



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE

Wednesday, July 23, 2014

5:00 PM

Madison Water Utility
119 E. Olin Avenue

CALL TO ORDER / ROLL CALL

STAFF: Mary Charnitz, Nancy Dungan, Anne Kenny, Mike Miller, Susan Morrison, Jim O'Keefe, Linette Rhodes, Peg Stonestreet

CALL TO ORDER / ROLL CALL

Markofski called the meeting to order at 5:03 p.m.

Present: 6 - Lauren Cnare; Matthew J. Phair; Colin A. Bowden; Justin O. Markofski; Daniel A. O'Callaghan and Russ Whitesel

Absent: 1 - Maurice S. Cheeks

Excused: 2 - Ben M. Van Pelt and Monya A. Choudhury

APPROVAL OF MINUTES

Ald. Cnare moved to approve the June 5, 2014 minutes. O'Callaghan seconded. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

Markofski disclosed that he purchased a home from Madison Area CLT (MACLT) seven-and-a-half years ago and that MACLT owns the land his house is situated on. He said he would neither rate the proposal they submitted nor vote on its funding to avoid a potential conflict of interest.

O'Callaghan disclosed that he has supported Habitat for Humanity, DAIS, The Road Home, YWCA, Tenant Resource Center, and Porchlight.

[34869](#)

CDBG Chair report

Markofski went over some housekeeping items for the Summer Process, especially regarding attendance for quorum.

Ald. Phair said that the Common Council has a budget discussion on July 29 and suggested the CDBG Committee discuss its funding decisions that evening until 7:00 and then resume discussion on the 30th.

Rating sheets for proposals being presented this evening are due after the meeting.

Markofski said that CDA's Truax Phase II proposal has been withdrawn.

Independent Living's Home Modification program categorically belongs with tonight's agency presentations, but they will be presenting tomorrow night.

Movin' Out, Inc. will also present tomorrow night even though one of their programs is categorically on tonight's presentation list.

Ald. Cheeks arrived at 5:10 p.m.

Present: 7 - Maurice S. Cheeks; Lauren Cnare; Matthew J. Phair; Colin A. Bowden; Justin O. Markofski; Daniel A. O'Callaghan and Russ Whitesel

Excused: 2 - Ben M. Van Pelt and Monya A. Choudhury

PRESENTATIONS

[34838](#) Conflict of Interest

Markofski said that members should disclose potential conflicts of interest or recuse themselves from discussion.

[34683](#) 2015 - 2016 CDD Funding Process - 1.2 Housing Assistance. The Committee will hear brief presentations from applicants for 2015 - 2016 funds. Agencies will be limited to a 5 minute presentation. An additional 10 minutes is allotted for Committee members to ask questions.

Bethel Community Services, Inc. Homeless Support Services

Connor Wild, Coordinator of Homeless Support Services at Bethel Lutheran Church, said their program has been around for six years. They want to expand their services to five days a week. They are seeking additional funding to help with another staff member. They are serving 70 to 120 people per day. An additional staff member will allow them to better serve individuals seeking help. The new staff member would partially have an administrative role as well.

Discussion highlights:

- The new staff member would be both a coordinator and an administrator, and additional staff will allow them to expand their services.
- The County has expressed interest in stabilizing them in their budget with \$35,000 allocated this past year and \$50,000 going forward.
- They believe strongly in coordinating services with other providers in the area. They have worked with Tellurian, Madison Area Urban Ministry, Meriter Health Outreach Services, Briarpatch Youth Services, Porchlight, and the VA Homeless Program.

Domestic Abuse Intervention Services (DAIS) Housing Related Aid

Executive Director Shannon Barry handed out a chart showing their waitlist nights and how the numbers have increased dramatically since 2008. DAIS is moving to a new facility next week. They've had from 80 to 100 women and children on the waitlist each night. Due to outreach efforts, they've also had an increase in the number of male victims reaching out to them for services,

including case management and shelter.

Discussion highlights:

- More than 95% of people they serve in their shelter are at or below 30% AMI.
- They haven't increased their funding request because they're not really sure what will be needed with the new facility. They've made the assumption that government resources will remain flat or will decrease, so they've been increasing their fundraising efforts.
- DAIS is prohibited from asking for user fees as part of their funding from the Family Violence Prevention and Services Act. All services are free. There was an error on their proposal showing "user fees," which should be a fundraising line instead.
- Ald. Cheeks asked DAIS to submit a pro forma before next week.
- The money they're requesting is for shelter nights and motel rooms.

Habitat for Humanity Affordable Homeownership for Madison Families

Angie Grim, Family Services Director, gave a quick overview of Habitat's program. They provide homeownership assistance for households below 60% AMI. They sell their homes at fair market value and don't charge interest on mortgage loans. The family's mortgage payments are 25% of gross monthly income and include PITI and condo fees, if applicable. They're able to operate because of donations and sweat equity. They require their clients to take classes on home maintenance, landscaping, budget and credit, and how to be a good neighbor.

