



**Washington County**  
**Draft Annual Action Plan**  
**Program Year 2019**

**Prepared by: Washington County Community Development Agency**  
**On behalf of Washington County, Minnesota**

2019

Annual Action Plan

July 1, 2019 to June 30, 2020

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## **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

### **1. Introduction**

Washington County is an entitlement jurisdiction which receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in local communities. The funds are provided under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). All funds must assist low and moderate income households and areas. The Washington County Community Development Agency (CDA) is the administrator for the funds and programs on behalf of Washington County. This Annual Action Plan is the fifth and final program year for the 2015-2019 Consolidated Plan. It outlines the activities which will be undertaken during the 2019 program year beginning July 1, 2019 and ending June 30, 2020 using federal funds granted to Washington County by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. Washington County receives CDBG funds as an entitlement community and receives HOME funds as a part of a consortium of that includes Anoka, Dakota, Ramsey, and Washington counties and the City of Woodbury.

Programs and activities described in this plan are intended to primarily benefit low-income and moderate income residents of Washington County. The primary objective of the CDBG Program is to develop viable communities through the provision of decent housing, a suitable living environment, and expanded economic opportunities. Eligible CDBG spending activities include public services, community and economic development, capital improvement projects, public facilities/infrastructure, and housing rehabilitation. Public service projects provide social services and/or other direct assistance to individuals or households, including those experiencing or at risk for homelessness. Community and economic development projects primarily include site assembly, infrastructure improvements and may also include assistance provided to businesses and organizations, such as small business loans and façade improvements. Capital improvement projects include substantial rehabilitation of existing buildings. Public facilities/infrastructure projects include improvements such as sewer or sidewalk projects. Housing rehabilitation projects refers to those that complete housing rehabilitation improvements to single housing units and/or multi-unit housing units.

Washington County anticipates a total CDBG budget of \$776,318 for Program Year 2019. HUD is expected to allocate \$742,423 of CDBG entitlement funds (based on 2018 funding); however, the final amount is still pending. In addition, Washington County received \$33,895 of program income in Program Year 2019, which needs to be allocated to Program Year 2019 projects. This total allocation of funds will be broken down into administration allocation of \$151,874 CDBG thus making CDBG project allocation \$624,444 for 2019. Program Income has averaged \$94,725 the past three years but is not guaranteed and therefore anticipated program income will not be budgeted in the project summary. However, any 2018 program income received will be allocated as such: 15% to public services, 10% to administration and the remaining will be recycled back into the Home Improvement Loan Program. HOME funds are dedicated to

housing activities that meet local housing needs and typically preserve or create affordable housing. Uses include tenant-based rental assistance, rehabilitation, homebuyer assistance, and new construction. HOME funding may also be used for site acquisition, site improvements, demolition, relocation, and other necessary and reasonable activities related to the development of affordable housing. Washington County participates in the Dakota County HOME Consortium to be eligible for HOME funds. Washington County anticipates a total HOME budget of \$354,219. This consists of the estimated HUD allocation of \$334,219 (based on 2018 funding) plus \$20,000 of program income. This will be broken down into an administration allocation of \$35,222 and 2019 CHDO Consortium Project allocation of \$50,133 thus, making a total \$268,664 available for projects.

## **2. Summarize the objectives and outcomes identified in the Plan**

This 2019 Annual Action Plan is the strategic plan for allocating and leveraging CDBG and HOME entitlement grants. It utilizes qualitative and quantitative data gathered through citizen participation, market analysis, and an assessment of need to identify the highest priority needs in which to direct entitlement dollars. The following goals were identified in the 2015-2019 Consolidated Plan to meet these high-priority needs (in no particular order or ranking): affordable homeownership and rental housing, public services for homeless and other special need populations, public infrastructure improvements, and economic development. The following projects are the proposed uses for the 2019 Program Year. Estimated 2019 funds are based on 2018 allocations and program income. Any increase or decrease in the actual funding allocations will be applied proportionately to the activities by the amount needed to meet the final funding allocation.

| PROJECTS  | CDBG             | HOME             | OBJECTIVE                            | OUTCOME        | Units/households served |
|---|------------------|------------------|--------------------------------------|----------------|-------------------------|
| Two Rivers Scattered Site Acquisition & Rehabilitation                                | \$10,206         | \$148,664        | Decent Housing                       | Affordability  | 2 unit                  |
| Washington County Community Development Agency-Raymie Johnson Rental Rehabilitation   | \$151,841        |                  | Decent Housing                       | Sustainability | 24 units                |
| Home Improvement Loan Program   | \$129,949        |                  | Decent Housing                       | Sustainability | 6 units                 |
| Accessible Space, Inc.- Hillcrest Rental Exterior Rehabilitation                      | \$98,500         |                  | Decent Housing                       | Sustainability | 22 units                |
| City of Landfall-Electric Pedestal and Retaining Walls                                | \$117,500        |                  | Creating Suitable Living Environment | Sustainability | 756 persons             |
| Twin Cities Habitat for Humanity Generation Acres                                     |                  | \$120,000        | Decent Housing                       | Affordability  | 4 units                 |
| Washington County Community Services-Family Service Worker and Crisis Fund Assistance | \$116,448        |                  | Creating Suitable Living Environment | Affordability  | 540 persons             |
| Consortium Community Housing Development Organization (CHDO) Set-Aside                |                  | \$50,133         | Decent Housing                       | Affordability  | To be determined        |
| Administration  | \$151,874        | \$35,222         |                                      |                |                         |
| <b>Total</b>  | <b>\$776,318</b> | <b>\$354,019</b> |                                      |                |                         |

### 3. Evaluation of past performance

Through the monitoring of performance measures, the County is able to identify operational improvements, resource allocation issues, and policy questions to be addressed in the upcoming year. Overall, Washington County and its sub-recipients have been successful in implementing housing, community services, and public improvement projects and programs. In August of 2018, Washington County CDA had a routine onsite evaluation by HUD regarding program administration. The monitoring visit resulted in no concerns, findings, or recommendations.

The following progress through Program Year 2017 has been achieved with the Washington County's CDBG and HOME funds in the 2015-2019 Consolidated Plan:

| <b>Goal</b>                                      | <b>Category</b>                               | <b>Indicator</b>   | <b>Unit of Measure</b> | <b>Expected – Strategic Plan</b> | <b>Actual – Strategic Plan</b> | <b>Percent Complete</b> |
|--|---|--|------------------------|----------------------------------|--------------------------------|-------------------------|
| Creating and Preserving Affordable Housing       | Affordable Housing Public Housing             | Rental units constructed   | Household Housing Unit | 115                              | 79                             | 68.70%                  |
| Creating and Preserving Affordable Housing       | Affordable Housing Public Housing             | Rental units rehabilitated   | Household Housing Unit | 168                              | 391                            | 232.74%                 |
| Creating and Preserving Affordable Housing       | Affordable Housing Public Housing             | Homeowner Housing Added  | Household Housing Unit | 20                               | 17                             | 85.00%                  |
| Creating and Preserving Affordable Housing       | Affordable Housing Public Housing             | Homeowner Housing Rehabilitated  | Household Housing Unit | 45                               | 22                             | 48.89%                  |
| Economic Development                             | Economic Development                          | Businesses assisted  | Businesses Assisted    | 3                                | 0                              | 0.00%                   |
| Homelessness Prevention                          | Homeless                                      | Homelessness Prevention  | Persons Assisted       | 5,700                            | 3,281                          | 57.56%                  |
| Public Infrastructure Improvements               | Non-Housing Community Development             | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted    | 4200                             | 686                            | 16.33%                  |
| Services and Housing Serving Special Populations | Affordable Housing Non-Homeless Special Needs | Overnight/Emergency Shelter/Transitional Housing Beds added                          | Beds                   | 4                                | 5                              | 125.00%                 |

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

CDA staff continues to work with the Citizen Advisory Committee (CAC) which was established to provide advice and recommendations on all policy issues relating to the federal entitlement grant programs discussed in Washington County's Consolidated Plans and Annual Action Plans. The CAC met twice during program year 2018. The CAC meetings provide a forum for appointed citizens to participate in the CDBG and HOME funds allocation process, the development of action plans and serve as a place for staff to vet policy issues and obtain public feedback. Members of the CAC reviewed the applications submitted for Program Year 2019 CDBG and HOME funding and made funding recommendations to the CDA and County boards. Along with the CAC, Washington County's outreach and consultation strategies included the formation of community outreach partnerships with housing, service, and mental health providers; workforce developers; community advocates; and others. Community outreach partnerships were also forged with elected leaders, community planners, businesses, resident councils, public agencies and departments (municipalities, county, and region).

The public comment period for this plan opened March 15, 2019. Comments will be accepted through April 16, 2019. A public hearing will be held at the Washington County CDA office on April 16, 2019 at 3:00 PM CST. Public notices were published in the *Stillwater Gazette*, the CDA's official newspaper, and posted on the CDA's website. The notices informed citizens about the plan and encouraged public comment on the plan development and funding recommendations.

#### **5. Summary of public comments**

Comments will be accepted through April 16, 2019.

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

Comments will be accepted through April 16, 2019.

#### **7. Summary**

Washington County will continue to carry out the CDBG and HOME programs to ensure the greatest benefit to the citizens of the Washington County. Through the process of completing the 2015-2019 Consolidated Plan, staff was able to identify needs and priorities in Washington County. In this fifth year, Washington County allocated funding to projects that will assist in meeting the priorities and goals of the Consolidated Plan. Through the public consultation process, the County identified the major priority needs that will guide funding throughout this period and serves as the basis for the objectives developed in the Consolidated Plan and are followed through with activities planned out in this fifth program year 2019 Annual Action Plan.

