

## **CR-05 - Goals and Outcomes**

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Plymouth is a recipient of Community Development Block Grant (CDBG) entitlement funds through the U.S. Department of Housing and Urban Development (HUD). These funds are allocated and expended for activities benefitting City of Plymouth residents. HUD requires a summary submission of the annual performance for the programs. The following is an overview of accomplishments for the most current reporting period of July 1, 2017- June 30, 2018. This is the third reporting period in the Consolidated Plan.

The City of Plymouth is one of four CDBG entitlement jurisdictions among 43 suburban communities within Hennepin County and remains a part of the Hennepin County Consortium for the purposes of the Five-Year Consolidated Plan.

The City of Plymouth has used its allocations according to the directives given in the 2017 Action Plan. Of the total estimated 2017 CDBG budget (2017 allocation of \$247,828 and \$35,000 in program income), \$217,620 was used for affordable housing projects, \$43,252 was used for family, senior, and youth services; \$2,500 was used for fair housing activities, and \$28,248 was allocated for the administration of the CDBG Program. The City of Plymouth received \$93,823 in program income during the 2017 year that was reallocated back into the program. There was an estimated \$172,000 of funds available from carryover from the 2016 program year.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Direct homebuyer assistance	Affordable Housing	CDBG: \$57,914	Direct Financial Assistance to Homebuyers	Households Assisted	15	7	46.67%	4	1	25.00%
Homelessness prevention	Non-Housing Community Development	CDBG: \$17,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	29	116.00%	13	14	107.69%
Homeowner education	Non-Housing Community Development	CDBG: \$4,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	300	150	50.00%	59	51	86.44%
Homeowner rehabilitation assistance	Affordable Housing	CDBG: \$95,914	Homeowner Housing Rehabilitated	Household Housing Unit	40	27	67.50%	9	9	100.00%
Rental housing rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG: \$20,000	Rental units rehabilitated	Household Housing Unit	8	10	125.00%	4	4	100.00%
Senior services	Non-Housing Community Development	CDBG: \$7,500	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	225	176	78.22%	50	64	128.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Tenant counseling	Non-Housing Community Development	CDBG: \$9,316	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1250	688	55.04%	238	198	83.19%
Youth services	Non-Housing Community Development	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	225	45.00%	65	93	143.08%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Plymouth has three high priority needs that are addressed within the Consolidated Plan: 1. Preserve and create Single Family Homeownership; 2. Preserve and create Rental Housing; 3. Education, Outreach, and Services. Of these three high priority needs, the City of Plymouth has worked to address these goals in a variety of ways including meeting our goals of rehabilitation of single family owner occupied properties as well as assisting one first time homebuyer in a competitive and rising housing market. The City of Plymouth also met the first three year goals of preserving multifamily rental opportunities by working closely with our sub-grantees. Three of the City of Plymouth sub-grantees exceeded in their third year goals for the Consolidated Plan by assisting an additional 14 seniors with needed home maintenance, 28 Plymouth youth with youth services, and an additional resident with emergency housing assistance. In addition to this, the City of Plymouth also added an additional sub-grantee to assist with programming for families.

Staff worked with the lower performing agencies throughout the year to identify possible solutions to better serve residents of the City of

Plymouth. Staff will continue to assist sub-grantees with achieving goals that are stated within their applications through monitoring and communication as well as looking at additional programs that are applicable under federal guidelines and needed in the City.

The owner-occupied Rehabilitation Loan Program within the City of Plymouth has met its established goals for the year with additional loans in progress. Nine homeowners were assisted with needed home repairs through the rehabilitation program as well as through the Emergency Repair Program. The City also met the goal for the affordable rental housing with rehabilitation of three different homes. The City has exceeded the Consolidated Plan goal for affordable rental housing with the rehabilitation of four different buildings which helped an additional eighteen household members in group home settings. In addition to rehabilitation efforts throughout the City, the First Time Homebuyer Program assisted one household to purchase their first home in the City of Plymouth and continues to have interest by potential homebuyers, real estate agents, and mortgage lenders.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	261
Black or African American	145
Asian	2
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	4
<b>Total</b>	<b>415</b>
Hispanic	9
Not Hispanic	444

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

According to the census estimates provided by the U.S. Census Bureau, the population estimate for Plymouth as of July 1, 2017 was 78,395. 82.6% of the population for the City of Plymouth identified themselves as white alone. 5.2% identified themselves as black alone, and 8.7% identified as Asian. The above assisted numbers are representative of the racial and ethnic population for the City of Plymouth.

