

**City of Duluth
Minnesota**

FY 2018 ACTION PLAN

***Consolidated Plan
for
Housing and
Community Development
FY 2015 – 2019***

FY 2018 Action Plan:
Consolidated Plan for
Housing and Community Development
FY 2015 - 2019
for the
City of Duluth, Minnesota

Community Development Committee (CD Committee)

Debra Branley
Randy Brody
Barbara Carr
Cruz Mendoza
Mark Osthus
Hamilton Smith

The preparation of this document was financed through a Community Development Block Grant from the Department of Housing and Urban Development through the Housing and Community Development Act of 1974 as amended.

Executive Summary

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

1. Introduction

The 2018 Action Plan is the fourth 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 held two public input sessions on the 2018 recommendations, the first one was at a Public Hearing on November 28, 2017 and the second public hearing was on May 22, 2018; after the final HUD allocations were announced. The CD Committee made their final funding recommendations to the City Council which approved of the changed on June 25, 2018. 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 goals were not met, 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 FY2018 Community Needs Assessment focused on an often unheard group of community members – youth. According to the 2011-2015 American Community Survey, people 24 and under make up 37% of the population of the Community Development Block Grant (CDBG) priority neighborhoods of Morgan Park, Lincoln Park, Central & East Hillside and 42% of the Central & East Hillside neighborhoods. In March 2017, the Community Planning Division held nine focus groups at CDBG-funded youth drop-in centers in the Central Hillside Neighborhood – Neighborhood Youth Services and Life House. Forty-eight young people ranging in age from 13 to 24 participated. Three to seven youth participated in each focus group. The discussions centered on transportation, employment, housing, neighborhoods, and young people’s vision for the future of Duluth. On May 16, 2017 the Community Development Committee held a Community Development and Housing Needs Public Hearing. Community members made formal comments during the Hearing. The lack of affordable housing in Duluth has been highlighted as a main priority issue for the Mayor. Planning staff, with input from local housing agencies, developed a Housing Action Framework plan to address this issue, especially focusing on housing for people earning \$50,000 or less. The initial meeting for this group was in November 2016, with several more meetings afterwards. The CD Committee provided input at their March and April meetings, and the document was adopted by City Council in June 2017. Another focus for the Mayor and the City is the opioid crisis, which has had a significant impact the City's services and population. Various City Commissions and Boards and Staff are working together to develop a comprehensive strategy to address this crisis. At the City of Duluth Indigenous Commission meetings, the opioid crisis and the impact on the Native

Community is a regular agenda item. In addition the housing supportative agencies are increasing efforts and working on to develop new ways to address the opioid crisis. In the past year the City has worked to address Strategy 2A: Collect information from housing providers about housing discrimination complaints and provide to Human Rights Officer to help guide strategic planning and coordination, and, Strategy 2B: Work with Police, Life Safety, and the Human Rights Office to identify gaps in enforcement. After a revised ordinance was passed this year regarding fair housing and human rights complaints, the Human Rights Office and the Human Rights Commission have been working to develop an improved protocol for how to handle and process complaints and to make filing a complaint more accessible and less intimidating. The Human Rights Office is also working with the Police Department as the Police revise their strategy for receiving complaints, and what happens and who gets informed after a complaint is made. The Human Rights Office is the head of a new Task Force that will work to identify and solve fair housing issues. In addition, the Human Rights Office has sponsored a training for City staff regarding how to better make accommodations for people with disabilities and a community wide training that focused on housing and access to housing.

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 outlines 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 the City of Duluth's website.

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 addresses the general needs of the community that could be utilized 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 which includes priorities and strategies, is developed. The draft is then advertised in the local newspaper and through a 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. A 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.

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

All comments were accepted.

7. Summary

Two 30-day public comment period were held. The first one was prior to the public hearing in November, and the second one was prior to the May Hearing. Both public comment periods were advertised and draft copies of the Action Plan were distributed through the community. The comments received during this time and the minutes from the Public Hearing on November 27 and May 22, 2018 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

The 2014-2019 Consolidated Plan is on the City of Duluth's website and is available at the three library branches in Duluth. In addition, copies are available at the Community Development Division, which is part of Community Planning Department, located in Room 332, City Hall at 411 West First Street, Duluth MN 55802, contact phone number 218-730-5302.

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 and 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 community wide 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. The CD Committee helps to provide community perspectives on the Community Development Program and oversee the funding process. The CD Committee holds input sessions to hear about community needs from the public and the agencies that provide services in Duluth's CDBG concentrated areas and represent neighborhood perspectives.

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 Coordinated 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 Coordinated Entry program is in the HRA so to help further connect people with housing. Coordinated Entry also works with the St. Louis County 211 program to help ensure people are connected with services. Coordinated Entry has quarterly 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 reviews system level data and identifies 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	Agency/Group/Organization	HRA
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Duluth Affordable Housing Coalition
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	COMMUNITY ACTION DULUTH
	Agency/Group/Organization Type	Services-Children Services-Education Services-Employment Community Action Agency
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Duluth Workforce Center
	Agency/Group/Organization Type	Services-Education Services-Employment Local and and State Collaboration
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy Employment Services

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Community Development Committee
	Agency/Group/Organization Type	Citizen Committee
	What section of the Plan was addressed by Consultation?	Oversees City CDBG HOME ESG Process
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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 finding recommendations. The committee makes recommendations to the City Council and Mayor.
6	Agency/Group/Organization	United Way of Greater Duluth
	Agency/Group/Organization Type	Services-Children Services-Education Services-Employment Foundation
	What section of the Plan was addressed by Consultation?	Funding Partner

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Ordean Foundation
	Agency/Group/Organization Type	Private Foundation Foundation
	What section of the Plan was addressed by Consultation?	Funding Partner
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Northland Foundation
	Agency/Group/Organization Type	Private Foundation Foundation
	What section of the Plan was addressed by Consultation?	Funding Partner
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Duluth Superior Area Community Foundation
	Agency/Group/Organization Type	Private Foundation Foundation
	What section of the Plan was addressed by Consultation?	Funding Partner
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Generations Health Care Initiatives
	Agency/Group/Organization Type	Private Foundation Foundation
	What section of the Plan was addressed by Consultation?	Funding Partner
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Duluth Local Initiatives Support Corporation
	Agency/Group/Organization Type	Local Initiative Support Corporation

	What section of the Plan was addressed by Consultation?	Economic Development Funding Partner
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Saint Louis County Health and Human Services Dept
	Agency/Group/Organization Type	Services-Children Services-Health Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	County Government
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Saint Louis County Community Development Division
	Agency/Group/Organization Type	Other government - County

	What section of the Plan was addressed by Consultation?	County Government
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	ARDC- Arrowhead Area Agency on Aging
	Agency/Group/Organization Type	Services-Elderly Persons Other government - Local
	What section of the Plan was addressed by Consultation?	Senior Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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)

The FY2018 Community Needs Assessment focused on an often unheard group of community members – youth. According to the 2011-2015 American Community Survey, people 24 and under make up 37% of the population of the Community Development Block Grant (CDBG) priority

neighborhoods of Morgan Park, Lincoln Park, Central & East Hillside and 42% of the Central & East Hillside neighborhoods. In March 2017, the Community Planning Division held nine focus groups at CDBG-funded youth drop-in centers in the Central Hillside Neighborhood – Neighborhood Youth Services and Life House. Forty-eight young people ranging in age from 13 to 24 participated. Three to seven youth participated in each focus group. The discussions centered on transportation, employment, housing, neighborhoods, and young people’s vision for the future of Duluth. On May 16, 2017 the Community Development Committee held a Community Development and Housing Needs Public Hearing. Community members made formal comments during the Hearing.

