



2017 Program Year CAPER

The Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional. The grantee must submit an updated Financial Summary Report

(PR26).

Executive Summary

The Consolidated Annual Performance and Evaluation Report (CAPER) details Washington County's progress toward meeting the goals outlined in Washington County's 2017 Annual Action Plan and 2015-2019 Consolidated Plan. The CAPER reports on activities funded by the U.S. Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG) Program. Washington County has participated in the CDBG Program since 2001 and the HOME Program, through the Dakota County Consortium, since 1994. Washington County Community Development Agency (CDA) administers the CDBG and HOME programs on behalf of Washington County.

This CAPER reports activities in all municipalities in Washington County with the exception of the cities of Woodbury, Hastings, White Bear Lake, and Marine on St. Croix. CDBG and HOME activities for Woodbury, Hastings and White Bear Lake are reported in separate CAPER's reported by the City of Woodbury, Dakota County, and Ramsey County, respectively.

The CAPER contains three main parts:

- The first part discusses the overall achievements in housing and community development for the 2017 Program Year (July 1, 2017 through June 30, 2018), the third year of the 2015-2019 Consolidated Plan.
- The second part provides a narrative focused on the financial and programmatic performances of each grant awarded through the CDBG and HOME programs. Other narratives in this part describe the ability of the county and its funding recipients to leverage additional resources for housing and supportive services activities.
- The third part of this CAPER compiles attachments of supporting data for the narratives found in the first two parts.

The CAPER describes how Washington County has met the national goals and objectives in the areas of housing, homelessness, and community development. Washington County's 2015-2019 goals include expanding and preserving the supply of safe, decent and affordable housing; strengthening the community's suitable living environment; and promoting opportunities for economic self-sufficiency.

In deciding which projects to fund with CDBG, the Washington County CDA ensures that the funded projects meet at least one of the three national objectives:

- Benefit low to moderate income populations
- Prevent or eliminate slum and blight; or
- Provide and urgent need

The Washington County CDA ensures a proposed project meets one of the following four objectives for HOME funds:

- Provide decent affordable housing to lower income households;
- Expand the capacity of nonprofit housing providers;
- Strengthen the ability of state and local governments to provide housing; or
- Leverage private sector participation in affordable housing

In the 2017 Program Year, Washington County had the following accomplishments:

- Saint Andrew's Resource Center used funding to begin the conversion of the St. Genevieve rectory into a 5-bed Emergency Shelter (\$65,980.19 CDBG);
- Twin Cities Habitat for Humanity finalized and sold nine single family townhomes in Generation Acres Development (\$250,004.25 HOME);
- Washington County Home Improvement Loan Program assisted six households in making necessary repairs to their homes (\$129,288.76 CDBG);
- Twin Cities Habitat for Humanity acquired two vacant lots to then construct single family homes for persons at or below 80% area median income (\$134,500.00 CDBG);
- Two Rivers Community Land Trust finalized and sold two single family townhomes (\$10,500 CDBG);
- City of Landfall used funding for street improvements (\$5,854.00 CDBG) to install railings and new concrete steps;
- Community Action Partnership of Ramsey and Washington Countys rehabilitated a duplex in the City of Forest Lake into a 2-unit rental complex utilizing Community Housing Development Organization funds (\$220,755.38 HOME);
- Washington County Community Services provided homelessness prevention services (crisis funding and service staffing) and assisted 1036 people (\$125,022.48 CDBG);
- Program Administration (\$104,944.06 CDBG and & \$15,909.24 HOME).
 - In collaboration with cities and counties in the Twin Cities Metro, Washington County funded 3 fair housing projects for tenant rights (\$3,000.00 CDBG) and participates in the Twin Cities Section 3 Collaborative to implement certification and outreach activities on a metro-wide basis for Section 3 covered projects meant to empower low to moderate income residents and businesses to access employment and contracting opportunities (\$2,400.00 CDBG).

In the 2017 Program Year, the total expenditure of CDBG funds was \$579,089.49 of which \$471,045.43 was disbursed to projects and \$107,944.06 for program administration. The total expenditure of 2017 Program Year HOME funds for Washington County was \$486,668.87, of which \$470,759.63 was distributed for projects. Administration expenditures were disbursed totaling \$15,909.24.

I. Summary of Resources and Distribution of Funds

For 2017 Program Year, Washington County was appropriated CDBG funds, as an Urban County Entitlement Community, in the amount of \$683,255.00 and HOME funds, as a Dakota County Consortium Member, in the amount of \$238,507.00 to accomplish the goals identified in its 2017 Annual Action Plan.

In addition to the annual allocations, Washington County received 2016 CDBG program income in the amount of \$150,172.56 through payoffs of Home Improvement Loans. It is a requirement that program income be expended prior to entitlement funds. As a result, \$150,172.56 of CDBG entitlement funds

became unallocated and were reallocated CDBG funding was allocated in the 2017 Annual Action Plan thus making a total of \$833,427.56 available.

In Program Year 2017, \$100,110 was received in program income through payoffs of Home Improvement Loans. It is a requirement that program income be expended prior to entitlement funds. As a result of this, \$100,110 of CDBG entitlement funds became unallocated and were reallocated CDBG funding was allocated in the 2018 Annual Action Plan and will be reported on in the 2018 CAPER. Washington County committed the following funds in 2017 Program Year:

| | | |
|------|--|-----------------------|
| 2017 | Community Development Block Grant (CDBG) | \$683,255.00 |
| 2016 | Community Development Block Grant Program Income | \$150,172.56 |
| 2017 | HOME Investment Partnerships (HOME) | <u>\$238,507.00</u> |
| | TOTAL | \$1,071,934.56 |

Allocation of Resources: 2017 Program Year funds were allocated to the following activities.