The City of Plymouth actually served 453 during the 2017 Program Year but due to no option for inclusion of homes or people identifying as multi-racial or other, they were not able to be included in the numbers in Table 2.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	513,905	286,842
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
LIHTC	LIHTC	0	
Section 8	Section 8	0	
Tax Exempt Bond Proceeds	Tax Exempt Bond Proceeds	0	
Tax Increment Financing	Tax Increment Financing	0	
Other	Other	0	

**Table 3 - Resources Made Available**

### Narrative

The City of Plymouth uses CDBG funding in addition to funding provided through the HRA Affordable Housing Account, Local HRA Tax Levies, and the City of Plymouth Economic Development Fund. CDBG is just one resource available for the City's continual upkeep and improvement of housing throughout the City. The HRA Tax Levy was utilized to assist with subsidizing rental housing for senior citizen households through the City of Plymouth's senior housing portfolio. The HRA also provided funding to assist residents with energy audits and potential home improvements along with architectural design consultations for older housing stock. Finally, the Plymouth Economic Development Fund is available to provide funding for activities that help to create jobs, increase business activities, and increase the tax base within the City.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

**Table 4 – Identify the geographic distribution and location of investments**

### Narrative

The City of Plymouth programs are available to low/moderate income households throughout the City of Plymouth and are not geographically targeted. All qualifying residents within the City of Plymouth are able to receive assistance through the programs.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Plymouth does not have any specific matching requirements associated with the CDBG program. The City of Plymouth did use funding from the HRA tax levy to assist with ongoing maintenance and upkeep of senior housing throughout the City. The City also has an economic development fund which has been used previously to provide loans that help to stimulate business activities to create job growth and increase the local tax base. The City of Plymouth also has an HRA funded Rehabilitation Program that assists borrowers who may not qualify for the CDBG Rehabilitation Program. The City works with the Center for Energy and the Environment to provide low cost home energy assessments that can aid in bringing down energy costs for homeowners. Because of the housing stock that is aging, the HRA has an Architectural Design Program which provides architectural guidance to homeowners looking to make additions or changes to their current homes.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	9	9
Number of households supported through Acquisition of Existing Units	4	1
<b>Total</b>	<b>13</b>	<b>10</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City of Plymouth is part of the larger Hennepin County HOME Consortium which focuses on affordable housing goals for Hennepin County. The City of Plymouth has used all 2017 program year funds to assist households at or below 80% of area median income, as defined by HUD. The City of Plymouth provides assistance to residents through both a homebuyer assistance program and rehabilitation assistance for current homeowners. Due to an aging housing stock, the Rehabilitation Program has been successful in meeting the goals provided in the Action Plan. A tight housing market



has made it more difficult for potential homebuyers to find properties available for purchase within the City of Plymouth.

In 2017, the City of Plymouth approved the preliminary plat and site plan for the Cranberry Ridge development that will provide 45 units of affordable housing and be available to Housing Choice Voucher clients. An additional development is in the primary stages and will provide 58 additional units of affordable housing.

**Discuss how these outcomes will impact future annual action plans.**

As previously stated, the City of Plymouth did not set any goals for the 2017 Program Year in providing new units of affordable housing. However, there are two new developments that are in stage of the approval process by the City Council that have affordable housing units within them. Cranberry Ridge has had preliminary plat and site plan approval for 45 units of affordable housing. An additional development will provide 58 units of affordable housing and is in the primary stages of development.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	140	0
Low-income	219	0
Moderate-income	94	0
<b>Total</b>	<b>453</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The median income for the City of Plymouth is \$88,378. The numbers in Table 7 are representative of the populations that are a part of the City of Plymouth. The number of households that were assisted in the extremely low and low income categories show that the people who are most in need of receiving assistances are finding resources more often than in past years. The City of Plymouth CDBG program assists all residents with low to low-moderate incomes.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Plymouth is part of the Hennepin County Consortium and when presented with someone needing access to services to reduce or end homelessness would refer them to our network of social service agencies as well as Hennepin County to receive services. The accomplishments stated within this objective are those of Hennepin County.