**PR-05 Lead & Responsible Agencies**

**Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

| <b>Agency Role</b> | <b>Name</b>       | <b>Department/Agency</b> |
|--------------------|-------------------|--------------------------|
| Lead Agency        | WASHINGTON COUNTY | Community Development    |

|                    |  |  |
|--------------------|--|--|
| CDBG Administrator |  | Washington County Community Development Agency |
| HOME Administrator |  | Dakota County Community Development Agency     |

**Table 1 – Responsible Agencies**

**Narrative**

In October of 2014, Washington County entered into a sub-recipient agreement with the Washington County Community Development Agency (CDA) to administer its CDBG and HOME programs and funds. This agreement was renewed in January of 2016 as a five-year agreement. The Washington County CDA is responsible for administering all facets of both programs including the development and submittal of the Annual Action Plan.

This Annual Action Plan covers all municipalities in Washington County with the exception of the cities of Woodbury, Hastings, White Bear Lake, and Marine on St. Croix. Woodbury is a separate entitlement jurisdiction. The cities of Hastings and White Bear Lake are partially located in Washington County and have chosen to be part of the Dakota County and Ramsey County, respectively, entitlement counties. Marine on St. Croix has chosen not to participate in the Washington County CDBG and HOME programs and is not eligible to receive CDBG funds from an alternate jurisdiction. Marine on the St. Croix can, however, apply for HOME funds through the State of Minnesota’s process.

**Annual Action Plan Public Contact Information**

Washington County Community Development Agency  
 7645 Currell Blvd.  
 Woodbury, MN 55125  
 651-458-0936

## **PR-10 Consultation**

### **1. Introduction**

Washington County's outreach and consultation strategies included the formation of community outreach partnerships with housing, service, and mental health providers; workforce developers; community advocates; and others. Community outreach partnerships were also forged with elected leaders, community planners, businesses, resident councils, citizen advisory committees, public agencies and departments (municipalities, county, and region). Development of the 2019 Action Plan involves working closely with the following:

1. Washington Community Services Economic Assistance Division
2. Washington County Community Services Social Services Division
3. Washington County Community Development Agency
4. Washington County CDBG Citizen Advisory Committee
5. Twin Cities Habitat for Humanity
6. Two Rivers Community Land Trust

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies.**

Washington County CDA meets and consults regularly with housing, social service agencies, private industry, businesses, developers and other entities to enhance coordination and leveraging between public and private entities. In particular, this includes:

- Non-profit public service provider agencies
  - Canvas Health
  - Community Action Partnership of Ramsey and Washington Counties
  - Harriet Tubman Center East
  - Minnesota Coalition for Battered Women
  - Minnesota HIV Housing Coalition
  - Salvation Army
  - Valley Outreach
- Non-profit and for-profit affordable housing developers
  - Build Wealth Minnesota
  - CommonBond Communities
  - Dominion
  - MWF Properties
  - Real Estate Equities
  - Shelter Corporation
  - Twin Cities Habitat for Humanity
  - Twin Cities Housing Development Corporation
  - Two Rivers Community Land Trust

- Washington County Board of Commissioners
- County departments including
  - Administration
  - Community Corrections
  - Community Services
  - Public Health
  - Public Works
  - Taxpayer and Records Office
- Washington County CDBG Citizens Advisory Committee
- Metropolitan Fair Housing Implementation Council
- Cities and Townships in Washington County
- Specialized Consultants

These partners help enhance the implementation of programs and activities. Many affordable housing development activities are carried out by non-profit agencies, for-profit developers, and the Washington County CDA. Along with developing and managing affordable housing, the Washington County CDA administers rental assistance programs and housing counseling activities. The Washington County Board of Commissioners appoints citizens to the CDBG Citizen Advisory Committee and to the Washington County CDA Board. This partnership and leveraging strategy has worked extremely well and has resulted in the provision of many housing and many non-housing improvements for the development of viable communities in Washington County.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

Washington County is a member of the Suburban Metro Area Continuum of Care (SMAC) comprised of Washington, Dakota, Anoka, Scott, and Carver counties. The SMAC Coordinator works at a regional level to coordinate services across the five counties. Each county has a local lead to carry out the activities within its county, in Washington County the lead position is housed at the Washington County CDA. The SMAC Governance Board is comprised of three members of each local collaborative and provides county specific input on local needs and priorities. The primary functions of the SMAC are to provide a comprehensive response to homelessness, to evaluate and coordinate the homeless response system, evaluate program outcomes and to prepare and submit the HUD Notice of Funding Availability application for the region.

As a member of SMAC, the Heading Home Washington County Collaborative addresses the local needs of homeless and persons at risk of becoming homeless. The Collaborative is made up of local non-profit agencies, Washington County Community Services, Washington County CDA, faith communities, state representatives, and interested community members. The

Collaborative provides an avenue for providers to coordinate and learn of resources available in the community.

To address the needs of homeless persons and most efficiently utilize the resources available in the community, all housing placement referrals come through the Coordinated Entry system. The Coordinated Entry system prioritizes people with the highest needs with chronically homeless veterans receiving the highest preference. The Washington County system has been designed to meet the specific needs of the county in coordination with SMAC and the state to assure consistency across counties state wide. Washington County currently has three points of access for people experiencing homelessness; St. Andrew's Community Resource Center for families; Washington County Community Services for singles which includes the Veterans Service Office and Housing Unit for veterans; and youth can access an assessor through the <https://ysnmn.org> app. An initial assessment is conducted to determine if the person or family can be diverted from homelessness with connections to resources. If they cannot be diverted, shelter options are determined. If it is determined housing is needed, a full assessment is conducted to determine the type of housing needed: rapid rehousing, transitional housing or permanent supportive housing. After the assessment is completed, the person or family is placed on a priority list until the appropriate housing option is available. Currently the SMAC priority list is managed by Salvation Army for the entire region. Hearth Connections will take over managing the priority list with the start of the 2018 CoC grant.

SMAC is working on adding prevention and outreach services into the Coordinated Entry system to prioritize people with the highest needs receiving services.

The 2019 SMAC priorities include:

- Regional Planning
  - FHPAP Alignment across SMAC region
  - Develop prevention and diversion processes into Coordinated Entry
  - Develop process for faster shelter exits
  - Encourage multi-family affordable housing development
  - Exploring creating homeless preference with PHS's
- Local Planning
  - Landlord engagement
  - Engaging cities – addressing ordinances
  - Develop shelter capacity

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

Washington County is not a recipient of Emergency Solutions Grants (ESG) program funding.

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

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

|   |  |  |
|---|--|--|
| 1 | <b>Agency/Group/Organization</b>   | Canvas Health, Inc.  |
|   | <b>Agency/Group/Organization Type</b>  | Services-Children<br>Services-Elderly Persons<br>Services-Persons with Disabilities<br>Services-Victims of Domestic Violence   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Staff contacted agencies for information pertaining to victims of domestic violence, HOPWA organizations and committees, transitional housing and chemical dependency agencies for the 2015-2019 Consolidated Plan.  |
| 2 | <b>Agency/Group/Organization</b>   | Washington County Community Development Agency   |
|   | <b>Agency/Group/Organization Type</b>  | Housing<br>Services - Housing<br>Other government - County<br>Planning organization  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment<br>Public Housing Needs<br>Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy<br>Market Analysis<br>Anti-poverty Strategy<br>Lead-based Paint Strategy |

|   |  |   |
|---|--|---|
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The Washington County CDA administers the CDBG and HOME programs on behalf of Washington County. The CDA also administers the Housing Choice Voucher Program, Continuum of Care Program, and Home Ownership Programs which grants the ability to address several housing needs throughout the county. The CDA has also acted as a developer and manager of several public housing developments. The Washington County CDA Board at Large Member is a public housing resident who also serves on the Citizen Advisory Committee and Washington County Resident Advisory Board for public housing residents. This overlap offers input to help define community needs and projects. Both Washington County and CDA Boards reviewed the survey results and provided additional comments. |
| 3 | <b>Agency/Group/Organization</b>   | Minnesota HIV Housing Coalition   |
|   | <b>Agency/Group/Organization Type</b>  | Services-Persons with HIV/AIDS  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | HOPWA Strategy  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Information provided to assist with HOPWA Strategy in the 2015-2019 Consolidated Plan.  |
| 4 | <b>Agency/Group/Organization</b>   | Washington County Community Services Department   |
|   | <b>Agency/Group/Organization Type</b>  | Housing<br>Services - Housing<br>Services-homeless<br>Other government - County   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy<br>Non-Homeless Special Needs  |

|   |  |   |
|---|--|---|
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Community Services provides the homeless prevention services for Washington County  |
| 5 | <b>Agency/Group/Organization</b>   | Minnesota Coalition for Battered Women  |
|   | <b>Agency/Group/Organization Type</b>  | Services-Victims of Domestic Violence   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment<br>Homeless Needs - Families with children<br>Non-Homeless Special Needs  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The CDA reached out to this agency to solicit data and information for non-homeless special needs and homeless needs for the 2015-2019 Consolidated Plan. |

|   |  |  |
|---|--|--|
| 6 | <b>Agency/Group/Organization</b>   | Washington County Citizen Advisory Committee   |
|   | <b>Agency/Group/Organization Type</b>  | Advisory Committee   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment<br>Homeless Needs - Families with children<br>Non-Homeless Special Needs   |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | Two meetings were held by the Washington County CDBG Citizen Advisory Committee, an appointed citizen committee, who provided input on identifying the needs and setting priorities. |
| 7 | <b>Agency/Group/Organization</b>   | Twin Cities Habitat for Humanity   |
|   | <b>Agency/Group/Organization Type</b>  | Non-Profit   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The CDA and Twin Cities Habitat for Humanity have ongoing conversations relating to housing needs and market trends.   |
| 8 | <b>Agency/Group/Organization</b>   | Two Rivers Community Land Trust  |
|   | <b>Agency/Group/Organization Type</b>  | Non-Profit   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | The CDA and Two Rivers Community Land Trust have ongoing conversations relating to housing needs and market trends.  |

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

Local agencies and service providers in Washington County were emailed a link of the plan soliciting comments and were invited to the public hearing in order to participate in the Annual Action Plan process.

