

**MAYOR'S ADVISORY BOARD  
ON COMMUNITY DEVELOPMENT**

**1st HEARING – February 8, 2012**

Members of the Advisory Board present: Richard Bossung (chairman), Andrea Wellnitz, and newly appointed members Jason Tennenhouse, Monica Waters and Richard Shockley. Also present: Mayor John Dennis, Department of Development staff Chandler Poole and Dale Dixon, City Council members, Ann Hunt, Peter Bunder, Vicki Burch and Gerald Thomas. Representatives from local public service agencies were also in attendance.

Chairman Bossung called the meeting to order at 6:30 p.m. Advisory Board members and Department of Development staff introduced themselves. Public service agency representatives were asked to provide their names and the agency they are representing at the beginning of their presentations.

Mayor Dennis thanked the public service agencies for their service and contribution to our community. He stated that with the current state of the economy, there is an even greater need for their services. Even though funding has been reduced over the years, Mayor Dennis said the City will designate as much funding as allowed to the public service agencies. He also expressed his appreciation to the new Advisory Board for their time and commitment.

**OLD BUSINESS**

Chairman Bossung noted that the minutes were provided to all members prior to today's meeting. He and Department of Development staff have thoroughly reviewed the minutes for accuracy since three of the Advisory Board members are new. Andrea Wellnitz moved to approve the March 9, 2011 minutes. Richard Shockley seconded. The minutes were approved as written 5-0.

There was no further old business.

**NEW BUSINESS**

Performance Review of PY 2010-2011

Dale Dixon, Department of Development Housing Program Coordinator reviewed the activities undertaken from July 1, 2010 through June 30, 2011. A total of \$519,718 was spent during the period. An explanation was given on the breakdown of the expenditures which included \$231,281 of program income generated by New Chauncey Housing. A balance of \$454,765 was carried over to the 2011-2012 program year. Details of the carry-over allocation funding were provided.

## Project Update July 1, 2011 to Present

Activities that have been completed or are in progress since the end of the report period were highlighted by Mr. Dixon. Activities included one additional house purchase and two emergency repair assists by New Chauncey Housing, Inc., the third and final phase of the Robinson Street sidewalk, ADA Curb and Ramp Project, concrete floor replacement at Fire Station No. 1, continued public service agency support, and the removal of the metal slipcover at 308 State Street. All projects are consistent with the goals established in the 2010-2014 Five Year Consolidated Plan.

Mr. Dixon commented the Executive Summary from the 2010 Consolidated Annual Performance Evaluation Report (CAPER) as was submitted to HUD has been provided for reference. The entire report which lists accomplishments and a summary of recipients is available on the City's website and in the Department of Development.

## 2012-2013 Action Plan

Due to notification from HUD of an anticipated grant of \$382,549 for the 2012-2013 program year, an updated maximum allowable breakdown summary sheet was provided. Mr. Dixon advised the committee to use this amount, which represents a 5% decrease from last year, when determining the total allocation for each request. Grant amount percentage maximums for program administration (20%) and public service agencies (15%) were reviewed. A map illustrating the low to moderate income areas of the city which are CDBG target areas was explained. The map is also available electronically. Questions and public comment was requested.

Mr. Bossung stated the proposals will be heard in the order in which they were received.

## PRESENTATIONS

1. A request for **General Program Administration** was presented by Dale Dixon, Housing Program Coordinator of the City of West Lafayette **Department of Development** for \$71,025. Costs are related to staff time and various administrative expenses associated with the administration of the grant. All time spent on the grant is accounted for. The amount requested is less than the maximum allowable under HUD regulations. Consulting fees, travel and training are also covered. The City's administrative allowance also includes administrative expenses of New Chauncey Housing Inc. up to 20% of their award for PY 2012-2013.

2. Ben Anderson spoke on behalf of the City of West Lafayette **Engineering Department** which requested \$300,000 for the **Sidewalk/Curb Replacement & Curb Ramp Installation Program**. The funds will be used to replace deteriorating sidewalk and curb and install curb ramps at all intersections on DeHart and Connolly Streets. Funds will also be used to add sidewalks along Yeager Road in front of Country Villa

Apartments and complete sidewalk connectivity between Kalberer Road and Cumberland Avenue. 1,781 low to moderate income persons will benefit from the project.

3. The City of West Lafayette **Parks Department** Assistant Superintendent Penny Ainsworth requested \$75,000 to bring the municipal pool and Morton Community Center into **ADA compliance**. Two lifts will be added to the pool, lower counter height and signage. An accessible ramp to the entrance, signage and entrance widening are needed at Morton Community Center. Modifications will meet the needs of an assumed clientele.

