



Planning & Development Division
Planning & Economic Development Department

Room 160
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Community Development Committee Meeting Summary

Tuesday, September 17, 2024, 5:30 p.m. Room 430
Application Review Session #1

1. Call to Order and Roll Call

Steven Wick called the meeting to order at 5:33 pm

Attending: Pat Sterner, Steve Wick, Patrice Critchley-Menor, Jasmine Clark, AC Kirk

Absent: Mary Garness, Jennifer Harris, David Lewis

Staff Present: Suzanne Kelley, Phillis Webb, Lenna Johnson

2. Approval of Meeting Summaries

- a. Motion to Approve August 6th minutes **MOTION/Second: Critchley-Menor/Sterner Vote (5-0) APPROVED**

3. Review Conflict of Interest Policy

- a. City Staff Kelley read the HUD Conflict of Interest Policy verbatim. Each member signed the form and submitted it to staff.

4. Overview of FY2025 Application Review and Scoring Process

- a. City Staff Kelley introduced Interim Manager Moses and Community Development Staff. Kelley explained the application review process elements and scoring process. She explained that tonight is review application merit, not dollars amounts.

5. City Staff Presentation: Homeless (CDBG/HOME/ESG)

Staff Kelley gives an overview of the Homeless staff reports reviewing the 11 applications for this Section.

6. Interviews (3 minutes max).

a. Duluth HRA: Coordinate Entry

- i. The HRA is hoping to update their process of who is eligible to be added to the Coordinated Entry list in order to increase their ability to better prioritize those in need of housing.

b. Duluth HRA: TBRA

- i. The criteria for getting into the program is that clientele must be currently homeless.
- ii. TBRA uses Coordinated Entry to track their participants.

- iii. One of the biggest challenges for TBRA is finding enough units for the program.
- c. MACV: Comprehensive Services for Homelessness
 - i. MACV will no longer be pursuing ESG funds during this next grant cycle.
 - ii. A large portion of the clientele they serve are BIPOC.
 - iii. MACV has not been able to serve as many people due to the lack of available units.
- d. Justice North: Expanded Homelessness for Prevention at Justice North
 - i. No representatives present
- e. Safe Haven: Safe Haven Shelter Program
 - i. Safe haven has seen an increase in people needing their services since the pandemic and the completion of their new facility.
 - ii. They have seen a huge barrier for smoothly transitioning their clientele from their shelter facility into stable housing. All of Duluth is seeing 18 to 24 month wait-times for an available stable housing unit.
- f. CHUM : Homeless Services
 - i. CHUM sees about 125 people drop in at their shelter per day.
 - ii. They are able to accommodate 79 people in beds, and have more people staying on the floor.
 - iii. CHUM has seen an increase in people needing their services over the past four years.
 - iv. It is common that they hire employees that have had personal experience with homelessness and/or substance abuse.
 - v. Since the City ordinance, CHUM has seen an increase in the amount of people coming to their facility in the mornings. The general levels of anxiety and stress amongst clientele has been higher as well.
 - vi. Stepping on Up is seeing actual projects coming online soon (including Plover Place).
- g. Salvation Army: Family Transitional Housing
 - i. No representatives present
- h. Center City Housing: Family Supportive Housing
 - i. Last year, 100% of their clientele in transitional housing were able to find and move into stable housing.
 - ii. Since the City ordinance, Center City Housing has seen more people getting into their facility and sleeping in their hallways.
 - iii. All of their clientele come through the Coordinated Entry system. Turning people away for eligibility reasons is rare.
- i. CHUM: Street Outreach
 - i. CHUM is building up their outreach team. They currently have full funding for two staff personnel and one more is in the works.
 - ii. Have working well with the Duluth Police Department and their street response. CHUM tries to move in before police are involved to prevent situation from escalating.
- j. Divine Konnections: Annie's House Operation
 - i. Annie's House serves as their first step in Divine Konnections' mission of "Homeless to Homeowners, Harmed to Healed."
 - ii. Divine Konnections representative spoke about their Duplex Project (a housing project) because they will not be able to attend the October 1st meeting.
 - iii. The Duplex Project serves as phase 3 of their process.
 - iv. The project will be located in Lincoln Park. The land has been donated and much of the funding has been secured.
- k. Life House: Street Outreach for Underresourced and Youth Experience

- i. Street outreach place a critical role in connecting youth to Life house’s wrap around services.
 - ii. Life House wants to connect with youth that are in the standard shelters so that they can help young people find appropriate services.
 - iii. The new Director at Life House has started coordinating with CHUM and UGM.
 - iv. Life House is serving youth from all over the greater Duluth area, and are not seeing areas of specific concentration.