St. Stephens Human Services (SSHS) operates a five-person street outreach team in Minneapolis that conducts initial engagement, harm minimization, and connection to services for people who are unsheltered. It conducts assessments and refers people directly to housing through the Continuum of Care's (CoC) Coordinated Entry System (CES). Hennepin County's Healthcare for the Homeless staff regularly accompany the outreach team to provide healthcare directly to those unsheltered or living outdoors. SSHS also has one additional outreach worker permanently based in the downtown library where large numbers of people experiencing homelessness convene during the day time.

In fall of 2017 the American Indian Community Development Corporation (AICDC) launched a new two-person outreach program targeted towards Native Americans with Substance Use Disorders who are unsheltered with linkages to a new low-barrier housing program for the same target population.

Youth-specific outreach workers are organized through a consortium of youth serving agencies and focus on identification and quick connection to services for youth who are unsheltered, particularly through the Youth Opportunity Center (YOC). The YOC hosts 20-30 different agencies and services in a single downtown location. Similarly, Catholic Charities operates the Adult Opportunity Center, a drop-in center offering an array of services to meet the needs of people experiencing homelessness, including assessment for CES, employment training and, again, healthcare services.

Hennepin also established a single point of entry into the shelter system for those who would otherwise go unsheltered, the Adult Shelter Connect (ASC). The ASC staff operate out of a well-publicized fixed location where they conduct the initial ESG assessment for all those seeking shelter, provide orientation to the shelter system, and make bed reservations at any of the adult shelters with capacity. The system maximizes utility of every bed in the system, thereby avoiding unsheltered nights wherever possible. An after-hours telephone service ensures that all unclaimed reservations can be re-allocated to those still in need of shelter.

Singles and families in shelter are also assessed with the VI-SPDAT and placed on the priority list for homeless-specific rapid rehousing, transitional housing, or permanent supportive housing. People fleeing domestic violence are assessed through the county's "front door" and placed on the priority list.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Plymouth works with the network of services that Hennepin County has available through the following:

Hennepin County has a “shelter all” family policy which guarantees shelter beds for any family experiencing homelessness. The shelter capacity for families expands as need demands. Families are assessed for Coordinated Entry within one week of shelter entry and referred to Transitional Housing, Rapid Rehousing, or Permanent Supportive Housing as appropriate.

In October 2016, the Hennepin CoC completed a shelter redesign for single adults with a central intake and referral to shelter and the ability of shelter guests to “reserve” a bed each night, ensuring that they have a safe place to sleep. This system works across five different providers and has allowed for greater specialization of shelter usage, particularly in transferring those guests in need of greater supports to shelters that offer more intensive case management. Hennepin CoC is now using the data gathered from the central intake to right-size the singles shelter bed inventory in terms of both number and types of beds in order to best meet the needs of single adults experiencing homelessness in Hennepin County.

Further significant changes occurred in 2017. Firstly, a 50 bed winter shelter was converted to a year-round shelter to increase capacity during the summer months, particularly for women and couples as the shelter specializes in serving these groups. Secondly, the funding for a 180 bed 24-hour shelter was converted in order to reduce barriers to entry, particularly in relation to financial cost to guests, increase utilization and allow more vulnerable folks to benefit from 24-hour shelter. Another 50 beds were opened for the winter months with each existing shelter adding some capacity during this period.

The CoC tracks length of stay in shelter and identifies people to be assessed with the VI-SPDAT through a Homeless Management Information System (HMIS) data report. Shelter workers, or a contracted assessor, then completes assessments on single adults and place them on the priority list through CES. A by-name list has been established for anyone who has stayed longer than a year in shelter and therefore may be experiencing chronic homelessness (‘the Chronic Index’). This list is used to target case management from the PATH-funded Hennepin County Homeless Access team and for bi-weekly case conferencing. In the first 12 months operating the list, 131 people were moved into housing.