4. Ann Brandyberry, Executive Director of **New Chauncey Housing, Inc. (NCHI)**, a nonprofit housing coordinator for the City of West Lafayette, requested \$70,000. The organization's goal is to provide quality, affordable homes for low to moderate income persons while stabilizing and preserving the historic neighborhood near campus. CDBG funding also enables NCHI to work outside of the New Chauncey neighborhood to provide emergency repair assistance. NCHI recently purchased its 55<sup>th</sup> home. Four homes were sold and four additional homes were purchased this year. Emergency repair assistance was provided on six occasions throughout the city. NCHI plans to provide workshops and educational opportunities to their clients and the community. Planned topics include environmental sustainability, homeownership financial training and tax credits available for repair and rehabilitation of historic homes.

5. **Lafayette Transitional Housing Center** Executive Director, Jennifer Layton, requested \$8,000 for the **Family and Singles Transitional Housing Program** which is a long term homeless shelter. Lafayette Transitional Housing Center currently operates four different programs all targeted to helping the homeless become self-sufficient. The two transitional housing programs are for homeless families with children, and for homeless men and women. Both programs strive to help the homeless learn the tools they need in order to become self-sufficient and permanently housed after the completion of their program. Many of the people who complete the program leave LTHC permanently housed and more gainfully employed. It is estimated that approximately 100 West Lafayette residents will be served in 2012. Case management is the key to their success. 100% of the families that completed the program left with permanent housing and income.

6. **Lafayette Transitional Housing Center** Executive Director, Jennifer Layton, requested \$5,000 for the **Supportive Services Program** which is located at the Howarth Center and open Monday through Friday from 8:00 a.m. until 6:00 p.m. The program is for people of Tippecanoe County who are homeless or at risk of becoming homeless and looking for a way to change their situation. Two full-time case managers are on-site to assist consumers develop a plan of how to overcome homelessness. Showers, laundry facilities, meals, a food pantry, clothing room, daytime sleeping area, mail/phone, lockers and a computer lab are available services. The funding request is to help pay for case management services. Of the 251 adults discharged from the program, 92% left with permanent or supportive housing and 70% had income.

7. **The Center @ Jenks Rest** (Tippecanoe Council on Aging), Executive Director, Catherine Moran, requested \$5,000 for the **Care-A-van Transportation Program**. The Care-A-Van program is a door-through-door assisted transportation service for seniors 60 years and older and disabled people of all ages in Tippecanoe County to medical appointments, pharmacies, congregate meal sites, grocery stores and social service agencies. A demand-based service, appointments are set Monday-Friday between 9 a.m. and 2 p.m. There is no charge for the service, although donations are accepted. In 2012, it is anticipated that 40 West Lafayette residents will be served with approximately 800 one-way trips. Services are advertised through the Center @ Jenks Rest brochure and by word of mouth. The program currently employs one full-time Care-A-Van manager and six part-time drivers. The fleet consists of four medium-sized transit vans and one low floor minivan.

8. Jennifer Flora, Chief Executive Officer for the **Mental Health America of Tippecanoe County** requested funding for the **MHA Day Shelter and Supportive Housing Program** in the amount of \$8,500. The day shelter is located at 913 Columbia Street. Extensive outcome-based services are provided in a safe place to local residents who are without homes, many of whom have no income and would otherwise be on the streets. Shelter services have been provided for over 20 years. Doors open at 7:00 a.m. and remain open until 8:30 p.m., 365 days a year, providing safe shelter, three meals a day, mental and physical health care services, crisis intervention, outreach programs, showers, personal hygiene items, access to a telephone, mailing address for job applications, and government forms. Last year a total of 704 individuals were served with an average of 53 people per day. 61% of the people served last year used the shelter two weeks or less. 9% used the shelter for three months or more. Last year was the first time there was an increase in the number of people served. Case outcomes are monitored and in 2011 goals established by the federal government and the State of Indiana were surpassed. Funding for the MHA Day Shelter from other sources has been reduced.

9. **YWCA - Domestic Violence Intervention and Prevention Program (DVIPP)** requested \$5,800 for their 24-hour shelter which serves women and minor children who are victims of domestic violence. (There was no representative from the YWCA present.) Chairman Bossung stated the YWCA is not eliminated from funding and their request should be considered.

10. Joyce Fasani, Shelter Director for **Lafayette Urban Ministry (LUM)**, requested \$7,000 for the **Emergency Homeless Shelter**. The shelter is located at 525 N. 4<sup>th</sup> Street in Lafayette. The shelter serves individuals in the low to moderate income levels. Last year 475 guests received overnight shelter for a total of 9,357 bed nights. Hot evening meals, clean linens, showers, toiletries and a small breakfast were provided between the hours of 9 p.m. and 7 a.m. Case management was provided to 204 individuals and has been expanded to include life skills, GED attainment, and work force preparation. A total of 219 guests stayed three nights or less. It is estimated that approximately 375 West Lafayette residents will utilize LUM services.

11. **Family Services, Inc.** CEO Sarah Byrn requested \$3,500 for the **Homecare Program**. The program assists frail and elderly individuals and persons with disabilities who are unable to perform routine daily living activities such as light housekeeping, laundry, grocery shopping, meal preparation, and bill paying. The main goal of the program is to enable clients to remain living independently in their own homes and to assist in maintaining a safe and healthy home environment. In 2011 West Lafayette residents received more hours of service than anticipated even though the number of clients was one less than originally estimated. A total of 414 hours of service was provided in 2011. The Home Care Program estimates 8 West Lafayette residents will be served.