| PROJECTS | CDBG | HOME |
|---|---------------------|---------------------|
| Generation Acres Building #8 | | \$180,000.00 |
| St. Andrew's Emergency Shelter | \$170,000.00 | |
| Home Improvement Loan Program | \$251,876.45 | |
| Twin Cities Habitat for Humanity-Scattered Site CDBG | \$130,000.00 | |
| Twin Cities Habitat for Humanity-Scattered Site HOME | | \$34,767.48 |
| Washington County Community Services-Family Service Worker and Crisis Fund Assistance | \$125,022.48 | |
| 2017 Consortium CHDO | | \$35,777.00 |
| Administration | \$151,637.82 | \$23,850.00 |
| Unallocated | \$4,890.81 | |
| Totals | \$833,427.56 | \$274,394.48 |

While these funds were allocated through the Annual Action Plan, the amount of funds expended during the 2017 Program Year includes funds allocated in prior years but not expended until the 2017 Program Year due to project timelines. Washington County disbursed a total of \$579,089.49 in CDBG and HOME funds during the 2017 Program Year. Expenditures for projects and activities include: Saint Andrew's Emergency Shelter, Generation Acres Phase I, the Home Improvement Loan Program, Habitat for Humanity Scattered Site I & II, Two Rivers Homes to Trust, Community Action Partnership of Ramsey and Washington Counties, City of Landfall Street Improvements, Washington County Public Services and CDA Administration. Due to other projects not having spent down their entire allocation as of June 30, 2018, expenditure percentages may seem higher or lower in some areas. All projects funded met a

federal National Objective as well as goals and priorities established by Washington County. All projects other than administration benefitted families at or below 80% area median income (AMI).

The total expenditure of CDBG funds in the 2017 Program Year was \$579,089.49. HOME funds total expenditure for Washington County was \$486,668.87. The table below shows the project expenditures that took place in the 2017 Program Year, even if funded with prior year allocations.

2017 Program Year Expenditures

| PROJECTS | CDBG Expenditures | HOME Expenditures | Accomplishment |
|---|--------------------------|--------------------------|------------------------|
| Saint Andrew's Emergency Shelter | \$65,980.19 | | 5 Emergency Beds |
| Generation Acres I | | \$29,486.09 | 5 New Owner Units |
| Generation Acres IV | | \$220,518.16 | 4 New Owner Units |
| Home Improvement Loan Program CDA | \$23,957.26 | | 3 Owner Occupied Homes |
| GMHC | \$105,331.50 | | 3 Owner Occupied Homes |
| Habitat for Humanity Scattered Site I | \$77,500.00 | | 1 New Owner Units |
| Habitat for Humanity Scattered Site II | \$57,000.00 | | 1 New Owner Units |
| Two Rivers Acq. Rehab | \$10,500.00 | | 2 Owner Occupied Homes |
| Community Action Partnership of Ramsey & Washington Counties (CHDO funds) | | \$220,755.38 | 2 Rental Units |
| Landfall Street Improvements | \$5,854.00 | | 686 Persons |
| Washington County Community Services – Social Worker | \$125,022.48 | | 1036 persons |
| Washington County Community Services – Crisis Fund | | | |
| Washington County CDA Administration | \$107,944.06 | \$15,909.24 | |
| Total | \$579,089.49 | \$486,668.87 | |

HOME Highlights

New Construction: Habitat for Humanity utilized HOME funding by constructing two buildings in their Generation Acre Development. The nine units are then sold to low-moderate income homebuyers.



Rental Rehabilitation: Community Action Partnership of Ramsey and Washington Counties acquired and made improvements to a duplex in Forest Lake. The units are rented to households below 60% area median income.

Before



After



CDBG Highlights

Homeowner Rehabilitation: In efforts to preserve and maintain existing affordable housing, Washington County has a county-wide Home Improvement Loan Program. This is available to Low-moderate income homeowners needing necessary repairs to their homes with a 0% interest, deferred loan.

Before



After



Public Facilities: Saint Andrew's Resource Center converted the St. Genevieve Church rectory into a 5-bed emergency Shelter.

Before



After



Public Improvements: The City of Landfall is a manufactured home community located in the western portion of Washington County adjacent to the City of Oakdale. The community consists of approximately 300 homes with a population approaching 700 persons. The City utilized CDBG for a street improvement project which consisted of steps and retaining wall replacement.



Acquisition: Twin Cities Habitat for Humanity used CDBG funding to acquire two vacant lots in the City of Saint Paul Park. They then constructed single family homes on the lots which were sold to homeowners at or below 60% area median income.



Project Activity Modifications:

Washington County's 2017 Annual Action Plans described the Two Rivers Community Land Trust Ivy Estates Project, which proposed to construct six single-family homes in Forest Lake MN and was awarded \$214,767 HOME funding. This Project was not ready to move forward and canceled. Twin Cities Habitat for Humanity applied for 2018 program year funding to construct four single-family townhome units in the City of Hugo, MN. Habitat for Humanity also applied for 2018 funding to acquire and rehabilitation two single family homes in Washington County. These projects were shovel ready. Washington County CDA processed a substantial amendment for program year 2017, canceling the Ivy Estates project and awarding Generation Acres \$180,000 and Scattered Site \$34,767 HOME funds.

Other Financial Information

Washington County received a total of \$100,110 in CDBG program income from Home Improvement Loan Program. These funds will be recycled back into the Home Improvement Loan Program for program year 2018.

The Washington County Home Improvement Loan Program, as of June 30, 2018, had 75 loans outstanding with principal balances totaling \$1,102,584.08. Loans in the Washington County Home Improvement Loan Program are deferred until the homeowner sells the property, refinances the property and receives cash back from the refinancing, or no longer occupies the residence as their primary residence. The Washington County Down Payment Assistance Program has 29 outstanding loans totaling \$300,000. These loans are also deferred until the homeowner sells, refinances the property and receives cash back from refinancing, or no longer occupies the residence as their primary residence.

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.

Washington County is on track with the annual goals and objectives set forth in the 2017 Annual Action Plan. The following table compares the five-year goals and 2017 Program Year goals with actual outcomes. The data demonstrates how Washington County is expected to meet the goals for production and rehabilitation of owner and rental units using both CDBG and HOME funds. Community Action Partnership of Ramsey and Washington Counties produced two rental units utilizing CHDO funds. The Home Improvement Loan Program assisted 6 owner occupied households and Two Rivers Community Land Trust finalized the rehabilitation of two owner occupied. Habitat for Humunity produced 11 new owner occupied units. Washington County expected to serve 500 people with Public Service Activities, and far exceeded the expectation by serving a total of 1,036 people this past year. Washington County also assisted in other Community Development Activities such as funding a street improvement project in the City of Landfall. Saint Andrew's Resource Center utilized CDBG funds to convert a church rectory into a 5-bed Emergency Shelter.