In the past year the City has worked to address Strategy 2A: Collect information from housing providers about housing discrimination complaints and provide to Human Rights Officer to help guide strategic planning and coordination, and, Strategy 2B: Work with Police, Life Safety, and the Human Rights Office to identify gaps in enforcement. After a revised ordinance was passed this year regarding fair housing and human rights complaints, the Human Rights Office and the Human Rights Commission have been working to develop an improved protocol for how to handle and process complaints and to make filing a complaint more accessible and less intimidating. The Human Rights Office is also working with the Police Department as the Police revise their strategy for receiving complaints, and what happens and who gets informed after a complaint is made. The Human Rights Office is the head of a new Task Force that will work to identify and solve fair housing issues. In addition, the Human Rights Office has sponsored a training for City staff regarding how to better make accommodations for people with disabilities and a community wide training that focused on housing and access to housing.

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 the City of Duluth's website.

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. A 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.

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 used Facebook to connect with residents to hear general opinions about housing, transportation, and economic development.	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	There were nine public input sessions regarding the City's update of the City's comprehensive plan which asked people questions about housing, economic development, services and transportation. These sessions were held in March 2017 and a Community Needs Public Hearing was held on May 16, 2017.	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	2,364,628	279,947	102,231	2,746,806	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	596,143	0	64,473	660,616	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	197,842	0	4,332	202,174	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: \$336,000	Jobs created/retained: 41 Jobs Businesses assisted: 8 Businesses Assisted
2	Tenant Based Rental Assistance	2015	2019	Homeless		Homelessness	HOME: \$96,529	Tenant-based rental assistance / Rapid Rehousing: 13 Households Assisted
3	Affordable Rental Housing	2015	2019	Affordable Housing Public Housing Non-Homeless Special Needs		Affordable Rental Housing	CDBG: \$416,671 HOME: \$200,000	Rental units constructed: 50 Household Housing Unit Rental units rehabilitated: 144 Household Housing Unit
4	Affordable Home Owner Housing	2015	2019	Affordable Housing		Affordable Owner Occupied Housing	CDBG: \$406,329 HOME: \$240,000	Homeowner Housing Added: 11 Household Housing Unit Homeowner Housing Rehabilitated: 199 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: \$348,952	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 11523 Persons Assisted Buildings Demolished: 4 Buildings
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		

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Homelessness	2015	2019	Homeless		Homelessness	CDBG: \$141,400 HOME: \$96,529 ESG: \$197,842	Public service activities for Low/Moderate Income Housing Benefit: 436 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 38 Households Assisted Homeless Person Overnight Shelter: 2300 Persons Assisted Homelessness Prevention: 25 Persons Assisted Other: 446 Other
8	Public Services	2015	2019	Homeless Non-Housing Community Development		Public Services Homelessness	CDBG: \$212,350	Public service activities other than Low/Moderate Income Housing Benefit: 16250 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Economic Development
	Goal Description	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	Goal Name	Tenant Based Rental Assistance
	Goal Description	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	Goal Name	Affordable Rental Housing
	Goal Description	By providing 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 goal includes building 50 rental units for the Garfield Square development using the HOME funds and rehabbing 144 rental units by various housing agencies using CDBG funds.
4	Goal Name	Affordable Home Owner Housing
	Goal Description	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 aquisition rehab to obtain existing units, rehab them and then sell to LMI qualified buyers as well as rehabbing 199 single family homes.
5	Goal Name	Community Public Facilities
	Goal Description	Funds will be used to improve community public facilities in low income neighborhoods that provide services primarily to low-moderate income people.
6	Goal Name	Neighborhood Revitalization
	Goal Description	For the 2018 year, City Staff is focusing on accomplishing the goals listed in the 2015-2019 Consolidated Plan, therefore funds are going to be focused on acheiving these goals and providing needed services rather than planning. City Staff is also working with other City Departments on the development of the comprehensive plan, and Community Planning will use that input for neighborhood planning.

7	Goal Name	Homelessness
	Goal Description	Services and/or housing for people currently experiencing homelessness, and funds to prevent homelessness. HMIS collection, Coordinated Entry, and TBRA is also supported in this category.
8	Goal Name	Public Services
	Goal Description	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 implement the goals of the Annual Action Plan. Through an 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 oversees progress to make sure the goals of the plan are met.

Projects

#	Project Name
1	Pine Grove Apartments
2	CLT New Construction
3	Duluth Lending Rehab
4	Lincoln Park SIA Partnership Ecolibrium3
5	Life House Commons
6	Keene Park
7	Blight Removal
8	One Roof CLT Acquisition and Rehab
9	ESG18 DULUTH
10	Giving Comfort at Home-Weatherization
11	Tenant Based Rental Assistance 2018
12	Program Administration 2018
13	Garfield Square Apartments
14	Growing Neighborhood Business 2018
15	SOAR Career Solutions, a Community Based Development Organization (CBDO)
16	Duluth Property Rehab HRA 2018

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: 42%, Recommended: 41.2%

Economic Development, Target: 15%, Recommended: 15.4%

Public Facilities, Target: 8%, Recommended: 8.3%

Public Services, Target: 15%, Recommended: 15%

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	Project Name	Pine Grove Apartments
	Target Area	
	Goals Supported	Affordable Rental Housing
	Needs Addressed	Special Needs Housing
	Funding	CDBG: \$68,000
	Description	Replace a roof on an apartment building that provides housing to 24 very low-income adults with physical disabilities, traumatic brain injuries and/or mobility impairments.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	24 very low-income adults with physical disabilities, traumatic brain injuries and/or mobility impairments will benefit from this service.
	Location Description	
	Planned Activities	replace a roof for an apartment building that provides housing for 24 very low-income adults with physical disabilities, traumatic brain injuries and/or mobility impairments.
2	Project Name	CLT New Construction
	Target Area	
	Goals Supported	Affordable Home Owner Housing
	Needs Addressed	Affordable Owner Occupied Housing
	Funding	CDBG: \$120,000
	Description	One Roof will construction 3 dwelling units for LMI families.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	One Roof will construction 3 dwelling units for LMI families.
	Location Description	
	Planned Activities	One Roof will construction 3 dwelling units for LMI families.
3	Project Name	Duluth Lending Rehab
	Target Area	