Valerie Johnson, CEO of Habitat, explained the business perspective of Habitat's program. They have four business units within Habitat, including builder, banker, recycler, and community and family builders. They plan to build 15 homes, with five in Madison.

Discussion highlights:

- They ask clients to stay in their homes at least a year, but there isn't really much turnover of homes even after a year because of Habitat's good mortgage terms. If a family moves out before a year, Habitat retains the right to purchase the property back.
- Their homes also have a silent mortgage to fill the financing gap. The silent mortgage stays on the property until sale.
- Habitat sold all three units on Russett Road in the last year and has turned over the condo association to the homeowners.

The Road Home Housing Stabilization

Kristin Rucinski, Executive Director, and Peggy Halloran, Development Director, gave an overview of The Road Home's (TRH) request. This is a new request for a one-year program that focuses on getting families into housing and keeping them there. Currently, their Housing Stabilization program is funded by United Way, which pays for the salary and benefits for a case manager. Right now, families receive only case management, but TRH saw an opportunity to enhance the program by adding some financial assistance to families through this new funding request. The amount each family would have available throughout the year is about \$2,000 to use for rental assistance, paying past due bills, etc.

Discussion highlights:

- TRH figured that \$2,000 is roughly enough to assist a family with rent and other housing costs for a year.
- They worked with 146 families total in the past year, and about 135 of those received some sort of rental assistance.

Shine608, Inc. Daytime Resource Center for Homeless Persons

Sarah Gilmore said Shine608 answered a call to do more innovative homeless intervention in the community. They are committed to working with people with addictions or other high risk situations. There are no contingencies to using the Daytime Resource Center. They are applying for operation funds for 2015 for the center. The project fits in line with the Committee's priorities. They are a new organization with no baggage.

Discussion highlights:

- Their program would be part of the Continuum of Care in Dane County, so they would be working with other homeless providers.
- Staff at CDBG advised them to apply for \$100,000 for 2015 funding. The County is funding \$100,000 and the United Way at least \$50,000.
- Gilmore said that they have no reason to believe the center won't be opening by January 2015. She's confident that they can work something out with the Town of Madison.
- The neighborhood in the Town of Madison doesn't feel they've been given much of a say in the decision to site the center there.
- The County is in the process of purchasing Porchlight's property on Martin Street.

Tellurian UCAN, Inc. Reach Out

Sarah Lim and Mike Fleenor gave an overview of the program. Fleenor said their program has successfully enabled homeless single individuals with serious mental illness to move from the streets into housing. One hundred percent of the funds over the years have gone to providing housing assistance. Reach Out is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). They are tasked with working with and assisting the most difficult and challenging population to serve. These individuals are often chronically homeless and have a serious mental illness, often with co-occurring alcohol and drug abuse issues. They are able to help a couple dozen people a year with modest funding. They follow up with them for three months after they are in housing. He said 70-75% are still in housing after a year. This program saves the city in terms of jail time, court costs, and other services.

Discussion highlights:

- Tellurian may work with a person for a couple of years beginning with outreach and seeing them through to being housed. Follow up after the client is stably housed can only last for three months due to program restrictions.
- Over half of the people they place in housing are placed in market rate units.
- People released from prison are released to the county in which they were arrested, so there is not necessarily an increase in the number of prison releases in Dane County. Madison Area Urban Ministry has excellent services

to which Tellurian will refer people.

- Their SAMHSA contract requires them to serve all of Dane County, including downtown Madison where homeless individuals are most visible, as well as homeless living in vehicles and along railroad corridors.

Youth Services of Southern Wisconsin (YSOSW) Briarpatch Youth Shelter

Joseph Bednarowski, Development and IT Director of YSOSW, said they're requesting funding for the Briarpatch Youth Shelter on Rimrock Road, which is an extension of the runaway homeless youth program funding by OCS. It's the first service of its kind in Dane County. Existing shelters will accept youth between the ages of 13 to 17 only if they're accompanied by an adult or guardian. The facility has been constructed, and they're in the process of gathering operating costs. The shelter will be operated 24 hours a day, seven days a week. They provide up to 28 days of shelter at a time with eight beds. State regulations require it be licensed as a group home, which limits the number of beds it can have to eight.

