

**MEETING SUMMARY OF THE
COMMUNITY DEVELOPMENT COMMITTEE (CDC)
TUESDAY, OCTOBER 9, 2012 – 6:00 P.M.
ROOM 303 CITY HALL**

Present: Debra Branley, Jim Gaylord, Barbara Carr , Bill Kimbler, Dan Nyquist, John Evans, Michael Ramsey and Darryl Yankee

Absent: Justin Perpich and Kristi Gordon

Staff: Keith Hamre, Karen Olesen, Chuck Froseth, Char McLennan, and Suzanne Kelley

Others Present: None

Introductions

Finding a quorum was present Chairman Kimbler called the meeting to order at 6:00 p.m. CD staff reviewed the procedures for the application review session and scoring process. Committee members are to complete an evaluation form for each application and submit them by the end of the staff report/presentations. The Committee's scores will be tallied and averaged and included in the spreadsheet. This review session is an opportunity for Committee members to discuss individual applications. Staff will take minutes, noting Committee questions that can be used by the Committee in determining funding recommendations.

Application Review Session #2 - Review Staff Reports and Applicant Questions

HOME Investment Partnerships Program (HOME)

13-HM-01 Homeless Rental Assistance Program (TBRA)- Duluth HRA	176
13-CH-02 Housing Predevelopment- Center City housing Corp.....	182

Administration

13-AD-01 Program Administration/Neighborhood Planning/HOME/ESG	208
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Public Services

13-PS-06 CHUM Homeless Emergency Shelter Stabilization Services*	127
13-PS-07 Safe Haven Shelter for Battered Women*	133
13-PS-08 AICHO Transitional Housing & Permanent Supportive Housing Programs.	140
13-PS-09 CCHC Women's Transitional Housing Program*	147
13-PS-10 MACV Homeless Veterans Housing & Services *	154
13-PS-11 Salvation Army Family Transitional Housing Program *	162
13-PS-12 CCHC Permanent Supportive Housing Program	169

*Same application for ESG funds

Emergency Solutions Grant Program (ESG)

13-ES-01 CHUM Emergency Shelter	189
13-ES-02 Safe Haven Shelter for Battered Women	133
13-ES-03 CCHC Women's Transitional Housing	147
13-ES-04 Life House Housing Program for Homeless Youth.....	195
13-ES-05 MACV Duluth Veterans Housing Operations.....	154

13-ES-06 Salvation Army Family Transitional Housing	162
13-ES-07 AICHO Transitional Housing and Battered Women’s Shelter Operations...	202

Homeless Coordinated Intake and Assessment

2011/2012 HESG Funding Recommendation

The Committee had the following questions for the applicants:

13-PS-08 AICHO Transitional Housing & Permanent Supportive Housing Programs

1. The application for CDBG funds did not clearly indicate the number of persons and households that AICHO proposes to serve in the 2013 CDBG program year under these programs. Please tell us how many households and how many total persons would benefit during the 2013 program year.
2. The application for CDBG funds did not provide a complete budget showing all items for these projects nor a budget narrative explaining how CDBG funds would be used. Please provide a complete budget for these programs and review the application instructions and provide the budget narrative.
3. Please provide the sources and amount of funds from other sources that currently fund these programs and any other sources (with amounts) of funds applied for to support these programs.
4. What steps were taken by AICHO staff to secure service funding before the Gimaajii PSH Program opened its doors?

13-PS-10 MACV Homeless Veterans Housing & Services *

1. The application provides program goals under the ‘business/operations plan’, but this section does not adequately explain how those goals/outcomes will be accomplished. Please provide more detail about how you will accomplish these goals.
2. The Community Development Office established housing outcomes for transitional housing providers which states that *“70% of the housing program participants will be stabilized in safe, permanent housing (permanent or permanent supportive) six (6) months after exiting the program.”* Please provide outcome results for this outcome (i.e. how many people exited the MACV housing program and of those who exited, how many continued to be stably housed six months after exit?).

13-PS-12 CCHC Permanent Supportive Housing Program

1. In the budget narrative section of the application, it states that CDBG funds will be used to fund an intake worker. In 2012 and again in 2013, CD Committee members questioned the use of CDBG funds for an intake worker for a program that has little participant ‘turnover’. Please provide information about the number of persons that completed an intake under the PSH program in 2010 and 2011, and provide information about other duties that the ‘intake worker’ performs under the CDBG funding.

13-ES-07 AICHO Transitional Housing and Battered Women's Shelter Operations

1. The application for ESG funds did not clearly indicate the number of persons and households that would benefit from this project. How many persons, and how many households are expected to be served during the 2013 ESG program year? Also, how many adults and how many children were assisted through the Dobinoo'Igan Battered Women's Shelter in 2010 and how many in 2011?

2. The application for CDBG funds did not provide a complete budget showing all budget items for these projects nor a budget narrative explaining how ESG funds would be used. Please provide a complete budget for these programs and review the application instructions and provide the budget narrative.

3. Please provide the sources and amount of funds from other sources that currently fund these programs and any other sources (with amounts) of funds applied for to support these programs.

Homeless Coordinated Intake and Assessment

Char provided a report with hand outs.

2011/2012 HEARTH ESG Funding Recommendation

Char explained the joint application process with St. Louis County, which was followed by Committee discussion and questions. This is an integration of ESG program activities with federal Continuum of Care homeless program activities focused in Duluth. A motion was made by Gaylord and seconded by Branley to accept Resolution 12-C-02 with the removal of a specific organization to administer the flex funds. Motion passed 8 – 0.

The next meeting of the CD Committee will be Tuesday, October 30, 2012, at 6:00 p.m.

Meeting adjourned at 8:00 p.m.

Submitted By:
Charles Froseth