Participation-Plan-final-Jan-14.pdf>

The process starts with an analysis of the housing market to determine the affordable housing gaps and a community needs assessment. Then the Community Development Division holds a community development and housing needs public hearing, which states the process to develop the Plan and address the general needs of the community that could be addressed with HUD program funds. The purpose of this hearing is to review housing market data to determine housing needs and to analyze other survey data to define community development needs. The CD Division meets with various concerned groups and agencies that deal with community needs, after which a draft Plan priorities and strategies will be developed. This is then followed by a summary advertisement in the local newspaper and news release that copies are available for inspection at the local library, as well as the offices of the CD Division in City Hall. All who are interested may obtain copies, at no cost, of the draft Plan during the 30-day public comment period. A summary of any comments, written or oral, received during the 30-day comment period, along with the City response to the same, will be attached to and become part of the “final” Plan. An additional Public Hearing is held by the CD Committee or the City Council after the 30-day comment period and prior to the City Council formally approving the Plan and forwarding it to HUD for review and approval.

In addition to this process the Community Development Division conducted a survey, both online and in-person to reach more citizens in Duluth. This survey was for the Consolidated Plan, which provides the basis for the Action Plans. The online survey was advertised on local television news stations, social media, and through "word-of-mouth" and the surveys could be filled out at home, at area branch libraries, program provided public computers, or on smartphones. The survey was also made available at several local food shelves and soup kitchens and at a neighborhood event to gain further comments, which assisted in getting to neighborhoods and programs that serve a proportionally high percentage of low income individuals and persons of color.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community	Attached.		none	
2	Newspaper Ad	Non-targeted/broad community	A Community and Housing Needs Public Hearing advertisement was placed in the Duluth News Tribune which has a broad circulation throughout the region.	Attached.	none	
3	Internet Outreach	Non-targeted/broad community	The city conducted an online survey and asked sub-recipients to help to distribute and encourage their participants and the community to identify their needs.	Various comments about housing, public service, and employment needs.	All accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Public Meeting	Non-targeted/broad community	Two public input sessions were held, on one April 8 and one on May 3, 2016, approximately 30 people attended and discussed community needs.	Varied from connecting people to jobs and services, to assisting people with mental health, and the lack of affordable housing.	none	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Duluth expects to receive nearly \$3,000,000 in funds from the Department of Housing and Urban Development (including CDBG, HOME, and ESG). The city has prioritized projects and activities in this plan and will work to disperse the funds to meet the goals and objectives identified.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,197,695	279,947	102,231	2,579,873	102,231	Program Income from Revolving Loan Fund, which is utilized for housing rehabilitation loans. And Reprogrammed funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	463,411	0	64,473	527,884	64,473	No anticipated lien repayments. Have reprogrammed funds.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	197,186	0	4,332	201,518	4,332	No Program Income. Have reprogrammed funds.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG, HOME, and ESG funds will help to leverage over \$16,319,000 annually (\$80,000,000 over the 5-year plan) of other federal, state, and local funds. Matching requirements have been regularly met and the city doesn't anticipate having difficulty in satisfying these requirements.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Although not already identified, publically owned land is always considered as a way to reduce costs for new housing developments. The city of Duluth regularly considers using tax forfeited properties that Saint Louis County manages. These lands range from homes that are in need of rehab, to severely damaged/condemned buildings, to open lots. Often the city attempts to work with the county to remove the blighted structures and redevelop the land.

**Discussion**

The City continues to work with area funders, federal, state, and local funders to be able to leverage the federal funds that are received. While local private foundations experienced a period of reduced funding availability, projections show those amounts to increase. Individual organizations and collaborations have improved at seeking out new and alternative funding sources, in order to maintain service levels within the city. The city also continues to encourage cost-saving-collaborations within the housing, public service, and economic development areas.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Economic Development	2015	2019	Non-Housing Community Development		Economic Development	CDBG: \$328,000	Jobs created/retained: 41 Jobs Businesses assisted: 7 Businesses Assisted
2	Tenant Based Rental Assistance	2015	2019	Homeless		Homelessness	HOME: \$112,884	Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted
3	Affordable Rental Housing	2015	2019	Affordable Housing Public Housing Non-Homeless Special Needs		Affordable Rental Housing	CDBG: \$529,910	Rental units constructed: 20 Household Housing Unit Rental units rehabilitated: 80 Household Housing Unit
4	Affordable Home Owner Housing	2015	2019	Affordable Housing		Affordable Owner Occupied Housing	CDBG: \$254,340 HOME: \$367,000	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 85 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Community Public Facilities	2015	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development		Communtiy Structural Public Facilities Community Non- Structural Public Facilities	CDBG: \$466,750	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 11523 Persons Assisted
6	Neighborhood Revitalization	2015	2019	Non-Housing Community Development		Affordable Rental Housing Affordable Owner Occupied Housing Special Needs Housing Communtiy Structural Public Facilities Public Services Economic Development Homelessness	CDBG: \$14,000	Other: 1 Other
7	Homelessness	2015	2019	Homeless		Homelessness	ESG: \$197,186	Tenant-based rental assistance / Rapid Rehousing: 12 Households Assisted Homeless Person Overnight Shelter: 1715 Persons Assisted Homelessness Prevention: 20 Persons Assisted Other: 775 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Public Services	2015	2019	Homeless Non-Housing Community Development		Public Services Homelessness	CDBG: \$290,452	Public service activities other than Low/Moderate Income Housing Benefit: 16950 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 259 Households Assisted Homeless Person Overnight Shelter: 870 Persons Assisted

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Duluth at Work is an innovative way to provide assistance to for-profit businesses by training participants with soft skills, practical training, and job specific training. SOAR Career Solutions is a Community Business Development Organization that has strong relationships with area employers and works to train prospective employees. Also part of the Duluth at Work program is the Entrepreneur Fund who works with low income small business owners to grow/expand their business in a program called Growing Neighborhood Businesses.
2	<b>Goal Name</b>	Tenant Based Rental Assistance
	<b>Goal Description</b>	The Duluth HRA will oversee the administration of housing vouchers for homeless families under the HOME funded Tenant-Based Rental Assistance Program. The HRA provides in-kind services in the administration of the housing vouchers.

