



BOARD MEETING PACKET

August 20, 2019

**3:00 pm – CDA Board of Commissioners Meeting
CDA Office, 7645 Currell Blvd.,
Woodbury, Minnesota**

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

**CDA BOARD AGENDA
August 20, 2019**

**Washington County CDA Office
7645 Currell Blvd.
Woodbury, Minnesota**

<u>Item No.</u>			<u>Page No.</u>
1	3:00 p.m.	<u>CALL REGULAR MEETING TO ORDER</u>	
2		<u>ROLL CALL</u>	
3		<u>OPEN FORUM</u>	
4		<u>CONSENT CALENDAR</u>	
		Minutes of Regular Meeting July 16, 2019	5
		Abstract of Bills July 2019 Total: \$1,408,673.03	11
	A-1	<u>Resolution No.19-27.</u> Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Accessible Space Incorporated Capital Improvements Project (Angie)	21
	A-2	<u>Resolution No.19-28.</u> Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Landfall Site Improvements Project (Angie)	26
	A-3	<u>Resolution No.19-29.</u> Resolution Authorizing the Deputy Executive Director and Department Directors to Execute Certain Documents on Behalf of the Agency (Barbara/Melissa)	31

	A-4	<u>Resolution No.19-30.</u> Resolution Amending and Restating the Bylaws of the Washington County Community Development Agency (Melissa)	35
5		<u>PRESENTATION</u>	
	P-1	Home Equity Conversion Mortgage Counseling Program Dana Slimmer, Homeownership Specialist	42
6		<u>PUBLIC HEARING</u>	
	A-5	<u>Resolution No. 19-31.</u> Resolution Amending Chapters 4 and 19 of the Housing Choice Voucher Administrative Plan (Ann H)	45
7		<u>NEW BUSINESS</u>	
	A-6	<u>Resolution No. 19-32.</u> Resolution Adopting A Proposed 2019 Special Benefit Tax Levy Collectible In 2020 (Aaron)	108
	A-7	<u>Resolution No. 19-33.</u> Resolution Adopting Rent Increases for 2020 (Aaron)	113
	A-8	<u>Resolution No. 19-34.</u> Resolution Updating and Amending Policies Related to Employment, and to Service on the Washington County CDA Board of Commissioners (Ryan)	118
8		<u>DISCUSSION</u>	
	D-1	Proposed CDA Property Naming Policy (Melissa)	191
	D-2	CDA Property Maintenance (Aaron)	195
9		<u>REPORTS</u>	
		<u>COMMUNITY DEVELOPMENT</u> July 2019 Report Melissa Taphorn, Deputy Executive Director	200
		<u>ECONOMIC DEVELOPMENT</u> July 2019 Report Chris Eng, Economic Development Director	203

		<u>FINANCE & PROPERTY MANAGEMENT</u> July 2019 Report Aaron Christianson, Finance Director	206
		<u>RENTAL ASSISTANCE</u> July 2019 Report Ann Hoechst, Director of Housing Assistance	228
		<u>EXECUTIVE DIRECTOR</u> July 2019 Report Barbara Dacy, Executive Director	231
10		<u>BOARD MEMBER COMMENTS</u>	
		<i>A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.</i>	
11		<u>ADJOURN</u>	

BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on July 16, 2019 at 3:00 p.m. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Chris Eng, Economic Development Director; Aaron Christianson, Finance Director; Ann Hoechst, Housing Assistance and Administrative Services Director; Ashley Engh, Finance Assistant Director; Becky Nelson, Senior Accountant, Kathryn Paulson, Project Manager II; Dana Slimmer, Homeowner Specialist; Sharron Perry, Earning Power Coordinator; and Anne Cohoon, Administrative Assistant. Guests present; Bruce Saylor, Principle - Community and Economic Development at Connexus Energy.

ROLL CALL

Commissioners Present: Dingle, Miron, Widen, Ryan, Belisle and Green.

Commissioner Absent: Zeller

OPEN FORUM

None

CONSENT CALENDAR

Consent Calendar agenda items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

Minutes of Regular Meeting
June 18, 2019

Abstract of Bills June 2019
Total \$ 1,320,685.42

Commissioner Miron moved to approve the Consent Calendar, seconded by Commissioner Dingle. Motion Carried 6-0.

Commissioner Zeller arrived at 3:02.