	Goals Supported	Affordable Rental Housing Affordable Home Owner Housing
	Needs Addressed	Affordable Rental Housing Affordable Owner Occupied Housing
	Funding	CDBG: \$60,000
	Description	One Roof will provide assistance and financing for the rehabilitation of single family owner occupied and multi-family rental units.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	116 units will be rehabbed for LMI families, therefore at least 116 families will benefit.
	Location Description	
	Planned Activities	Assistance will be provided so that 116 residential dwelling units will be rehabbed for LMI families.
4	Project Name	Lincoln Park SIA Partnership Ecolibrium3
	Target Area	
	Goals Supported	Affordable Rental Housing Affordable Home Owner Housing
	Needs Addressed	Affordable Rental Housing Affordable Owner Occupied Housing
	Funding	CDBG: \$25,000
	Description	Ecolibrium3 will serve as the coordinator for redevelopment and revitalization of the Lincoln Park Special Improvement Area including promoting housing programs, non-profit services and post improvement maintenance.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	58 households and families will benefit with having the housing units rehabbed.
	Location Description	
	Planned Activities	Assisting households with the multiple housing programs.
	Project Name	Life House Commons

5	Target Area	
	Goals Supported	Community Public Facilities Neighborhood Revitalization
	Needs Addressed	Community Non-Structural Public Facilities
	Funding	CDBG: \$155,000
	Description	Life House is seeking to convert the existing 2,000 square foot asphalt parking lot that is adjacent to the building into an enclosed, secure green space for youth.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	At least 600 youth attend Life House annually, therefore the youth and their families will benefit.
	Location Description	
	Planned Activities	Remove a parking lot to provide a safe green space for youth recreation.
6	Project Name	Keene Park
	Target Area	
	Goals Supported	Community Public Facilities
	Needs Addressed	Community Non-Structural Public Facilities
	Funding	CDBG: \$57,000
	Description	Keene Creek Park is an important asset for the LMI neighborhoods of Fairmont, Irving, and Cody in West Duluth. Revitalization efforts will mitigate the remaining flood damage, improve community connections, upgrade facilities, and ensure equitable access and ADA compliance.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	At least 1000 families will benefit with the improved park.
	Location Description	
Planned Activities	Improvements to a park that is located in LMI neighborhoods.	
	Project Name	Blight Removal

7	Target Area	
	Goals Supported	Community Public Facilities
	Needs Addressed	Community Non-Structural Public Facilities
	Funding	CDBG: \$136,952
	Description	Remove 4 blighted buildings
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Removal of 4 blighted houses will benefit the neighborhoods where they are located. It is expected that at least 1000 people will benefit.
	Location Description	
	Planned Activities	Removal of blighted dwelling units.
	8	Project Name
Target Area		
Goals Supported		Affordable Home Owner Housing
Needs Addressed		Affordable Owner Occupied Housing
Funding		HOME: \$240,000
Description		Acquisition and rehab of at 8 dwelling units for LMI families.
Target Date		
Estimate the number and type of families that will benefit from the proposed activities		8 families will benefit
Location Description		
Planned Activities		8 blighted houses will be rehabbed for ownership by LMI families
9	Project Name	ESG18 DULUTH
	Target Area	
	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	ESG: \$197,842

	Description	The 2018 Federal Fiscal Year allocation of the ESG funds for the City of Duluth are to provide shelter operations, outreach, rapid rehousing, prevention, data collection and administration.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	At least 2000 individuals that are currently experiencing homelessness or are threaten to experience homelessness will benefit from the services being provided to prevent long term homelessness.
	Location Description	
	Planned Activities	Agencies will provides services and shelter for people who are experiencing homelessness, or work to rapidly rehouse individuals to prevent homelessness, provide street outreach to connect with homeless individuals. Funds will also be used for data collection and administration.
10	Project Name	Giving Comfort at Home-Weatherization
	Target Area	
	Goals Supported	Affordable Rental Housing Affordable Home Owner Housing
	Needs Addressed	Affordable Rental Housing Affordable Owner Occupied Housing
	Funding	CDBG: \$125,000
	Description	Ecolibrium3 will work with volunteers to assist LMI families with energy efficiency improvements and provide case management for those that need additional assistance to access services with other housing programs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	50 famlies will benefit from having their dwelling units rehabbed
	Location Description	
	Planned Activities	50 units will be rehabbed
11	Project Name	Tenant Based Rental Assistance 2018
	Target Area	

	Goals Supported	Homelessness
	Needs Addressed	Homelessness
	Funding	HOME: \$103,529
	Description	The program will provide rental assistance for households who would otherwise be homeless. The City and the Duluth HRA have established this program to provide rental assistance as a significant component in the continuum of services to prevent homelessness. This project include funding for the TBRA administration.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Provide tenant based rental assistance to 13 families.
	Location Description	
	Planned Activities	Provide tenant based rental assistance to 13 families.
12	Project Name	Program Administration 2018
	Target Area	
	Goals Supported	Affordable Rental Housing Tenant Based Rental Assistance Affordable Home Owner Housing Community Public Facilities Public Services Economic Development Neighborhood Revitalization Homelessness
	Needs Addressed	Affordable Rental Housing Affordable Owner Occupied Housing Special Needs Housing Communtly Structural Public Facilities Community Non-Structural Public Facilities Public Services Economic Development Homelessness
	Funding	CDBG: \$472,926 HOME: \$52,614

	Description	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.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
13	Project Name	Garfield Square Apartments
	Target Area	
	Goals Supported	Affordable Rental Housing
	Needs Addressed	Affordable Rental Housing
	Funding	HOME: \$200,000
	Description	Construction of a 50 unit supportive housing development.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	50 rental units will be built for extremely low income individuals who need to live with supportive services.
	Location Description	
	Planned Activities	50 rental units will be built for extremely low income individuals who need to live with supportive services.
14	Project Name	Growing Neighborhood Business 2018
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$64,000
	Description	Providing Technical Assistance to 8 growing businesses
	Target Date	3/31/2019

	Estimate the number and type of families that will benefit from the proposed activities	This project will assist 8 businesses in increasing their revenue by 25% and/or increasing the number of employees; therefore the families of the owners and employees will benefit.
	Location Description	
	Planned Activities	Providing technical assistance to eight businesses
15	Project Name	SOAR Career Solutions, a Community Based Development Organization (CBDO)
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$272,000
	Description	SOAR 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.
	Target Date	3/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	41 people living at or below 50% AMI will be provided case management, work readiness training, participant support and employment and retention services for over two years. The families of these participants will benefit.
	Location Description	
	Planned Activities	By March 31, 2019: 41 participants will be enrolled in the program and complete employment trainings; Stabilization and training services will occur 6 months after enrollment; Job search and placement will occur immediately after an individual completes training(s); Job retention services and on-going case management will continue for 12 months after employment is maintained; by September 30, 2020; 70% of participants will have increased their income, and reduced their reliance on public assistance
16	Project Name	Duluth Property Rehab HRA 2018
	Target Area	
	Goals Supported	Affordable Rental Housing Affordable Home Owner Housing Neighborhood Revitalization

Needs Addressed	Affordable Rental Housing Affordable Owner Occupied Housing
Funding	:
Description	The Duluth HRA will provide rehabilitation assistance through various loans and grant programs to maintain Duluth's housing stock. The Project will assist 95 housing units; 30 Single Family and 65 Rentals.
Target Date	3/31/2019
Estimate the number and type of families that will benefit from the proposed activities	95 housing units will be assisted through this program; therefore the associated families will benefit.
Location Description	
Planned Activities	Provide rehab services to housing units occupied by LMI families.