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 | Indicator | Unit of Measure | Expected – Strategic Plan | Actual – Strategic Plan | Percent Complete | Expected – Program Year | Actual – Program Year | Percent Complete |
|--|-----------------------------------|----------------------------|------------------------|---------------------------|-------------------------|------------------|-------------------------|-----------------------|------------------|
| Creating and Preserving Affordable Housing | Affordable Housing Public Housing | Rental units constructed | Household Housing Unit | 115 | 79 | 68.70% | 0 | 0 | 100.00% |
| Creating and Preserving Affordable Housing | Affordable Housing Public Housing | Rental units rehabilitated | Household Housing Unit | 168 | 391 | 231.55% | 0 | 2 | 1,051.52% |

| | | | | | | | | | |
|--|---|--|------------------------|------|------|---------|-----|------|---------|
| Creating and Preserving Affordable Housing | Affordable Housing Public Housing | Homeowner Housing Added | Household Housing Unit | 20 | 17 | 40.00% | 4 | 11 | 100.00% |
| Creating and Preserving Affordable Housing | Affordable Housing Public Housing | Homeowner Housing Rehabilitated | Household Housing Unit | 45 | 22 | 35.56% | 15 | 8 | 100.00% |
| Economic Development | Economic Development | Businesses assisted | Businesses Assisted | 3 | 0 | 0.00% | 0 | 0 | 0.00% |
| Homelessness Prevention | Homeless | Homelessness Prevention | Persons Assisted | 5700 | 3281 | 38.89% | 540 | 1036 | 159.63% |
| Public Infrastructure Improvements | Non-Housing Community Development | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted | 4200 | 686 | 16.33% | 0 | 686 | 92.58% |
| Services and Housing Serving Special Populations | Affordable Housing Non-Homeless Special Needs | Overnight/Emergency Shelter/Transitional Housing Beds added | Beds | 4 | 5 | 100.00% | 0 | 5 | 0.00% |

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.

Program Year 2017 is the third year of the 2015-2019 Consolidated Plan. To assess the progress Washington County has made in this program year, it is important to understand the objectives, goals, and priorities that were established for the reporting period.

Funding Priority: HUD required grantees to prioritize the funding need of its identified housing and community development needs into three categories.

High: Activities to address this need can be funded by the jurisdiction during the five-year period.

Low: Funding will not be available to address this need category during the five-year period.

HUD Objectives and Goals: Congress has set forth three basic goals that are closely related to the major commitments and priorities of the Washington County 2015-2019 Consolidated Plan:

Objective #1: Provide Decent HousingThe latest Census figures show that there are a large number of households at 80% of Area Median Income (AMI) or below who are cost burdened and pay more than 30 percent of their income toward housing expenses including 5,506 homeowners and 2,193 renters. The following strategies will be implemented to meet this objective:

- Construction and rehabilitation of owner occupied and rental units
- Homeowner units: 65
- Rental units: 283

Objective #2: Creating economic opportunitiesWhile the majority of the Washington County residents enjoy a high standard of living and quality of life, this is not the case in all areas of the county which have not experienced the same level of development and growth. In order to facilitate economic development and environmental improvements in these areas, investments in infrastructure and economic development opportunities can be made. Infrastructure activities can include sewer, street, and sidewalk improvements, brownfield clean up, and ADA (American Disability Act) access improvements, while economic development opportunities include rehabilitation of commercial or industrial properties, land or building acquisition, and job creation financial assistance.

Providing funding for economic development/infrastructure improvements

- Economic Development Loans: 3
- Households served by public Improvements: 4,200

Objective #3: Creating a suitable living environmentSpecific populations of the county have needs that greatly affect their quality of life. Public services activities that can have a big impact of the lives include homeless, seniors, children, and residents with disabilities and those with mental illness include transportation, senior, and youth services, mental health care and abused and neglected children facilities. Improving availability or accessibility of units:

- Homeowner units: 65
- Rental units: 283
- Promoting accessibility to public services: 5700 People Served

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 | 482 |
| Black or African American | 130 |
| Asian | 13 |
| American Indian or American Native | 1 |
| Native Hawaiian or Other Pacific Islander | 5 |
| Total | 631 |
| Hispanic | 32 |
| Not Hispanic | 579 |

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

Narrative

The table above lists the numbers of beneficiaries by race and ethnicity assisted with HUD-Funded programs in 2017. The numbers reported for ethnicity do not reflect the same count as the total number reported by race. The variances could be attributed to refusal of information, errors at intake, or unwillingness to share information about ethnicity and/or race. Additionally, the table does not allow for reporting on “multiple races,” therefore individuals who self reported are not included in this data. Other Multi-Racial would have accounted for an additional 405 people assisted for a total of 1036 persons assisted. This information is reported in the Integrated Disbursement and Information System (IDIS).

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 | 833,427 | 579,089 |
| HOME | HOME | 238,507 | 486,668 |
| HOPWA | HOPWA | 0 | 0 |
| ESG | ESG | 0 | 0 |
| LIHTC | LIHTC | 549,000 | 549,000 |
| Section 8 | Section 8 | 735,451 | 668,536 |
| Other | Other | 2,557,266 | 2,557,266 |

Table 3 - Resources Made Available

Narrative

While these funds were allocated through the Annual Action Plan, the amount of funds expended during the 2017 Program Year includes funds allocated in prior years but not expended until the 2017 Program Year due to project timelines. Washington County disbursed a total of \$579,089 in CDBG and \$486,668.87 in HOME funds during the 2017 Program Year. Expenditures for projects and activities include: Saint Andrew's Emergency Shelter, Community Action Partnership of Ramsey and Washington Counties (CHDO), Generation Acres Phase I and IV, the Home Improvement Loan Program, Habitat for Humanity Scattered Site I and II, Two Rivers Homes to Trust, City of Landfall Street Improvements, Washington County Public Services and CDA Administration. Due to other projects not having spent down their entire allocation as of June 30, 2018, expenditure percentages may seem higher or lower in some areas. All projects funded met a federal National Objective as well as goals and priorities established by Washington County. All projects other than administration benefitted families at or below 80% area median income (AMI).