3	<b>Goal Name</b>	Affordable Rental Housing
	<b>Goal Description</b>	Includes proving low interest and deferred loans for the rehab of rental properties within the City of Duluth. Owners can apply for low interest loans to renovate properties, which then must serve low to moderate income tenants, less than 80% of AMI based upon household size. Funding includes an existing revolving loan fund and State loans. This includes goal includes building 20 rental units in One Roof Multifamily Acquisition (\$151,750) in CDBG funds and rehabbing 80 rental units by the HRA/HRC (\$372,160) in CDBG funds
4	<b>Goal Name</b>	Affordable Home Owner Housing
	<b>Goal Description</b>	This is for low interest and deferred loans for the rehabilitation of single-family owner-occupied homes in Duluth. Funds will be used for emergency rehabs; homeowner rehab to address code deficiencies, lead paint hazards, energy efficiency; and for the rehab of acquired properties for sale to eligible homebuyers. Healthy home protocols will be used. This goal includes One Roof Community Housing using their CHDO funds to acquire and rehab 10 units (\$292,000)- HOME, ECO3 Resilient Housing of building 5 units (\$75,000) -HOME, ECO3 weatherizing 30 homes (\$45,000)-CDBG and the HRA/HRC rehabbing 45 units (\$209,340). CDBG
5	<b>Goal Name</b>	Community Public Facilities
	<b>Goal Description</b>	Funds will be used to improve community public facilities in low income neighborhoods that provide services primary to low-moderate income people.
6	<b>Goal Name</b>	Neighborhood Revitalization
	<b>Goal Description</b>	Implementation of the City's Citizen Participation Plan and strategic planning with the Community Development Target Areas to identify key implementation strategies. This activity will also work with the Community's At-Home in Duluth neighborhood program
7	<b>Goal Name</b>	Homelessness
	<b>Goal Description</b>	Services and/or housing for people currently experiencing homelessness, and funds to prevent homelessness. HMIS collection is also supported in this category.

<b>8</b>	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	Provide basic needs and services to low income people.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City relies mostly upon non-profit and neighborhood organizations to implements the goals of the Annual Action Plan. Through and open application process the City of Duluth reviews and evaluates applications to see how they meet the Consolidated Plan Goals. Projects are then funded and the City oversee progress to make sure the goals of the plan are met.

#### Projects

#	Project Name
1	JET Food Project MAY 16 TEST
9	Duluth at Work Collaborative SOAR Career Solutions- CDBO
10	Growing Neighborhood Business
11	Duluth Hunger Project
13	Basic Needs Center for Homeless Youth
14	CHUM Shelter Project
15	AICHO Housing Services
16	MACV Homeless Services
17	Salvation Army Family Housing Services
18	Center City Housing Programs
19	Safe Haven -Domestic Violence Shelter
24	Neighborhood Planning
25	Duluth Parks
26	Trepanier Hall Improvements - AICHO
27	Tenant Landlord Connection
28	Coordinated Entry and Assessment
29	YWCA Childhood support
31	CHUM Shelter Building Improvements
32	Life House Annex and Commons
33	One Roof Redevelopment
34	Multi-family Acquisition- One Roof Blight Removal
35	Duluth Property Rehab
36	TBRA 2017
37	Program Administration 2017
38	TBRA Admin 2017
39	Replacement of Dental Chairs

#	Project Name
40	ESG17 DULUTH
41	Giving Comfort at Home 2017

**Table 7 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

Each year the Community Development Committee develops funding targets based on needs assessments, data analysis, and input from public hearings. These funding targets then guide the review of applications and funding recommendations. For 2017, the funding targets were set as the following:  
Community Development Block Grant

- Affordable Housing, Target: 30%, Recommended: 32%
- Economic Development, Target: 15%, Recommended: 15%
- Public Facilities, Target: 20%, Recommended: 19%
- Public Services, Target: 15%, Recommended: 14%
- Planning/Administration: 20%, Recommended: 20%

These funding Targets are primarily focused on the 5 LMI neighborhoods, however certain activities, such as housing rehab may be located in other neighborhoods when the recipient of the funds is low income.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	JET Food Project MAY 16 TEST
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	The JET Food Project at Neighborhood Youth Services will provide daily meals and snacks for over 500 youth ages 6-18 while also developing nationally-recognized job training skills that prepare teens for employment in the food service industry.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 youth, therefore up to 500 LMI families will benefit from the proposed activities.
	<b>Location Description</b>	Low income neighborhood
	<b>Planned Activities</b>	The JET Food Project supports a primary population of 500+ youth at NYS between the ages of 6-18 years old who are in need of daily food access because of the following risk factors: family poverty, homelessness, transient living situations, violence, and neglect. The JET Food Project also cross-supports a secondary segment for the general youth population at NYS, through access to nationally-recognized food services related job training skills on-site in the NYS kitchen. The project will utilize daily Chef's Club lessons to prepare food for all NYS participants.
2	<b>Project Name</b>	Duluth at Work Collaborative SOAR Career Solutions- CDBO
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$272,000
	<b>Description</b>	SOAR Career Solutions, a Community Based Development Organization (CBDO), will provide the Duluth at Work Program and create jobs by readying candidates for for-profit business employment. Participants will be at or below 50% AMI to obtain employment and maintain their jobs to increase their income.

<b>Target Date</b>	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	41 LMI people will be trained for the workforce, therefore 41 LMI families will benefit from the proposed activities.
<b>Location Description</b>	Throughout the City.

