

CR-05 - Goals and Outcomes - DRAFT

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 program year 2024 CAPER summarizes the annual CDBG program performance from July 1, 2024, to September 30, 2024. The CDGB program year differs from the city fiscal year and runs from July 1 to June 30. This is the final CAPER for the funding program year 2017 and the remaining funds will be remitted to HUD. The draft of the CAPER is attached. Key accomplishments of CDBG programming in 2024, as summarized in the CAPER, are listed below:

- Five Homes Within Reach households assisted
- \$33,620.31 expended for rehab
- 40% of the assisted homeowners are people of color
- Of the families assisted, all are low-to-moderate-income households

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
Business Assistance	Non-Housing Community Development	CDBG: \$0	Businesses assisted	Businesses Assisted	0	0				

Emergency Assistance	Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Family Services	Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Homeowner education	Affordable Housing Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Housing rehabilitation	Affordable Housing	CDBG: \$207500	Homeowner Housing Rehabilitated	Household Housing Unit	100	22	22.00%	27	5	18.5%
Senior Services	Non-Housing Community Development	CDBG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

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.

All activities undertaken by Minnetonka have a high ranking in the Five Year strategic plan. Their priority in the strategic plan was high serving those households who were at or below 80% Median Family Income. The goal is now to expend the remaining grant funds from years when Minnetonka was an entitlement community.

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	3
Black or African American	1
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	4
Hispanic	1
Not Hispanic	0

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

Narrative

One household identified themselves as mixed race. The household number was excluded from the table since there is no "Other" category above.

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	public - federal	\$77,045.60	\$33,620.31

Table 3 - Resources Made Available

Narrative

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 money was distributed to low-moderate households within the West Hennepin Affordable Housing Land Trust.

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.

In some cases, governmental funds for energy assistance are used in conjunction with CDBG funds to enhance the project and increase the scope of what repairs can be made. In other cases, the loan recipient/homeowner uses their own funds when a certain project costs more than the loan amount or when the project is not eligible for CDBG funds. No public land or property was used or donated to support any of the CDBG funded projects for FY 2024.

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
Total	0	0

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	12	5
Number of households supported through Acquisition of Existing Units	0	0
Total	12	5

Table 6 – Number of Households Supported

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

Supply issues and rising construction costs led to significant delays in rehabilitation projects.

Discuss how these outcomes will impact future annual action plans.

Because Minnetonka is now part of the Hennepin County Consortium, the annual action plan is not expected to be adjusted. The city plans to spend the remainder of the entitlement funds.

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	0	0
Low-income	5	0
Moderate-income	0	0
Total	5	0

Table 7 – Number of Households Served

Narrative Information

The city operates a CDBG-funded rehabilitation program for owner-occupied households called the Small Projects Housing Rehabilitation Loan Program. This program offers deferred loans to low- to moderate-income households to complete rehabilitation projects on their homes as well as emergency repairs. This programs helps the city to maintain its housing stock and has been very attractive to the city's increasing senior population as well as single parent households. As in previous years, we continue to see more interested residents than ever, many of whom have never qualified in the past. Often times the work is to improve energy efficiency or to take care of emergency situations such as a leaking roof or a furnace that no longer works.

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 Minnetonka relies on Hennepin County to assist with homelessness efforts in the city, through the Coordinated Entry for families. This 10-year Plan provides the framework, goals, and service and housing gaps which guide development of new and renewing services through Hennepin County's Consolidated Housing RFP, ESG planning and implementation, CoC funding, Family Homeless Prevention and Assistance Program planning and implementation, and expansion of Long-term Homeless Group Residential Housing and services.

Hennepin County has implemented Coordinated Entry for families, which assesses families in shelter after one week in shelter. The community has launched a Coordinated Entry system for singles, assessing people in shelter with the VI-SPDAT assessment forms. This fall, the County will launch a more coordinated shelter entry system for single adults, and implement the VI-SPDAT assessment for all single adults after a month in shelter. People who score into the Permanent Supportive Housing range are triaged through a Housing Referral Coordinator to available PSH units within Hennepin County. Those who score in the Rapid Rehousing range are assigned a rapid rehousing service provider. St. Stephens Street Outreach conducts VI-SPDAT assessments on people who are unsheltered and their referrals also go through the Housing Referral Coordinator.

Addressing the emergency shelter and transitional housing needs of homeless persons

Hennepin County has a board policy to shelter all families and all disabled adults. Our shelter system is robust and expands to meet demand, essentially sheltering all people who request emergency shelter. The family shelter system is coordinated by Hennepin County staff. The single adult shelter system is coordinated by a consortium of five single adult shelter providers. Youth can either enter a youth-specific shelter system or can access single adult or family shelter. Transitional housing is accessed through the Housing Referral Coordinator. Most of the transitional housing in Hennepin County has changed their programming to either be Permanent Supportive Housing or Rapid Rehousing. In 2021 and 2022, Minnetonka staff met with His House Foundation to discuss an alternative path for Minnetonka families to access resources after becoming homeless. His House Foundation assists families experiencing a housing crisis by consolidating resources and assisting with temporary housing while families are accessing the county's coordinated entry program. The city agreed to a contract with His House Foundation for the purpose of assisting 12 households.

