

# City of Minnetonka 2017 Action Plan Draft

## Executive Summary

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

#### 1. Introduction

Beginning with the 2006 program year, the City of Minnetonka opted to become a CDBG entitlement community, and receives its allocation of CDBG funds directly from the U.S. Department of Housing and Urban Development. The City remains a part of the Hennepin County Consortium for purposes of the Five-Year Consolidated Plan and HOME funding.

#### 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.

In general, the city's objectives with the CDBG program are to fund programs which provide availability/accessibility of decent housing (through housing rehabilitation and public services) and to provide availability/accessibility of suitable living environments (through fair housing and public services).

#### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Due to the limited amount of CDBG funds received, the city carefully considers each project to make sure that it will meet as many housing and community development needs as possible. There is particular focus on this with the public service agencies, requiring them to report past performance and anticipated future performance when applying for funds

#### 4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Minnetonka is part of the Hennepin County Consortium, and therefore the City's Action Plan is part of the Hennepin County Consortium Action Plan. The City follows Hennepin County's Citizen

Participation Plan, which calls for the Hennepin County Consortium Action Plan to be available for public comment 30 days prior to a public hearing before the Hennepin County Board.

Additionally, the city goes through a number of steps regarding citizen participation as part of the CDBG allocation. This includes solicitation for non-profit (public service) funding, inclusion in the city's budget documents, and a public hearing prior to the county board public hearing.

**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.

No public comments were received on the Minnetonka portion of the Consolidated Plan.

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

**7. Summary**

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities 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	MINNETONKA	Community Development

**Table 1 – Responsible Agencies**

**Narrative**

The city of Minnetonka administers the city's CDBG program, but is a part of the Hennepin County consortium for purposes of the HOME program. The county is the lead of the consortium per the joint cooperation agreement.

**Consolidated Plan Public Contact Information**

For questions regarding the Hennepin County Consortium Colidated Plan, please contact Hennepin County Housing Development and Finance at 612-348-9260. For questions regarding the Minnetonka section of the Consolidated Plan, please contact the City of Minnetonka Community Development Department at 952-939-8200.

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

As a part of developing the Consolidated Plan, the city relied upon the work spearheaded by Hennepin County. Because many of the agencies that work within the city also work county-wide, it was determined that only one contact needed to be made to these organizations. The city's responses below in this section reflect and point to the work completed by Hennepin County and outlined in their section of the Plan.

**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(l)).**

The city looks to Hennepin County to assist in this coordination. Where appropriate, the city may refer organizations and services agencies to each other to coordinate efforts.

**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.**

This coordination is completed by the Minneapolis/Hennepin County Continuum of Care and the Office to End Homelessness.

**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**

Please refer to the Hennepin County section on this.

### **2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Senior Community Services (SCS)
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through Hennepin County and the city's annual non-profit funding review.
2	<b>Agency/Group/Organization</b>	INTERCONGREGATIONAL COMMUNITIES ASSOCIATION
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through Hennepin County and the city's annual non-profit funding review.

**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care		
City of Minnetonka Comprehensive Plan	City of Minnetonka	The city's comprehensive plan lays out development of the city for the next 30 years. It also identifies affordable housing efforts within the city, which may be impacted by the city's CDBG efforts.

**Table 3 - Other local / regional / federal planning efforts**

## **Narrative**

Since the city is a part of the Hennepin County Consortium, the city works closely with Hennepin County in the implementation of the city's part of the plan.

## **AP-12 Participation - 91.401, 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 city of Minnetonka is part of the Hennepin County Consortium, and therefore the City's Action Plan is part of the Hennepin County Consortium Action Plan. The City has a Citizen Participation Plan that mirrors Hennepin County's and other Consortium members Citizen Participation Plans, which calls for the Hennepin County Consortium Action Plan to be available for public comment 30 days prior its submission to HUD.