	<b>Planned Activities</b>	<p>SOAR Career Solutions (SOAR), a CBDO will work with the Duluth At Work Collaborative to provide training, support, case management, job placement, and job retention assistance for Duluth residents at/below 50% of Area Median Income to identify, obtain and keep jobs that increase their income over two years. Each D@W client will meet with staff to complete a validated screening tool, the Employability Measure (EM). A case plan will be developed based on the EM's 11 domains of functioning. Intensive support will be provided to help clients overcome employment barriers and become self-sufficient. Clients will be enrolled in workshops as needed. These include: STEPS, a cognitive program to assist people in changing behaviors and attitudes, building motivation, and gaining a desire to succeed. Job Basics, a short course on workplace culture and expectations; Fast Track, a concentrated course on job searching, marketing oneself, job applications, and successful interviewing skills; The Works, a comprehensive course where individuals discover their career dreams and build skills to reach their goals; Computer Basic Training, a course for clients who need to overcome computer anxiety and become confident with basic computer skills in order to secure employment. Additionally, clients will be referred as needed to other community services including Community Action's Circles of Support and FAIM programs, Adult Learning Center, Flexwork, Lake Superior College, the Duluth Workforce Center, American Indian Community Housing Organization's culturally specific supportive services, Minnesota Assistance Council for Veterans, and other community SOAR, as a Community Based Development Organization (CBDO) has developed a network of employer partnerships to support the placement of program participants in full-time employment and to customize training to meet the specific needs of employers. SOAR has relationships with area employers Holiday Inn, Essentia Health, Express Personnel Services, Northstar Aerospace, and the small businesses in the Northeast Entrepreneur Fund's Growing Neighborhood Businesses program. Post job placement retention services will include ongoing case management as needed; individual sessions at SOAR, in the workplace, or in the community; phone calls; letters; e-mail contact; and newsletters for three years. Monthly peer support/ongoing education sessions will be planned and offered.</p>
3	<b>Project Name</b>	Growing Neighborhood Business
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development

	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$56,000
	<b>Description</b>	The Entrepreneur Fund will provide technical assistance and peer support for small business owners within the Duluth Target Neighborhoods to help them grow their business by 25% and create more job positions.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 businesses will be assisted in improving their revenue, which will provide them opportunities to increase job positions in their businesses, therefore at least 7 families will benefit from the proposed activities.
	<b>Location Description</b>	This program focuses on expanding businesses opportunities in the 5 LMI neighborhoods.
	<b>Planned Activities</b>	Entrepreneur Fund will assemble a cohort of low income business owners that are interested in expanding their business. The EF Business Advisor conducts classes, assists in development of business plans, and provides other assistance in growing business revenue over a three year period.
<b>4</b>	<b>Project Name</b>	Duluth Hunger Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	The Duluth Hunger Project is a coalition of agencies working together to prevent and alleviate chronic hunger and malnutrition among the lowest income of Duluth's residents, through congregate meal sites and emergency food shelf programs.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	13,150 low income people will be fed, which includes families.
	<b>Location Description</b>	

	<b>Planned Activities</b>	Collectively, the Duluth Hunger Project provides on-site meals and food shelf services to the lowest income members of the Duluth community. On-site meals are essential for the survival of people who are homeless people and support low-income residents who are in danger of losing their permanent housing. The downtown area is served by CHUM and the Damiano Center. The Damiano Center serves breakfast and lunch on Monday, Wednesday, and Friday and three meals on Saturday and Sunday. The Damiano Center also serves many children from the Central Hillside through its Kids' Cafe program. CHUM's on-site meal program serves a primarily homeless population at noon on Tuesdays and Thursdays when the Damiano Center is closed, breakfast on Wednesdays, and community meals sponsored by member congregations several times a month. The Salvation Army serves lunch Monday through Friday, primarily for those from Lincoln Park and West Duluth neighborhoods. CHUM and the Salvation Army operate food shelves.
<b>5</b>	<b>Project Name</b>	Basic Needs Center for Homeless Youth
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	This project will provide operational and program support for the Life House youth drop-in center to provide basic needs, referral services, independent living skills classes, and street outreach.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	625 youth will be provided services which will assist their families.
	<b>Location Description</b>	102 West 1st Street.

	<b>Planned Activities</b>	<p>The drop-in center is a safe place for homeless and at-risk youth to receive the following:</p> <ul style="list-style-type: none"> <li>• Basic Needs including hot meals, showers, laundry, lockers, clothing, hygiene and baby supplies, and a food shelf.</li> <li>• Referrals to Life House's other program areas (housing, employment, education, and wellness) or to external necessary services.</li> <li>• Independent Living Skills via informal discussions, daily activities, support groups, and classes.</li> <li>• Street Outreach to locate and build relationships with street youth, provide information and make referrals to Life House and other community services.</li> </ul>
6	<b>Project Name</b>	CHUM Shelter Project
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	CHUM will provide emergency shelter to 1000 homeless individuals.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	950 LMI individuals, which includes families will benefit from the proposed activities.
	<b>Location Description</b>	102 W Second Street, Duluth MN 55802
	<b>Planned Activities</b>	CHUM will provide emergency shelter and housing stabilization services to people experiencing homelessness.
7	<b>Project Name</b>	AICHO Housing Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$18,250