Identify the geographic distribution and location of investments

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|----------------------|----------------------------------|---------------------------------|-----------------------|
| Washington County MN | 100% | 100% | |

Table 4 – Identify the geographic distribution and location of investments

Narrative

In the 2017 Program Year, Washington County had the following accomplishments:

- Saint Andrew's Resource Center used funding to begin the conversion of the St. Genevieve rectory into a 5-bed Emergency Shelter (\$65,980.19 CDBG);
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- Washington County Community Services provided homelessness prevention services (crisis funding and service staffing) and assisted 1036 people (\$125,022.48 CDBG);
- Program Administration (\$104,944.06 CDBG and & \$15,909.24 HOME).
 - In collaboration with cities and counties in the Twin Cities Metro, Washington County funded 3 fair housing projects for tenant rights (\$3,000.00 CDBG) and participates in the Twin Cities Section 3 Collaborative to implement certification and outreach activities on a metro-wide basis for Section 3 covered projects meant to empower low to moderate income residents and businesses to access employment and contracting opportunities (\$2,400.00 CDBG).

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.

Leveraging additional federal, state, and regional, local and foundation funds is critical to the success of the CDBG and HOME programs. CDBG and HOME funds are used to provide both leverage for other funding sources, and to fill financing gaps remaining after other sources are committed. Government investment provided by federal, state, regional, local, and foundations, along with volunteer time are all valuable sources of leverage and additionally show the communities support of CDBG and HOME program projects. For projects that were completed in 2017, HOME and CDBG leveraged over \$1.6 million in other funding. As an evaluation tool, projects are required to submit a matching/leveraging funds report to the CDA.

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 | 12 | 21 |
| Number of Special-Needs households to be provided affordable housing units | 0 | 0 |
| Total | 12 | 21 |

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 | 2 | 11 |
| Number of households supported through Rehab of Existing Units | 10 | 8 |
| Number of households supported through Acquisition of Existing Units | 0 | 2 |
| Total | 12 | 21 |

Table 6 – Number of Households Supported

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

The goal of Washington County's CDBG and HOME funds for 2015-2019 was to provide decent affordable housing to low-and moderate-income residents of Washington County. The CDA works with cities, developers and nonprofits, Community Housing Development Organizations (CHDO's) to develop affordable housing options with a focus on those households at 0-50% area median income (AMI). Projects included rehabilitation of rental units, development of new owner and rental units, and acquiring and rehabilitating existing owner units. Washington County also administers the Home Improvement Loan Program to assist low income homeowners to improve the health, safety, energy efficiency and accessibility of their home.

Discuss how these outcomes will impact future annual action plans.

Production and rehabilitation of affordable owner and rental housing goals for 2017 were exceeded due to project timelines and expenditures. Due to the high volume of need, there is always more progress to be made.

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 | 3 | 2 |
| Low-income | 8 | 7 |
| Moderate-income | 1 | 0 |
| Total | 12 | 9 |

Table 7 – Number of Households Served

Narrative Information

Twin Cities Habitat for Humanity finalized their 5-unit single family structure in Hugo during Program Year 2017. Program Year 2015 funds were awarded to Twin Cities Habitat for Humanity to construct 4 single family homes (HOME). Program Year 2016 & 2017 funds were awarded to Twin Cities Habitat for Humanity Scattered Site projects to acquire vacant lots to then construct 2 single family homes (CDBG). The home improvement loan program assisted 6 households with Program Year 2017 funds and unallocated funding due to the program income as a result of payoffs of these loans. Community Action Partnership of Ramsey and Washington Counties acquired a duplex, rehabilitated it and rented it out to two income-eligible families (HOME-CHDO). Two Rivers Community Land Trust finalized the last 2 homes in the Homes to Trust project (CDBG). Due to the timing of these projects, expenditures and accomplishments took place in Program Year 2017. CDBG served 12 households and HOME served 9 households at or below 80% AMI for a total of 21 affordable units.

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

To address the needs of people experiencing homelessness, Washington County is part of a Continuum of Care (CoC) system that brings together local, regional and state representatives, including funding sources to work together to address homelessness in the community. Minnesota is divided into ten CoC regions, seven representing the rural regions and three representing the Metro Area. Washington County is a member of the Suburban Metro Area Continuum of Care (SMAC) made up of five counties; Washington, Dakota, Anoka, Scott and Carver. SMAC has a CoC Coordinator to provide planning and support to the local efforts. Each of the five counties that make up SMAC has a local Lead; Washington County CDA houses the Lead position for the county. Each county has a local homeless planning committee that provides representation to SMAC. Heading Home Washington (HHW) serves as the local planning collaborative.

Outreach is conducted in a variety of ways in Washington County to reach homeless persons. Youth outreach is conducted by StreetWorks collaborative partners from the Bridge for Youth and the Link. For families and singles outreach is conducted through partnerships and connections with local agencies. Washington County is a part of the SMAC Coordinated Entry (CE) system that provides homeless persons access to housing services in the region. The Washington County CE system is aligned with the SMAC region and the principles developed statewide. Washington County has three points of access; St. Andrew's Community Resource Center for families, Washington County Community Services for singles and the Youth Services Network website for youth. Youth are able to connect with the outreach worker, find shelter openings and other youth specific resources through the web site. Marketing the CE system continued to be a priority to reach homeless persons. Training and marketing materials have been distributed to: police, schools, public libraries, and county departments including the workforce centers, city offices, food shelves and other places that may provide services to people experiencing homelessness. During the annual Point in Time count, volunteers distributed marketing materials to homeless people they encountered along with providing materials to local business, hospitals, rest stops, and other locations volunteers stopped at for the count. When a person presents to one of the three access points as homeless a level one assessment is conducted. If it is determined that a person can be diverted from homelessness, the assessor will refer the person to available resources. If it is determined housing is needed, a full assessment is conducted to determine the level of need and the type of housing needed. SMAC provides quarterly training for assessors. Once a person or family has been assessed, they are placed on a priority list until an appropriate spot in a housing program is available.