In addition, the City of Plymouth continues to work with our network of social service providers such as Interfaith Outreach and PRISM to assist persons experiencing homelessness or needing emergency shelter.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Plymouth works with PRISM and Interfaith Outreach as well as other social service agencies to address homeless issues. PRISM offers help with temporary housing assistance and payments in order to prevent homelessness for a small window of time. With any situation, when presented to the City of Plymouth, the issue would be addressed in any means possible as well as using the assistance of Hennepin County. As part of the Hennepin County Consortium, the City of Plymouth has access to the following resources through Hennepin County.

To the extent possible, people who are not literally homeless are first directed to “non-homeless” resources to assist in housing stability. Hennepin County offers “emergency assistance” for rent or utility bill arrears to keep people in their current housing. The county uses state dollars from Family Homeless Prevention and Assistance Program (FHPAP) for people needing additional financial assistance, supportive services, and case management. FHPAP resources are targeted to households with the greatest risk of homelessness using a targeting tool based on local and national resources.

The county created a new Housing Stability office in 2016 to work with county staff and clients on identifying housing opportunities for people being discharged from institutions into appropriate mainstream-funded housing opportunities. The County recently implemented the “Hennepin Housing Key” which is an on-line resource of openings in specialized housing for people with disabilities or those experiencing homelessness. The Key, when fully implemented, will include up to 14,000 housing units with current availability. County and community case managers are using the Key to find housing for people exiting treatment or care or for County clients who need to move.

More recently, Hennepin County partnered with local foundations to increase and improve our efforts to prevent homelessness. We piloted an eviction prevention program, aimed at helping people behind in their rent before an eviction is filed. The pilot provides case management, legal advice, mediation, and cash assistance. The pilot will enroll 300 households in 2018 and then will follow the households for 12 months to measure whether they subsequently retained or lost their housing, were evicted, or entered emergency shelter. We also implemented a shelter diversion program for families who could avoid a shelter stay by returning to their housing situation for a short period of time if they have assistance to find a more stable home. And finally, we added flexible funding to existing FHPAP-funded homeless prevention programs in order to meet growing needs in our urban core, and to individualize our interventions.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

For all populations, the focus is on making homelessness rare, brief, and non-recurring. Hennepin CoC uses the VI-F-SPDAT to assess people’s vulnerability and need for supports to end a person’s homelessness. Families (including young families) experiencing homelessness are guaranteed entry into the county-contracted shelter system, and are assessed via the VI-F-SPDAT within a week of shelter entry. Single adults access shelter through the Adult Shelter Connect (ASC), which reserves their bed via HMIS and allows shelter guests to re-reserve their bed each morning, if need be. Youth can use the ASC

to access non-age-specific shelter, or can enter youth-designated shelters directly. Single adults are assessed via the VI-SPDAT, and youth with the TAY-SPDAT, with the goal of assessing within 14 days of shelter entry.

All households are offered Permanent Supportive Housing, Rapid Rehousing, or Transitional Housing services, or identified as able to self-resolve, based on their vulnerability and program vacancies. The focus in shelter is on making the experience as brief as possible, but with sufficient supports in place upon housing to make a recurrence of homelessness rare. The Rapid Rehousing program has flexible rental and social service supports, so that supports can continue up to two years, as needed by the family. Although Hennepin CoC was one of the original developers of Rapid Rehousing, the CoC continues to innovate applications of rapid rehousing to expedite exits to and retention of permanent housing, including methods such as Critical Time Intervention, shared housing, and “bridge housing”. The number of families experiencing homelessness, as measured in the PIT has dropped year-on-year since 2014 achieving a cumulative reduction of more than 40%.

The Hennepin CoC uses state funds to support a intensive homeless prevention services for families that have been in shelter more than two times in the last two years. This program effectively reduces returns to shelter for these families. The CoC also targets all homeless prevention resources to households with past periods of homelessness.