	<b>Description</b>	AICHO provides supportive housing to individuals and families who are chronically homeless, with mental health issues, disabilities and are very low income.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	29 LMI families and households and 75 LMI individuals will benefit from the proposed activities.
	<b>Location Description</b>	202 West 2nd St, Duluth MN 55802
	<b>Planned Activities</b>	AICHO will provide housing and services at Gimaajii Mino Bimaadizimin which is a 29-unit supportive housing facility. AICHO also offers case management to the individuals.
<b>8</b>	<b>Project Name</b>	MACV Homeless Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$9,150
	<b>Description</b>	MACV provides streamlined stabilization and rapid re-housing services to homeless veterans.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 Veterans, which will assist their families
	<b>Location Description</b>	5209 Ramsey Street Duluth
	<b>Planned Activities</b>	MACV provides streamlined stabilization and rapid re-housing services to veterans by coordinating outreach, intake, assessment, and direct services and are the only veteran-specific program addressing the needs for veterans experiencing homelessness.
<b>9</b>	<b>Project Name</b>	Salvation Army Family Housing Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness

	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$5,250
	<b>Description</b>	Salvation Army will provide housing to families with children to prevent homelessness.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 LMI individuals/50 families
	<b>Location Description</b>	215 South 27th Avenue West Duluth
	<b>Planned Activities</b>	Salvation Army will provide services to families with children (100 individuals) including support services and programming designed to assist families to increase economic stability.
<b>10</b>	<b>Project Name</b>	Center City Housing Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Center City Housing Corp will provide housing services.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	78 LMI/families households will be assisted
	<b>Location Description</b>	105 1/2 West 1st Duluth
	<b>Planned Activities</b>	
<b>11</b>	<b>Project Name</b>	Safe Haven -Domestic Violence Shelter
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$5,800

	<b>Description</b>	Safe Haven will provide shelter and services to women and children fleeing domestic violence.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 individuals will be provided shelter, which will benefit the families.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Safe Haven Shelter for Battered Women will provide emergency shelter, food, clothing, advocacy and support for 500 homeless women and children who are victims of domestic violence.
<b>12</b>	<b>Project Name</b>	Neighborhood Planning
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$14,000
	<b>Description</b>	Implementation of the City's Citizen Participation Plan and strategic planning with the Community Development Target Areas to identify key implementation strategies. This activity will also work with the Duluth neighborhood programs, this activity is neighborhood planning, therefore it is not part of the administrative fee.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Using the census data, there are 39,594 people (associated families) in these neighborhoods that will benefit from the proposed activities.
	<b>Location Description</b>	The LMI neighborhoods of West Duluth, Lincoln Park, Morgan Park, Central Hillside, and East Hillside.
	<b>Planned Activities</b>	Implementation of the City's Citizen Participation Plan and strategic planning with the Community Development Target Areas to identify key implementation strategies. This activity will also work with Duluth neighborhood programs, including the Housing Framework plan.
	<b>Project Name</b>	Duluth Parks

13	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Public Facilities
	<b>Needs Addressed</b>	Community Non-Structural Public Facilities
	<b>Funding</b>	CDBG: \$35,360
	<b>Description</b>	Park Improvements in LMI neighborhoods. Project listing is in 2017, # 33 and 39.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1044 low income people visit the Lake Superior Health Center for dental services
	<b>Location Description</b>	Lake Superior Health Center 4325 Grand Avenue, Duluth MN
	<b>Planned Activities</b>	Dental care for low income people
14	<b>Project Name</b>	Trepanier Hall Improvements - AICHO
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Public Facilities
	<b>Needs Addressed</b>	Community Structural Public Facilities Homelessness
	<b>Funding</b>	CDBG: \$181,400
	<b>Description</b>	Improvements to Trepanier Hall.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	950 shelter guests and 2,400 food shelf households
	<b>Location Description</b>	102 W Second Street CHUM Emergency Shelter, Drop-In Center, and Food Shelf
<b>Planned Activities</b>	Physical improvements to a homeless drop in center and food shelf.	
15	<b>Project Name</b>	Tenant Landlord Connection
	<b>Target Area</b>	

	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Provide mediation and advisory services between renters and landlords to reduce the number of evictions.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 LMI households
	<b>Location Description</b>	12 East 4th Street Duluth
	<b>Planned Activities</b>	Provide education and mediation services to tenants and landlords to reduce the number of evictions
<b>16</b>	<b>Project Name</b>	Coordinated Entry and Assessment
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services Homelessness
	<b>Needs Addressed</b>	Public Services Homelessness
	<b>Funding</b>	CDBG: \$12,000
	<b>Description</b>	Coordinating the list of people who have been assessed as being homeless and insuring the people are housed as quickly as possible. The Activities and Funding associated with the 2016 Coordinated Entry and Assessment are in the 2016 Project #11 and Activity #2159. This project setup is a DUPLICATION.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The shelters and supportive housing developments in Duluth expect to serve 1765 people this year, a majority of those people will be coordinated through the homeless system and therefore will benefit from the Coordinated Entry project.
	<b>Location Description</b>	The coordinated entry office will be at the HRA, but the services will be City wide.

	<b>Planned Activities</b>	Coordinating people, agencies, and housing units to housed people as quickly as possible
17	<b>Project Name</b>	YWCA Childhood support
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Provide childcare and transportation services to low income families to insure they are able to work.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 families
	<b>Location Description</b>	32 West 1st Street, Duluth
	<b>Planned Activities</b>	free/ reduced childcare, gas cards, bus passes will be provided to people to maintain employment.
18	<b>Project Name</b>	CHUM Shelter Building Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Public Facilities Neighborhood Revitalization
	<b>Needs Addressed</b>	Communty Structural Public Facilities
	<b>Funding</b>	CDBG: \$95,000
	<b>Description</b>	Improvements to a homeless shelter
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	at least 6,955 LMI residents will benefit from the proposed activities, in addition a number of families of all income levels will benefit.
	<b>Location Description</b>	Lincoln Park and the Irving neighborhoods
		<b>Planned Activities</b>