In addition to public hearings conducted by the County Board, the city of Minnetonka will hold a public hearing prior to the identification of annual projects and activities to be funded. This public hearing will take place before proposed projects and activities are submitted to Hennepin County for inclusion in the Annual Action Plan. Notice of the public hearing is properly published in the official local newspaper as well as on the city's website. For the 2017 Action Plan, the city's public hearing was held on March 27, 2017.

Additionally, the city works and meets regularly with those looking to provide new benefits for low and moderate income persons. This could be any public service agency or a developer looking to provide new housing.

Like the citizen participation process, the goal setting for the consolidated plan is completed at the county level. Because many of the issues that were found at the county-level are also relevant to the city of Minnetonka, and no additional comments were received directed at only the city, the city's goals mirror that of Hennepin County for consistency.

**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				
2	Newspaper Ad	Non-targeted/broad community		No comments received.		

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.420(b), 91.220(c) (1, 2)

#### Introduction

The following provides information on other sources of funds that are used for community development and housing programs within the City of Minnetonka, in addition to CDBG funds. Federal resources help to leverage a number of other state, regional, and private resources including resources.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder 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	157,000	0	0	157,000	600,000	The city expects to received approximately \$157,000 per year in CDBG 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**

When possible, federal funds are leveraged with additional resources. For the housing rehabilitation program, homeowners will use their own funds with the CDBG funds, and they may also (if qualified) receive additional funds through a city housing rehabilitation loan program.

All public service agencies use CDBG funds to leverage additional public and private funds. In most cases, CDBG funds are only a small portion (usually less than 5%) of their total budget. Commitment of CDBG funds by the city allows the public service agencies to seek out additional funding sources that require a commitment.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A--the main program funded by the city is the rehabilitation of existing owner-occupied housing units.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing rehabilitation	2015	2019	Affordable Housing		Preserve/Create Single Family Homeownership	CDBG: \$120,930	Homeowner Housing Rehabilitated: 20 Household Housing Unit
2	Senior Services	2015	2019	Non-Housing Community Development		Support Education, Outreach and Services	CDBG: \$5,500	Public service activities other than Low/Moderate Income Housing Benefit: 120 Persons Assisted
3	Homeowner education	2015	2019	Affordable Housing Non-Housing Community Development		Preserve/Create Single Family Homeownership Support Education, Outreach and Services	CDBG: \$2,500	Public service activities for Low/Moderate Income Housing Benefit: 20 Households Assisted Other: 65 Other
4	Emergency Assistance	2015	2019	Non-Housing Community Development		Support Education, Outreach and Services	CDBG: \$8,000	Public service activities other than Low/Moderate Income Housing Benefit: 110 Persons Assisted
5	Family Services	2015	2019	Non-Housing Community Development		Support Education, Outreach and Services	CDBG: \$8,500	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Fair housing	2015	2019	Non-Housing Community Development			CDBG: \$1,570	

Table 6 - Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Housing rehabilitation
	<b>Goal Description</b>	The housing rehabilitation program will offer no interest, deferred loans to those throughout the city that meet the income guidelines.
2	<b>Goal Name</b>	Senior Services
	<b>Goal Description</b>	A public service provider will chore and home making services to qualifying seniors living within the city.
3	<b>Goal Name</b>	Homeowner education
	<b>Goal Description</b>	A public service provider will provide various homeowner classes (first time homebuyer, foreclosure prevention and reverse mortgage) to qualifying persons living in the city.
4	<b>Goal Name</b>	Emergency Assistance
	<b>Goal Description</b>	A public service that will provide emergency assistance for housing and utility payments for qualifying households living in the city.
5	<b>Goal Name</b>	Family Services
	<b>Goal Description</b>	A public service provide will offer one-on-one assistance (such as information and referral, job search, youth counseling and others) to qualifying households and individuals living within the city.

6	<b>Goal Name</b>	Fair housing
	<b>Goal Description</b>	The fair housing activities include coordination with the Hennepin County Consortium Fair Housing Implementation Council to do outreach, education, and enforcement of fair housing.