The City of Plymouth has access to these services and refers anyone needing help to the above services and to the extent possible, follows up to ensure the proper assistance was provided.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Plymouth has no federal public housing within the jurisdiction. The Plymouth HRA does administer approximately 325 Housing Choice Vouchers (HCV). HCV's provide federal rent subsidies for low-income individuals and families in privately owned, existing market-rate housing. The funding from HUD is paid directly to the owner of the property.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The City of Plymouth does not have any public housing within the jurisdiction, however, the Plymouth HRA has two resident advisory boards, one for its Housing Choice Voucher (HCV) program and an additional board for the locally financed 99 unit subsidized senior housing development. The HCV Resident Advisory committee advises the HRA on policy development and review. Plymouth Towne Square, the senior development, has a residents' council that advises the HRA on management and resident services.

### **Actions taken to provide assistance to troubled PHAs**

The Plymouth HRA administers the Housing Choice Voucher Program and has been given the designation of a High Performing PHA.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City does not face any significant negative effects due to public policies within the community. There are, however, state and/or federal regulations taxing policies that can have a negative effect on providing affordable housing. The City collaborates with other public entities whenever possible to identify and mitigate policies and other barriers to affordable housing. Partnering with developers and developments that are encourage affordable housing, the City will assist in funding with Tax Increment Financing, work with developments to mitigate costs and potential land issues that may arise as well. For the Cranberry Ridge development, the City allowed for the reguiding and rezoning of land from office to residential to accomodate the development.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of Plymouth continues to look for ways to assist with affordable housing. The City of Plymouth provided financial assistance for the rehabilitation of owner occupied units for low to moderate income families. The City assisted with meeting affordable housing needs by providing down payment and closing cost assistance combined with counseling and education for low to moderate income families.

Additionally, the City of Plymouth began a locally funded Rehabilitation Loan Program to aid homeowners who are unable to qualify for CDBG funding with rehabilitation of existing housing stock. The City assisted in funding the Home Energy Squad program allowing homeowners within the jurisdiction to perform an energy audit for a lower cost than offered by the local utility companies to discover energy conservation options. The program provides homeowners with energy efficient products such as CFL lightbulbs and programmable thermostats.

In 2017, the City of Plymouth approved the preliminary plat and site plan for the Cranberry Ridge development that provides 45 affordable units, and is available to Housing Choice Voucher clients. The City of Plymouth is also working with an additional development that is in the primary stages of development to provide an additional 58 affordable housing units.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

As part of the City's Rental Housing Licensing Program, all rental properties in the City are inspected at least every two years. The inspector has satisfied HUD's Risk Assessment Course and is a Certified Risk Assessor. All participants in the City's Housing Choice Voucher program that reside in housing built before 1978 receive copies of the EPA brochure "Protect Your Family From Lead In Your Home". All program participants in the City's Rehabilitation and First Time Home Buyer programs are also given the

EPA brochure.

The Plymouth HRA has incorporated procedures in the guidelines for all federally funded programs to meet the requirements of the federal Lead-Based Paint regulations. Discussion of the Lead-Based Paint (LBP) requirements was discussed at the initial meeting with the HRA staff and all files require a Certification of Receipt of LBP signed by the applicant. All homes built before 1978, with deteriorated paint surfaces which may require lead hazard reduction work, received lead testing. Plymouth HRA contracts with a certified Risk Assessor to perform the needed tests to identify lead hazard risks. Due to the aging housing stock in the City of Plymouth, all but one properties assisted through the CDBG Rehabilitation program funding were subject to a Lead Risk Assessment. Clearance reports were issued to all homeowners who had work done that disturbed painted surfaces and a copy is kept by the HRA in the homeowner's file.

The City of Plymouth works closely with Hennepin County, who has additional resources available to provide assistance in reducing lead based paint hazards including the Healthy Homes initiative which provides money to help eliminate health hazards in homes throughout Minnesota.

#### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Whenever possible, the City of Plymouth works diligently through its programs to identify and assist individuals and families that are below the poverty level. Collaboration with Public Safety and the City of Plymouth Housing Inspector help to identify homeowners and renters who may be in need of additional services. Through the established network of relationships with social service agencies, the City refers clients to appropriate areas as well as assisting them with the CDBG resources when applicable through the HRA. There are also programs that are offered through the City of Plymouth, Plymouth HRA, and local non-profits that assist individuals and families experiencing poverty. PRISM and Interfaith Outreach help to assist with homelessness within the City of Plymouth. HOME Line assists tenants with any rental disputes for the City of Plymouth. TreeHouse helps the youth of the community and Senior Community Services assists the low income homeowners with home maintenance.

As a member of the Hennepin County Consortium, the City of Plymouth works closely with case managers from Hennepin County to alert the County whenever an individual in the jurisdiction may need additional assistance.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City of Plymouth continues to coordinate with other institutions in the delivery of housing and community development programs. Whenever possible, Plymouth HRA leverages its CDBG funds with other state and local programs. The City coordinated with Hennepin County to deliver Healthy Homes grant funding to help with lead-based paint hazard reduction in conjunction with the CDBG



Rehabilitation Loan Program. The state Housing Finance Agency is also a resource that we recommend to potential homebuyers and current homeowners within the City of Plymouth when looking for funding resources.

The City of Plymouth has also been working with pilot programs created in 2015 to evaluate effectiveness. The first program is the Home Energy Squad program which is a collaboration between the Center for Energy and the Environment (CEE) and the Plymouth HRA to provide funding to qualified homeowners to get a home energy audit done to assess the home's energy needs. The City of Plymouth also has the Architectural Consultation Program which assists with some of the cost to have a qualified architect come out and give architectural advice to homeowners looking to make home improvements.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City of Plymouth has developed and maintained a strong collaborative relationship with other social service agencies and housing providers. Specifically, the City works with People Responding in Social Ministry (PRISM), Metropolitan Interfaith Council on Affordable Housing (MICAHA), Habitat for Humanity, and Interfaith Outreach.

All First Time Homebuyer Program recipients are required to attend homebuyer workshops that are presented by Community Action Partnership of Hennepin County (CAP-HC) or other Home Stretch accredited workshops. CAP-HC specifically works to assist lower-income household with comprehensive financial counseling and homeownership training. Completing these required programs will provide the potential homeowner with the ability to purchase a home.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City of Plymouth is a member of the Fair Housing Implementation Council (FHIC) established in 2002 to coordinate efforts of its members to comply with obligations to affirmatively further fair housing throughout the metro housing market area. During the 2017 year, the Committee continued to address the recommendations brought forth in the Addendum to the Regional Analysis of Impediment to Fair Housing (AI). Community engagement was completed from the RFP that was awarded in the 2016 Program Year. The FHIC also released and began a new community engagement RFQ in the 2017 year to assist in addressing underrepresented residents within the City of Plymouth and assess the needs of these groups. Work will continue on this RFQ through the 2018 Program Year.

The FHIC initiates activities that are designed to stop discrimination and promote integration. Such activities are a response to the 2001 Regional Analysis of Impediments to Fair Housing (AI), funded by participating metropolitan jurisdictions. The City of Plymouth has been an active member of this council designating time and resources to assure that there is fair housing for all people, not only within the

jurisdiction, but the broader metropolitan area.

Per the recommendations of the Addendum to the AI, the City of Plymouth has worked as part of the Hennepin County Consortium. The Consortium held a meeting and agreed upon funding the Center for Urban and Regional Affairs (CURA) to study displacement of lower income and people of color in relation to the suburbs specifically. Any additional resources will go to Fair Housing training for staff and potential decision makers for the entitlement communities as well as to work on Fair Housing trainings through ECHO in a variety of languages.