Discussion highlights:

- They're also approaching Dane County for additional funding in the same amount (\$100,000) as they're asking from the City. They're going to be asking for funds from the United Way as well. Other governmental funding comes from the US Department of Health and Human Services and the State of Wisconsin Department of Health Services.
- At this point, they are not asking other municipalities for funds for this project. Bednarowski said that the funding they would receive from Dane County would indirectly cover other county municipalities whose citizens utilize their services.
- Runaway youth might be from Madison or as far away as Florida. Mazomanie or Sun Prairie youth might also end up in Madison, which still affects Madison. There's an increase in the population they're serving due to more complicated multiple issues in families and with school.
- Street outreach serves more African American youth and single women with children than other demographics, whereas the basic center serves more white youth. Between 20 to 40% of youth seeking shelter nationally identify as gay or lesbian.
- All shelter and services are offered free of charge to clients.
- They have a strong working relationship with Madison Metropolitan School District with respect to the Transitional Living Program for homeless youth.

YWCA of Madison Mifflin Street Housing First

Torrie Kopp Mueller said that YWCA is the largest provider of affordable housing for single women in Dane County. They have over 81 units of housing available in their Mifflin Street building. They have a residence counselor on staff to assist residents. They're fairly flexible on criminal background checks and landlord references. They don't do credit checks. If residents have difficulty paying their rent, YWCA works with them on payment plans. Rents are at or below fair market values. They give priority to women who are homeless.

Discussion highlights:

- The program is not fully funded and relies a lot on donations, so they're looking for other funding sources.

- YWCA's "Housing First" does not meet HUD's definition of "housing first."
- They don't have a sobriety requirement.
- YWCA has no time limit for residency. Their leases are month-to-month, but residents can stay as long or short as they want.

Community Action Coalition (CAC) Housing Counseling/Financial Services Program and the Coordinated Intake for Homeless Services Program

Kristina Dux said CAC is applying for funding for two programs. Housing Counseling helps fund two full-time financial services specialists who do intake. Clients are looking for mediations, budget consultations, and referrals in the community. They provide over 10,000 information and referral calls per year and serve over 325 households. Over 75% of their clients retain their housing.

Coordinated intake is a new initiative directed from HUD. Any continuum of care is required to have a coordinated or centralized intake system. The City of Madison has stepped up to provide the funding for the intake here in Dane County, and CAC was awarded the contract through an RFP process. They implemented the Dane County Housing Crisis Line in October 2013, and they have two full-time staff working with clients. Recently, they've decided they will have one waitlist for The Road Home and The Salvation Army with one phone number to call. There will be a phone tree directing people to the right line for their situation and desired services. CAC will subcontract with The Salvation Army. The system will allow them to direct people to the best services for them. They're hoping to serve at least 900 unduplicated households, and 80% of them will be diverted from shelter.

Discussion highlights:

- Agencies are having a somewhat hard time with buying into the program, but it's better to have one phone number for people to call so they're not calling 10 different agencies to figure out where to go.

Ald. Cnare moved to take a 10-minute break at 7:10 p.m. Whitesel seconded. The motion passed unanimously.

Markofski reconvened the meeting at 7:27 p.m.

The Salvation Army (TSA) Emergency Family Shelter (i.e., Warming House) and Single Women's Shelter Case Management

Leigha Weber, Director of Social Programs, said they were not requesting funds for new programs, but they are asking for increased funding for existing programs. The Emergency Family Shelter ("Warming House") program began a couple of years ago as a last stop for families who are either waiting to get into shelter or have cycled through shelter and weren't quite successful in obtaining housing. It's located at 630 East Washington Avenue. They're regularly serving from 18 to 22 people per night. Last year, they denied 674 people. They provide food, laundry, showers, and case management. The funding request will help pay for a case manager in addition to shelter staff and operating expenses at the Warming House.

Mary Patzer, Business Manager, said that they provide day support at The Road Home at a cost of \$18,000 per year. They saw a 49% increase in the

numbers served over the winter due to the harsh weather. The cost of the buildings is not reflected in the budgets because the bricks and mortar are paid for by the territorial headquarters.

Discussion highlights:

- They've asked for full funding because government funding has been flat or even cut for several years, and donations are down.
- United Way will not support shelter but gives \$159,000 to cover case management. Dane County has funded the shelter at the same level since 2010. The state divides its pot of money up by the number of shelter nights registered.
- TSA saw a 12% increase in need in 2013 and an almost 11% increase in need this year.
- Due to spatial constraints at the shelter, they're not able to serve all those in need. They're able to serve about 20 people comfortably per night. In the winter, they're bulging at the seams.

Weber said their second program is for single women shelter case managers. Historically, that function has been funded by HUD through their Continuum of Care application. HUD's moving away from funding supportive-only services, such as this program, and moving towards funding permanent supportive housing and rapid re-housing projects. The program pays for a 1.5 FTE employee and is able to serve about 40 single women. They've also secured some funding from ESG grants in the amount of \$18,800. This is the only opportunity single women have to connect with a case manager in the community, and it's considered to be an integral piece in the journey toward housing.