PRESENTATION

P-1 Minnesota Technology Corridor
Chris Eng, Economic Development Director and Bruce Saylor, Connexus Energy

Mr. Eng and Bruce Saylor presented an overview of the Minnesota Technology Corridor. Mr. Eng shared that the website is live (www.mntechcorridor.com), and the Star Tribune ran an article about the new collaboration. Mr. Saylor stated that Connexus Energy has received requests for information on projects for high fiber access, energy capacity and flat land. Mr. Saylor said after analysis, Connexus found that the 35E corridor met the needs for these companies. Mr. Saylor said that the collaboration is currently between Washington and Anoka counties, and the cities of Centerville, Columbus, Forest Lake, Hugo and Lino Lakes. This collaboration has been meeting for the past eight to ten months and have brought in Xcel Energy, Zayo Fiber, Arvig, CenturyLink, Comcast, Great River Energy, Midco and Parallel Technologies. Mr. Saylor added that the focus and goal for this effort is to aggressively promote this region to a national and international audience. Mr. Saylor said they are looking to promote to tech companies, data centers, call centers, engineering firms, or others that require high energy, high bandwidth, workforce talent and a proximity to MSP airport. Mr. Saylor shared the concept video with the Commissioners. Mr. Eng added that the official launch of The Corridor will be held at Running Aces from 2:00 to 3:00 pm on August 1st and Congressman Tom Emmer will be in attendance.

Commissioner Ryan asked about the Control Data site and if it has become antiquated. Mr. Eng replied that most data storage is now in the cloud.

Commissioner Zeller asked if there would be a need for rail access in this project. Mr. Eng stated that the rail stops in Hugo. Commissioner Zeller wondered if the promoting materials should scale back the rural look just a bit for the companies that are from large metropolitan areas.

Commissioner Miron stated that the promotion video looked balanced to him and showed the open acreage for development for these companies. Commissioner Zeller offered that adding some video of finished parks and shovel ready portions may help. Commissioner Dingle added that there is a lot of home building going on in these areas and knowledge of that may benefit young tech families.

Commissioner Widen asked how the property is being acquired or how the property owners are being informed. Mr. Eng stated that the City of Forest Lake owns 123 acres and that the city is looking at doing a shovel ready assessment to find out what it needs to be ready to go. Mr. Eng added that there is a privately-owned site in Hugo and that the owner is interested in exploring options. Mr. Saylor added that on the Anoka County side there are private owners in Lino Lakes and Columbus that are interested in selling their properties and the Centerville site is city owned.

Commissioner Green asked about protecting these sites from terrorism and how that works with promotion of these sites. Mr. Eng said that they will leave it up to the businesses on how they would like to be recognized or not and would respect those decisions. Mr. Eng added that once a well-known Tech business moves here, everyone will know about it.

Commissioner Belisle wondered why Google chose the Becker site. Mr. Saylor said that Xcel shut down the coal fire plant and Becker was trying to retain employment in the area. Commissioner Belisle asked if there have been any discussions with data center operators about what they think of the spots in the presentation. Mr. Saylor said that MN Technology Corridor project is under some NDA's and so he cannot discuss much but said that this area is considered a Tier 1 data center site.

P-2 Earning Power Program
Sharron Perry, Rental Assistance Specialist

Ms. Perry explained that the Earning Power Program, formerly known as Family Self-Sufficiency Program, is a voluntary 5-year program that includes an escrow component and setting goals to obtain self-sufficiency. Ms. Perry added that this program is only open to Housing Choice Voucher participants and Public Housing residents. Ms. Perry explained how the escrow works and said that the family can withdraw from the account, once per year, in order to meet a need that is in line with the goals that were set previously.

Commissioner Belisle asked about the typical withdrawals. Ms. Perry explained that the money can be used to get a higher education, purchase a car, childcare expenses, owning a home, paying off debt or any other need that is individual to the person and in-line with their goals. Commissioner Belisle asked if the withdrawals require the Coordinator's approval. Ms. Perry affirmed his statement.

Ms. Perry explained that the participants must complete certain goals in order to graduate and receive the escrow benefit. Commissioner Ryan asked how many participants are in the program. Ms. Perry stated she has 24 people on the program currently. The program usually has 25 to 30 people participating. Commissioner Ryan asked about the graduation rate. Ms. Perry answered the graduation rate is roughly 68%. Ms. Perry added that out of her 24 participants, 21 are currently earning an escrow. Commissioner Ryan asked if a participant fails to meet their goals would they get a second chance. Ms. Perry added that after a participant has been on the program for 5 years and has not accrued an escrow, she may consider having them join the program again depending on if there is a waiting list for the program and any actions they have taken to demonstrate that they are ready for the program now.

Commissioner Green complimented Ms. Perry on the program and wondered how long the program has been around and how big the potential pool of participants is. Ms. Perry stated that only persons in the Housing Choice Voucher and Public Housing programs are eligible.

Commissioner Belisle asked about the size of the pool of participants. Ms. Taphorn stated that Public Housing has 105 units and Ms. Hoechst stated there are 440 families in Housing Choice Voucher.

NEW BUSINESS

No new business this session.

DISCUSSION

D-1 Draft 2020 Budget

Ms. Dacy introduced an overview of the Draft 2020 budget. Ms. Dacy added that after Mr. Christianson presents the overview, she would like to provide the Board an update on an issue that may affect the budget regarding complaints on window washing at Cobble Hill.