The City of Plymouth specifically has worked to address the items on the Addendum to the AI recommendations that were targeted to the City of Plymouth and entitlements. The City of Plymouth continues to be an active member of the Fair Housing Implementation Council (FHIC). This includes distribution of the recent RFQ to suburban focused agencies to advance community engagement within these suburban areas. The City of Plymouth annually monitors our sub-grantees for compliance with Fair Housing guidelines as well as requiring quarterly reports on the demographics of any clients of the sub-grantee's programs. The City of Plymouth provides vouchers for renters through our HRA and because of this, the Plymouth HRA follows all guidelines of Fair Housing required by Section 8 and HCV. The City encourages landlords to accept vouchers whenever possible to assist with more affordable housing options. Staff continually monitors new state legislation to assure that the programs provided are in compliance with all statutes. The Plymouth Housing and Redevelopment Authority continues to provide funding for rehabilitation and acquisition of existing affordable housing to assist lower income households with maintaining and purchasing homes within the City of Plymouth. The Community Development department consists of a Housing Inspector who works as an intermediary between public safety, non-profit and assistance agencies and tenants and citizens.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Contracts are executed with all organizations implementing activities identified in the Consolidated Plan. The Plymouth HRA is responsible for contract administration and compliance and has experience in monitoring federal programs through CDBG grants in previous years. Monitoring is an ongoing process, incorporating six areas of activity:

*Funding Agreement-* Initially, for each program/project funded through consolidated plan resources, the applicant will be required to enter into a funding agreement covering at least the following items:

- Schedule for project implementation.
- Financial management of program funds and required matching funds.
- Compliance with related federal regulations.
- Appropriate long-term affordability/access requirements.
- Schedules for project compliance documentation.
- Repayment requirements for noncompliance.

The funding agreement provides a basis for assessing the development and tracking implementation of funded activities. Provisions of the agreement serve as a benchmark that is reviewed for compliance. Appropriate remedial actions are taken and evaluated in a timely manner. Compliance with the terms of the agreement is required prior to approving any request for funding.

*On-Site Visitation-* In the middle of each program year, Plymouth HRA staff consults with representatives from each community organization receiving a CDBG funding allocation. This visit includes an in-depth review of project procedures and other regulations and reporting requirements including those of HUD. Periodically thereafter, staff may schedule on-site monitoring to review program operation and assure file compliance. The frequency and depth of these visits depends upon the perceived risk involved with each project.

*Document Review-* The documents submitted with the reimbursement request are reviewed for completeness and correction. When a problem is discovered, HRA staff will discuss the issue(s) with project staff to correct the situation and assure that the problem is understood. Reimbursement does not occur until all requirements are met. If subsequent problems are encountered, the project receives a “high risk” status and more frequent on-site monitoring is required.

*Performance Report-* The completion of the Consolidated Annual Performance Evaluation Report is used to assure program/project completion. If a significant discrepancy between goals and performance is

found, additional consultation occurs. Progress in meeting its goals may harm the applicant's chances for future funding if they are unable to comply.

*Timeliness*- Timeliness is a requirement of the monitoring process. All applications require a schedule for the expenditure of funds. If a project is found to be falling behind on expenditures, they are contacted regarding this problem to develop an adjusted timeline.

*Evaluation*- Continual evaluation of the monitoring process for the City of Plymouth is done to ensure project/program compliance.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

THIS DRAFT OF THE CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REVIEW HAS BEEN APPROVED BY THE CITY OF PLYMOUTH HOUSING AND REDEVELOPMENT BOARD BUT IS PENDING APPROVAL BY THE CITY COUNCIL. CITY COUNCIL APPROVAL WILL OCCUR AT THE SEPTEMBER 11<sup>th</sup>, 2018 MEETING.

The public and comment period for this report is included in public hearing held by Hennepin County Consortium. This report was submitted to Hennepin County prior to the comment period for the Consortium CAPER. No public comments were received concerning the Plymouth portion of the CAPER. In addition, the City of Plymouth held a public hearing on February 22, 2018 to receive comments on the usage of CDBG funding for the city.

The following reports are available to the public and have been previously submitted to HUD at this time:

- 2015-2019 Hennepin County Consortium Consolidated Plan
- 2018 City of Plymouth Action Plan
- Regional Analysis of Impediments to Fair Housing, February 2015
- Revised Regional Analysis of Impediments to Fair Housing, May 2017

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Plymouth has used the resources made available to assist homeowners in a variety of ways throughout the program year. There would be no changes to the programs offered other than to continue to monitor and stay in close contact with our sub-grantees to assure that all of the stated Action Plan goals are met.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