Discussion highlights:

- The CDBG Committee reallocated unused funds from the YWCA to this program for 2014. The funds end in December 2014.
- The funding request will cover current case management needs. It won't allow for an increase in case management.

Tenant Resource Center (TRC) Housing Mediation Service, Bilingual Housing Resources Specialist, and Community Outreach Specialist

Anders Zanichkowsky, Program Director, said that TRC is applying for two new programs. Their first program, Housing Mediation Service, is an older program, the funding for which has dropped over the years. The two new programs would fund two new positions that would do different duties, but they're very interwoven and interdependent. However, they would be willing to work with one new position if that's all the Committee could fund. There's a housing crisis in Dane County with a 2% vacancy rate. There have also been three major law changes negatively impacting tenants, and as a result, TRC is now having to spend more time with each client to assist them. Staff is dealing with increasingly complex issues due to law changes. The outreach specialist would offer housing counseling in Hmong, Spanish, and English.

Discussion highlights:

- TRC currently has two bilingual staff who can speak Spanish or Hmong.
- O'Keefe asked what one position would look like. Zanichkowsky said the position would be full-time. He said even one half-time position to do both housing counseling and outreach would be helpful. They would be able to

adapt more outreach into an extra housing counseling position.

Porchlight, Inc., Housing Support Services and Operations, DIGS, Shelter Case Manager, Partnership for Transitional Opportunities (PTO) Maintenance Training, Outreach Worker, and Eliminating Barriers to Stable Housing and Employment

Steve Schooler, Executive Director, gave a broad brush background on what Porchlight does. He introduced Tim Pollent who works for the PTO program and Sina Davis who is an outreach worker. Schooler said Porchlight has been in existence for 30 years and began as the operator for the drop-in shelter, which is now at Grace Episcopal Church. They now have over 300 housing units in 24 different locations with a variety of different programs oriented to providing low cost housing and social services. Safe Haven is located at Nakoosa Trail, which includes the PTO program focused on recovery and sober living. Porchlight's housing model has a variety of different programs and services. They also operate Porchlight Products, which was funded by CDBG a few years ago. It operates as an employment training and opportunity program and helps people stabilize their living situations. The final program they operate is Hospitality House at Martin House, which will be discontinued around December 2014.

Schooler said DIGS is an eviction prevention program that's been running since 1999 or 2000. The objective of the program is to provide short-term, low cost assistance to clients to help prevent evictions. A case worker will screen and assess individuals or families to see if they can be helped through the program. The average grant is \$350. They track assisted households for six months, 12 months, and 18 months.

Schooler said the Housing Operations Program has a variety of different housing units throughout Madison. They charge far less than market rates for these housing units and provide support services that tie into those housing units. Services are designed on the IEP model and include a plan with benchmarks for clients. With transitional housing programs the objective is to get people into permanent housing within two years. With permanent housing they help people stay in their housing.

Davis said the Shelter Outreach Worker involves two different programs, the first focusing on the State Street area and other downtown areas. She said that she works with homeless men and provides resources and connections to support programs. She does outreach at the men's drop-in shelter and Hospitality House, and also works with homeless women. She works with landlords to avoid evictions and advocates for clients to have a second chance. She also does direct outreach with people living on the streets. She does follow up after clients have been in housing for six months. She helps clients obtain necessary documentation and social security benefits. She reaches out at the library, businesses, and parks.

Schooler introduced Karla Jameson who said that the new Shelter Outreach Worker is going to focus on chronically homeless single men at the drop-in shelter, the City-County Building, the library, etc.

Pollent said the PTO program operates at Nakoosa Trail and serves roughly 18 men and/or women, providing them with two years of housing and supportive

services. Pollent, who is an employment specialist, said the program helps clients gain skills, receive a paycheck, and work on resumes for future employment.

Schooler said the Eliminating Barriers to Stable Housing and Employment program provides funding and financing to other agencies like The Salvation Army, The Road Home, YWCA, and CAC to supplement DIGS. It helps people obtain driver's licenses, birth certificates, food service certificates, and small educational subsidies, etc., with a 58-59% success rate in 2014 so far.

Discussion highlights:

- The PTO program assists clients to tailor their resumes and cover letters to specific jobs and also provides good references.
- Porchlight is asking the City and the United Way to fund the DIGS program. The funding request decreased due to the anticipated closing of Hospitality House.
- Porchlight will operate the DIGS program downtown when Hospitality House closes. Their outreach workers will continue to work at Shine608's Day Shelter.
- AODA and mental illness issues are some of the barriers outreach workers face in getting people into stable housing.

ADJOURNMENT

Ald. Cnare moved adjournment at 9:00 p.m. Ald. Cheeks seconded. The motion passed unanimously.

Anne Kenny, recorder