Mr. Christianson presented the 2020 Budget overview in the following categories: Economic Development is \$638,500; CDA Properties is \$11,858,000; Community Development is \$2,803,000; Housing Assistance is \$5,016,000; and the General Fund is \$1,794,000. Mr. Christianson explained that the total revenues for 2020 are expected to be \$23,127,852, which is up 3.3%. The total expenses are expected to be \$22,398,052, which is down 1.8%. The net impact on cash is \$1,018,878. Mr. Christianson explained the Revenues as Rental Income, at \$8.9 million; Grant Revenue, at \$6.8 million; Other Revenue, at \$2.1 million; and the Levy at \$5,419,977. Mr. Christianson explained the Levy in detail and how it compared to 2019. There is a 3.6% increase for 2020 Levy which mirrors the increase in salary and benefits.

Commissioner Green wondered if his property tax statement will show a 3.6% increase. Mr. Christianson said the impact has not been calculated. Commissioner Belisle stated the tax base has increased, so it may not show much of an increase on personal property taxes. Ms. Dacy said that Washington County is still determining what the tax rate in general is going to be, so we can accurately estimate the impact on personal property taxes soon. Ms. Dacy added that she believes for a \$270,000 home that the CDA gets about \$37 per year, so adding 3.6% to that is very affordable for the value that the CDA offers.

Commissioner Belisle asked for clarification on the revenue being up quite a bit mostly due interest income. Mr. Christianson said that the CDA was able to lock in some higher interest rates on investments and some of those matured in early 2019. Mr. Christianson explained that the interest rates are now in the low 2% range as opposed to 2.5 to 2.7.

Mr. Christianson continued with the budget overview stating that 90% of the CDA's budget gets invested back into Washington County communities. Mr. Christianson spoke about the two primary reserves that the CDA has which are Operating and Long-Term Capital. Mr. Christianson said the minimum Operating Reserve that the CDA can hold is \$2.4 million and is estimated at \$7.5 million. The minimum Long-Term Capital Reserve should be \$3 to 8 million. The CDA is trying to add to the Long-Term Capital Reserve every year through the Levy and property contributions. Mr. Christianson stated that there is \$804,000 in Trust that is not accessible. Mr. Christianson stated that the Long-Term Capital Reserve that is available is \$3.8 million, the Long-Term Capital Reserve & Trust and HUD is \$1.9 million.

Commissioner Belisle clarified that Briar Pond has \$1.6 million of the \$1.9 million specifically and that the CDA would need permission to use it from HUD. Mr. Christianson affirmed that and added that the remaining \$300,000 relates to the Bonds in Capital Reserves and is not accessible.

Mr. Christianson continued that the Restricted Reserves and Debt Service Reserves are not readily accessible. Mr. Christianson added that the Committed Reserves is at \$4 million, of which \$2.4 million

has been committed to The Glen and the remaining is committed to The GROW Program. Mr. Christianson explained that the CDA's policy is to have a target of \$9 to 18 million dollars in Unrestricted Reserves, which is the Operating Reserves plus the Committed Reserves. The CDA has \$11.5 million in the Unrestricted Reserves.

Commissioner Ryan asked what would happen if the CDA's Unrestricted Reserves balance was closer to \$17 million. Mr. Christianson stated that the point of the Reserve is to fund a one-time expenditure though if the Reserve was higher the CDA could then fund their own projects instead of using a bank and in-turn save money.

Mr. Christianson continued by stating the impact of the Strategic Initiatives is creating tax value, job creation, Serving Our Seniors and Caring for Our Children. Mr. Christianson said that the next step would be to take this budget presentation to the Washington County Board workshop on August 13, 2019. After that workshop, Mr. Christianson would bring a Resolution to the next Board Meeting to approve the Levy as presented and approve the rent increase as well.

Commissioner Green asked about having a 3 – 5% target to be able to invest in technology and new facilities. Mr. Christianson answered that he would be happy with a balanced budget and explained that the CDA is not building in a set amount of profit. Commissioner Green added that profit would enable the CDA to feed the Reserves. Mr. Christianson said that the profit that is generated from the properties drives the next year's budget. Commissioner Green said that there are some programs that do not cover their expenses. Mr. Christianson added that in those cases the Levy would bridge the difference. Commissioner Green then asked about the CDA impact and if we are serving the same number of people on the budget or increasing capacity. Mr. Christianson stated that every new building we put in creates capacity as well as every new voucher and grant program.

Ms. Dacy presented an overview of an issue that was received from Commissioner Weik regarding a conversation with a tenant from Cobble Hill and the issue of window washing came up. Currently, the inside of windows in the apartments are cleaned at turnover and those in the common areas are cleaned as needed. There is not a process in place for cleaning the exterior windows. Ms. Dacy conducted a brief survey around the Metro area and summarized the findings. Ms. Dacy asked for more time to discuss potential processes for annual maintenance, window washing and/or other maintenance issues. Ms. Dacy stated there is a meeting with property management scheduled on July 18, 2019 to have a broader discussion and come back with recommendations. Ms. Dacy believes that an annual program of washing windows is too strong, a rotation of properties may be more appropriate.