19	<b>Project Name</b>	Life House Annex and Commons
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Public Facilities
	<b>Needs Addressed</b>	Communty Structural Public Facilities Homelessness
	<b>Funding</b>	CDBG: \$155,000
	<b>Description</b>	Addition to a youth homeless shelter
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	625 youth and their families
	<b>Location Description</b>	102 W 1st Duluth MN
<b>Planned Activities</b>	Increasing supportive services and educational opportunities to teenagers and young adults	
20	<b>Project Name</b>	One Roof Redevelopment
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Rental Housing Affordable Home Owner Housing
	<b>Needs Addressed</b>	Affordable Rental Housing Affordable Owner Occupied Housing
	<b>Funding</b>	CDBG: \$45,000
	<b>Description</b>	Program services for One Roof for the development LMI housing
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 LMI families will have improved energy efficiency in their homes
	<b>Location Description</b>	Throughout the City, but focusing on the five LMI neighborhoods.
<b>Planned Activities</b>	Assistance with weatherization and rehab	
	<b>Project Name</b>	Multi-family Acquisition- One Roof Blight Removal

21	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Rental Housing
	<b>Needs Addressed</b>	Affordable Rental Housing
	<b>Funding</b>	CDBG: \$151,715
	<b>Description</b>	Acquisition of property for a LMI development. Brewery Creek. IDIS 2206
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 LMI families will benefit with 20 additional affordable housing units in Duluth
	<b>Location Description</b>	Throughout the City of Duluth, but focusing on the 5 LMI neighborhoods.
	<b>Planned Activities</b>	acquire and construction of 20 units
22	<b>Project Name</b>	Duluth Property Rehab
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Home Owner Housing
	<b>Needs Addressed</b>	Affordable Owner Occupied Housing
	<b>Funding</b>	HOME: \$75,000
	<b>Description</b>	HRA will assist LMI homeowners and landlords in rehabbing their units. This is a duplicate Project, the activities are listed under 2017 Project 41.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 LMI families will benefit
	<b>Location Description</b>	Throughout the city, but focusing on the five LMI neighborhoods.
<b>Planned Activities</b>	construct 5 energy efficient homes	
23	<b>Project Name</b>	TBRA 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness

	<b>Funding</b>	HOME: \$112,884
	<b>Description</b>	Provide rental assistance to 13 families
	<b>Target Date</b>	3/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 families will benefit
	<b>Location Description</b>	Throughout the City, where housing is available.
	<b>Planned Activities</b>	Provide housing to 18 very low income families
24	<b>Project Name</b>	Program Administration 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Rental Housing Tenant Based Rental Assistance Affordable Home Owner Housing Community Public Facilities Public Services Economic Development Neighborhood Revitalization Homelessness
	<b>Needs Addressed</b>	Affordable Rental Housing Affordable Owner Occupied Housing Special Needs Housing Community Structural Public Facilities Community Non-Structural Public Facilities Public Services Economic Development Homelessness
	<b>Funding</b>	CDBG: \$420,000 HOME: \$39,000
	<b>Description</b>	Operation, reporting and monitoring of federally funded activities. Also, these funds assist with the implementation of the City's Citizen Participation process that leads to the development of the Consolidated Plan and Annual Action Plans. Programs include CDBG and HOME.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Operation, reporting and monitoring of federally funded activities. Also, these funds assist with the implementation of the City's Citizen Participation process that leads to the development of the Consolidated Plan and Annual Action Plans. Programs include CDBG and HOME.
	<b>Location Description</b>	Throughout the City, but focusing on the 5 LMI neighborhoods.
	<b>Planned Activities</b>	Program administration of CDBG and HOME
25	<b>Project Name</b>	TBRA Admin 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Tenant Based Rental Assistance Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	HOME: \$7,000
	<b>Description</b>	The HRA will provide a TBRA program for rental assistance to households to prevent homelessness.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 families will be assisted with the TBRA program.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
26	<b>Project Name</b>	Replacement of Dental Chairs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Rental Housing Affordable Home Owner Housing
	<b>Needs Addressed</b>	Affordable Rental Housing Affordable Owner Occupied Housing
	<b>Funding</b>	CDBG: \$581,500
	<b>Description</b>	Replacement of dental chairs. This is a duplicate project. The activity is 2201 and related project is listed in 2017 Project 37.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	125 houses will be rehabbed, benefiting 125 LMI families. Includes providing assistance to rental units and homeowner units.
	<b>Location Description</b>	Throughout the City, but focusing on the 5 LMI neighborhoods.
	<b>Planned Activities</b>	
27	<b>Project Name</b>	ESG17 DULUTH
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$197,186
	<b>Description</b>	The 2017 Federal Fiscal Funds Year allocation of ESG funds for the City of Duluth are to provide shelter operations, outreach, rapid rehousing, prevention, data collection and administration.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1450 people will be provided overnight shelter (CHUM/Safe Haven) 265 people will be provided supportive housing (AICHO, MACV, Salvation Army, and Center City) 775 people will be provided with street outreach 12 families will be rapidly rehoused 20 families will have homelessness prevented
	<b>Location Description</b>	Throughtout the City, but the focus will be in the 5 LMI neighborhoods.
	<b>Planned Activities</b>	Agencies will provide services to provide shelter for homeless people; work to rapidly rehouse and prevent homelessness people and provide funds for data collection and administration. <ul style="list-style-type: none"> <li>• Shelter (\$78,400) and Outreach (\$40,000)-\$118,400 (less than the \$120,000 hold harmless requirement)</li> <li>• Rapid Rehousing/prevention-\$64,156.28</li> <li>• HMIS-\$4000</li> <li>• Administration- \$14,788</li> </ul>

<b>28</b>	<b>Project Name</b>	Giving Comfort at Home 2017
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Home Owner Housing
	<b>Needs Addressed</b>	Affordable Owner Occupied Housing
	<b>Funding</b>	HOME: \$292,000
	<b>Description</b>	ECO 3 assisting homeowners with weatherization and rehab.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 LMI families
	<b>Location Description</b>	The focus of this program will be within the 5 neighborhoods, but it assistance may be provided in other locations in the City if appropriate.
	<b>Planned Activities</b>	One Roof will acquire and rehabilitate homes that will become homeownership opportunities for low-moderate income households. The affordability of the home will be preserved through the Community Land Trust (CLT) Program