Addressing the emergency shelter and transitional housing needs of homeless persons

Washington County maximizes its 15% CDBG public services cap for crisis assistance to families at risk for homelessness or currently homeless. A portion of the public services dollars are allocated to provide a Family Services Worker to advise and counsel homeless persons and persons at risk of being homeless, providing resources and referrals. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. Through additional PATH funding (awarded in March 2017), Washington County has been able to expand their Homeless Outreach Services Team (HOST). The team provides office walk-in hours daily at either the Stillwater or Cottage Grove offices to conduct CE assessments for singles.

The SMAC region has several options if emergency shelter is needed. Currently in Washington County, the shelter options include: Washington County hotel/motel shelter paid for by Washington County Community Services department (CDBG and Emergency Assistance), St. Andrews Community Resource Center has limited hotel/motel shelter paid for by St. Andrews Church in Mahtomedi, Hope for the Journey Home Shelter (eight units for families), and Tubman Shelter for households experiencing domestic violence (located in Ramsey County but has designated beds for Washington County residents). In July of 2018, St. Andrew's Community Resource Center opened a new family shelter located in the northern region of the county in the city of Hugo and utilized CDBG for the project. The shelter will hold up to 5 families at a time.

Within the SMAC region, most of the transitional housing programs have moved to a Rapid Rehousing (RRH) model. The Link for youth has expanded RRH services to youth in Washington County. In addition, the YMCA will start providing RRH for youth in July 2018. Solid Ground, a family housing provider continues to evaluate and make changes to their RRH program to best serve their clients. Solid Ground has recently added a Housing Specialist position to work specifically with housing search and landlord engagement.

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 SMAC adopted discharge policies for foster care, health care, mental health and corrections to ensure homeless households identified before leaving institutions are not discharged into homelessness. The SMAC has adopted discharge policies that coordinate discharge planning efforts with local programs to ensure that no one is discharged from foster care without a stable home. In accordance with Minnesota statutes, the SMAC has developed discharge policies which include extension of foster care up to age 21 and all youth receive notice regarding their rights. The State and SMAC both mandate discharge policies. The SMAC has adopted discharge policies and coordinates local discharge planning efforts with regional and State programs to ensure that persons discharged from health care facilities are not discharged to homelessness. Persons discharged from long term facilities are commonly discharged to sober housing; group residential housing and SMAC funded rental assistance programs with services. The SMAC has an adopted a discharge policy to ensure no one is discharged from a mental health facility without a stable home to live. In addition, the state mandates all persons committed to any of the state regional treatment facilities are assigned a mental health case manager. Discharge planning begins while the individual is committed and before the person is discharged. For individuals incarcerated in a state correctional facility, state staff is required to offer assistance with release planning. Inmates who have a specific medical and/or mental health issue are offered specialized and focused release planning assistance. Eligible offenders are typically housed in halfway houses and emergency housing placements until permanent housing is secured. Washington County corrections attend the local HHW meeting to ensure coordination with local providers.

Washington County receives Family Homeless Prevention and Assistance Program (FHPAP) funds for prevention and rapid rehousing services. HHW acts as the Advisory Committee for FHPAP. For the current biennium, FHPAP funded two programs including: Salvation Army to provide financial assistance

for damage deposits and short term rental assistance and Solid Ground to provide RRH services to families. The second year starting July 2018, FHPAP will also fund the YMCA to provide RRH to youth.

The County's Community Services department includes: homeless outreach services team (HOST), housing assistance, health care, social services, employment and a special service team for youth in foster care. CDBG funds are used to assist clients to achieve stable housing. The direct financial assistance (called "crisis assistance funds") is used largely for shelter, rent deposit and rent payment assistance. The Washington County Workforce Centers provide Welfare to Work programs to help support families become self-sufficient. Washington County provides information and assistance to residents on applying for health insurance.

A number of nonprofits and faith-based organizations are a part of the SMAC and receive funding through various sources. All of these providers connect through HHW to provide seamless service to homeless clients and refer clients to the Coordinated Entry system for a housing assessment.

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

Washington County is a part of the SMAC Coordinated Entry (CE) system that provides homeless persons access to housing services in the region. The Washington County CE system is aligned with the SMAC region and the principles developed statewide. Washington County has three points of access; St. Andrew's Community Resource Center for families, Washington County Community Services for singles and the Youth Services Network website for youth. Youth are able to connect with an outreach worker, find shelter openings and other youth specific resources through the web site. Washington County providers receive referrals from the SMAC priority list as units become available. The SMAC region operates one priority list, giving people a variety of housing options throughout the region. The CE program helps align people to the appropriate housing to meet their needs, while also giving them the choice of area to live and level of housing services they feel they need. A person can choose less intensive housing then they qualify for if available to lessen length of time homeless. They will still be connected to the appropriate services to help facilitate a successful housing outcome.

RRH is used to minimize the length of time homeless by providing short term subsidizes to households. Although most Transitional Housing Programs (THP) have converted to RRH, Washington County continues to operate two THP's providing 54 beds to families. The SMAC region was awarded landlord mitigation funds that have been used over the past year to develop relationships with landlords and provide incentive to management to rent to people experiencing homelessness. In March of 2017, the County was awarded an expansion grant for the PATH program. This provided the county more capacity to provide outreach to people who are experiencing homelessness and are mentally ill or chemically dependent. It also allows the county time to build relationships with other homeless service providers and provide information about homeless services to various community providers. Through state and private funding a number of additional services are available in the county to assist homeless or prevent homelessness from occurring. Supportive services include: direct financial assistance, support services, housing search assistance and other options to resolve housing emergencies.