Commissioner Miron asked Ms. Dacy if she would be presenting this analysis at the County Board Meeting when the Budget is presented. Ms. Dacy did not think that it would be ready for that meeting. Commissioner Miron then asked if it has been noticed if the cleanliness of windows has to do with certain locations and that environment. Ms. Dacy mentioned that there has been a lot of construction in the area of Trailside.

Commissioner Green asked for clarification on the CDA's existing policy being that the windows have not been cleaned. Ms. Dacy confirmed that the CDA does not clean the exterior windows and that the interior is done at unit turnovers. Commissioner Green then asked if the windows in a market rate apartment complex would get cleaned on a schedule. Ms. Dacy stated that one of the survey respondents was Dominion and they wash the windows every other year and added that they also have higher rents.

Commissioner Ryan commented that he has lived at Briar Pond for the past two years and his bedroom window has debris that the rain doesn't seem to wash off. Commissioner Ryan stated that the window can pop out and be cleaned rather easily.

Commissioner Belisle suggested the CDA be a facilitator between tenants and an exterior window washing company where the tenants can sign up and pay if they would like their windows washed while the properties are having the common areas done.

D-2 Proposed Housing Choice Voucher Administrative Plan Changes

Ms. Hoechst stated that the Shelter Plus Care Program, that is funded by HUD, is looking at a budget deficit for the 2019-2020 fiscal year that began July 1st. Ms. Hoechst explained the Shelter Plus Program in more detail to the Board including the expected deficit. Ms. Hoechst explained that some participants may lose their housing assistance because of the deficit. Ms. Hoechst introduced a change to the Housing Choice Voucher (HCV) Administrative Plan that would allow the CDA to transfer persons in CDA programs who are losing their rental assistance due to a budget deficit to be added to the HCV waiting list.

Commissioner Belisle asked about the anticipated budget deficit. Ms. Hoechst projected a deficit of \$9,000 to \$11,000. Ms. Hoechst added that the Housing Assistance team is being proactive in finding ways to keep all participants. A Public Hearing in August would be held to adopt this change to the HCV Administrative Plan.

Commissioner Belisle asked where the 26 units are located for the Shelter Plus Care Program. Ms. Hoechst said that those units are scattered throughout Washington County.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Ms. Taphorn called attention to two parts of her written report. She recapped a summary of the resident meetings held last week regarding the Public Housing conversion plan. Residents were in favor of the plan. One comment was to hold the flat rent at the same rate at Whispering Pines. Ms. Taphorn also brought attention to the interior remodel at Cobble Hill apartments.

Commissioner Belisle asked if the Housing Choice Voucher would allow the tenant to move anywhere. Ms. Taphorn said they can.

ECONOMIC DEVELOPMENT

Mr. Eng stated there is nothing to add and would take any questions. No questions were raised.

FINANCE AND PROPERTY MANAGEMENT

Mr. Christianson gave his report on the REAC inspections at Raymie Johnson and Briar Pond. Raymie Johnson received a score of 80-C, with the next inspection expected in 2021. The last time Raymie was inspected was in 2014 with a score of 99-B. Mr. Christianson explained the scoring system and the issues that were presented. Briar Pond received a score of 91-C, with the next inspection expected in 2022. The last inspection at Briar Pond was in 2017 with a score of 87-B.

Commissioner Ryan asked about the scoring and how it correlates to years between inspections.

Commissioner Belisle asked if we know ahead of time about the inspections so we can do our own inspections first. Mr. Christianson said yes, though it may only be 14days' notice.

RENTAL ASSISTANCE

Ms. Hoechst stated that there have recently been items in the news regarding persons in housing programs that do not have legal status in the United States. Ms. Hoechst pointed out the item in her report regarding how the rent for these families are calculated in the program and how that would change if HUD adopted new rules. Ms. Hoechst stated that there are only two families in the Housing Choice Voucher program and Public Housing that may be affected by this rule change.

EXECUTIVE DIRECTOR

Ms. Dacy told the Board that she has been invited to speak on a panel hosted by the St. Croix Family Resource Organization being held at First Presbyterian in Stillwater on August 8th at 6:30. The topic is Affordable Housing in Washington County. Ms. Dacy will not be present at the next CDA Board Meeting and Ms. Taphorn will be in her place.

Commissioner Belisle asked if Ms. Dacy would send out the information regarding the Panel on August 8th.

BOARD COMMENTS

**Commissioner Zeller moved to adjourn; seconded by Commissioner Widen.
Motion carried 7-0.**

Meeting adjourned at 4:37 p.m.