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

| <b>Name of Plan</b>                                       | <b>Lead Organization</b>                | <b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b> |
|---|---|---|
| Continuum of Care   | Washington County CDA                   | Increase Access   |
| Thrive MSP 2040   | Metropolitan Council                    | Increase supply of affordable housing   |
| Housing Policy Plan                                       | Metropolitan Council                    | Increase supply of affordable housing   |
| Analysis of Impediments                                   | Fair Housing Implementation Council     | Increase access and increase supply of affordable housing                           |
| More Places to Call Home: Investing in Minnesota’s Future | Governor’s Task Force Report on Housing | Increase access and increase supply of affordable housing                           |

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

**Narrative**

As the administrator of the CDBG, HOME and Continuum of Care, the Washington County CDA has informal and formal partnerships with local city governments, the metro area regional planning agency, County government, local and regional non-profits, state housing finance agency and department of health which informed this Annual Action Plan and will be integral in its implementation.

**PR-15 Citizen Participation - 91.401, 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

As a member of the Dakota County HOME Consortium, Washington County 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. The public comment for the draft plan opened March 15, 2019. Comments will be accepted through April 16, 2019. Public notices were published in the *Stillwater Gazette*; Washington County’s official newspaper and posted on the CDA’s website. The notices informed citizens about the plan, proposed projects, proposed funding and encouraged public comment on the plan development, amendments, and reports. In an effort to solicit input from the general public, a public hearing will be held on April 16, 2019 at the Washington County CDA at 3:00 pm (CST). The Dakota County HOME Consortium will hold a public hearing on April 23, 2019 at 9:00 am at the Dakota County Administration Center, 1590 West Highway 55, Hastings, Minnesota. The Washington County Board of Commissioners will consider approval of the plan on April 23, 2019.

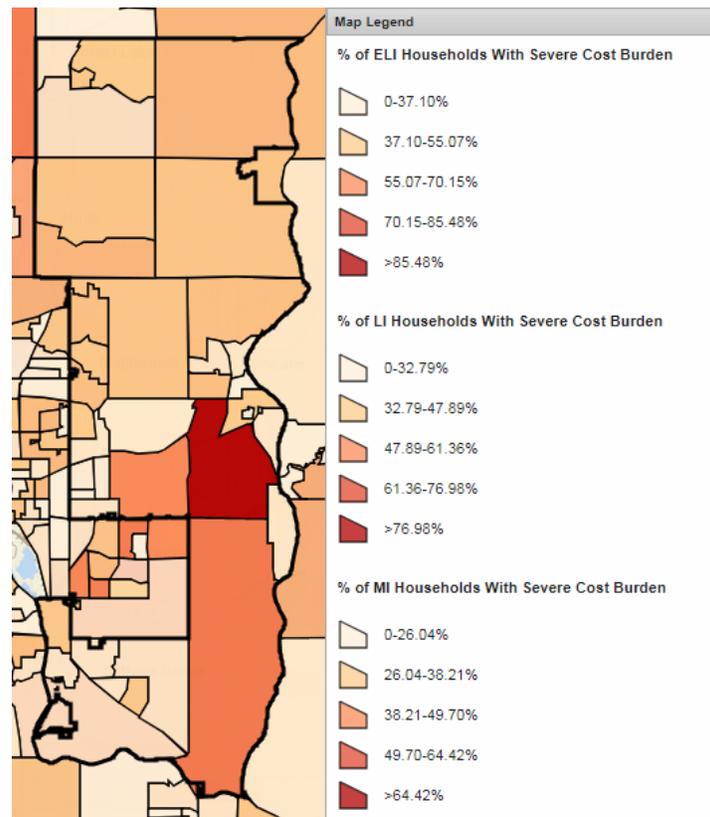
**Citizen Participation Outreach Table 4 – Citizen Participation Outreach**

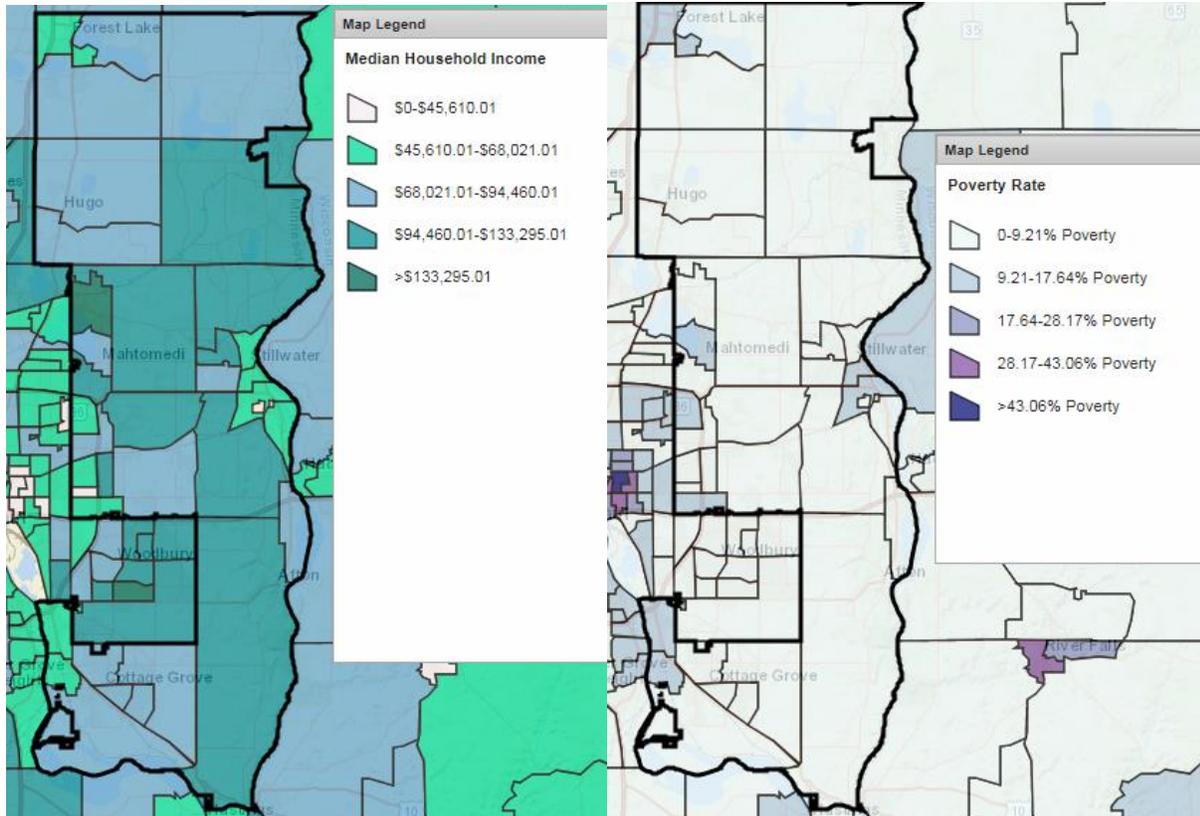
| Sort Order | Mode of Outreach   | Target of Outreach   | Summary of Response /Attendance | Summary of comments received | Summary of comments not accepted and reasons | URL (If applicable)  |
|------------|--|--|---------------------------------|------------------------------|--|--|
| 1          | Newspaper Ad   | Non-targeted/broad community   |                                 |                              |  | <a href="http://stillwatergazette.com/">http://stillwatergazette.com/</a>    |
| 2          | Residents of Washington County: Citizen Advisory Committee | Non-targeted/broad community   | 5                               | Recommended funding          | All included                                 |  |
| 3          | Public Meeting   | Non-targeted/broad community   |                                 |                              |  |  |
| 4          | Internet Outreach  | Non-targeted/broad community<br><br>Residents of Public and Assisted Housing |                                 |                              |  | <a href="http://www.washingtoncountycda.org">www.washingtoncountycda.org</a> |

## SP-10 Geographic Priorities

### Geographic Area-

Washington County is located in the eastern portion of the seven county Minneapolis-St. Paul Metropolitan area and is the 5<sup>th</sup> most populous county in the metropolitan area. Metropolitan Council reported Washington County's 2017 estimated population 2017 at 256,905 and the total households to be 87,858. This number compared to the 2010 Census Population Data estimates that Washington County population has grown 7% in 7 years. Washington County grew 18% over the previous decade and ranked third in the highest growth counties in the state. Washington County covers a large geographic area and the low to moderate income households are not concentrated in one particular area of the county. This being the case, CDBG and HOME funds are used for countywide programs and on specific housing projects related to serving low to moderate income households scattered throughout the county. These maps demonstrate median household income, poverty percentages, and cost burden throughout Washington County:





**General Allocation Priorities**

Washington County will allocate and invest the limited resources of the CDBG and HOME programs throughout the county whenever possible. This flexibility allows the county to address areas of need throughout the county as long as the project meets a priority need, is eligible under either the CDBG and HOME program, funding is available and other resources have been identified.