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

Target Area	Percentage of Funds

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.

One Year Goals for the Number of Households to be Supported	
Homeless	3,500
Non-Homeless	525
Special-Needs	436
Total	4,461

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	38
The Production of New Units	53
Rehab of Existing Units	343
Acquisition of Existing Units	8
Total	442

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

Discussion

Homeless goals includes overnight shelters, such as CHUM and Safe Haven and the Coordinated Entry program. 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 HRA and Eco 3.

Rental Assistance includes HOME TBRA, ESG Prevention and Rapid Rehousing Programs. Production of new units includes the Gateway Apartment development

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

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 polices 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
Total Program Income:	241,525

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



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

City of Duluth
Community Development Committee
November 28, 2017 5:30 PM
City Council Chambers
Meeting Summary

- I. Call to Order
Chair Randy Brody called to order the meeting of the City Community Development Committee at 5:30 p.m. on Tuesday, November 28, 2017, in the Council Chamber on the 3rd Floor of City Hall.
- II. Roll Call
Attending: Randy Brody, Hamilton Smith, Mark Osthus, Noland Makowsky, Abigail Mlinar
Absent: Debra Branley, Cruz Mendoza
Staff Present: Adam Fulton, Ben VanTassel, Suzanne Kelley, Chris Lee, Emilie Voight
- III. Approval of Meeting Summary: November 28, 2017
MOTION/Second: Othus/Makowsky to approve the November 28th meeting summary. No discussion. Motion Passed. **Vote: (4-0)**
- IV. Overview of the public hearing and review of the public comments received during the 30-day comment period
Fulton stated that the city has received multiple comments for proposals and notes that there are more comments than received in previous years. He states that feedback from the community regarding providing comments should have earlier due date than the meeting date. Most comments are regarding Keene Creek, others come from Landlord Incentives, Lake Superior Community Health Center, and Pine Grove Apartments.

Brody stated there is lots of information to address at this meeting and suggests the members take a moment to review letters. He understands there is not much time to realistically read them, but would like to provide enough time for members to quickly review comments. He wants any members of the public to please speak to their comments if they submitted them.

Fulton updated the audience on the FY 2018 funding, discussed the three federal programs for funding, and discussed the scoring by the committee for their recommendations. City Council action will likely take place at their January meetings.
- V. Public hearing on the FY 2018 Action Plan: Brody opened public hearing
Brody stated that speakers signed up to speak will have three minutes and that they will be

called to speak in the order they signed up.

Jason Beckman of SOAR gave overview for Duluth at Work program and stated that the money goes to three organizations (SOAR, Lifehouse, CAD). Discussed goal to help people gain essential career skills and promote job sustainability.

Jessie Petterson of Lake Superior Community Health Center discussed the goals and objectives of LSCHC, expressed support of the dental hygienists chairs and described the use of the chairs in clinics and “on the road” for dental work outside the clinic.

Lori Magerl of MACV expressed the support for funding for MACV and how the funding will assist veterans in finding employment, housing, and safe places.

Denette Lynch of 6004 Highland Street shared photos of Keene Creek park. Expressed the importance of Keene Creek Park for the community. The most work that needs to be done is in the path due to the unsafe conditions. The city will match the funding to make improvements to the park.

Bill Lynch of 6004 Highland Street: Shared video depicting wheelchair user on the paths. Linda Mann of 15 Bianco Drive, expressed support for Keene Creek and how the park is a place for everyone and is a vital community asset.

Joy Gustafson of 701 West Superior Street, expressed support for the Keene Creek dog park and mentioned she uses the park but the path makes it difficult to get around the park.

Debbie Miller of 2210 West 5th St., expressed support for Keene Creek. She regularly uses the park and that the path is in terrible shape for people with and without disabilities.

Amanda Crosby of Access North Center for Independent Living, expressed the support for Keene Creek and the needs to improve the park for people with disabilities.

Jodi Slick of Ecolibrium3 expressed support to the Giving Comfort at Home program and how the services being offered help in preventing homelessness. Expressed support for the Lincoln Park Specialized Improvement Area to helping with improving Lincoln Park and revitalizing the neighborhood.

Sarah Haugen, community member, expressed support for the Keene Creek dog park and improving and maintaining the paths for equal access to the park for all people.

Brody asked if anyone else would like to speak, to which no one came forward, and closed public hearing at 6:15 p.m.

VI. Committee Recommendation: FY 2018 Action Plan

Brody stated that one of the challenges is that there are so many great projects that apply with only so much funding to go around. He mentioned that they previously agreed to shift some public facility funds into housing. He stated that the committee is not opposed to the Keene

Creek project, but that shifting funds to housing will help to take pressure off housing programs and provide more opportunities for housing.

Smith said he is happy to see the support for Keene Creek and that we have to make tough decisions with funding, wants to see more funding for housing which is a major need for the city. If we were to keep the funding for Keene, then the money should still come from Public Facilities and not be shifting from other categories.

Brody suggests to make changes in the Public Facilities funding.

Osthus said Keene Creek should look for other groups within the community to help fund improvements.

Fulton stated that the money was going to be matched half/half for the park with money coming from tourism funding. The important part of this proposal is that there is a nexus with flood mitigation and improvement for the park in the Consolidated Plan.

Smith asked how much is the matching funds? Would reduction in the Committee recommendation affect the match funding? To which Fulton responded that the match will most likely be affected by timing, but Parks can determine how they want to proceed.

Brody asks if the committee wants to vary from targeted funds. He is seeking a motion for changes to recommendations.

Osthus makes motion to move ahead as funding stands. No Second.

MOTION/Second: Makowsky/Smith to reduce the Blight Removal Project by \$30,000 and increase the Keene Creek Park project by \$30,000. **Vote: (5-0)**

Committee Recommendation to Finalize Funding amounts and for Submittal to the City Council:

MOTION/Second: Osthus/Smith to finalize the program funding amounts and submit to City Council for Approval. **Vote: (5-0)**

VII. Other Business

A. Committee of the Whole with Council – Dates and Process

Brody is seeking recommendation on how to present to the Committee of the Whole. He determined that everyone will take a piece and present.

Fulton said that these recommendations will likely to come to Council in Jan 8 or 22, each program area will have its own recommendation. Also mentioned that the Community Development Committee is seeking two applicants for vacant positions on the committee

MOTION/Second: Smith/Osthus to Adjourn. **Vote: (5-0)**

Meeting adjourned at 6:42 P.M.