**Table 7 – Goal Descriptions**

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

As determined at the March 14, 2016 council meeting, and adopted by Minnetonka City Council Resolution No. 2016-, the city of Minnetonka will undertake activities related to housing rehabilitation, public services, fair housing, and program administration.

#	Project Name
1	Housing Rehabilitation
2	CAPSH
3	ResourceWest
4	Intercongregation Communities Association
5	Senior Community Services
6	TreeHouse
7	Fair Housing
8	Administration

**Table 8 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing rehabilitation
	<b>Needs Addressed</b>	Preserve/Create Single Family Homeownership
	<b>Funding</b>	CDBG: \$120,930
	<b>Description</b>	The city will undertake a deferred housing rehabilitation loan program. In most cases the maximum loan amount will be \$5000. The program focuses on repairs such as furnaces, roofs, windows and other smaller projects.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low/mod households
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	Housing rehab.
2	<b>Project Name</b>	CAPSH
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeowner education
	<b>Needs Addressed</b>	Support Education, Outreach and Services
	<b>Funding</b>	CDBG: \$2,500

	<b>Description</b>	Community Action Partnership of Suburban Hennepin (CAPSH) will provide homeowner education, including: foreclosure prevention, reverse mortgage counseling, first-time homebuyer classes and other homeowner counseling services. Services are available to all Minnetonka residents; however, 90 percent of those served are low- to moderate-income.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low/mod households
	<b>Location Description</b>	
	<b>Planned Activities</b>	Homeowner education such as foreclosure prevention, reverse mortgage counseling and first time homebuyer classes.
<b>3</b>	<b>Project Name</b>	ResourceWest
	<b>Target Area</b>	
	<b>Goals Supported</b>	Family Services
	<b>Needs Addressed</b>	Support Education, Outreach and Services
	<b>Funding</b>	CDBG: \$4,500
	<b>Description</b>	ResourceWest is a referral and service provider for those living in Minnetonka and who are at 80 percent or less of area median income. In addition to information and referral, they also operate a Project Starfish program. Project Starfish offers one-on-one assistance with individuals for things such as budgeting, housing and job searches, and other information/referral.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 low/mod individuals

	<b>Location Description</b>	
	<b>Planned Activities</b>	Funds will be used to support "Project Starfish", a one-one on assistance program.
4	<b>Project Name</b>	Intercongregation Communities Association
	<b>Target Area</b>	
	<b>Goals Supported</b>	Emergency Assistance
	<b>Needs Addressed</b>	Support Education, Outreach and Services
	<b>Funding</b>	CDBG: \$8,000
	<b>Description</b>	ICA is the city's local foodshelf and emergency financial assistance non-profit organization. The CDBG funds will be used for staffing of their Housing and More program, which assists those who may need help with a rent or mortgage payment. Those participating in the program must work with a case worker to discuss the situation. Funds will be used for staffing costs of the program.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	110 low/mod individuals
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide assistance to those who may need help with a rent or mortgage payment.
5	<b>Project Name</b>	Senior Community Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Senior Services
	<b>Needs Addressed</b>	Support Education, Outreach and Services
	<b>Funding</b>	CDBG: \$5,500

	<b>Description</b>	Senior Community Services administers the H.O.M.E. program in Minnetonka, which is a homemaker and maintenance program that is designed to assist the elderly and help them stay in their homes longer. Services include: window washing, grocery shopping, house cleaning, and other homemaker and maintenance activities. Client information, such as demographic and income information, is collected at the beginning, and services are paid for on a sliding fee scale.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	120 low/mod individuals
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide assistance with general homemaker and maintenance activities to seniors living in their home.
6	<b>Project Name</b>	TreeHouse
	<b>Target Area</b>	
	<b>Goals Supported</b>	Family Services
	<b>Needs Addressed</b>	Support Education, Outreach and Services
	<b>Funding</b>	CDBG: \$4,000
	<b>Description</b>	TreeHouse provides programming for low-income/at risk youth in 7th-12th grade including mentoring, support groups, trips/activities, transportation, and community services activities.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 low/mod families
	<b>Location Description</b>	
	<b>Planned Activities</b>	One-to-one mentoring, peer based support groups, trips, activities and service projects.