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

Actions taken to address the needs of public housing

The Washington County CDA serves as the Public Housing Agency (PHA) and has entered into an Annual Contributions Contract with HUD to operate up to 65 scattered site public housing units, the 40 unit Whispering Pines public housing apartments, and 120 unit Raymie Johnson Section 8 Project Based apartments and townhomes. The Washington County CDA also administers 90 Housing Choice Vouchers. Over the last year, the CDA has taken the following actions to improve its public housing units and resident initiatives:

- For both public housing and the Housing Choice Voucher program the CDA applies for Family Self Sufficiency Coordinator funding from HUD on an annual basis. The Family Self-Sufficiency (FSS) program provides participants with the opportunity to establish an escrow account when their rent portion increases due to an increase in earned income. The FSS participant contract can last for up to 5 years. The CDA manages the escrow account and provides ongoing case management to help participating families with self-sufficiency issues such as: budgeting, employment, education, and other needs that will enable them to improve their economic status. Upon successful completion of the program the participant is eligible to receive the escrow account balance. Previous successful participants have used the escrow account to accomplish home ownership, education or other life goals.
- The CDA actively markets first time home buyer programs to both public housing and Housing Choice Voucher participants on a regular basis.
- The CDA receives a grant from HUD to provide Senior Service Coordination at Raymie Johnson Estates. The CDA subcontracts with a local social services agency for a Senior Service Coordinator to assist residents in maintaining their housing and to refer them to needed services when appropriate.
- The CDA provides staff facilitation to assist the HUD mandated Resident Advisory Board (RAB). The RAB is intended to represent participants in the Public Housing and Housing Choice Voucher programs. The RAB's primary function is to review the CDA's PHA plan and any policies affecting the administration of these programs. The RAB provides feedback to the CDA's Board of Commissioners. One of the RAB members is appointed to serve as the "resident member" on the Board of Commissioners for the CDA.
- The Washington County CDA provides staff facilitation to assist with two resident councils. One council represents residents in scattered site public housing and the Housing Choice Voucher program and the other represents the residents of Whispering Pines. The Resident Councils are charged with developing educational opportunities to address quality of life issues (money management, gardening, home buying, etc.).
- The Washington County CDA provides money for a service coordinator position to assist tenants at Whispering Pines with resource coordination.

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

Over the last year, the CDA has taken the following actions to improve its public housing units and resident. For both public housing and the Housing Choice Voucher program the CDA applies for Family Self Sufficiency Coordinator funding from HUD on an annual basis. The Family Self-Sufficiency (FSS) program provides participants with the opportunity to establish an escrow account when their rent portion increases due to an increase in earned income. The FSS participant contract can last for up to 5 years. The CDA manages the escrow account and provides ongoing case management to help participating families with self-sufficiency issues such as: budgeting, employment, education, and other needs that will enable them to improve their economic status. Upon successful completion of the

program the participant is eligible to receive the escrow account balance. Previous successful participants have used the escrow account to accomplish home ownership, education or other life goals.

Actions taken to provide assistance to troubled PHAs

Not applicable.

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)

A number of barriers exist in the creation of affordable housing including, but not limited to, cost of land acquisition, shortage of high quality housing stock and fair housing issues. These barriers make it difficult for low-income individuals to live in Washington County without some type of subsidy. In an effort to inform citizens about housing issues and opportunities, various CDBG and HOME activities incorporate affordable housing education in their programs. In order to ameliorate the negative effects of large lot requirements, zoning restrictions, and availability of utilities and services, the Washington County offers funds to developers of affordable housing. Assistance will offset development costs related to these barriers. As property prices continue to appreciate in Washington County, the gap is widening between available resources and outstanding need. There is an increased need for federal funds for housing activities of all types including affordable rental, homeownership, and housing for special needs populations. Washington County and its partners will work to reduce the gap in resources by seeking out additional federal, state and private resources to support its affordable housing priorities. As a result of the Addendum to the Analysis of Impediments to Fair Housing Choice, it was a recommendation that Washington County eliminate location priority points on the Tax Credit Qualified Allocation Plan. The Project Location priority awarded a range of 1 to 10 points based on the city where the development would be located. The points were awarded based on the affordable housing demand projections in the 2013 Washington County Comprehensive Needs Assessment. The CDA Board eliminated this priority at its April 2017 meeting.

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

The Washington County CDA leads efforts in the county to develop more affordable multifamily housing through its gap financing and low-income housing tax credit programs. The future demand for affordable housing, however, far surpasses the historic production of affordable units. In 2017, the Washington County CDA commissioned a Comprehensive Housing Needs Assessment that not only examined the county's existing housing stock and future demand, but also housing affordability and cost burden rates for single-family and multifamily units. The report identified underserved populations and their needs, which found that Washington County has the highest median rent in the St.

Paul/Minneapolis metro area. Workers in the county have relatively low wages, which makes it difficult for them to find affordable housing in the county. Additionally, half of all renters and over three quarters of low-income renters are cost burdened. The report also identified the growing need for affordable housing for seniors and general occupancy demand. The CDA presented the study findings to a number of local cities, the Housing Collaborative, and also incorporated them in a CDA-sponsored developer forum as well as a city stakeholder meeting.

The CDA has several programs that help to promote housing stability for single-family homeowners. The CDA provides monthly homebuyer education classes and offers individual counseling sessions with a Homeownership Specialist. Studies have shown that homeowners who participate in homebuyer education courses are less likely to face foreclosures. If a homeowner is facing foreclosure, the CDA also offers free confidential and individual counseling sessions with a Homeownership Specialist to discuss their options. Eighty percent (80%) of homeowners who sought out counseling services averted foreclosure, which further promotes housing stability for neighborhoods and families. Washington County CDA maximizes its CDBG public services cap annually for crisis assistance to families at risk for homelessness or currently homeless. Support services provided 942 persons with stabilizing assistance

in the 2017 Program Year. The Crisis Fund Program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. In Program Year 2017, 45 vouchers were issued aiding a total of 94 people.