While funding for new construction and rehabilitation of multi-family housing will be site specific, funds for these activities are not restricted to a geographic area. Washington County has identified that owner-occupied housing rehabilitation and homelessness assistance needs are strong throughout the County and therefore provides these services without regard for geographic boundaries.

## AP-15 Expected Resources

### Introduction

This is the fifth and final Annual Action Plan of the 2015-2019 Consolidated Plan. The Annual Action Plan identifies the resources that may be available during the 2019 Program Year.

### Anticipated Resources

| Program | Source of Funds  | Uses of Funds  | Expected Amount Available Year 5 |                    |                          |           | Expected Amount Available Reminder of ConPlan \$ | Narrative Description  |
|---------|------------------|--|----------------------------------|--------------------|--------------------------|-----------|--|--|
|         |                  |  | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |  |  |
| CDBG    | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | 742,423                          | 0                  | 33,895                   | 776,318   | \$776,318  | "Prior Year Resources" is an estimate for reprogrammed funds from Program Income 2018 as program income is used first. CDBG funds will be used to support projects that address the community and economic development objectives identified in the PY 2015-2019 Consolidated Plan |

| Program   | Source of Funds  | Uses of Funds       | Expected Amount Available Year 5 |                    |                          |           | Expected Amount Available Reminder of ConPlan \$ | Narrative Description   |
|-----------|------------------|---------------------|----------------------------------|--------------------|--------------------------|-----------|--|---|
|           |                  |                     | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |  |   |
| LIHTC     | public - federal | Acquisition Housing | 642,926                          | 0                  | 0                        | 642,926   | 642,926  | New construction or preservation of rental units affordable to households at or below 60% AMI |
| Section 8 | public - federal | Housing             | 674,410                          | 0                  | 0                        | 674,410   | 674,410  | Tenant based rental assistance to very low and low income households                          |

| Program    | Source of Funds  | Uses of Funds              | Expected Amount Available Year 5 |                    |                          |           | Expected Amount Available Reminder of ConPlan \$ | Narrative Description   |
|------------|------------------|----------------------------|----------------------------------|--------------------|--------------------------|-----------|--|---|
|            |                  |                            | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |  |   |
| Other-HOME | public - federal | Admin and Planning Housing | 334,219                          | 0                  | 18,000                   | 352,219   | 352,219  | "Prior Year Resources" is an estimate for reprogrammed funds from Program Income 2018 as program income is used first. HOME funds will be used to support projects that address the community and economic development objectives identified in the PY 2015-2019 Consolidated Plan. |

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Washington County seeks to ensure that CDBG and HOME funds are used to their maximum effectiveness by making cost reasonableness and efficient leveraging of CDBG funds part of the evaluation criteria for proposed projects. Applications are competitive and the greater the degree of leveraging, the higher the number of points awarded to the project. Program Year 2019 CDBG and HOME funds will leverage approximately \$1.6 million in additional resources in Washington County. Funds to assist in the development of the Habitat for Humanity Generation Acres project will match HOME funds with an expected \$784,000 of in-kind donations, state and local resources, and private funds. HOME funding represents 13% of the total development cost. The Two Rivers Community Land Trust Scattered Site project will match and leverage \$400,000 in other funding and HOME funding represents only 26% of the total development cost. The City of Landfall will leverage \$117,500 of city funds to complete their pedestal and retaining wall projects. The Washington County CDA will utilize \$303,684 in capital improvement funding to complete their exterior repairs in the Raymie Johnson rental development. The Accessible Space, Inc. Hillcrest project will leverage \$24,000 of other funding. The Washington County Public Services projects to attract an additional \$145,183 in levy dollars order to operate.

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

Not applicable for the 2019 Program Year.

**Discussion**

In Program Year 2019, it is expected \$776,318 of CDBG and \$352,219 of HOME funds will be available in Washington County. These figures include anticipated Entitlement Funding & Prior Year Resources as a result of Program Income. Program Income received will be allocated as such: 15% to public services, 10% to administration, and the remaining will be recycled back into the Home Improvement Loan Program. Anticipated program income is not budgeted for because the upcoming program year amount is unknown. Federal resources will leverage an additional \$1.6 million of private, state and local funds.

## AP-20 Annual Goals and Objectives

### Introduction

Besides administration, there are seven projects in Washington County selected to receive CDBG and HOME funds in Program Year 2019. Washington County allocates up to 10% of HOME funds and 20% of CDBG funds for program administration and planning. Washington County allocates the 15% allowed to two public service projects for the Family Services Worker and Crisis Fund Assistance Program. Washington County also allocates funds to its Home Improvement Loan Program. The remaining four projects were selected through a competitive process. Applications were evaluated based on program requirements, 2015-2019 Consolidated Plan priorities and goals, and project feasibility and readiness. Other than administration, seven of the projects in the 2019 Annual Action Plan help address and meet one of the high priorities identified in 2015-2019 Consolidated Plan. Five of the projects will address the goal of creating and increasing affordable housing, one project will address public infrastructure needs, and the remaining one project will address the goal of preventing homelessness.

| # | Project Name   |
|---|--|
| 1 | CDA Rental Rehabilitation: Raymie Johnson  |
| 2 | Two Rivers Community Land Trust Scattered Site II                                |
| 3 | Washington County Public Services: Homelessness Prevention                       |
| 4 | Home Improvement Loan Program  |
| 5 | City of Landfall Public Infrastructure Improvements: Pedestal and Retaining Wall |
| 6 | Twin Cities Habitat for Humanity-Generation Acres Building 7                     |
| 7 | Accessible Space Inc., Rental Rehabilitation: Hillcrest                          |
| 8 | Program Administration   |

**Table 6 – Project Information**

### Goals Summary Information

| Sort Order | Goal Name                                  | Start Year | End Year | Category                             | Needs Addressed  | Funding                                  | Goal Outcome Indicator  |
|------------|--|------------|----------|--------------------------------------|--|--|---|
| 1          | Creating and Preserving Affordable Housing | 2015       | 2019     | Affordable Housing<br>Public Housing | Home Ownership<br>Rental Housing<br>Services and Housing<br>Serving Special Populations              | CDBG:<br>\$554,232<br>HOME:<br>\$265,964 | Rental Housing Rehabilitated: 184 Units<br>Homeowner Housing Rehabilitated: 15 Household Housing Units                        |
| 2          | Homelessness Prevention                    | 2015       | 2019     | Homeless                             | Transitional and Permanent Supportive Housing<br>Services and Housing<br>Serving Special Populations | CDBG:<br>\$125,695                       | Public service activities for Low/Moderate Income Housing Benefit: 40 Households Assisted<br>Prevention: 500 Persons Assisted |
| 3          | Public Infrastructure Improvements         | 2015       | 2019     | Non-Housing Community Development    | Sustainability and Creating Suitable Living Environments   | CDBG:<br>\$117,500                       | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 300 Households                          |

**Table 7 - Goals Summary**

### Goal Descriptions

| Goal | Goal Name                                  | Goal Description  |
|------|--|---|
| 1    | Creating and preserving affordable housing | Improve housing opportunities by creating and preserving affordable rental and owner-occupied housing.  |
| 2    | Homelessness prevention                    | Assist individuals and families with stabilized housing after experiencing a housing crisis or homelessness by providing client-appropriate crisis assistance and supportive service solutions. |
| 3    | Public infrastructure Improvements         | Strengthen neighborhoods and communities by investing in critical infrastructure improvements.  |

**Table 8 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The Washington County CDA estimates that 12 owner occupied homes for low to moderate income families will be constructed or rehabilitated over the course of this program year. This will be accomplished by the Home Improvement Loan Program (6 households), Twin Cities Habitat for Humanity Scattered Site (4 households), and Two Rivers Scattered Site (2 household) projects. It is anticipated that 46 rental units will be updated through the CDA Raymie Johnson (24 units) and Accessible Space, Inc. (24 units) rehabilitation projects. It is projected that 540 extremely low income persons will be assisted through programs and services through public services and homelessness prevention. All 2019 projects other than administration will serve low to moderate income households.

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

The primary objective of the CDBG Program is the development of viable communities through the provision of safe and affordable housing, a suitable living environment, and expanded economic opportunities. Eligible CDBG spending includes Public Services, Community and Economic Development, Capital Improvement Projects for Public Facilities/Infrastructure, and Housing Rehabilitation. HOME funds are dedicated to housing activities that meet local housing needs and typically preserve or create affordable housing. Eligible uses may include tenant-based rental assistance, rehabilitation, homebuyer assistance, and new construction. The intent of the HOME program is to provide safe and affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private sector participation in housing projects. Washington County allocates CDBG and HOME funds to meet these requirements.