7	<b>Project Name</b>	Fair Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Fair housing
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$1,570
	<b>Description</b>	The fair housing activities include coordination with the Hennepin County Consortium Fair Housing Implementation Council to do outreach, education, and enforcement of fair housing.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
8	<b>Project Name</b>	Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	Administration of the Small Projects Program and subrecipient grants.

**AP-50 Geographic Distribution - 91.420, 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

All programs will be provided on a city-wide basis.

**Geographic Distribution**

Target Area	Percentage of Funds

**Table 9 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Because there are no concentrations of poverty or other significant factors, all programs are available city-wide.

**Discussion**



## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

In an effort to further the city's efforts in assisting low and moderate income households, the following are additional actions in which the city provides or participates in.

### **Actions planned to address obstacles to meeting underserved needs**

The City is in contact on a regular basis with a number of nonprofit agencies, which coordinate and provide assistance for those that have underserved needs. In the next year, the City will continue to be in contact with these agencies to learn about the underserved need in the community and how the City can help to meet these needs.

### **Actions planned to foster and maintain affordable housing**

Maintaining, preserving, and adding to the City's affordable housing stock has been a priority for the City. Through the use of CDBG funds, the housing rehabilitation programs have allowed low-income homeowners to stay in their homes, yet maintain the quality of the unit, adding to the affordability of the unit. Additionally, the City works with the West Hennepin Affordable Housing Land Trust (WHAHLT) to purchase homes in the City and preserve them as permanently affordable. To date, there are 52 WHAHLT homes located within the City. Finally, both the City and developers of new housing work together to include up to 20 percent of affordable housing in their developments, and also to maintain its long-term affordability.

Furthermore, the City of Minnetonka adopted an HRA levy for funds to be used for the Minnetonka Home Enhancement housing rehabilitation program targeting those at 80 to 120 percent area median income. This program will allow those who need repairs done on their home, many of which are older, more affordable homes, but may be over the income limit for the city's CDBG housing rehabilitation programs to access funds.

### **Actions planned to reduce lead-based paint hazards**

Participants in the City's Housing Rehabilitation Program who reside in a house built prior to 1978 are required to have their home tested for lead-based paint prior to receiving a loan. The lead-based paint testing is completed by Hennepin County. If lead hazards are found, they must be corrected and the home must pass a clearance test before the project is considered complete. If the clearance test does not pass, the corrections and re-testing must continue until the home does pass. This process is completed following HUD regulations and guidelines.

Much of Minnetonka's housing stock was built between the 1960's and the present day. Thus, many homes in Minnetonka may have lead-based paint. Participants in the City's housing rehabilitation

programs many times live in these older homes, thus, it is through these programs that the City is able to identify lead-based paint hazards and ensure the abatement of lead-based paint.

### **Actions planned to reduce the number of poverty-level families**

The City of Minnetonka will continue to work with and support organizations that deal with the needs of those who are low-income, including CAPSH, ICA, Senior Community Services, HOME Line and ResourceWest. The City relies upon these organizations to provide critical resources and information to help those below the poverty line to gain financial stability.

### **Actions planned to develop institutional structure**

The city of Minnetonka is already working with many of the public service agencies within the community. These agencies either have a city representative who sits on their board of directors or the two organizations work together as part of a larger, broad-based effort. Since these relationships are working well, there are no planned changes.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

For over 15 years, the city has been providing funds (non-CDBG funds) for two affordable housing rental complexes in the city which provide services to assist residents in becoming self-sufficient. In both cases, the program managers connect on a daily basis with the social service agencies in order to gain assistance for their residents. This effort has then led to more connections being made between the housing complexes within the city and the social service agencies.

### **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 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	0
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
<b>Total Program Income:</b>	<b>0</b>

#### 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%

## Discussion