**Community Development Committee
May 22, 2018 Meeting Summary
Room 303 - Duluth City Hall**

1. Call to Order
Chair Randy Brody called the meeting to order at 5:30 p.m.

Roll Call
Attending: Randy Brody, Noland Makowsky (arrived 5:35 p.m.) Ashley Northey, Mark Osthus, and Patricia Sterner
Absent: Abigail Mlinar, Daris Nordby, and Hamilton Smith
Staff Present: Adam Fulton, Ben VanTassel, Kathy Wilson, and Emilie Voight
2. Approval of Meeting Summary from May 8th, 2018
MOTION/Second: Osthus/Sterner approve the May 8th, 2018 meeting summary.
Motion passed. **VOTE: (4-0)**
3. Public Hearing: Finalize FY 2018 Annual Action Plan and Funding Recommendations
Chair Brody opens the public hearing. Manager Fulton provides a summary of the funding recommendations, as found on the last page of the agenda packet. There has been an increase in funding from 2017 to 2018. In response to the CD Committee's request at the May 8th meeting, the manager has also provided a summary of the proposed "site acquisition and preparation" funding line. Fulton also mentions one item not on the funding summary list: recommendation to increase FY2018 funding for administration to 20%. Chair Brody comments that this is the first time a federal funding increase has happened in his time on the Committee. Brody asks if providing additional administrative funding would enable the Division to hire staff, Fulton responds no, administrative costs always require subsidization from other means.

Brody invites members of the public to comment on the funding recommendations.

Erik Goetz, Operations Director at Life House, speaks. Goetz indicates that Life House staff have realized there will be significant costs on the Coopers Engraving Building due to deferred maintenance and that the proposed additional funding would be beneficial. Brody asks if the proposed funding will enable this project to be completed, Goetz responds that he hopes that will be the case.

Jessica Peterson, Director of Community Service at NYS/JET Project, speaks. Peterson indicates that the proposed funding will go toward salaries for cook and program staff. 25,000+ snacks and meals were served in 2017. They hope to reach 27,000 in 2018.

Lee Stuart, Executive Director of CHUM, speaks. Stuart notes that there has been a visible increase in use of the food shelf. Stuart also mentions Steve O'Neil apartments, indicates that the building is now over 90% occupancy. Notes that organizations across the country put pressure on reps/government to keep HUD budgets from being zeroed out in FY2018.

Lynn Snyder, Director of Rehab and Resale at the Duluth Housing Authority, speaks briefly to give thanks for continued support from the City.

Chair Brody closes the public hearing and invites comments and questions from the Committee members. Pat Sterner commends staff for their work. Chair Brody talks about utility of site acquisition and preparation, thanks Fulton for explaining the process.

Manager reminds Committee members that the 30-day comment period is ongoing and will continue until June 19th, 2018. If staff receive comments on the funding recommendations, they will provide them to Committee members at the next meeting (scheduled for June 19th). If no comments are received, staff will take the recommendations to City Council in their current form.

MOTION/Second: Osthus/Northey to submit final FY2018 funding recommendations to City Council.

Motion passed. **VOTE: (5-0)**

4. Communications

Staff member Kathy Wilson shares an overview of the Needs Assessment process. There are currently around 65 responses with more to come via the online survey. Two focus groups and a community meeting are also being planned. A full summary of results from the Needs Assessment will be available for Committee members by the next Committee meeting (June 19th).

Chair Brody asks when the 1st focus group is, staff replies that the meeting will take place on May 31st. Manager explains reasoning behind meeting in the daytime and indicates he will send details out to the Committee members via email. Staff will share the 2nd focus group meeting date as soon as that information is available; that meeting will be scheduled based on the suggestions of participants in the 1st group.

Sterner asks for more details about the community meeting, staff replies that the meeting will be held on June 6th, at the Damiano Center, at 6 p.m. Manager indicates that staff may request assistance from Committee members for the facilitation of that meeting. Brody recommends that all members of the Committee attend the community meeting.

5. Adjourn

MOTION/Second: Northey/Sterner to adjourn meeting.

Motion passed. **VOTE: (5-0)**

Meeting adjourned at 6:04 p.m.

Grantee Unique Appendices

Written Standards for Provision of ESG Assistance In the City of Duluth

1. **Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG**
 - a. The City of Duluth does not prioritize who is assisted through the ESG program. Clients are served as received.
 - b. Per 24 CFR 576.401: ESG sub-recipients must conduct an initial evaluation to determine each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. All ESG sub-recipients will follow federal documentation guidelines to establish the client's status as homeless or at-risk of homeless and their income eligibility. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d).
 - i. The City of Duluth is currently working with the St. Louis County Continuum of Care (CoC) to develop common intake and assessment tools and protocols to be used by all agencies that receive ESG, CoC and other homeless program funding within the Continuum. The tools and protocols will create consistency in client intake and assessment and provide basis for appropriate agency referral and to develop targeting and prioritization protocols.
 - ii. ESG sub-recipients must re-evaluate program participant's eligibility and the types and amounts of assistance the participant needs;
 1. Not less than once every 3 months for participants who are receiving homelessness prevention assistance, and
 2. Not less than once annually for participants who are receiving rapid re-housing assistance.
 - iii. Re-evaluation of program participants may be conducted more frequently than required by 24 CFR 576.401 and may be incorporated into the case management process which must occur not less than monthly for homeless prevention and rapid re-housing participants – See 24 CFR 576.401(e) (i). Regardless of which timeframe is used, re-evaluations, must at minimum, establish that:
 1. The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and the program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance. To determine if an individual or family is income eligible, the sub-recipient must examine an individual or family's annual income to ensure that it does not exceed the most current HUD income limits applicable to the City of Duluth. Note: Annual income must be below 30% at the time of the initial evaluation.
 2. When the program participant's income or other circumstances change, such as change in household composition, that affects the program participant's need for assistance under ESG, the sub-recipient must then re-evaluate the program

participant's eligibility and the amount and types of assistance the program participant needs.

- iv. Sub-recipients must assist each program participant, as needed, to obtain appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; housing stability case management; and other Federal, State, local, or private assistance available to assist the program participant in obtaining housing stability including:
 1. Medicaid
 2. Supplemental Nutrition Assistance Program
 3. Women, Infants and Children (WIC)
 4. Federal-State Unemployment Insurance Program
 5. Social Security Disability Insurance (SSDI)
 6. Supplemental Security Income (SSI)
 7. Child and Adult Care Food Program,
 8. Minnesota Family Investment Program (MFIP),
 9. General Assistance Program (GA), and
 10. Other mainstream resources such as housing, health, social services, employment, education services and youth programs that an individual or family may be eligible to receive

2. Standards for targeting and providing essential services related to street outreach

- a. The City of Duluth does not target ESG funding to any geographic area or client population. ESG sub-recipients are selected through a request for proposal process based on service provision. No duplication of service by sub-recipients is anticipated in the Duluth area of operation.
- b. ESG funding may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1) (i) of the “homeless” definition under 24 CFR Part 576.2. As outlined in 24 CFR Part 576.101, essential services consist of:
 - i. Engagement;
 - ii. Case management;
 - iii. Emergency health services – only when other appropriate health services are inaccessible or unavailable within the area;
 - iv. Emergency mental health services – only when other appropriate mental health services are inaccessible or unavailable within the area;
 - v. Transportation; and
 - vi. Services for special populations.