Allocation priorities for 2019 CDBG and HOME funds match the priority needs of the 2015-2019 Consolidated Plan. The Home Improvement Loan Program along with both the Twin Cities Habitat for Humanity Generation Acres and Two Rivers Community Land Trust Scattered Site projects meet the priority need of Affordable Home Ownership. The CDA Raymie Johnson and Accessible Space, Inc projects will address rental rehabilitation. The City of Landfall project will address public infrastructure needs for a low to moderate income area. The two public service projects help address homelessness in Washington County. For Program Year 2019, CDBG and HOME funds were allocated using a competitive RFP process and the Citizen Advisory Committee scored applications using the following scoring categories:

- National Objective (CDBG only) 10 points
- Demonstrated Benefit 5 points
- Project Duration 15 points
- Other Federal Requirements 4 points
- Project Readiness 10 points
- Funding Commitment 3 points
- Acceptance of Funds as a loan 3 points
- Documentation of Costs 4 points
- Organizational Capacity and Track Record 5 points
- Application is complete 5 points
- Community Support 5 points
- Leveraging 9 points
- Other public financing 5 points

The applications with the highest average score and addressing high priority identified in the 2015-2019 Consolidated Plan were recommended to the Washington County Board for funding. The greatest need in Washington County is the creation of affordable housing. While the Washington County CDA has a good rapport with a variety of affordable housing developers, there is a lack of developers qualified as Community Housing Development

Organizations (CHDO). Washington County certified one CHDO for program year 2017. The project was finalized in 2018 by the Community Action Partnership of Ramsey and Washington Counties (CAPRW). There is still a demand for qualified developers to become a CHDO. As a member of the Dakota County HOME Consortium, Washington County agrees to allocate the CHDO set-aside funds to a certified project on a Consortium-wide basis to maintain compliance.

## AP-35 Projects

### Project Summary Information

| No. | Project  | Goals Supported  | Needs Addressed | Funding          |
|-----|--|--|-----------------|------------------|
| 1   | CDA Rental Rehabilitation: Raymie Johnson  | Creating and Preserving Affordable Housing   | Rental Housing  | CDBG : \$151,874 |
|     | Description  | <p>The CDA's Raymie Johnson townhomes are located in the city of Oak Park Heights. These two and three bedroom townhomes were built in 1979. The townhomes have been maintained but not received any major updates in the past 40 years. The units kitchens and bathrooms are largely original as are windows and front entry doors. The front entry doors and windows are not energy efficient and in general disrepair. The jambs on many of the front entry doors are split, compromising security. The garage service doors have out-lived their life expectancy. This project will upgrade the kitchens and bathrooms with new cabinets, countertops, sink tops &amp; faucets, appliances and flooring as needed. All the windows, the front entry doors and the garage service doors will be replaced with new, energy efficient components.</p> |                 |                  |
|     | Target Date for Completion   | 06/30/2020   |                 |                  |
|     | Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Of the 24 units, 14 units are 0-30% AMI, 5 units are 31-50% AMI and the remaining 5 units are 51-80% AMI.  |                 |                  |
|     | Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | 14830-14988 58th Street North, Oak Park Heights, Minnesota, 55082  |                 |                  |
|     | Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | This project will upgrade the kitchens and bathrooms with new cabinets, countertops, sink tops & faucets, appliances and flooring as needed. All the windows, the front entry doors and the garage service doors will be replaced with new, energy efficient components.   |                 |                  |

|  |  |                |                                    |
|--|--|----------------|------------------------------------|
| Two Rivers Community Land Trust Scattered Site II  | Creating and Preserving Affordable Housing   | Home Ownership | CDBG : \$10,206<br>HOME: \$130,664 |
| Description  | The Two Rivers Community Land Trust Scattered Site project will to acquire, rehabilitate, and resell 2 single family homes in Washington County. The homes would be sold to households at or below 80% area median income. They will solicit bids and contract the green updates and rehabilitation needs from a third party contractor. This project will also utilize \$148,664 of HOME funds. |                |                                    |
| Target Date for Completion   | 12/31/2020   |                |                                    |
| 2 Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Two households at or below 80% area median income  |                |                                    |
| Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Sites to be determined, target locations in Washington County.   |                |                                    |
| Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Acquisition, rehabilitation, energy improvements and resale to a household at or below 80% area median income.   |                |                                    |
|  |  |                |                                    |

|  |  |   |                     |
|--|--|---|---------------------|
| Washington County Public Services:<br>Homelessness Prevention  | Homelessness<br>Prevention   | Transitional and<br>Permanent Supportive<br>Housing | CDBG :<br>\$116,448 |
| Description  | Washington County proposes providing Crisis Assistance to households at risk for homelessness or experiencing homelessness. The Crisis Assistance fund provides for damage deposits, first month rent, and mortgage foreclosure assistance in order to prevent homelessness. This is an activity that meets the needs of homeless households by providing affordable, decent housing. The public services dollars will also provide a social service worker staff position to assist individuals and families who are homeless or at risk of homelessness to find or retain permanent housing. |   |                     |
| Target Date for Completion   | 12/31/2020   |   |                     |
| 3 Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Washington County proposes providing Crisis Assistance to 40 households at risk for homelessness or experiencing homelessness and it is estimated that 500 or more families will be assisted by the social worker by assisting individuals and families who are homeless or at risk of homelessness to find or retain permanent housing.   |   |                     |
| Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Washington County, MN  |   |                     |
| Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | The Crisis Assistance fund provides for damage deposits, first-month rent, and mortgage foreclosure assistance in order to prevent homelessness. This is an activity that meets the needs of homeless households by providing affordable, decent housing. A social worker position will also assist individuals and families who are homeless or at risk of homelessness to find or retain permanent housing.  |   |                     |
|  |  |   |                     |

|  |  |                |                  |
|--|--|----------------|------------------|
| Home Improvement Loan Program  | Creating and Preserving Affordable Housing   | Home Ownership | CDBG : \$129,949 |
| Description  | <p>Washington County CDA will administer the Home Improvement Loan Program on behalf of Washington County. The program provides loans that assist homeowners with interior and exterior home improvements. Homeowners may receive deferred loans up to \$18,000, with no interest and no monthly payments. The full amount of the loan is not due until the homeowner moves, transfers the title, or takes cash out on a refinance of the property. These loans are available to households at or below 80% AMI and may be used to finance projects to make homes safe and livable. Eligible improvements include energy efficiency or accessibility improvements, exterior painting, electrical, plumbing, structural problems, siding, windows, doors, sidewalks, lead stabilization, and septic improvements.</p> |                |                  |
| 4 Target Date for Completion   | 12/31/2020   |                |                  |
| Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | It is estimated that 6 owner-occupied households below 80% area median income will benefit from this project.  |                |                  |
| Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Washington County  |                |                  |
| Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | These loans are available to households at or below 80% AMI and may be used to finance projects to make homes safe and livable. Eligible improvements include energy efficiency or accessibility improvements, exterior painting, electrical, plumbing, structural problems, siding, windows, doors, sidewalks, lead stabilization, and septic improvements.   |                |                  |
|  |  |                |                  |

|  |  |                     |                  |
|--|--|---------------------|------------------|
| City of Landfall Public Infrastructure Improvements: Pedestal and Retaining Wall   | Public Infrastructure Improvements   | Public Improvements | CDBG : \$117,500 |
| 5<br>Description   | <p>The City of Landfall is responsible for City infrastructure including streets, curbs and gutters, retaining walls, and electrical pedestal connections for each home. Homes in the community are hooked up to electric pedestals. The pedestals are owned and maintained by the City. Most of the electrical pedestals in the area identified for pedestal replacements are old, outdated, and inefficient; do not meet current code and a potential risk to residents. Unlike the new pedestals, older pedestals are not wired directly to the homes, making it possible and potentially dangerous for anyone to disconnect the electric. This project includes replacement of 56 outdated pedestals with new, code compliant pedestals. There are also a number of city-owned, failing retaining walls adjacent to city sidewalks. These walls need to be replaced before they become a hazard to residents. This project includes replacement of the worst retaining walls along three of the city streets. Support of these projects will help the City of Landfall to maintain a safe, affordable housing community for its residents.</p> |                     |                  |
| Target Date for Completion   | 06/30/2020   |                     |                  |
| Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Approximately 300 households or 756 low-income residents   |                     |                  |
| Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | City of Landfall, Washington County  |                     |                  |
| Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Public Improvements to electric pedestals and retaining walls.   |                     |                  |
|  |  |                     |                  |

|   |  |   |                |                    |
|---|--|---|----------------|--------------------|
|   | Twin Cities Habitat for Humanity-<br>Generation Acres Building 7   | Creating and<br>Preserving<br>Affordable Housing  | Home Ownership | HOME:<br>\$120,000 |
|   | Description  | Twin Cities Habitat for Humanity is proposing using HOME funds to construct 4 single family homes in Hugo, MN. The project has been successful in the past. After construction, the homes would be sold to households at or below 80% AMI. Habitat usually targets homeowners that are 30-50% AMI. This project will utilize \$120,000 of HOME funds. |                |                    |
|   | Target Date for Completion   | 12/31/2020  |                |                    |
| 6 | Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | 4 homes would be sold to households at or below 80% AMI. Habitat usually targets homeowners that are 30-50% AMI.  |                |                    |
|   | Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | 14957-14963 Generation Avenue, Hugo, Washington County  |                |                    |
|   | Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Twin Cities Habitat for Humanity is proposing using HOME funds to acquire, rehabilitate, and resell 4 homes in Washington County to homebuyers below 80% AMI.   |                |                    |
|   |  |   |                |                    |