- 7. City Staff Presentation: Public Service (CDBG)
Staff Webb gives an overview of the Public Service staff reports reviewing the 9 applications for this Section.

- 8. Interviews (each application has an allocated time of no more than 3 minutes for the agency to provide a summary of the program. CD Committee will use this time to ask questions to the agency.)
 - a. Life House: Basic Needs Drop-in Youth Center
 - i. Life House is continuing to see an increase in the number of youth served per year.
 - ii. Life House serves a disproportionate amount of BIPOC and LGBTQ+ youth.
 - iii. With food prices increasing, Life House is finding it difficult to find money in the budget to feed their clientele. They have had to dip into their unrestricted funds for full price groceries this past year.
 - b. YWCA: Spirit Valley Young Mother's Program
 - i. The director stated that on November 30th, the YWCA will be officially closing. The director believes that the program will be restarting in the near future. There has been confirmation that the state funding can be transferred to a new entity.
 - ii. For 2025, they are still applying to funds. They are doing the work to see which grants will be transferrable to the new entity.
 - c. CHUM: Programming for Children Living at the Steve O'Neil Apartments
 - i. Childcare is engrained in the apartment facility.
 - ii. CHUM has started providing mental health services at Steve O’Neil Apartments.
 - iii. All programs are non-required to residents.
 - iv. Steve O’Neil Apartments and programing takes ten staff to run.
 - d. CHUM: Duluth Hunger
 - i. CHUM administers the program, but it is a collaborative effort between CHUM, Damiano, and Salvation Army to run the program.
 - ii. Donations of food are continuous but do not provide enough food to serve all clientele. CHUM has had to dip into unrestricted funds to buy extra food to fill the gap.
 - e. Union Gospel Mission: UGM Food Programming
 - i. Food services at Union Gospel Mission have increased substantially over the last two years since they opened their dining hall.
 - ii. They run food rescue missions that collect grocery items about to be thrown out at local grocery stores. This effort has saves them over \$300,000 over the past year.
 - iii. They provide food bags for children throughout the summer.
 - iv. UGM will be relocating in the next few years and will be greatly expanding their services. The new-build facility will be located downtown Duluth.
 - f. One Roof: Tenant Landlord Connection
 - i. A large majority of the TLC clientele are tenants, BIPOC, and/or people with an annual income of \$20,000 or less.

- ii. One Roof has increased their funding request because they will no longer be receiving general funds support. The funding request increase was recommended by the City Administrator.
- iii. TLC serves both tenants and landlords by being a neutral party.
- iv. One Roof notes that the evictions they see tend to be more often monetarily based. However, since COVID, an increase in mental health struggles have lead to tenant-landlord conflict.
- v. Anecdotally, One Roof has seen that a city-wide trend of increasing rents in the past few years has led to an increase in evictions.
- vi. One Roof does not provide legal support, but they make referrals to Homeline and Justice North when necessary.
- vii. The mediation services the TLC program provides are free to both tenants and landlords.
- g. Second Harvest Northland: Expanding Equitable and Dignified Food Access in Duluth
 - i. This is the first time SHN has requested CDBG funds in over 25 years, which shows the increase in demand for food access services.
 - ii. SHN generally serves as the in-between organization to facilitate the distribution of food from large corporate donations to the on-the-ground organizations.
 - iii. SHN has seen a 250% increase in pounds of food distributed over the past 5 years.
 - iv. SHN has their own tracking software for the clientele that use their food shelf program. The majority of people they serve are from the City of Duluth.
 - v. "Shared Maintenance" refers to delivers product.
- h. CAD: Free Tax Sites
 - i. No representatives present
- i. CAD: Food Access through Markets
 - i. No representatives present

9. CD Application Review/Score Sheet

10. Other Business

11. Adjourn (Next meeting, October 01, 2024)

Meeting Adjourned at 7:46 pm

MOTION/Second: Critchley-Menor/Sterner Vote (5-0) APPROVED