- c. ESG sub-recipients must determine an individual's or family's vulnerability and unwillingness or inability to access emergency shelter, housing, or an appropriate health facility, prior to providing essential services under this component to ensure that ESG funding is used to assist those with the greatest need for street outreach assistance.

3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters

a. Emergency Shelter Definition

The term Emergency Shelter was revised by 24 CFR Part 576.2 to mean "any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. This definition excludes transitional housing. However, projects that were funded as an emergency shelter (shelter operations) under the FY 2010 Emergency Shelter Grants program may continue to be funded under the emergency shelter component under the Emergency Solutions Grants program, regardless of whether the project meets the revised definition.

b. Admission, Diversion, Referral and Discharge

Shelter stays should be avoided, if possible, and when not possible, limited to the shortest time necessary to help participants regain permanent housing. Consistent with Section (a) of this document, ESG sub-recipients must conduct an initial evaluation of all individuals or families to determine if they should be admitted to an emergency shelter, diverted to a provider of other ESG-funded components, such as rapid re-housing or homeless prevention assistance, or referred for other mainstream resources.

- c. ESG sub-recipients must determine that individuals and families meet category (1), (2), (3), or (4) of the Homeless Definitions listed below and rate the individual's or family's vulnerability to ensure that only those individuals or families that have the greatest need for emergency shelter assistance receive ESG funded assistance.

- i. Category 1 – Literally Homeless
- ii. Category 2 – Imminent Risk of Homeless
- iii. Category 3 – Homeless Under Other Federal Statutes
- iv. Category 4 – Fleeing/Attempting to Flee DV

- d. ESG sub-recipients must also reassess emergency shelter participants, on an ongoing basis, to determine the earliest possible time that they can be discharged to permanent housing. All persons discharged from emergency shelters will have their exit status entered into either HMIS and will be provided discharge paperwork as applicable or upon request.

e. Safety and Shelter Needs of Special Populations

- i. ESG funding may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under the regulations for the emergency shelter component found at 24 CFR Part 576.102.

- ii. Consistent with ESG recordkeeping and reporting requirements found at 24 CFR Part 576.500, ESG sub-recipients must develop and apply written policies to ensure the safety of program participants through the following actions:
 - 1. All grantees and sub-grantees will take appropriate measures to provide for client confidentiality. Grantees and sub-grantees will develop and implement procedures to guarantee the confidentiality of records concerning program participants. All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and receives ESG assistance will be kept secure and confidential.
 - 2. The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter, and
 - 3. The address or location of any housing of a program participant, including youth, individuals living with HIV/AIDS, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing will not be made public, except as provided under a preexisting privacy policy of the sub-recipient and consistent with state and local laws regarding privacy and obligations of confidentiality

- iii. In addition, ESG sub-recipients must adhere to the following ESG shelter and housing standards found at 24 CFR Part 576.403 to ensure that shelter and housing facilities are safe, sanitary, and adequately maintained:
 - 1. Lead-Based Paint Requirements. The Lead-Based Paint Poisoning Prevention Act applies to all shelters assisted under ESG program and all housing occupied by program participants. All ESG sub-recipients are required to conduct a Lead-Based Paint inspection on all units receiving assistance under the rapid re-housing AND homelessness prevention components if the unit was built before 1978 and a child under age of six or a pregnant woman resides in the unit.
 - 2. Structure and Materials. The shelter building should be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents.
 - 3. Access. The shelter must be accessible, and there should be a second means of exiting the facility in the case of emergency or fire.
 - 4. Space and Security. Each resident should have adequate space and security for themselves and their belongings. Each resident must have an acceptable place to sleep.
 - 5. Interior Air Quality. Each room or space within the shelter/facility must have a natural or mechanical means of ventilation. The interior air should be free of pollutants at a level that might threaten or harm the health of residents.
 - 6. Water Supply. The shelter's water supply should be free of contamination.

7. Sanitary Facilities. Each resident should have access to sanitary facilities that are in proper operating condition. These facilities should be able to be used in privacy, and be adequate for personal cleanliness and the disposal of human waste.
8. Thermal Environment. The shelter/facility must have any necessary heating/cooling facilities in proper operating condition.
9. Illumination and Electricity. The shelter/facility should have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There should be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
10. Food Preparation. Food preparation areas, if any, should contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
11. Sanitary Conditions. The shelter should be maintained in a sanitary condition.
12. Fire Safety-Sleeping Areas. There should be at least one working smoke detector in each occupied unit of the shelter facility. In addition, smoke detectors should be located near sleeping areas where possible. The fire alarm system should be designed for a hearing-impaired resident.
13. Fire Safety-Common Areas. All public areas of the shelter must have at least one working smoke detector.

4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter

- a. ESG providers and the City of Duluth, Community Development staff are currently working with the St. Louis County CoC to develop common intake and assessment tools and protocols to be used by all agencies that receive ESG, CoC and other homeless program funding within the Continuum. The tools and protocols will create consistency in client intake and assessment and provide basis for appropriate agency referral and to develop targeting and prioritization protocols.
- b. Upon completion of the common intake and assessment tools and protocols, all ESG sub-recipients will use that system to help determine the individual or family need for emergency shelter or other ESG-funded assistance.
- c. ESG funding may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services for participants of emergency shelter assistance can include case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- d. ESG sub-recipients are responsible to assess an individual or family's initial need for emergency shelter and must re-assess their need on an ongoing basis to ensure that only those individuals or families with the greatest need receive ESG-funded emergency shelter assistance. Shelters that serve families must serve all eligible families and may not refuse services based on the age of children or the size of the family.

- e. Client re-assessment will take place at the participant level and at the service provider level. Clients meet with case managers throughout their participation in the program, and have regular progress evaluations. Clients have opportunity to provide feedback and assessment about programs and services as well.
 - f. The City of Duluth is working with the St. Louis County CoC to develop criteria and protocols for system-wide program and service evaluation and improvement to be implemented through the Heading Home St. Louis County Leadership Council—the governing group for the St. Louis County Continuum—and the Affordable Housing Coalition’s Homeless Response Committee, which is comprised of all the homeless housing and service providers in Duluth and serves as one of the working groups for the HHSLC Leadership Council. Case managers and administrative staff from all of the homeless housing and service organizations, along with City and County staff participate in the Homeless Response Committee meetings as this is the forum for discussion and implementation of system related protocols, activities, best practices, evaluation and changes that occur.
5. **Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers**
- a. Coordination to assist the homeless and prevent homelessness comes through collaboration among housing and service providers within the City of Duluth and the St. Louis County CoC, the Homeless Response Committee and Affordable Housing Coalition, the Heading Home Leadership Council, St. Louis County and City of Duluth Community Development staff and St. Louis County Health and Human Services staff. Active engagement in the Continuum of Care through the Homeless Response Committee, the Affordable Housing Coalition, and the HHSLC Leadership Council is strongly encouraged.
6. **Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance**
- a. ESG-funded agencies will be responsible for ensuring that potential participants are served, with provisions for targeting some services to eligible households who meet prioritization criteria established through the Continuum of Care using coordinated assessment protocols.
 - b. A key component to successful implementation of a coordinated assessment system within the St. Louis County CoC is a common screening and assessment process developed through the CoC. Screening and assessment thoroughly explores a family’s or individual’s situation and pinpoints their unique housing and service needs. Based upon the assessment, families and individuals should be referred to the kinds of housing and services most appropriate to their situations and need.
 - c. The common assessment tool aids matching individuals and families with the most appropriate assistance. Under homelessness prevention, ESG assistance is available to individuals and families below 30% of Area Median Income (AMI), and are homeless or at risk of becoming homeless.