|  |  |                |                 |
|--|--|----------------|-----------------|
| Accessible Space Inc., Rental Rehabilitation: Hillcrest  | Creating and Preserving Affordable Housing   | Rental Housing | CDBG : \$98,500 |
| Description  | The Hillcrest Apartments Capital Improvement Project proposes to rehab the aging accessible and affordable apartment community by adding a new roof, new windows and a new parking lot. No relocation is necessary with this project since all improvements will be external ones. |                |                 |
| Target Date for Completion   | 06/30/2020   |                |                 |
| 7 Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Of the 22 units, 15 units are 0-30% AMI, 6 units are 31-50% AMI and 1 unit is 51-80% AMI. The units are all for adults with disabilities assisting with our goals of special populations.  |                |                 |
| Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | 1370 Curve Crest Blvd, Stillwater, MN 55082  |                |                 |
| Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | This project will upgrade the roof, windows and parking lot.   |                |                 |
|  |  |                |                 |

|   |  |  |  |
|---|--|--|--|
|   | Program Administration   |  | CDBG :<br>\$151,874<br>HOME:<br>\$35,422 |
|   | Description  | In addition to the projects described above, Washington County CDA will use CDBG and HOME funding for program administration. Administrative funds are capped at 20% of the CDBG funds and 10% of the HOME funds. Washington County CDA will not exceed these administrative expense limits. A portion of the HOME program administration funds will be made to Dakota County CDA for their administration of the HOME Consortium. |  |
|   | Target Date for Completion   | 12/31/2021   |  |
| 8 | Estimate the number and type of families that will benefit from the proposed activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.) | Families will not directly benefit from this activity.   |  |
|   | Location Description<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Washington County, MN  |  |
|   | Planned Activities<br>(Note: Additional information for this discussion may be available on the AP-36 Project Detail screen.)  | Program  |  |

## AP-50 Geographic Distribution

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

Washington County is located in the eastern portion of the seven county Minneapolis-St. Paul Metropolitan area and is the fifth most populous county in the metropolitan area. In 2016, Metropolitan Council reported Washington County's estimated population at 253,128 and the total households to be 94,044. Washington County grew 6% in 6 years.

### Geographic Distribution

| Target Area       | Percentage of Funds |
|-------------------|---------------------|
| Washington County | 100%                |

**Table 9 - Geographic Distribution**

### Rationale for the priorities for allocating investments geographically

There are no targeted geographies for funding. This flexibility allows Washington County to address areas of need throughout the county as long as the project meets a priority need, is eligible under either the CDBG and HOME program, funding is available and other resources have been identified. While it has been determined that there are some census tracts in Washington County that have more households experiencing housing cost burdens and low income households, the total number of households in these particular census tracts is quite low. Washington County does not have any areas of concentrated poverty. Due to the relatively small populations impacted by these pockets, no geographic targeting is needed.

### Discussion

Washington County will allocate and invest the limited resources of the CDBG and HOME program throughout Washington County. Program Year 2019 funds will assist certain site specific projects.

## AP-55 Affordable Housing

### Introduction

The 2019 projects will support affordable housing for general populations as well as targeted populations. In 2019, Washington County will continue to focus its CDBG and HOME funding towards the development and/or preservation of affordable housing. The affordable housing will be in two key categories, 1) owner occupied housing repairs and rehabilitation 2) rental rehabilitation

### Affordable Housing Goals

| One Year Goals for the Number of Households to be Supported |     |
|---|-----|
| Homeless  | 540 |
| Non-Homeless  | 36  |
| Special-Needs   | 22  |
| Total   | 598 |

**Table 10 - One Year Goals for Affordable Housing by Support Requirement**

| One Year Goals for the Number of Households Supported Through |    |
|---|----|
| Rental Assistance   | 0  |
| The Production of New Units                                   | 4  |
| Rehab of Existing Units                                       | 54 |
| Acquisition of Existing Units                                 | 0  |
| Total   | 58 |

**Table 11 - One Year Goals for Affordable Housing by Support Type**

### Discussion

Affordable housing is the highest priority in Washington County. Program Year 2019 goals include the production and/or rehabilitation of 58 affordable rental and home ownership units. Homeless services will assist another 540 households.

## **AP-60 Public Housing**

### **Introduction**

The Washington County CDA operates public housing units in Washington County. Of the 63 public housing units outside of Woodbury that the CDA operates, 40 are located in the four-story Whispering Pines Apartments in Forest Lake and 23 are scattered site detached single family home or townhome units in Oakdale, Cottage Grove and St. Paul Park. The scattered site homes and Whispering Pines are maintained through Washington County CDA's capital improvement program with regular inspections and improvements made as needed to keep the properties also in excellent condition.

### **Actions planned during the next year to address the needs of public housing**

The Washington County CDA's capital improvement plan identifies future needs and cost estimates on a replacement reserve schedule to ensure a good living environment for the residents. For 2019 at Whispering Pines, the window sashes are going to be replaced, landscape improvements will be made as well as improvements to the community room storage closet system. The scattered site program has four kitchen and bathroom rehabilitation projects planned for 2019.

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

The Washington County CDA has a number of avenues for public housing residents to become involved in the management of public housing units. One way is through Resident Councils. There a Resident Council that represents those in the Washington County CDA's scattered site public units as well as those in its Housing Choice Voucher program. There is another Resident Council that represents the Whispering Pines public housing community. Each Resident Council elects a board that plans events and provides educational opportunities to enhance resident quality of life by providing. Resident Council meetings are held on a regular monthly basis.

Another way for a resident to become involved is to participate on the Resident Advisory Board. This board is made up of each Resident Council elected board (Chair, Vice-Chair, and Secretary), in addition to the Resident Commissioner that serves of the Washington County CDA Board of Commissioners. The Resident Advisory Board provides strategic direction by reviewing and assisting in the development of the CDA's short and long term housing plans.

The Resident Commissioner serves on the Washington County CDA Board of Commissioners and is another potential way for a resident to become involved in management. This board is made up of seven members and makes decisions regarding the Washington County CDA's programs and funding. The Board actions are accountable to Washington County.

Homeownership is encouraged through the Washington County CDA's Public Housing Family Self Sufficiency Program (FSS). Currently, the Washington County CDA program has 23 participants. The Family Self-Sufficiency (FSS) program enables public housing residents to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS 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. In Program Year 2018, one FSS participant successfully graduated with an escrow account. The program anticipates a similar number of participants and graduates for 2019.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable.

**Discussion**

The public housing units in Washington County are in good physical condition. The Washington County CDA provides on-going maintenance and capital improvement projects to ensure the safety and quality in public housing. Washington County CDA values its residents and encourages their participation and involvement in policy and decision making.

## **AP-65 Homeless and Other Special Needs Activities**

### **Introduction**

The Heading Home Washington County Collaborative is a member of the Suburban Metro Area Continuum of Care (SMAC) and provides local representation to the governing board. The Collaborative has active participation from the community including citizen representation, non-profit, local government and persons that have experienced homelessness. The homeless response system provides both services for persons experiencing homelessness and prevention services. The system is comprised of: Washington County Community Services Department, non-profit and faith based organizations and the Washington County Community Development Agency.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

To address homelessness for singles, families, and youth, federal, state and private funding will continue to be solicited to support the development of permanent and permanent supportive housing. In the 2018 HUD Continuum of Care funding request, the SMAC was awarded \$3,868,141 for rapid rehousing and permanent supportive housing projects throughout the region. The funding includes Planning Grant dollars to coordinate the regional response system to ending homelessness. Harriet Tubman East, a domestic violence shelter that serves Washington County was awarded a new grant through the 2018 CoC grant process. The program will include transitional and rapid rehousing support for youth.

To assess the individual needs of persons in Washington County experiencing homelessness, the county is a part of the SMAC Coordinated Entry process. The Coordinated Entry system is a four step process and uses outreach and community education to ensure all persons in housing crisis are identified and aware of the access points to receive an assessment. Business card sized promotional materials are used give out to homeless persons with the phone numbers for the different access points. Small business cards are used so people can easily place them in their wallet and not lose the numbers.

The four step process includes:

- Step 1: common assessment tool that addresses the safety of the household and triages households who can be diverted from homelessness from those who need further housing assistance.
- Step 2: uses an assessment tool to identify housing stability barriers. Households receive a score indicating the type of housing that best fits the household's needs.
- Step 3: puts households onto a priority list based on assessment score and date.
- Step 4: refers households to a housing provider.

The Coordinated Entry system prioritizes the most vulnerable including chronically homeless

and veterans. In 2019, SMAC will be revising the Coordinated Entry priority list to include prevention services, shelter and outreach.

The St. Croix Family Resource Center opened a new drop-in center for youth 18-24 in September of 2018 located in central Washington County in the city of Stillwater. A second center is planned to open in 2019 in southern Washington County in the city of Cottage Grove. The centers provide resources for homeless youth including: food, washer/dryers, clothing, showers, and connections to other resources.

SMAC works closely with the State Office to End Homelessness to identify goals and priorities to meet the Heading Home Together: Minnesota's Statewide Plan to Prevent and End Homelessness 2018-2020.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including 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 Social Worker to guide and counsel homeless persons and persons at risk of being homeless, providing resources and referrals. It is projected that 500 people will be assisted. The crisis assistance program is projecting to provide help to 40 families in 2019. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance.

In 2018, St. Andrews Community Resource Center opened an emergency shelter with 5 bedrooms to shelter families in the northern part of Washington County. Shelter options in Washington County include: Washington County hotel/motel shelter paid for by Washington County Community Services department (CDBG and Emergency Assistance), St. Andrews Church Shelter in Hugo, 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). Tubman will be expanding youth transitional housing with the new CoC grant starting in 2019.

