

**PLYMOUTH HOUSING AND  
REDEVELOPMENT  
AUTHORITY  
STAFF REPORT**

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Kenny Niemeyer, Housing and Economic Development  
Coordinator

**MEETING DATE:** February 23, 2023

**SUBJECT:** General Amendment to the City of Plymouth's 2022  
Community Development Block Grant Annual Action Plan  
Senior Community Services allocation

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**BACKGROUND:**

The Community Development Block Grant (CDBG) is a federally funded program administered by the U.S. Department of Housing & Urban Development (HUD). The City of Plymouth HRA allocates funding from its CDBG allocation to public service organizations who provide services to residents of Plymouth.

The public service organization Senior Community Services (SCS) was originally allocated \$16,000 of 2022 CDBG Funds. As of 12/31/2022, SCS utilized the entire funding amount of \$16,000 to serve 68 households, 74% of which are low-moderate income.

**RECOMMENDATION:**

**Staff recommends approval of Resolution No. 2023-02.**

The City of Plymouth HRA has additional funding from program income received during the 2022 Program Year. These funds can be reprogrammed to support CDBG activities. Staff recommend allocating an additional \$15,200 of CDBG funds to SCS, to support their continued service to Plymouth residents through most of the remainder of the 2022 CDBG Program Year.

**ATTACHMENTS:**

1. Resolution No. 2023-02

**CITY OF PLYMOUTH**

**HRA RESOLUTION 2023-02**

**A RESOLUTION TO APPROVE A GENERAL AMENDMENT OF THE 2022  
COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN**

**WHEREAS**, the City of Plymouth (“City”) has delegated its responsibility for the expenditure of Community Development Block Grant (CDBG) funds to the HRA pursuant to the Management Services Agreement dated the 17<sup>th</sup> day of November, 1995, between the City and the HRA; and

**WHEREAS**, the HRA and Sub-grantee are parties to that certain Subgrantee Agreement dated **July 1, 2022**, relating to Sub-grantee’s allocation and use of Federal Fiscal Year 2022 Community Development Block Grant (“CDBG”) funds (the “2022 Sub-grantee Agreement”); and

**WHEREAS**, the City of Plymouth intends to submit a general amendment to the U.S. Department of Housing and Urban Development for the City of Plymouth’s 2022 CDBG Annual Action Plans and held a duly constituted public comment period as required by its Citizen Participation Plan General Amendment requirements; and

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA, that it hereby recommends that the City Council authorize the City Manager to allocate additional 2022 Community Development Block Grant funds from the U.S. Department of Housing and Urban Development with the following allocation:

- |                             |           |
|-----------------------------|-----------|
| • Senior Community Services | 15,200.00 |
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Pending final approval by the City Council, the City of Plymouth will submit the general amendment to the U.S. Department of Housing and Urban Development for approval.

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Michelle Soderberg, Chair

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Grant Fernelius, Executive Director

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Kenny Niemeyer, Housing and Economic Development  
Coordinator

**MEETING DATE:** February 23, 2023

**SUBJECT:** General Amendment to the City of Plymouth's 2022  
Community Development Block Grant Annual Action Plan  
HOME Line allocation

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**BACKGROUND:**

The Community Development Block Grant (CDBG) is a federally funded program administered by the U.S. Department of Housing & Urban Development (HUD). The City of Plymouth HRA allocates funding from its CDBG allocation to public service organizations who provide services to residents of Plymouth.

The public service organization HOME Line was originally allocated \$5,400 of 2022 CDBG Funds and later received an additional \$1,349 through a minor amendment to the 2022 Annual Action Plan. As of December 31, 2022, HOME Line utilized the entire funding amount of \$6,749 to serve 128 households, 77% of which are low-moderate income.

**RECOMMENDATION:**

**Staff recommends approval of Resolution No. 2023-04.**

The City of Plymouth HRA has additional funding from program income received during the 2022 Program Year. These funds can be reprogrammed to support CDBG activities. Staff recommend allocating an additional \$4,050 of CDBG funds to HOME Line, to support their continued service to Plymouth residents through most of the remainder of the 2022 CDBG Program Year.