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

Washington County requires all sub-recipients to comply with the HUD lead-based paint regulations (24 CFR part 35) issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC Sections 4831 et seq.) requiring: (1) prohibition of the use of lead-based paint (whenever funds under this Agreement are used directly or indirectly for construction, rehabilitation, or modernization of residential structures); (2) elimination of immediate lead-based paint hazards in residential structures; and (3) notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978. This requirement is included in the agreement between Washington County CDA and its sub-recipients. The Washington County Home Improvement Loan Program conducts a lead assessment of each home prior to rehabilitation; an important strategy for reducing lead-based paint issues in Washington County. The “Renovate Right Brochure” is given out prior to any rehab work project funded with federal funds. In 2017, this program assisted 6 households.

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

The Washington County CDA administers the Housing Choice Voucher Family Self Sufficiency Program (FSS). At the CDA it is known as Earning Power. The CDA program currently has 26 participants. The FSS-Earning Power program enables families assisted through the Housing Choice Voucher (HCV) program and Public Housing (PH) residents to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS-Earning Power program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. Washington County will work closely with the Minnesota Department of Human Services in state planning and intervention related to reducing family poverty. One is an anti-racism initiative that is intended to promote diversity in operations and to improve cultural competency in service delivery. Another is a disparity in outcomes initiative which specifically relates to improving success in helping poor families from racial and ethnic minorities to achieve self-sufficiency. Finally, an integrated services project within the Workforce Center seeks to improve services and outcomes by improving communications and strengthening collaboration within Washington County and the larger service community.

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

Washington County takes a collaborative and regional approach to housing, fair housing and community development issues to leverage its resources and maximize its impact. As of October 2014, Washington County CDA began administering the CDBG and HOME Programs. The program administration is now part of the Community Development Department. This new structure ensures coordination of financing tools for developers and sub recipients by filling the gaps in housing financing. The CDA is a sub allocator of Low Income Housing Tax Credits and has the ability to offer tax exempt bond financing, tax increment financing, and locally-funded gap financing. The Washington County CDA has consistently provided research and data on the housing needs, demands, and delivery gaps of Washington County. The CDA is also the public housing authority for the jurisdiction. Housing the CDBG and HOME programs within the CDA’s other financing tools, knowledge and planning base and PHA structure enhances coordination for all housing and community development efforts on a county-wide basis.

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

Washington County CDA maintains regular communication and involvement with all sub recipients to ensure compliance with CDBG and HOME regulations and to ensure success in meeting the national objectives of both programs. Washington County CDA maintains regular communication and

involvement with all cities and township who receive CDBG and HOME funds. This helps to ensure compliance with CDBG and HOME regulations and success in meeting the national objectives of both programs. The CDA attends city and town meetings to refresh municipalities on the programs, and how it could benefit their communities. In December of 2016, Washington County certified Community Action Partnership of Ramsey and Washington Counties as a CHDO. There is still a demand for qualified developers to become a CHDO. The Dakota County HOME Consortium has agreed to allocate the CHDO set-aside funds to a certified project on a Consortium-wide basis to maintain compliance. Washington County CDA is the coordinator, and part of the five metro county Continuum of Care (CoC). Suburban Metro Area Continuum of Care (SMAC) is comprised of; Washington County, Dakota County, Anoka County and Scott/Carver County. Three members of the local Washington County Housing Collaborative sit on the SMAC Board and provide counties specific input on local needs and priorities. The primary functions of SMAC are to provide a comprehensive response to homelessness, evaluate and coordinate the homeless response system, and to prepare and submit the HUD CoC collaborative funding application on a regional level. The Washington County Housing Collaborative was developed to address the needs of homeless and persons at risk of homelessness. The collaborative is made up of local non-profit agencies, County Services, CDA, faith community, State representatives, and interested community members. The Collaborative provides an avenue for providers to coordinate and access resources available in the community. The Collaborative is the local voice to the SMAC CoC. The coordinated access system was developed in a collaborative effort with input from non-profit agencies, County Community Services, the CDA, faith community and interested community members. Washington County Housing Unit (public services): The CDA currently maximizes its 15% funding cap for Public Services to provide homeless prevention services. Housing Unit staff in the past have attended and participated in the CDBG Citizen Advisory Committee meetings. The CDA staff expands efforts in better understanding of the CDBG and HOME Programs by attending both regional and local trainings designed by HUD and other affordable housing providers.

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

To ensure Washington County is poised to thrive, there are a number of supporting actions that will be taken to overcome obstacles to meeting community needs, maintaining and preserving the existing affordable housing stock, reducing hazards in the home, reducing poverty, and coordinating services. In order to ensure that all people have equal access to the housing of their choice, Washington County and Washington County CDA proactively complies with the Fair Housing Act and other civil rights laws. Washington County CDA participates in the Fair Housing Implementation Council (FHIC). The FHIC is a collaborative group representing the Twin Cities metropolitan area entitlement and other governmental agencies. The purpose of the FHIC is to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in regional Analysis of impediments to fair housing choice (AI) and the related Fair Housing Action Guide. In FHIC submitted a 2014 AI and Addendum which were accepted by Housing and Urban Development (HUD). In 2017, Washington County jointly funded and participated in the following fair housing activities to attempt to address the impediments to fair housing choice facing the region:

- Along with the FHIC, Washington County funded 3 fair housing projects in order to incorporate and support the recommendations from the Addendum to the 2014 Regional AI The projects are:
 - Recommendations 2A, 2B, 2C & 2D: Housing Justice Center provided a report to the FHIC that identified strategies to minimize and mitigate resident displacement from affordable housing.

- Recommendation 6K: In 2017, Washington County addressed this recommendation by eliminating priority based on location on the Qualified Allocation Plan.
- Recommendations 7A & 7E: American Indian Family Center through their community engagement process, to conduct fair housing training. This includes providing documentation to their communities to help them understand their rights to fair housing.
- Recommendation 7E: Southern Minnesota Regional Legal Services housing discrimination attorneys and staff will partner with four local organizations serving immigrant communities to conduct 7 trainings on renters' rights and responsibilities and fair housing law.
- Recommendation 10D: Work with community organizations to explore development opportunities in Washington County for communities of color.
- Provide education to landlords and tenants on rights and responsibilities.
- Enhance Homebuyer Education & work with public and non-profit agencies to expand information and services related to fair lending and foreclosure prevention
- Encourage inclusive housing location policies for both private and public housing providers
- Council on American-Islamic Relations (CAIR) Minnesota training to CDA staff on Somali and Muslim culture & accommodations.