12. **Food Finders Food Bank, Inc.** Executive Director, Katy Bunder, made a request for \$5,000. **Food Finders Food Bank** is a warehouse and distribution center that receives, sorts, stores, freezes and redistributes food that might otherwise be discarded. Food Finders Food Bank provides food to four area shelters that serve homeless persons, the mentally ill, and victims of domestic violence. Food Finders obtains food from grocery stores, manufacturers, farmers, agricultural associations, businesses, restaurants, salvage brokers, and food drives and distributes it for 19 cents per pound. They take large quantities of unpackaged food; such as product overruns and package it for distribution. Paper products, including diapers, and personal hygiene products are also offered. Food Finders provides food for 172 agencies in 16 contiguous counties in Mid-North Indiana. In order to receive food from Food Finders Food Bank, an organization must be a non-profit organization or church that meets a list of criteria. The food must be given away with no cost to the clients. Historical data indicates that West Lafayette residents make up 11% of the clients served by shelters that are provided food by Food Finders Food Bank. An increased demand is expected for the 2012-2013 program year due to difficult economic times. Over that last four years food distribution has increased dramatically.

12. President and CEO Veronique LeBlanc of **Riggs Community Health Center - Health Referral Services Program** requested \$3,000. Health Referral Services Coordinator, Debi Sanders was introduced. Riggs has three sites with the main site location at 1716 Hartford Street in Lafayette. The Health Referral Program has two components; emergency medication and specialty referral program. Specialty health care services for low income residents including dental and vision services are provided for an initial office visit charge of \$5 which is often waived by the providers. In 2011, 19 unduplicated West Lafayette residents received financial assistance for emergency medication needs totaling over \$1,600.00 The Health Referral Service is the area's sole provider of comprehensive, coordinated health referral assistance services for low income residents. Approximately 20 West Lafayette residents are anticipated to be served in the coming year.

13. **Tippecanoe County Child Care** Executive Director, Marilyn Redmond, requested \$20,000 for the **Early Care and Education Program**. The request is to help support the sliding fee scale which is offered to all families with low to moderate incomes. The sliding fee scales help support the numerous families that fall into the gap of their income being too high to qualify for federal funding but too low to afford the full cost of care. Of

the 283 (up 17% from December of 2010) children enrolled in December 2011 83% were in the low to moderate income level, 55% received federal funding assistance to help pay for child care and 80% received reduced child care fees through Tippecanoe County Child Care's sliding fee scale.

Representatives from the various agencies requesting funding answered any questions from the Advisory Board. Mr. Bossung commented the total amount of the requests of \$70,800 which exceeds the maximum allowable funding of \$57,382 which is 15% of the total grant for PY 2012-2013.

#### Advisory Board Guidance

Members of the Advisory Board and Common Council were given ratings sheets to rank each proposal and suggest an amount of funding for each project. Completed forms were requested to be returned to the Department of Development no later than Friday, February 24. The sheets will be evaluated and a consensus will be formed.

Mr. Bossung announced the next public hearing will be Thursday, March 8 at 6:30 p.m. at which time funding amounts for each project will be announced. All allocations must be approved by the Advisory Board. Mr. Bossung advised the board members to make their recommendations on the anticipated amount of funding. If there is any variance greater than 5%, the Advisory Board may reconvene to discuss the distribution. Mr. Dixon commented all the public service agencies make a valuable contribution to our community. He also stated that the YWCA's Domestic Violence Intervention and Prevention Program should not be dismissed due to their absence at tonight's meeting.

#### Reallocation Discussion

Dale Dixon addressed the Advisory Board regarding the 2009 and 2010 program years. Funding previously designated for Gumball Alley lighting and resurfacing has been unused due to emergency sewer repairs that became necessary in the summer of 2011 which were paid with TIF funds. Repairs included the addition of lighting and resurfacing which was the in the original plan for the CDBG activity. Each program year designated \$25,000 towards Gumball Alley (total \$50,000) which is now unused. The façade program from the same two program years only utilized \$6,180 of the \$30,000 designated for that activity leaving an unused balance of \$23,820. Mr. Dixon requested both unused allocations which total \$73,820 be put back in the capital improvement fund. An unused 2009 public service allocation of \$3,587 also remains due to the discontinuation of a Family Services Program. A request from a replacement public service agency never materialized. Unallocated public service funding cannot be added to subsequent grant years due to the 15% limit of the total grant which is mandated by HUD.

Mr. Shockley moved to reallocate the unused funds from program years 2009 and 2010 totaling \$77,407 back to general capital improvement fund for future use. Ms. Wellnitz seconded. The motion was approved 5-0.

Public Comment

Public comment was requested. There were no additional comments or questions from the board or the public. There was no further business.

Mr. Bossung moved to adjourn. Mr. Shockley seconded. The meeting adjourned at 8:22 p.m.

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