- d. ESG funds can be used to prevent an individual or family from becoming homeless and regain stability in current housing or other permanent housing. Rapid re-housing funds can be used to assist individuals and families who are literally homeless progress toward permanent housing and achieve housing stability.
 - i. Homeless Prevention Households will be re-certified for continued eligibility every 3 months.
 - ii. Rapid Re-Housing Households will be re-certified annually.
- 7. Standards for determining the share of rent and utility costs that program participants must pay, if any, while receiving homelessness prevention or rapid re-housing assistance**
- a. Standards for both homelessness prevention and rapid re-housing for determining the share of rent and utilities costs that each program participant must pay, if any, will be based on the following:
 - i. Clients receiving rental assistance are expected to contribute 30% of their income toward the unit's rent. The City of Duluth ESG Program does not require a minimum client contribution.
 - ii. Rental assistance cannot be provided for a unit unless the rent for that unit is at or below the current Fair Market Rent limit, established by HUD.
 - iii. The rent charged for a unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. See 24 CFR 574.320.
 - iv. The rental unit must meet minimum habitability standards found at 24 CFR 576.403.
 - v. There must be a rental assistance agreement and lease between the property manager and tenant as well as the owner of property and ESG sub-recipient.
 - vi. No rental assistance may be made to an individual or family that is receiving rental assistance from another public source for the same time period.
 - vii. Rental assistance may not be provided to a participant who is currently receiving replacement housing payments under Uniform Relocation Assistance
 - b. Per 24 CFR 576.106 (e), ESG sub-recipients may make rental assistance payments only to an owner with whom the sub-recipient has entered into a rental assistance agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the term of the agreement, the owner must give the sub-recipient a copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant.
- 8. Standards for determining how long a particular program participant will receive rental assistance and whether and how the amount of that assistance will be adjusted over time**
- a. Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, ESG sub-recipients may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

- i. Short-term rental assistance is assistance for up to 3 months of rent.
 - ii. Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
 - iii. Payment of rental arrears may consist of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
 - b. The maximum amount of rental assistance provided, and an individual or family's level of responsibility for rent payments, over time, shall be determined by the ESG sub-recipient and shall be reflective of the individual or family's need for rental assistance and the level of financial resources available to the ESG sub-recipient.
 - c. Rental assistance will end if and when other subsidy begins, such as Section 8 Housing Choice Voucher, public housing, or project based rental subsidy.
 - d. Guidance from the St. Louis County CoC, through Homeless Response Committees, Affordable Housing and Rural Housing Coalition meetings and through the Heading Home SLC Leadership Council, will establish, evaluate and modify rental assistance parameters based on data such as community need, outcomes and available funding within the HUD guidelines.
9. **Standards for determining the type, amount, and duration of housing stabilization and relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participants receives assistance; or the maximum number of times the program participants may receive assistance**
- a. Subject to the general conditions under 24 CFR 576.103 and 24 CFR Part 576.104, sub- recipients may use ESG funding to pay housing owners, utility companies, and other third parties for some or all of the following costs, as allowed under 24 CFR 576.105:
 - i. Rental application fees
 - ii. Security deposits
 - iii. Last month's rent
 - iv. Utility deposits
 - v. Utility payments
 - vi. Moving costs, and
 - vii. Some limited services costs
 - b. Consistent with 24 CFR 576.105 (c), ESG sub-recipients determine the type, maximum amount and duration of housing stabilization and relocation services for individuals and families who are in need of homeless prevention or rapid re-housing assistance through the initial evaluation, re-evaluation and ongoing case management processes.
 - c. Consistent with 24 CFR 576.105(d), financial assistance for housing stabilization and relocation services cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA) during the period of time covered by the URA payments.

Grantee SF-424's and Certification(s)

OMB Approval No. 2015-0026 Version 700

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED June 23, 2018	Applicant Identifier B-13-424-27-0002
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: City of Duluth		Organizational Unit: Department: Planning and Construction Services	
Organizational OUNS: 071627883		Division: Community Planning	
Address: Street: 411 West First Street, Room 238		Name and telephone number of person to be contacted on matters involving this application (give area code):	
City: Duluth		Prefix: Mr.	First Name: Kath
County: St. Louis		Middle Name: A.	
State: MN		Last Name: Hamra	
Zip Code: 55802		Suffix:	
Country: United States		Email: khamra@duluthmn.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 14-1160005-05		Phone Number (give area code): 218-730-5297	Fax Number (give area code): 218-730-5915
7. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es). (See back of form for description of letters.) Other (specify):		7. TYPE OF APPLICANT: (See back of form for Application Types) C- Municipal Other (specify):	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-116-218		9. NAME OF FEDERAL AGENCY:	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: City of Duluth (2018) Community Development Block Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: City of Duluth (2018) Community Development Block Grant Program	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Duluth, St. Louis County, Minnesota		14. CONGRESSIONAL DISTRICTS OF: a. Applicant District: Eighth b. Project District: Eighth	
13. PROPOSED PROJECT Start Date: 4/1/2018 Ending Date: 3/31/2019		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
15. ESTIMATED FUNDING:		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
a. Federal	\$ 2,364,628	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
b. Applicant	\$		
c. State	\$		
d. Local	\$		
e. Other	\$		
f. Program Income	\$		
g. TOTAL	\$ 2,364,628		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative:			
Prefix:	First Name: Emily	Middle Name:	
Last Name: Lanson	Suffix:		
b. Title: Mayor	c. Telephone Number (give area code): 218-730-5230		
d. Signature of Authorized Representative:	e. Date Signed: 4/23/2018		

Previous Edition Usable: Authorized for Local Reproduction Standard Form 424 (Rev. 9-2003) Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required fact sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1	Select type of Submission.	11	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12	List only the largest political entities affected (e.g., State, counties, cities).
3	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4	Enter Date Received by Federal Agency Federal Identifier number. If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14	List the applicant's Congressional District and any District(s) affected by the program or project.
5	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including county), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If this action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Inter-municipal G. Special District H. Independent School District I. State Controlled institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9	Name of Federal agency from which assistance is being requested with this application.		
10	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Back