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

We do not have HUD approved neighborhood revitalization areas but we do have locally designated CDBG eligible neighborhoods that are over 51% LMI where efforts are often focused, these neighborhoods include: Lincoln Park, Morgan Park, West Duluth, East Hillside and Central Hillside. These neighborhoods have the highest amount of low-income individuals and the highest minority concentrations.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City uses census data to determine the priorities for allocating investments geographically. The City holds community input sessions in the five predominately LMI neighborhoods (Lincoln Park, Morgan Park, West Duluth, East Hillside and Central Hillside) to make it easier for people who live in these neighborhoods to attend these meetings. This is to allow people express their opinions on what are the needed services in these neighborhoods.

### **Discussion**

Although the City focuses its efforts on the five LMI neighborhoods (Lincoln Park, Morgan Park, West Duluth, East Hillside and Central Hillside), Staff recognizes that not all the LMI people in Duluth live in those neighborhoods, therefore the City works with the HRA and other agencies to make sure people who live in other neighborhoods and are LMI are adequately served.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The city of Duluth works to provide affordable housing on many levels. The city will utilize sub-recipients to provide services for homeless people, as well as, assist with affordable housing through rental assistance, building new units, and rehabbing existing units.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	2,225
Non-Homeless	500
Special-Needs	355
Total	3,080

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	50
The Production of New Units	25
Rehab of Existing Units	166
Acquisition of Existing Units	0
Total	241

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Homeless includes overnight shelters, such as CHUM and Safe Haven, along with street outreach for CHUM and Life House. Non-homeless housing assistance includes the TLC. Special Needs includes Center City, MACV, AICHO, and Salvation Army. Rental Assistance includes ESG prevention and rapid rehousing programs and TBRA. Production includes One Roof and Eco 3 activities, Rehab includes HRC and Eco 3, and Acquisition is the CHDO project.

Rental Assistance includes HOME TBRA, ESG Prevention and Rapid Rehousing Programs. Production of new units includes HRC and Resilient Housing Solutions projects. The rehab of existing units will be the HRC, Giving Comfort at HOME and the CHDO projects.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Duluth Housing and Redevelopment Authority manages the public housing units within Duluth, which includes over 1,200 units.

### **Actions planned during the next year to address the needs to public housing**

The City of Duluth does not expect to spend any CDBG, HOME or ESG funds to address the needs of Public Housing. Most of the HRA's public housing units are older, but the HRA is utilizing various resources to keep the units in good repair through its wise use of its annual HUD Capital Fund grant, occasional use of energy performance contracting, and use of general obligation bond funded loans provided by the Minnesota Housing Finance Agency, when appropriated by the state legislature. The HRA has also used its local levy resources to augment such funds when needed. The HRA also has submitted an application for the Rental Housing Assistance Demonstration (RAC) program for some selected public housing units, which would provide additional funding for public housing capital improvements if the agency decides to proceed with this HUD initiative. Currently there are over 500 households on the waiting list for public housing units, and over 1,500 households on the list for the Section 8 Voucher Choice program.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The HRA will continue to communicate with public housing residents and keep them involved through tenant meetings and newsletters. The HRA regularly recommends programs including homeownership programs to public housing residents.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be**

**provided or other assistance**

NA

**Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

St. Louis County (SLC) is one of many Continuum of Care (CoC) regions in Minnesota. Duluth is geographically located at the southern end of St. Louis County. There are two entitlement communities in SLC, the City of Duluth and St. Louis County.

City of Duluth has long history of working closing with SLC and homeless housing and service providers to address issues that impact persons who are homeless or at-risk of becoming homeless. In 2007, joint efforts between the City and County, along with homeless housing and service providers produced a business plan to end homelessness , Heading Home St. Louis County(HHSLC), A Ten Year Plan to Prevent and End Homelessness in St. Louis County.

The goal of the Ten-Year Plan to End Homelessness and the Continuum of Care, through a countywide perspective and distribution of resources, is to help homeless individuals, families and youth to be rapidly re-housed in the most permanent housing possible, increase their housing stability and the housing security that goes along with stability, and to prevent new occurrences of homelessness. With the understanding that homelessness is not caused merely by lack of shelter, but rather involves underlying, unmet physical, economic and/or social needs, the supportive services provided for the homeless are designed to meet those needs.

The City and County have a strong collaboration with continued focus on the HEARTH regulations and related activities to develop a coordinated homeless response system that incorporates new prevention, rapid housing and coordinated assessment activities outlined in the new Emergency Solutions Grant regulations and the new Continuum of Care regulations along with former shelter (including transitional housing) outreach and supportive service activities. The HHSLC Leadership Council is the governing and advisory board that oversees the activities of the 10 Year Plan and other homeless initiatives in Duluth and SLC, including the annual CoC funding competition, the Family Homeless Prevention and Assistance Program (FHPAP) state funding competition in SLC and the Emergency Solutions Grant Program funding process for both Duluth and SLC.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Duluth is part of the St. Louis County Continuum of Care (CoC). The CoC coordinated with homeless providers and has developed a collaborative system to reach out to homeless. An integral part