**ATTACHMENTS:**

1. Resolution No. 2023-04

**CITY OF PLYMOUTH**

**HRA RESOLUTION 2023-04**

**A RESOLUTION TO APPROVE A GENERAL AMENDMENT OF THE 2022  
COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN**

**WHEREAS**, the City of Plymouth (“City”) has delegated its responsibility for the expenditure of Community Development Block Grant (CDBG) funds to the HRA pursuant to the Management Services Agreement dated the 17<sup>th</sup> day of November, 1995, between the City and the HRA; and

**WHEREAS**, the HRA and Sub-grantee are parties to that certain Subgrantee Agreement dated **July 1, 2022**, relating to Sub-grantee’s allocation and use of Federal Fiscal Year 2022 Community Development Block Grant (“CDBG”) funds (the “2022 Sub-grantee Agreement”); and

**WHEREAS**, the City of Plymouth intends to submit a general amendment to the U.S. Department of Housing and Urban Development for the City of Plymouth’s 2022 CDBG Annual Action Plans and held a duly constituted public comment period as required by its Citizen Participation Plan General Amendment requirements; and

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA, that it hereby recommends that the City Council authorize the City Manager to allocate additional 2022 Community Development Block Grant funds from the U.S. Department of Housing and Urban Development with the following allocation:

- |             |          |
|-------------|----------|
| • HOME Line | 4,050.00 |
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Pending final approval by the City Council, the City of Plymouth will submit the general amendment to the U.S. Department of Housing and Urban Development for approval.

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Michelle Soderberg, Chair

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Grant Fernelius, Executive Director

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**TO:** Plymouth Housing and Redevelopment Authority

**FROM:** Kenny Niemeyer, Housing and Economic Development  
Coordinator

**MEETING DATE:** February 23, 2023

**SUBJECT:** General Amendment to the City of Plymouth's 2022  
Community Development Block Grant Annual Action Plan  
CDBG Admin allocation

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**BACKGROUND:**

The Community Development Block Grant (CDBG) is a federally funded program administered by the U.S. Department of Housing & Urban Development (HUD). The City of Plymouth HRA allocates funding from its CDBG allocation to cover administrative expenses incurred from administering the CDBG program. CDBG administrative costs are incurred from the city's internal programs funded by CDBG: home rehabilitation program and first-time homebuyer program. And compliance monitoring of public service organizations that receive the city's CDBG funding.

The City of Plymouth HRA allocated \$22,410 of 2022 CDBG funds to cover CDBG administration expenses. As of December 31, 2022, \$58,390.65 in admin expenses have been incurred for the 2022 CDBG program year which began on July 1, 2022, and will end on June 30, 2023.

**RECOMMENDATION:**

**Staff recommends approval of Resolution No. 2023-03.**

The City of Plymouth HRA has additional funding from program income received during the 2022 Program Year. These funds can be reprogrammed to support CDBG activities. Staff recommend allocating an additional \$50,000 of CDBG funds to CDBG administration. This allocation amount will be sufficient to cover the current overage of \$35,980.65 and additional administration expenses estimated to be received before the end of the 2022 CDBG Program Year. Expending CDBG funds to cover CDBG administration



expenses will allow HRA General Funds to be used for existing programs that support housing needs in the City of Plymouth.

**ATTACHMENTS:**

1. Resolution No. 2023-03

**CITY OF PLYMOUTH**

**HRA RESOLUTION 2023-03**

**A RESOLUTION TO APPROVE A GENERAL AMENDMENT OF THE 2022  
COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN**

**WHEREAS**, the City of Plymouth (“City”) has delegated its responsibility for the expenditure of Community Development Block Grant (CDBG) funds to the HRA pursuant to the Management Services Agreement dated the 17<sup>th</sup> day of November, 1995, between the City and the HRA; and

**WHEREAS**, the City of Plymouth intends to submit a general amendment to the U.S. Department of Housing and Urban Development for the City of Plymouth’s 2022 CDBG Annual Action Plans and held a duly constituted public comment period as required by its Citizen Participation Plan General Amendment requirements; and

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA, that it hereby recommends that the City Council authorize the City Manager to allocate additional 2022 Community Development Block Grant funds from the U.S. Department of Housing and Urban Development with the following allocation:

- Program Administration 50,000.00

Pending final approval by the City Council, the City of Plymouth will submit the general amendment to the U.S. Department of Housing and Urban Development for approval.

Approved this 23<sup>rd</sup> day of February, 2023 by the Plymouth Housing and Redevelopment Authority.

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Michelle Soderberg, Chair

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Grant Fernelius, Executive Director