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

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 bills to keep people in their current housing. Treatment programs are encouraged to find housing for their clients upon discharge, rather than discharging them into homelessness. This is an area for improvement, however. Because of the extremely low vacancy rate, many people are still discharged from systems into homelessness. As our community's Coordinated Entry system expands, the county will reach out to those systems of care to assess people before discharge into appropriate homeless-specific and mainstream funding sources for housing support. The county uses state dollars from Family Homeless Prevention and Assistance Program (FHPAP) as a second tier of prevention funds for families and singles that have already used emergency assistance within the past year.

Minnetonka works to reduce the number of persons living below the poverty level in several ways. Through the Urban County Consortium of CDBG Dollars, the city contributes 15 percent of its total annual CDBG allocation, the maximum allowed under federal regulations, to public services. Some of these public services, including Community Action Partnership of Hennepin County, directly work towards reducing the number of persons living below the poverty level. Secondly, the city provides financial assistance (outside of CDBG funds) to WHAHLT, to provide permanently affordable owner-occupied housing to those at 80% AMI or less. The city also provides financial assistance (outside of CDBG funds) for community programs that occur at Minnetonka Heights Apartments and Crown Ridge Apartments—both of which have affordable units (and some public housing units) included in them and provide critical programming and services aimed at helping residents become more self-sufficient.

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

Minnetonka partners with Hennepin County to manage the homeless population within the city. The coordinated entry system allows for identification of people most appropriate for permanent supportive housing and those who can benefit from rapid rehousing or transitional housing.

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

Actions taken to address the needs of public housing

For the worst case needs (low-income renters with severe cost burden/substandard housing/involuntarily displaced) there are a few programs available to help these households. First, for those who need immediate funds to help with a rent/utility payments, ICA can provide a one-time emergency loan to help pay these. Secondly, HOME Line, a tenant advocacy organization, can help those renters who may have problems with their landlords or are facing eviction to provide free legal advice and tenant organizing. ResourceWest, a CDBG recipient, through their Project Starfish program, can meet with severely burden households one-on-one to discuss resources and other programs available to assist with their needs.

Metro HRA administers the Section 8 program and the Minneapolis Public Housing Authority administers the Holman Public Housing program on behalf of the city. Holman public housing units are located at two affordable apartment buildings, Minnetonka Heights, a 172-unit subsidized apartment building, and Crown Ridge, a 64-unit mixed income apartment building.

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

Minnetonka maintains an open line of communication with local PHA's in order to monitor their success.

Actions taken to provide assistance to troubled PHAs

Minnetonka maintains an open line of communication with local PHA's in order to monitor their success.

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 funds and participates in the Fair Housing Implementation Council (FHIC), a regional housing consortium that works on region-wide fair housing strategies. This group is currently working on an analysis of barriers to affordable housing that will help inform future Action Plan initiatives.

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

The city is in contact on a regular basis with a number of non-profit agencies, which coordinate and provide assistance for those that have underserved needs. Some of those agencies, such as Community Action Partnership of Hennepin County and Senior Community Services are funded with CDBG funds from the city.

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

If applicable for the project. Lead paint testing was conducted at the site and a report was provided to the homeowner.

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

Through the Urban County CDBG consortium, the city works to reduce the number of persons living below the poverty level in several ways. First the city contributes 15% of its allocation to public services. Some of these public services, including Community Action Partnership of Suburban Hennepin, directly work towards reducing the number of persons living below the poverty level. Secondly, the city provides financial assistance to WHAHLT, to provide permanently affordable owner-occupied housing to those at 80% AMI or less.

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

The City of Minnetonka does not face significant gaps in the institutional structures in the community.

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

The Minnetonka Community Development Department works closely with multi-family rental properties within the city to determine the needs of residents and coordinate efforts to mitigate any issues. Minnetonka, through the Hennepin County Consortium, provides annual grant funding to a local

emergency services provider, ICA, to help people who are risk of homelessness.

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

Through the Hennepin County Consortium, the city allocates funding to the Fair Housing Implementation Council. In the past, these funds were used to support.

Twin Cities Metro Area Fair Housing Implementation Council's main focus over the past year was working with MOSAIC to complete the Addendum to the 2014 Regional AI. This was completed in early 2017. The study is in the process of being updated, which started in 2020.

Implementation of a Fair Housing Policy at the City of Minnetonka in 2018. This makes fair housing information and discrimination reporting easily accessible to residents.

Continued two city-funded and operated housing programs. (non-CDBG) that included reviewing program guidelines to ensure they met fair housing regulations.

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

The city's CDBG expenditures continue to be monitored by city staff for compliance with HUD's guidelines for timeliness.

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.

The CAPER was made available for public comment from Nov. 14, 2024 through Nov. 2 , 2024. Minnetonka City Council held a public hearing on Dec. 2, 2024. Staff did not receive any comments.

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.

No changes were required with our current objectives

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

No

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

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.

No changes were required with our current objectives

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

No

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

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative



PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	77,045.60
02 ENTITLEMENT GRANT	0.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	77,045.60

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	33,620.31
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	33,620.31
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	33,620.31
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	43,425.29

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	33,620.31
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	33,620.31
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION		PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00	
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00	
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%	

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	0.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	0.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	0.00
42 ENTITLEMENT GRANT	0.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	0.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	0.00%

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

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LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

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LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

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LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

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