of the system is the Coordinate Access. The service providers have agreed under Coordinated Access to use the Service Prioritization Decision Assistance Tool (SPDAT) as a common assessment tool for all homeless persons. As part of the assessment all individuals and families looking to receiving housing assistance will first undergo a pre-screen administered by 2-1-1 United Way. This first step will help with prevention and diversion and refer those in need to emergency shelter. The client will then be administered the Vulnerability Index (VI) SPDAT at determined entry points. This is a quick, condensed version of the SPDAT and will give the recipient a acuity score which will determine the appropriate housing solution. The score will assess what program the individual best fits and puts the individual on a wait list if not available units are available. The most vulnerable individuals receive priority for housing. Once matched with the appropriate housing, the client's case manager will administer the SPDAT. The SPDAT measures a variety of issues that can effects a persons stability. The categories can be tracked over time as the SPDAT is administered every 3 months or so. The SPDAT can be inputted into HMIS. This will allow service providers to track stability much more effectively and show with data the progress an individual or family is making toward housing stability.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Duluth is part of the St. Louis County Continuum of Care (CoC). The CoC coordinated with homeless providers and has developed a collaborative system to reach out to homeless. An integral part of the system is the Coordinate Access. The service providers have agreed under Coordinated Access to use the Service Prioritization Decision Assistance Tool (SPDAT) as a common assessment tool for all homeless persons. As part of the assessment all individuals and families looking to receiving housing assistance will first undergo a pre-screen administered by 2-1-1 United Way. This first step will help with prevention and diversion and refer those in need to emergency shelter. The client will then be administered the Vulnerability Index (VI) SPDAT at determined entry points. This is a quick, condensed version of the SPDAT and will give the recipient a acuity score which will determine the appropriate housing solution. The score will assess what program the individual best fits and puts the individual on a wait list if not available units are available. The most vulnerable individuals receive priority for housing. Once matched with the appropriate housing, the client's case manager will administer the SPDAT. The SPDAT measures a variety of issues that can effects a persons stability. The categories can be tracked over time as the SPDAT is administered every 3 months or so. The SPDAT can be inputted into HMIS. This will allow service providers to track stability much more effectively and show with data the progress an individual or family is making toward housing stability.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that**

**individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In 2017, the City of Duluth will fund Housing, Stabilization, and Coordinated Access for homeless people. This will include the work of six agencies that include; Churches United in Ministry, American Indian Community Housing Organization, Salvation Army, Center City Housing Corporation, Safe Haven, and MACV-Duluth.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

One of the goals outlined in the SLC Ten-Year Plan to End Homelessness was to establish uniform discharge protocols and procedures that prevent people who are being released from county institutions from being discharged into homelessness. An Adult Protocol Business Plan was completed in 2008. The discharge plan outlines transition process steps, based on an evidence-based model called Critical Time Intervention, a standardized assessment tool that is used by all discharging entities upon client admission to identify those at risk of homelessness, specific services to be

offered to all clients and additional services offered to at-risk clients. The Discharge Plan also outlines the roles and responsibilities of the collaborative partner agencies, including coordination, information sharing, staffing patterns for institutional-based and community-based staff, and training. In 2010, St. Louis County received funding to conduct a pilot project with County correctional facilities to implement the discharge plan. Implementation of the project went well, but no new funds were allocated toward discharge planning activities once the pilot project ended. However, many of the established protocols implemented under the pilot continue to be used. No additional work has been done regarding discharge planning, however, discharge activities will be reviewed as the city and county work toward transitioning Duluth's homeless response

system under the SLC Continuum of Care to align with the HEARTH Act goals.

## **Discussion**

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The city has identified the following barriers to affordable housing:

- Lack of annual budgeted funding to demolish or repair buildings condemned for demolition or human habitation, allowing blight to persist in LMI neighborhoods.
- The City requires assessments placed on vacant lots where structures have been demolished be paid by any new owner, rendering otherwise buildable infill sites financially infeasible for redevelopment.
- “One-for-one” replacement requirements when structures are demolished on 25 front foot unbuildable lots.
- Sewer utility fees and other utility hook-up fees increase the cost of construction of affordable single-family homes.
- Limited Minnesota Housing funding for rehab of aging single-family structures occupied by LMI households, which leads to higher maintenance costs.
- Lack of a policy to require improvements to foreclosed properties in LMI neighborhoods that are on the vacant property register.
- Inflexible policies related to Comfort System’s energy improvement programs that limit access to loans by LMI households, including refusal to subordinate when first mortgages are refinanced.
- Minnesota State Historic Preservation Office policies that create additional rehab costs, such as wooden windows and doors repaired rather than replaced by new historically designed materials.
- Outdated historic property references that trigger SHPO review of affordable housing rehab projects on buildings not eligible for listing, which increases costs and delays.
- Lack of direction from City Administration to enforce existing rental license program.
- No education requirement for owners and/or managers to secure a rental license.
- Lack of direction from City Administration to enforce housing maintenance code.
- Lack of energy standards for existing housing stock that result in higher costs for LMI households living in older homes that are energy inefficient.
- Housing & Redevelopment Authority policies that prevent LMI households with poor rental histories

or criminal backgrounds from securing assisted housing.

- HUD HOME Program after-rehab value limit based on 95% of median sales price from the extensive Duluth/Superior metropolitan statistical area, and the value limit not adjusted for homes with three or more bedrooms occupied by larger families.
- HUD HOME Program ruling that disallows use of local exception rents in favor of fair market rents in HOME assisted affordable rental housing.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

- Support selected demolition of blighted properties in LMI neighborhoods. If funded by Community Development, requirement will be to leave a “clean” site for redevelopment.
  - Community Development supported rehab projects will address all needed repairs and updates, including housing code, energy efficiency, and healthy home deficiencies.
  - Implement acquisition/rehab/resale activities to address vacant foreclosed properties in LMI neighborhoods.
  - Review annual Housing Report sales data to determine if a local study of median sales price would increase after-rehab value limit.
  - Require rehab programs receiving Community Development funding to increase energy efficiency in existing homes by 20%, and require funded new construction to meet Energy Star standards.
  - Provide funding for tenant-based rental assistance to help the “hard-to-house” and homeless population to secure adequate housing.
  - Modify policies to eliminate the “re-instatement” of special assessments on tax forfeit lots that

have the potential for redevelopment.