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED June 26, 2018	Applicant Identifier E-18-MG-27-0002																					
<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier																					
5. APPLICANT INFORMATION		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier																					
Legal Name: City of Duluth		Organizational Unit: Department: Planning and Construction Services Division: Community Planning																						
Organizational DUNS: 077627983		Name and telephone number of person to be contacted on matters involving this application (give area code): Prefix: Mr. First Name: Keith Middle Name: A. Last Name: Ramms Suffix:																						
Address: Street: 411 West First Street, Room 203 City: Duluth County: St. Louis State: MN Zip Code: 55802 Country: United States		Email: kramms@duluthmn.gov																						
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 4 1 - 8 1 0 5 1 3 5		Phone Number (give area code): 218-730-6297	Fax Number (give area code): 218-730-5915																					
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters)		7. TYPE OF APPLICANT: (See back of form for Application Types) <input type="checkbox"/> C- Municipal Other (specify):																						
Other (specify):		9. NAME OF FEDERAL AGENCY:																						
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Labor Management Cooperation Program 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Duluth, St. Louis County, Minnesota		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: City of Duluth (2018) Emergency Solutions Grant Program																						
13. PROPOSED PROJECT Start Date: 4/1/2018 Ending Date: 3/31/2019		14. CONGRESSIONAL DISTRICTS OF: a. Applicant District: b. Project District:																						
15. ESTIMATED FUNDING: <table border="1"> <tr> <td>a. Federal</td> <td>\$</td> <td>197,642</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td>0</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td>0</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td>0</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td>0</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td>0</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td>197,642</td> </tr> </table>		a. Federal	\$	197,642	b. Applicant	\$	0	c. State	\$	0	d. Local	\$	0	e. Other	\$	0	f. Program Income	\$	0	g. TOTAL	\$	197,642	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes: <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No: <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$	197,642																						
b. Applicant	\$	0																						
c. State	\$	0																						
d. Local	\$	0																						
e. Other	\$	0																						
f. Program Income	\$	0																						
g. TOTAL	\$	197,642																						
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																						
g. Authorized Representative Prefix: Last Name: Larson First Name: Middle Name: Suffix: Title: Mayor Signature of Authorized Representative:		Telephone Number (give area code): 218-730-6290 Date Signed: 4/22/2018																						

Previous Edition Usable
 Authorized for Local Reproduction

Standard Form 424 (Rev. 9/2003)
 Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12172 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State, if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal Identifier number. If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPCC) for Federal Executive Order 12172 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Non-Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Each

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 2576-0044

Version 7003

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED June 29, 2018	Applicant Identifier M-18-MC-27-0002
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

5. APPLICANT INFORMATION

Legal Name City of Duluth	Organizational Unit: Department: Planning and Construction Services Division: Community Planning
Organizational DUNS 077827882	Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: Mr. First Name: Keith Middle Name: A. Last Name: Hamme Suffix:
Address: Street: 411 West First Street, Room 208	Email: khamme@culuthmn.gov
City: Duluth County: St. Louis State: MN Zip Code: 55802	Phone Number (give area code) 218-730-5297 Fax Number (give area code) 218-730-5915

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
 41-14-234

7. TYPE OF APPLICANT: (See back of form for Application Types)
 New Continuation Revision
 If Reversion, enter appropriate letter(s) in box(es)
 (See back of form for description of letters)
 Other (specify):

8. NAME OF FEDERAL AGENCY:

9. TYPE OF APPLICANT: (See back of form for Application Types)
 Municipal
 Other (specify):

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
 14-234

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
 City of Duluth (2018) HOME Grant Program

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
 City of Duluth, St. Louis County, Minnesota

13. PROPOSED PROJECT

Start Date: 4/1/2018	Ending Date: 3/31/2019
--------------------------------	----------------------------------

14. CONGRESSIONAL DISTRICTS OF:
 a. Applicant Eighth
 b. Project Eighth

15. ESTIMATED FUNDING:

a. Federal	\$	598,143
b. Applicant	\$	
c. State	\$	
d. Local	\$	
e. Other	\$	
f. Program Income	\$	
g. TOTAL	\$	598,143

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:

b. No PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes" attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix Last Name: Larson	(rs) Name First Name: Mayor	Middle Name Suffix: Telephone Number (give area code): 218-730-5220 Date Signed: 4/22/2018
---------------------------------------	------------------------------------------	------------------------------------------------------------------------------------------------------------------

Previous Edition Usable
 Authorized for Local Reproduction

Standard Form 424 (Rev 9-2003)
 Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0046-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item	Entry	Item	Entry
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State (use only if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project.
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Durr and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the dollar will result in a dollar change to an existing award, indicate only the amount of the change. For increases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Intercity F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit deficiencies, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change to the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-87) Back

LOCAL GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying – To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

6/24/18

Date

Emily Larson
Mayor
403 City Hall
Duluth, MN 55802
Telephone Number: 218-730-5230

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program years 2016 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force – It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint – Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.



Signature/Authorized Official

Date

6/20/18

Emily Larson
Mayor
403 City Hall
Duluth, MN 55802
Telephone Number: 218-730-5230

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature/Authorized Official

6/26/18

Date

Emily Larson
Mayor
403 City Hall
Duluth, MN 55802
Telephone Number: 218-730-5230

ESG Certifications

The Emergency Solution Grantee certifies that:

Major rehabilitation/conversion – It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services – It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal, State, local, and private assistance.

Matching Funds – It will obtain matching amounts required under §576.71 of this title.

Confidentiality – It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Signature/Authorized Official

6/24/18

Date

Emily Larson
Mayor
403 City Hall
Duluth, MN 55802
Telephone Number: 218-730-5230

**LOCAL GOVERNMENT GRANTEE
EMERGENCY SOLUTION GRANTS PROGRAM
CERTIFICATIONS BY THE CHIEF EXECUTIVE OFFICER**

I, Emily Larson, Mayor, Chief Executive Officer of the City of Duluth, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 CFR 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

- (1) The requirements of 24 CFR 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
- (2) The requirements of 24 CFR 576.53 concerning the continued use of buildings for which emergency shelter grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
- (3) The building standards requirement of 24 CFR 576.55.
- (4) The requirements of 24 CFR 576.56, concerning assistance to the homeless.
- (5) The requirements of 24 CFR 576.57, other appropriate provisions of 24 CFR Part 576, and other applicable Federal laws concerning nondiscrimination and equal opportunity.
- (6) The requirements of 24 CFR 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- (7) The requirement of 24 CFR 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
- (8) The requirements of 24 CFR Part 24 concerning the Drug Free Workplace Act of 1988.
- (9) The requirements of 24 CFR 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public,

except with written authorization of the person or persons responsible for the operation of such shelter.

- (10) The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
- (11) The requirements of 24 *CFR* 576.57(e) are met dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.
- (12) The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that State and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of State and local resources.
- (13) HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Solution Grant, is authorized under State and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the Department of Housing and Urban Development.



Signature/Authorized Official

6/26/18

Date

Emily Larson
Mayor
403 City Hall
Duluth, MN 55802
Telephone Number: 218-730-5230

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the

agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, count, state, zip code)

Community Planning
Room 208 City Hall
Duluth, MN 55802

Financial Services
Room 107
Duluth, MN 55802

Check if there are workplaces on file that are not identified here.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantee's attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal and State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Not that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan



Signature/Authorized Official

Date 6/26/18

Emily Larson
Mayor
403 City Hall
Duluth, MN 55802
Telephone Number: 218-730-5230