Chair/Vice Chair Commissioner

**Washington County CDA
Checks Issued
General Checking
July 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86637	10 POINTE LLC	7/1/2019	\$ 1,677.00
86638	LOGAN BRANJORD	7/1/2019	613.00
86639	GENTRY PLACE	7/1/2019	613.00
86640	GIRARD MANAGEMENT INC	7/1/2019	1,222.00
86641	GREEN TWIG VILLAS LLP	7/1/2019	601.00
86642	956 ASSOCIATES LLP	7/1/2019	594.00
86643	MICHAEL BUTCHKO	7/1/2019	430.00
86644	CANVAS HEALTH INC	7/1/2019	4,418.00
86645	COMMON BOND CITY WALK LP	7/1/2019	826.00
86646	COTTAGES OF STILLWATER	7/1/2019	483.00
86647	COTTAGES PHASE III	7/1/2019	565.00
86648	CURVE CREST VILLAS LP	7/1/2019	1,325.00
86649	FOREST OAK APARTMENTS LP	7/1/2019	712.00
86650	FOREST RIDGE TOWNHOMES	7/1/2019	6,286.00
86651	GENEVA VILLAGE APARTMENTS	7/1/2019	379.00
86652	TED BIGOS INVESTMENT COMPANY	7/1/2019	901.00
86653	OAKDALE VILLAGE	7/1/2019	2,321.00
86654	OOLMAN PROPERTY OF 255 DEJON CT	7/1/2019	1,118.00
86655	ORLEANS HOMES	7/1/2019	5,834.00
86656	STEVE JOHNSON COMPANY	7/1/2019	492.00
86657	VILLAGE APARTMENTS	7/1/2019	978.00
86658	WOODLAND PARK APARTMENTS	7/1/2019	1,485.00
86659	XCEL ENERGY	7/1/2019	621.00
86660	HURON GROUP LLC	7/1/2019	822.00
86661	Brick Pond Apartments	7/1/2019	406.00
86662	Briar Pond Apartments	7/1/2019	1,146.00
86663	Cypress Senior Living, Red Oak Preserve Senior Housing	7/1/2019	2,323.00
86664	The Groves Apartment LLC	7/1/2019	801.00
86665	Historic Legion Villas LLC	7/1/2019	1,550.00
86666	RIDGECREST APARTMENTS LLC	7/1/2019	569.00
86667	STILLWATER GREELEY LLC	7/1/2019	1,118.00
86668	AUTOMATIC GD & FIREPLACES INC	7/8/2019	100.73
86669	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	7/8/2019	562.85
86670	HANBERY & TURNER PA	7/8/2019	3,535.95
86671	J.D. WINDOWS & DOORS INC	7/8/2019	525.00
86672	RENOVATION SYSTEMS INC.	7/8/2019	4,023.06
86673	SHELTER CORPORATION	7/8/2019	39,154.00
86674	SPECTRUM PAINTING SERVICES, INC.	7/8/2019	465.00
86675	TIME COMMUNICATION	7/8/2019	940.63
86676	XCEL ENERGY	7/8/2019	5,691.58
86677	MAINTENANCE SERVICE SOLUTIONS LLC	7/8/2019	1,364.77
86678	GREAT GARAGE INC	7/8/2019	920.16
86679	CLASSIFIED VENTURES LLC	7/8/2019	225.00
86680	JONATHAN RICHARD PULLIS	7/8/2019	200.00
86681	AMERICAN ENGINEERING TESTING, INC	7/8/2019	405.00
86682	DEY DISTRIBUTING	7/8/2019	69.63
86683	WASTE MANAGEMENT OF WI-MN	7/8/2019	970.02

**Washington County CDA
Checks Issued
General Checking
July 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86684	ERICKSON PLUMBING HEATING COOLING	7/8/2019	1,350.00
86685	JOHNSTONE SUPPLY	7/8/2019	95.55
86686	PAFFY'S PEST CONTROL INC	7/8/2019	145.00
86687	TURNOVER APARTMENT PAINTING INC.	7/8/2019	1,605.00
86688	EXPRESS SERVICES INC	7/8/2019	1,084.40
86689	NATUS CORPORATION	7/8/2019	1,614.75
86690	HD SUPPLY	7/8/2019	1,494.71
86691	TECHNOLOGY SERVICE SOLUTIONS LLC	7/8/2019	5,148.82
86692	ECM PUBLISHERS INC.	7/8/2019	192.10
86693	SUNDBERG AMERICA LLC	7/8/2019	98.97
86694	MANAGERS CHOICE	7/8/2019	475.00
86695	SCUTTLEBUTT SOCIAL MARKETING LLC	7/8/2019	280.63
86696	BRANUM LANDSCAPING & LAWN CARE INC	7/8/2019	5,330.00
86697	CLOG UN-BOGGLER INC	7/8/2019	250.00
86698	ERIC RICHARD KEMP	7/8/2019	845.00
86699	INNOVATIVE OFFICE SOLUTIONS LLC	7/8/2019	111.80
86700	AMAZON ENVIRONMENTAL INC	7/8/2019	329.40
86701	ACE HARDWARE STILLWATER	7/8/2019	63.14
86702	CITY WIDE MAINTENANCE OF MN	7/8/2019	1,182.22
86703	MEI MINNESOTA ELEVATOR INC	7/8/2019	492.06
86704	MENARDS OAKDALE	7/8/2019	105.48
86705	MENARDS COTTAGE GROVE	7/8/2019	342.67
86706	MENARDS FOREST LAKE	7/8/2019	128.82
86707	MENARDS STILLWATER	7/8/2019	918.05
86708	SHERWIN WILLIAMS	7/8/2019	23.24
86709	WASHINGTON COUNTY ACCOUNTING & FINANCE	7/8/2019	46.00
86710	DANIEL JOSEPH DINGLE	7/8/2019	64.28
86711	STEVEN JOHN RYAN	7/8/2019	60.22
86712	JAMES W. WIDEN	7/8/2019	61.38
86713	ROGER EUGENE GREEN	7/8/2019	57.32
86714	SARA LORENTSON	7/8/2019	63.80
86715	JOHN BELISLE	7/8/2019	79.36
86716	ALL INC	7/12/2019	1,443.00
86717	AUTOMATIC GD & FIREPLACES INC	7/12/2019	283.00
86718	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	7/12/2019	7,449.10
86719	CULLIGAN - INVER GROVE HTS	7/12/2019	76.55
86720	RENOVATION SYSTEMS INC.	7/12/2019	6,383.68
86721	ROBERT B HILL COMPANY	7/12/2019	222.76
86722	SHELTER CORPORATION	7/12/2019	15,112.15
86723	THYSSENKRUPP ELEVATOR CORPORATION	7/12/2019	1,508.18
86724	XCEL ENERGY	7/12/2019	3,616.54
86725	MAINTENANCE SERVICE SOLUTIONS LLC	7/12/2019	1,655.00
86726	GREAT GARAGE INC	7/12/2019	814.00
86727	GIERTSEN COMPANY OF MINNESOTA INC.	7/12/2019	7,060.40
86728	CLASSIFIED VENTURES LLC	7/12/2019	1,758.00
86729	RANDALL NORMAN RUSCO	7/12/2019	1,800.00
86730	SCREENING REPORTS INC	7/12/2019	675.00