- Support additional historic surveys in the central and western areas of Duluth.
- Support the establishment of inclusionary affordable housing in zoning policies.
- Encourage Comfort Systems to revise their loan programs to be more “user friendly” and to coordinate with the Housing Resource Connection.
- Integrate rental license building inspectors into the “One Stop Shop”.
- Work with St. Louis County and the Minnesota Department of Revenue to revise policies to encourage redevelopment of tax forfeit land.
- Strengthen rental license program to include such requirements as common applications and leases, affordable application and damage fees, and timely and consistent enforcement of building standards.
- Reduce property tax valuations to reflect affordable housing restrictions that would prohibit owners from selling at full market rate.

**Discussion:**

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The city of Duluth has identified a number of actions that will address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

Current projects will provide food in predominately low income neighborhoods to residents, improve dental facilities, and provide the needed housing and services. The City is also increasing outreach efforts in low income neighborhoods by attending neighborhood functions (such as the Annual Night-Out, neighborhood pride celebrations, community school functions) and meeting with community leaders to better understand obstacles people are facing.

### **Actions planned to foster and maintain affordable housing**

The Housing Resource Connection(HRC) will be funded to provide information and services from five housing-related agencies on various housing programs in Duluth: One Roof Community Housing, the Housing and Redevelopment Authority of Duluth, the City of Duluth Community Development Department, the Arrowhead Economic Opportunity Agency and Ecolibrium3. The HRC is a one-stop-shop for information on purchasing a home or making your home or rental property a healthy, energy efficient and safe place to live. Assistance and programs on renovations, code requirements, weatherization, energy assessment, financial assistance, fuel assistance and healthy homes is offered.

### **Actions planned to reduce lead-based paint hazards**

City of Duluth policy requires all rental and homeowner rehabilitation programs and projects receiving federally funded assistance to coordinate with the Duluth HRA for lead assessment, testing and clearance services. Given the age of Duluth's housing stock that predicts 68% contains lead-based paint, the concentration of low- and moderate-income households in less expensive older units, and the past experience of agencies implementing rehab programs, it is highly probable that all, or nearly all,

rehabbed units will contain potential lead hazards.

### **Actions planned to reduce the number of poverty-level families**

The Tenant Landlord Connection will help ensure stable rental housing exists by educating existing and potential landlords and tenants regarding rights and responsibilities, mediating disputes between landlords and tenants, and connecting reputable tenants and landlords to facilitate healthy, long-term rental tenancy. Education will include landlord training/rental licensing class, provision of resources on tenant/landlord law and legal forms, Fair Housing training, Ready to Rent classes for hopeful tenants without a positive rental history, classes for high school students. An important part of the center will be mediation initiated by either tenants or landlords who are experiencing challenges. A third activity of the center will provide is to build and maintain a list of reputable landlords to which renters can be referred, as well as a list of "Ready to Rent" tenants.

### **Actions planned to develop institutional structure**

Duluth At Work is a collaboration between the City of Duluth and Local Initiatives Support Corporation to help low income people find jobs and increase their income. Duluth At Work has agencies that prepare individuals for employment at for-profit businesses and low income neighborhood business owners to increase their revenue. The overall goal of Duluth At Work is to give participants significant training, hired, and increase their income by 25% while developing a positive work history over three years.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Duluth has a long history of collaborating with St. Louis County (SLC) in the delivery of funding and programming for the homeless. Community Development staff have established a strong partnership with SLC staff and have worked closely with them in developing the Heading Home St. Louis County 10-Year Plan to End Homelessness, establishing a governing body to oversee the 10-Year Plan—the Heading Home SLC Leadership Council, the Continuum of Care (CoC) process, and distribution and oversight of federal and state homeless funding that comes to the City and County, through HUD's CoC and ESG programming and through the state of Minnesota's Family Homeless Prevention and Assistance Program (FHPAP). City and County staff work closely with emergency shelters, transitional housing and other housing and homeless

service provider agencies under the SLC CoC Process.

**Discussion:**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	241,525
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>241,525</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

NA

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City utilizes restrictive covenants to assure affordability during the required period.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

NA

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

See ESG Written Standards Attachment.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The CoC coordinated with homeless providers and has developed a Coordinate Access System. The service providers have agreed under Coordinated Access to use the Service Prioritization Decision Assistance Tool (SPDAT) as a common assessment tool for all homeless persons. As part of the assessment all individuals and families looking to receiving housing assistance will first undergo a pre-screen administered by 2-1-1 United Way. This first step will help with prevention and diversion and refer those in need to emergency shelter. The client will then be administered the Vulnerability Index (VI) SPDAT at determined entry points. This is a quick, condensed version of the SPDAT and will give the recipient a acuity score which will determine the appropriate housing solution. The

score will assess what program the individual best fits and puts the individual on a wait list if not available units are available. The most vulnerable individuals receive priority for housing. Once matched with the appropriate housing, the client's case manager will administer the SPDAT. The SPDAT measures a variety of issues that can effects a persons stability. The categories can be tracked over time as the SPDAT is administered every 3 months or so. The SPDAT can be inputted into HMIS. This will allow service providers to track stability much more effectively and show with data the progress an individual or family is making toward housing stability.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The ESG process follows the CDBG/Home process.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The Community Development Committee seeks out homeless or formerly homeless individuals to serve on the committee. The Committee has regularly had at least one homeless person appointed, and participates in the policy and funding decisions. Also the Heading Home Saint Louis County Leadership Council has homeless appointees and this groups helps to advise the funding of the ESG funds.

5. Describe performance standards for evaluating ESG.

See ESG Written Standards Attachment.

## Attachments

## Citizen Participation Comments

**Grantee Unique Appendices**

**Grantee SF-424's and Certification(s)**