Although the SMAC region has several options for emergency shelter, the Coordinated Entry system has shown the SMAC region has a gap in shelter services; discussions are happening across the SMAC region on shelter options and development. Washington County is exploring options for emergency shelter for singles.

Within the SMAC region, most of the transitional housing programs have moved to a Rapid Rehousing model.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including 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**

The Coordinated Entry system was developed to most efficiently and quickly utilize the resources available in the community. The goals of the system are to identify, assess level of need, and determine most appropriate housing to meet the needs of the family and quickly match families to providers. Late fall of 2018, SMAC reviewed all CoC funded housing programs ensure programs have low-barriers to entry and to use the housing first model. SMAC is meeting with non-SMAC funded providers to look at ways they can also make programs have low-barriers to entry. As part of the Coordinated Entry process, people will be referred to and connected to main stream resources to assist in shortening the time persons remain homeless.

The Family Homeless Prevention and Assistance Program managed by Washington County provides Rapid Rehousing assistance through Solid Ground and rental assistance through Salvation Army. During the last NOFA process for FHPAP, Washington County asked for additional funding including expansion dollars for Washington County Community Services to provide additional services and support to singles.

The SMAC region received funding from Minnesota Housing to start a Landlord Mitigation program called Beyond Backgrounds. A renter with high barriers can utilize the funds to provide a financial protection to landlords willing to rent to the family. The person must be receiving support services through a community or government organization to qualify. Additional landlord engagement is happening throughout the region to help people locate rental units and shorten the time spent looking for available units.

### Veterans

A state wide Homeless Veteran Registry was developed in 2015 to create a sustainable housing plan for every veteran experiencing homelessness and leveraging all available resources. The Coordinated Entry system will identify veterans and will be prioritized on the Priority List and facilitate connecting the veteran to veteran specific services and resources, including the Registry. With the veterans permission, a team comes together to identify the resources best suited to help the veteran obtain stable housing.

### Unaccompanied Youth

During the Continuum of Care 2018 funding request, the SMAC region received funding for a youth focused grant to assist in ending youth homelessness. Harriet Tubman East will be providing Transitional Housing and Rapid Rehousing to youth in Washington County starting in 2019.

Through the StreetWorks Collaborative, outreach services are provided in Washington County by two member organizations: The Bridge for Youth and the Link.

### Families with Children

The Coordinated Entry process ensures broad awareness and rapid access to the system, providing timely assessments that connect families to housing programs that will best meet their needs. The Coordinated Entry policies have been designed to assure families are contacted and referrals are made timely. The system also assesses families to assure they are referred to the most appropriate housing to meet their needs, reducing the incident of returning to homelessness. By combining the individual local priority lists to one SMAC regional list, families will have greater choice to housing outside their county-of-origin.

Decreasing time homeless is one of the 2019 priority goals for the SMAC region.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

In 2019, Washington County will utilize 15% of its CDBG funds for public services to serve an estimated 540 households. Direct financial resources, including emergency shelter, rent deposit and rent payment assistance will be used by an estimated 40 of those households. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. 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.

Other one-year goals and actions for reducing and ending for extremely low-income individuals who are being discharged from publicly funded institutions and systems of care are as follows:

Foster Care: 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. Foster care youth may stay in foster care until age 21 or choose to live independently and work with their case manager to identify and secure a permanent housing option, including accessing resources for a damage deposit and rent payment assistance. Youth may also reside in college campus housing. All youth transitioning from foster care are assisted to develop a discharge plan with their assigned county case manager that must include housing

and employment options. Each plan includes needs, goals, resources and a support system and requires foster care providers and county case managers participate.

The SMAC engages foster care workers in planning efforts to ensure they are aware of programming available for permanent housing upon discharge. The workers are invited to meetings and are aware of resources available before the youth is discharged. For those who are most at risk, case managers identify long term programming. The SMAC utilizes funding from Minnesota Department of Human Services for youth under the Healthy Transitions and Homeless Prevention grants for the purpose of securing housing, life skills training, education planning, and job seeking. For those youth who do find themselves in need of supportive housing upon release from foster care, funding for supportive housing for youth is available under the Minnesota Legislature under the Minnesota Homeless Youth Act.

Health Care: 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. Health care providers have been provided with the information on Coordinated Entry procedures and access points. Persons discharged from long term facilities are commonly discharged to sober housing; group residential housing or SMAC funded rental assistance programs with services.

Mental Health: The County receives a state adult mental health grant and Projects for Assistance in Transition from Homelessness (PATH) grant which are directed to persons who are mentally ill and homeless, which is a high priority special needs population of the Consolidated Plan. Funds are used for emergency housing and services to identify and attain permanent housing. Washington County applied for additional PATH funds in 2019.

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. Housing remains a part of the treatment plan after discharge to ensure housing is maintained and sustained. The plans includes case management services, housing, employment, medical and psychiatric treatment, and aid in the readjustment to the community. Persons discharged from mental health treatment are commonly discharged to community based supportive housing, adult foster care, state-funded housing or other publically funded programs.

The SMAC has a network of collaborating agencies that ensures persons who are discharged from a mental health facility are not discharged to homelessness. Partners include county mental health case managers and social workers, nonprofits that specialize in serving clients with mental health needs, and the State of Minnesota. Discharge planning is a component of the Adult Mental Health Initiative plans, which guide the actions of county and contracted mental health service providers. These plans specifically include local homeless service

providers and ensure coordination with local and regional homeless networks plans to end homelessness. Multiple mental health service providers are active members of the SMAC and provide services to persons leaving mental health facilities using non-HUD McKinney Vento resources. These providers have extensive experience in mental health services and provide technical expertise to inform SMAC planning to ensure persons are not discharged to homelessness.

Corrections: The SMAC has adopted discharge policies that reflect policy enacted by the Minnesota Department of Corrections (DOC). 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 issues are offered specialized and focused release planning assistance. Corrections have been provided with the Coordinated Entry points of access information. Eligible offenders are typically housed in halfway houses and emergency housing placements until permanent housing is secured. The SMAC is actively building relationships with landlords and service providers that are felony-friendly and has aggressively sought additional housing resources for persons being discharged from the corrections system. The DOC is primarily responsible for preventing offenders from being released from state facilities into homelessness. The DOC provides a case manager to assist with identifying and connecting the client with appropriate resources. DOC adult offender re-entry services and programming provides reentry services to offenders in collaboration with case management services, including the prisoner re-entry initiatives, transition fairs, offender housing contracts, referrals, and prerelease classes. DOC provides payment for adult halfway house and emergency housing placement for eligible offenders that are on supervised release.

## **Discussion**

The Heading Home Washington County Collaborative acts as the local Continuum of Care committee as a member of the Suburban Metro Area Continuum of Care (SMAC) region. Organizations within the continuum provide a number of homeless services and resources. The “prevention” end of the Continuum is largely made up of Washington County’s Housing Unit and Emergency Assistance Unit, nonprofits and faith based organizations.

## **AP-75 Barriers to affordable housing**

### **Introduction**

The largest barrier to affordable housing in Washington County is the high cost of land, rents, and home prices. Some jurisdictions in Washington County have large lot requirements that drive up housing costs and generally zoning land use regulations restrict where multi-family development can occur. Although there is no official growth boundary, the extent of the regional water and sewer lines effectively serves as one for affordable multi-family housing development. The financing tools available for affordable housing development place a high priority on development within the existing sewer and water system, which makes it very difficult to develop new affordable housing outside of it.

### **Describe planned actions 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**

In order to ameliorate the negative effects of large lot requirements, zoning restrictions, and availability of utilities and services, the Washington County CDA 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.

### **Discussion**

Large lot requirements, zoning restrictions, and availability of utilities and services impact the cost of both owner-occupied and rental housing. Removing these barriers is a long term plan involving many municipalities and partners. In 2019, efforts to remove or ameliorate these barriers to level the playing field for developers of affordable housing by providing financial assistance to overcome the costs associated with these land use policies and infrastructure policies.

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

### **Introduction**

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 2019, Washington County will jointly fund and participate 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 a region wide fair housing project in order to incorporate and support the recommendations from the Addendum to the 2014 Regional AI. The projects to accomplish those recommendations will be:
  - Recommendation 5B: Washington County CDA will continue to review and provide feedback on comprehensive plans to ensure they adequately describe a plan to meet affordable housing need.
  - Recommendations 7A & 7E: In collaboration with the FHIC, Washington County funded Equity in Place to do region-wide community outreach and tenant's right trainings. This project is ongoing.
  - Recommendation 10D: Work with community organizations to explore development opportunities in Washington County for communities of color.
  - Conduct a region wide Analysis of Impediments 2020-2024
- Provide education to landlords and tenants on rights and responsibilities.
- Ongoing enhancement of Homebuyer Education & working with public and non-profit agencies to expand information and services related to fair lending and foreclosure prevention.
- Encouraged inclusive housing location policies for both private and public housing providers.
- On April 18, 2019, The Advocates for Human Rights will conduct a Human Rights Training for CDA staff.

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

The CDA will continue to identify and partner with other organizations to address the needs of those most underserved. The highest weighted priorities from the 2015-2019 Consolidated Plan were Affordable Rental Housing, Transitional Housing Facility, Public Improvements, Services and Housing for Special Populations, Homeownership Assistance, and Emergency Homeless Shelters. The creation of affordable rental housing has been the method used most by the CDA to provide options for seniors and working families.