**Washington County CDA
Checks Issued
General Checking
July 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86731	FISCHBACH CONSTRUCTION, INC.	7/12/2019	800.00
86732	SPOK INC.	7/12/2019	27.21
86733	CITY OF OAKDALE	7/12/2019	7,481.18
86734	ERICKSON PLUMBING HEATING COOLING	7/12/2019	415.00
86735	CANVAS HEALTH INC	7/12/2019	1,499.52
86736	PAFFY'S PEST CONTROL INC	7/12/2019	55.00
86737	ABBOTT PAINT & CARPET INC.	7/12/2019	12.34
86738	WATSON APPLIANCE, INC.	7/12/2019	89.95
86739	HD SUPPLY	7/12/2019	1,337.63
86740	MWSTAR WASTE HOLDINGS CORP	7/12/2019	1,535.73
86741	SM ENGINEERING CO.	7/12/2019	319.29
86742	ADVANCED COMMUNICATIONS (AC3), LLC	7/12/2019	140.00
86743	BRANUM LANDSCAPING & LAWN CARE INC	7/12/2019	1,195.00
86744	KELLY COLETTA WEILEY	7/12/2019	1,875.00
86745	RUMPCA SERVICES INC	7/12/2019	540.00
86746	ALLEGRA MIDWAY	7/12/2019	859.06
86747	CITY OF ST PAUL PARK	7/12/2019	1,736.75
86748	CITY SPRINT	7/12/2019	17.60
86749	MEI MINNESOTA ELEVATOR INC	7/12/2019	302.94
86750	MENARDS OAKDALE	7/12/2019	218.65
86751	MENARDS COTTAGE GROVE	7/12/2019	56.52
86752	MENARDS FOREST LAKE	7/12/2019	563.21
86753	MENARDS STILLWATER	7/12/2019	122.47
86754	MN MANAGEMENT & BUDGET	7/12/2019	11,863.18
86755	SHERWIN WILLIAMS	7/12/2019	254.04
86756	SRC INC	7/12/2019	403.30
86757	TR COMPUTER SALES	7/12/2019	4,520.25
86758	COMCAST	7/12/2019	1,650.79
86759	MEDSYNERGIES LLC	7/12/2019	60.00
86760	CITY OF OAKDALE	7/12/2019	109,186.26
86761	WASHINGTON COUNTY	7/12/2019	39,597.29
86762	WASHINGTON COUNTY	7/12/2019	65,905.20
86763	PITNEY BOWES PURCHASE POWER	7/18/2019	-
86764	C. MOGREN INC	7/18/2019	-
86765	ALL INC	7/19/2019	558.10
86766	ANDON, INC	7/19/2019	80.30
86767	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	7/19/2019	3,233.00
86768	CULLIGAN - INVER GROVE HTS	7/19/2019	40.95
86769	J.D. WINDOWS & DOORS INC	7/19/2019	1,750.50
86770	RENOVATION SYSTEMS INC.	7/19/2019	169.98
86771	ROBERT B HILL COMPANY	7/19/2019	125.70
86772	SHELTER CORPORATION	7/19/2019	78,174.78
86773	STATE OF MINNESOTA	7/19/2019	200.00
86774	XCEL ENERGY	7/19/2019	268.17
86775	MAINTENANCE SERVICE SOLUTIONS LLC	7/19/2019	1,712.50
86776	PITNEY BOWES CREDIT CORPORATION	7/19/2019	601.83
86777	VERIZON WIRELESS	7/19/2019	618.42