Affirmatively Furthering Fair Housing Activity Table

| | | |
|-------------------------|---------|--|
| 2017 | | |
| Analysis of Impediments | \$5,000 | Mosaic contract Analysis of Impediments Addendum |
| Training | \$500 | Council on American-Islamic Relations (CAIR) Minnesota training to CDA staff on Somali and Muslim culture & accommodations. |
| Policy | \$0 | Based on Addendum Recommendation 6K; Washington County eliminated priority based on location on the Qualified Allocation Plan. |
| FHIC Projects | \$3,000 | Three projects were funded in collaboration with the FHIC to address tenant fair housing trainings and an anti-displacement strategies report. |
| 2018 | | |
| FHIC Project | \$3,000 | In collaboration with the FHIC, Washington County funded Equity in Place to do region-wide community outreach and tenant's right trainings. |

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

Monitoring of CDBG and HOME projects is done on a continuous basis. The process for monitoring depends upon the type of project funded. The CDA requires all projects to provide a file that contains documented proof of program requirements. Desk reviews are performed to ensure that the program requirements have been met. For a number of projects, it is required that the sub-recipient to provides all necessary backup documentation before funds are reimbursed. This provides a timely and reliable way to monitor compliance with the program's policy, Davis-Bacon requirements and the environmental review process. The risk assessment uses criteria similar to HUD's risk assessment criteria.

HOME Monitoring: Washington County CDA monitors projects to ensure compliance and uses one-on-one meetings as an opportunity to provide clarification and technical assistance. The process and schedule for monitoring depends on the type of HOME project funded. All projects are monitored from set up to completion to ensure they succeed in providing participants with affordable housing opportunities. There were 44 rental and 9 homebuyer HOME-assisted units in Washington County were due for onsite file monitoring and HQS inspection this program year. HOME regulations specify inspection of at least 15-20% of the HOME-assisted units in a project with a minimum of one unit per building. Initially, within three months of construction or at the beginning of lease-up, projects are asked to submit completion information for the project. A physical inspection will be done on the project, if necessary. An onsite review may be completed to confirm information. After all information has been reviewed and approved, the project will be completed in HUD's Information and Disbursement System (IDIS) to obtain the Project Completion and begin the affordability period. Annually, at the the beginning of each program year, Washington County CDA confirms contact information and addresses for all HOME-assisted projects. A request is sent to each agency asking them to complete the Annual Project Compliance Report and return it within 30 days. Onsite reviews are conducted in order to verify information submitted on rents, incomes, marketing, leases, tenant selection and other HOME requirements. A monitoring notification letter is sent to each project scheduled for onsite reviews. After the monitoring has been completed, a letter is sent specifying issues and/or concerns that need to be addressed in order to be in compliance with HOME program regulations.

CDBG Monitoring: Washington County CDA staff spends a significant amount of time with subrecipients at the beginning of the contract period to ensure the subrecipient has a comprehensive understanding of CDBG procedures and regulations. Staff provides initial and ongoing technical assistance related to project documentation, reporting activities and performance measurements. This technical assistance opportunity enables staff to inform communities about monitoring requirements. Any project with a score indicative of a high-risk project is monitored further. Staff determines, from the HUD website, which monitoring review sheet best fits the project and then completes the review sheet, researching the project in greater detail. The project is studied to determine how the HUD National Objectives were met, along with other federal requirements, and the method in which beneficiary data was reported. Once the department review is complete, an onsite evaluation of the project is conducted. Washington County CDA staff work closely with project staff to ensure projects are successful and in compliance with federal regulations.

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.

Washington County Citizen Advisory Committee met As a member of the Dakota County HOME Consortium, Washington County CDA follows the Dakota County Consortium Citizen Participation Plan. The Citizen Participation Plan outlines the process and procedures to engage the citizens in the plan process. In an effort to solicit input from the general public, the Washington County CDBG Citizen Advisory Committee met at the CDA office on August 29, 2018 to make recommendations regarding the Consolidated Annual Performance and Evaluation Report (CAPER). Washington County CDA released the CAPER for public comment from August 31, 2018-September 18, 2018. The CDA will hold a public hearing on September 18, 2018 at 3:00 PM CST in the Board Room of Washington County CDA, 7645 Currell Boulevard, Woodbury, Minnesota. The Dakota County Consortium lead agency will hold a public hearing for on September 18, 2018 at 9:00 AM CST. in the County Board Room of the Dakota County Administration Center, 1590 West Highway 55, Hastings, Minnesota; in which the Washington County Consolidated Performance and Evaluation Report was available for public comment. The CDA will present the CAPER at the September 25, 2018 Washington County Board of Commissioners meeting for final approval for submission to HUD.

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.

Washington County did not change program objectives in the 2017 program year.

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

No

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

Not applicable.

PR-26 Adjustments PY 2017**Line Item Explanations:**

Line 14=A reimbursement request for the following projects were made on 06/27/2017 and not submitted to LLOCS until 07/10/2017. They were calculated and adjusted on the PR-26 form for Program Year 2016. They are: Administration \$7,858.15, City of Landfall \$34,046, Habitat Scattered Site \$79,500 and Piccadilly Senior Housing Rental \$35,270.90. The accomplishments related to these activities were also reported in PY2016. **Total: -\$156,675.05**

Line 20: A reimbursement request for the following projects were made on 06/27/2017 and not submitted to LLOCS until 07/10/2017. They were calculated and adjusted on the PR-26 form for Program Year 2016. They are: Landfall \$34,046 and Habitat Scattered Site \$79,500. **Total of -\$113,546.00**

Line 39: A reimbursement request for the following projects were made on 06/27/2017 and not submitted to LLOCS until 07/10/2017. They were calculated and adjusted on the PR-26 form for Program Year 2016. They are: Administration \$7,858.15 **Total: \$7,858.15**