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 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 individual counseling sessions to discuss their options. This further promotes housing stability for neighborhoods and families. In addition, the CDA began administration of a sub-surface treatment system repair program in 2014. This program helps homeowners and renters stay in their homes and business owners continue operations by providing low-interest loans and grants to low-income residents to pay for costly updates to non-compliant septic systems. To date, this program has assisted 80 households. The Home Improvement Loan program assists low- and moderate-income homeowners with necessary home repairs and maintenance with a zero percent deferred loan.

Another obstacle is accessing housing by persons and families experiencing homelessness. Washington County maximizes its CDBG public services cap annually for crisis assistance to families at risk for homelessness or currently homeless. The Crisis Assistance Program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. The Family Service Worker provides referrals and resources to families who are at risk of homelessness. Washington County awarded Program Year 2017 CDBG funds to St. Andrews Resource Center to rehabilitate an old church rectory in Hugo, Minnesota. The shelter has the ability to provide overnight beds to 3-5 families per night. Washington County's Housing Collaborative acts as the local Continuum of Care (CoC) committee for this part of the south metro region. Being a member in the CoC helps transitional housing and emergency shelter providers connect with affordable housing providers throughout our region to ensure that people exiting move to permanent housing. SMAC will provide Rapid Rehousing primarily through State funding. All SMAC Rapid Rehousing projects are evaluated based on two measures: a) minimize the length of time homeless and b) limit repeat episodes of homelessness. SMAC promotes Housing First for all supportive housing, which helps to minimize barriers and delays to accessing housing.

The CDA utilizes CDBG funds to participate as a member of the Twin Cities Section 3 Collaboration. The intent of the Collaborative is to provide information and guidance to residents, developers, general contractors, subcontractors, and community leaders to create opportunities for economic inclusion by involving local low-income businesses and employees on Section 3 projects. The Collaborative makes outreach, certification, and compliance easier

for individuals, businesses and contractor/developers by creating a one-stop-recruitment shop instead of having to certify separately through each jurisdiction. Section 3 certification can be submitted on the Collaborative's website (<http://tcsection3.org>) and certifications are valid among all Collaborative members. The website also allows job seekers to be notified of employment and training opportunities. The site also gives contractors and developers a central location for identifying prospective Section 3 employees and subcontractors.

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

The Washington County CDBG and HOME programs addresses preserving affordable housing by providing funds for the home improvement loan program to rehabilitate existing homes and preserving them for long term affordability. CDBG funds are being provided to two rental communities, CDA Raymie Johnson and Accessible Space, Inc., for necessary repairs in order to maintain decent, affordable housing. Residents in these properties are at or below 80% area median income. Twin Cities Habitat for Humanity will use HOME funds to construct 4 single family homes to income eligible buyers in the Generation Acres Development. Homebuyers are typically 31-60% AMI. The Two Rivers Community Land Trust will have a scattered site project utilizing CDBG funds to acquire, rehabilitate and resell two homes to income eligible buyers. Washington County also allocates CDBG funding on an annual basis to the Home Improvement Loan Program assisting eligible homeowners with necessary home repairs. These organizations have been essential in helping Washington County's lower income households maintain affordable homeownership. The CDA also has a first-time homebuyer counseling program to help potential homebuyers become ready for homeownership. The CDA, through this program, refers homebuyer to down payment assistance programs available to those that want to purchase in Washington County. In order to maintain housing, the CDA also offers free and confidential one-on-one counseling services to those that are at risk of foreclosure.

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

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 2019, this program is being allocated CDBG funding in the amount of at least \$129,949.

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

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 23 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 planned to develop institutional structure**

As of October 2014, Washington County CDA began administering the CDBG and HOME Programs. This structure ensures coordination of financing tools for developers and subrecipients 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. In 2018, staff attended HUD's Building HOME web-based training and National Association for County Community and Economic Development training conference which offers housing, community development, and policy education tracks for CDBG and HOME administration. Staff continues to hold their certifications through National Development Council for Economic Development and Housing Development Finance. Staff will continue to attend additional training to maintain the highest quality program management and best practices. The Washington County CDA has consistently provided research and data on the housing needs, demands, and delivery gaps in Washington County. The CDA is also the public housing authority for the county. Housing the CDBG and HOME programs with the CDA's other financing tools, knowledge and planning base, and PHA structure enhancing coordination for all housing and community development efforts on a county-wide basis.

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

Washington County also maximizes its 15% funding cap for Public Services to provided homeless prevention services.

#### **Discussion**

These supporting actions are necessary to the success of the Annual Action Plan.

## AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

### Introduction

Washington County has unallocated funds due to program income available from Program Year 2018 from repayments of prior activities under the owner-occupied rehabilitation loan program. These funds must be used for eligible projects and drawn before new funds. As a result, the unallocated funds will be used in 2019. Program Income is not guaranteed funding and therefore anticipated program income will not be budgeted in the project summary.

However, any 2018 program income received will be allocated as such: 15% to public services, 10% to administration and the remaining will be recycled back into the Home Improvement Loan Program. Urgent Need projects are activities which address disaster type situations which needed to be reacted to quickly so certain CDBG program requirements are waived.

### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

|  |                 |
|--|-----------------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed  | \$33,895        |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0               |
| 3. The amount of surplus funds from urban renewal settlements  | 0               |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan   | 0               |
| 5. The amount of income from float-funded activities   | 0               |
| <b>Total Program Income:</b>   | <b>\$33,895</b> |

### Other CDBG Requirements

|   |        |
|---|--------|
| 1. The amount of urgent need activities   | 0      |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 80.00% |

## HOME Investment Partnership Program (HOME)

### Reference 24 CFR 91.220(l)(2)

**1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

HOME funds will not be used in any form other than grants and deferred payment loans.

**2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

Washington County is required by 24 CFR 92.254 (a)(5) to place certain restrictions on HOME assisted units in order to help preserve affordable housing within Washington County. If ownership of a property is transferred during the Period of Affordability these restrictions are triggered. The HOME program allows for two different options, Resale and Recapture, to ensure that the subsidy that was originally invested in the property continues to be used for affordable housing.

**3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

The affordability period of any HOME-assisted units shall be governed by a legal instrument recorded at the appropriate County Recorder's office. This same instrument shall also identify and enforce the resale or recapture provisions of the HOME program. Such documentation shall be provided by the Consortium member and may include one or more of the following depending on the type of project:

1. Resale:
  - a. Deed Restriction; or
  - b. Declaration of Covenant.
2. Recapture:
  - a. Washington County - Mortgage, Note and Declaration

The precise nature of the documentation will be identified in the written agreement that governs the usage of the HOME funds in the project. The appropriate Consortium member must be contacted to ensure the correct document for enforcement of the HOME resale/recapture provision is used and recorded.

The HOME written agreement must be a separate legal document from any loan instrument and must, at a minimum, comply with the requirements at 24 CFR 92.504(c)(5) of the HOME rule. If the Consortium member provides HOME funds to a subrecipient or CHDO to develop and sell affordable housing, the Consortium member must prepare and execute the agreement with the buyer, or be a party to the agreement along with the entity it funded to ensure it can

enforce the written agreement. The executed HOME written agreement with the homebuyer must be recorded at the appropriate County Recorder's office when resale or recapture is used. For HOME-assisted homebuyer projects under resale or recapture agreements, the Consortium will perform ongoing monitoring of the principal residency requirement during the period of affordability to confirm that the buyer is using the property as his/her principal residence. This can be accomplished through a variety of means, including, but not limited to verification of the buyer's name on utility company records, insurance company records for the home, property records verification, and or postcard or letters mailed with "do not forward" instructions can demonstrate whether the buyer is receiving mail at the home.

**4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

HOME funds will not be used in this form.

**Discussion**

Washington County strives to meet all program specific requirements as detailed in the enabling legislation and program guidelines. Washington County CDA staff work with sub recipients to ensure that these requirements are met and oversee internal operations.

## Appendix - Alternate/Local Data Sources

|          |   |
|----------|---|
| <b>1</b> | <b>Data Source Name</b><br>Comprehensive Housing Needs Assessment   |
|          | <b>List the name of the organization or individual who originated the data set.</b><br>Washington County  |
|          | <b>Provide a brief summary of the data set.</b><br>Study conducted by Maxfield Research, Inc  |
|          | <b>What was the purpose for developing this data set?</b><br>Detailed analysis of housing demand  |
|          | <b>Provide the year (and optionally month, or month and day) for when the data was collected.</b><br>2017   |
|          | <b>Briefly describe the methodology for the data collection.</b><br>The report contains primary and secondary research. Primary research includes interviews with rental property managers and owners, developers, City staff and others involved in the housing Market in Washington County. Secondary data, such as U. S. Census, is credited to the source and used as a basis for analysis.   |
|          | <b>Describe the total population from which the sample was taken.</b><br>Data was collected and analyzed for ten defined "Market Areas" in Washington County  |
|          | <b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b><br>Study includes analysis of population and household growth trends and projections, projected age distribution, household income, household types, household tenure, employment growth trends and characteristics, age of housing stock, and recent residential building permit trends. |

## Attachments

*2014 Analysis of Impediments & Addendum*

<https://www.dropbox.com/sh/9ys2ma9vzod9vxx/AAB-tl1BhPoj7N6ZgIPq7vtEa?dl=0>

*Citizen Participation Plan 2015*

<https://www.dropbox.com/s/a1mgd4tnr8ym0t2/2015%20citizen%20participation%20plan%20-%20adopted%205-5-15.pdf?dl=0>