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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86778	BRIAN STEVENS	7/19/2019	6,550.00
86779	CLASSIFIED VENTURES LLC	7/19/2019	229.66
86780	RANDALL NORMAN RUSCO	7/19/2019	800.00
86781	SCREENING REPORTS INC	7/19/2019	50.00
86782	DEY DISTRIBUTING	7/19/2019	96.41
86783	ERICKSON PLUMBING HEATING COOLING	7/19/2019	13,246.25
86784	JOHNSTONE SUPPLY	7/19/2019	217.36
86785	PAFFY'S PEST CONTROL INC	7/19/2019	255.00
86786	KONE INC	7/19/2019	175.27
86787	TURNOVER APARTMENT PAINTING INC.	7/19/2019	3,165.00
86788	EXPRESS SERVICES INC	7/19/2019	1,979.04
86789	COMCAST	7/19/2019	362.69
86790	HD SUPPLY	7/19/2019	1,681.24
86791	MY COACH LLC	7/19/2019	465.00
86792	NATURE'S TREES INC	7/19/2019	2,368.00
86793	ECM PUBLISHERS INC.	7/19/2019	63.20
86794	SUNDBERG AMERICA LLC	7/19/2019	109.74
86795	CENTURYLINK COMMUNICATIONS LLC	7/19/2019	96.83
86796	ALLSTREAM BUSINESS US, INC	7/19/2019	179.30
86797	8BITSTUDIO DESIGN LLC	7/19/2019	200.00
86798	EMANUELSON PODAS INC	7/19/2019	480.32
86799	J LEWIS BUILDING AND REMODELING LLC	7/19/2019	12,300.00
86800	LAKESIDE TOWNHOMES LIMITED PARTNERSHIP	7/19/2019	612.06
86801	PONDVIEW TOWNHOMES OF WOODBURY LIMITED PAF	7/19/2019	765.08
86802	RUMPCA SERVICES INC	7/19/2019	532.00
86803	STANTEC CONSULTING SERVICES INC	7/19/2019	1,953.00
86804	WOOD CREST BUILDERS	7/19/2019	17,359.66
86805	ACE HARDWARE STILLWATER	7/19/2019	20.44
86806	AFSCME COUNCIL 5	7/19/2019	555.83
86807	CANVAS HEALTH INC	7/19/2019	991.00
86808	AARON CHRISTIANSON	7/19/2019	67.28
86809	CITY OF ST PAUL PARK	7/19/2019	4,237.69
86810	COORDINATED BUSINESS SYSTEMS	7/19/2019	11.14
86811	CORELOGIC CREDCO LLC	7/19/2019	146.89
86812	DIALOG ONE LLC	7/19/2019	130.00
86813	CHRISTOPHER ENG	7/19/2019	233.74
86814	BLIA HER	7/19/2019	31.32
86815	ANN HOECHST	7/19/2019	67.22
86816	ANN LINDQUIST	7/19/2019	283.01
86817	MCGRANN SHEA CARNIVAL STRAUGHN & LAMB CHART	7/19/2019	8,668.00
86818	MENARDS OAKDALE	7/19/2019	70.97
86819	MENARDS COTTAGE GROVE	7/19/2019	98.00
86820	MENARDS FOREST LAKE	7/19/2019	116.97
86821	MENARDS STILLWATER	7/19/2019	192.65
86822	MIDCONTINENT COMMUNICATIONS	7/19/2019	35.54
86823	NCRC NAHRO	7/19/2019	75.00
86824	BECKY NELSON	7/19/2019	144.99

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86825	KATHRYN PAULSON	7/19/2019	158.55
86826	KRISTEN SCOBIE	7/19/2019	156.60
86827	WASHINGTON COUNTY ACCOUNTING & FINANCE	7/19/2019	29.00
86828	WESTWOOD TOWNHOUSE ASSOCIATION	7/19/2019	520.00
86829	COMCAST	7/19/2019	88.11
86830	COMCAST	7/19/2019	108.06
86831	COMCAST	7/19/2019	399.42
86832	COMCAST	7/19/2019	47.65
86833	NEWTRAX, INC	7/19/2019	1,400.00
86834	FRATTALONE'S/WOODBURY ACE	7/19/2019	4.79
86835	DANIEL JOSEPH DINGLE	7/19/2019	64.28
86836	STEVEN JOHN RYAN	7/19/2019	60.22
86837	JAMES W. WIDEN	7/19/2019	61.38
86838	ROGER EUGENE GREEN	7/19/2019	57.32
86839	MARK J TRAUT WELLS, INC.	7/19/2019	16,900.02
86840	HOME DEPOT U.S.A	7/19/2019	136.48
86841	OAKDALE RENTAL CENTER	7/19/2019	99.52
86842	MCMONIGAL ARCHITECTS, LLC	7/19/2019	3,073.79
86843	INTEREUM, INC.	7/19/2019	42,272.10
86844	FRAN MIRON	7/19/2019	55.00
86845	JOHN BELISLE	7/19/2019	79.36
86846	DANA SLIMMER	7/19/2019	48.62
86847	PROGRAM PARTICIPANT	7/19/2019	376.70
86848	PROGRAM PARTICIPANT	7/19/2019	455.29
86849	PROGRAM PARTICIPANT	7/19/2019	-
86850	PROGRAM PARTICIPANT	7/19/2019	550.50
86851	PROGRAM PARTICIPANT	7/19/2019	483.72
86852	PROGRAM PARTICIPANT	7/19/2019	1,257.83
86853	PROGRAM PARTICIPANT	7/19/2019	71.50
86854	ALL INC	7/26/2019	615.00
86855	BFT LP	7/26/2019	106.78
86856	HANBERY & TURNER PA	7/26/2019	2,651.15
86857	J.D. WINDOWS & DOORS INC	7/26/2019	1,720.00
86858	RENOVATION SYSTEMS INC.	7/26/2019	2,499.42
86859	ROBERT B HILL COMPANY	7/26/2019	200.70
86860	XCEL ENERGY	7/26/2019	10,935.56
86861	MAINTENANCE SERVICE SOLUTIONS LLC	7/26/2019	6,157.50
86862	QWEST CORPORATION	7/26/2019	3,551.35
86863	MOVE SALES, INC	7/26/2019	97.00
86864	THOMSON REUTERS WEST	7/26/2019	1,391.00
86865	RANDALL NORMAN RUSCO	7/26/2019	400.00
86866	CITY OF OAKDALE	7/26/2019	646.06
86867	CANVAS HEALTH INC	7/26/2019	3,936.22
86868	PAFFY'S PEST CONTROL INC	7/26/2019	275.00
86869	WATSON APPLIANCE, INC.	7/26/2019	277.05
86870	TURNOVER APARTMENT PAINTING INC.	7/26/2019	1,010.00
86871	EXPRESS SERVICES INC	7/26/2019	684.53

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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86872	HD SUPPLY	7/26/2019	331.63
86873	CINTAS CORPORATION NO. 2	7/26/2019	44.80
86874	ESCAPE FIRE PROTECTION LLC	7/26/2019	5,200.00
86875	FERGUSON ENTERPRISES, LLC	7/26/2019	249.31
86876	US BANK	7/26/2019	2,346.95
86877	CHRIS AMDAHL LOCKSMITH INC	7/26/2019	269.70
86878	REAL ESTATE PUBLISHING CORP	7/26/2019	5,000.00
86879	RUMPCA SERVICES INC	7/26/2019	175.00
86880	WILSON DEVELOPMENT SERVICES LLC	7/26/2019	197.50
86881	ACE HARDWARE STILLWATER	7/26/2019	108.97
86882	AFLAC	7/26/2019	174.12
86883	CITY OF COTTAGE GROVE	7/26/2019	5,519.82
86884	CITY OF OAK PARK HEIGHTS	7/26/2019	5,864.29
86885	CITY OF WOODBURY	7/26/2019	1,133.94
86886	FRATTALLONE'S ACE HARDWARE	7/26/2019	6.79
86887	HEALTH PARTNERS	7/26/2019	1,858.62
86888	MENARDS OAKDALE	7/26/2019	29.88
86889	MENARDS COTTAGE GROVE	7/26/2019	582.96
86890	MENARDS STILLWATER	7/26/2019	115.01
86891	METROPOLITAN CONSORTIUM OF COMMUNITY DEVEL	7/26/2019	75,000.00
86892	QUARRY RIDGE HOMEOWNERS ASSOCIATION	7/26/2019	25.00
86893	RICHARD T CURTIN	7/26/2019	425.00
86894	XCEL ENERGY	7/26/2019	45.00
86895	COMCAST	7/26/2019	108.06
86896	COMCAST	7/26/2019	50.36
86897	NEWTRAX, INC	7/26/2019	960.00
86898	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL, M	7/26/2019	540.02
86899	METROPOLITAN LIFE INSURANCE COMPANY	7/26/2019	4,794.12
86900	STEVEN JOHN RYAN	7/26/2019	55.00
86901	MADDEN GALANTER HANSEN, LLP	7/26/2019	494.25
86902	GLOBAL RETIREMENT PARTNERS, LLC	7/26/2019	180.08
86903	GLOBAL RETIREMENT PARTNERS, LLC	7/26/2019	434.54
86904	HOME DEPOT U.S.A	7/26/2019	162.32
86905	NORTHLAND SECURITIES, INC.	7/26/2019	6,310.00
86906	PROGRAM PARTICIPANT	7/26/2019	265.57
86907	PROGRAM PARTICIPANT	7/26/2019	240.00
86908	PROGRAM PARTICIPANT	7/26/2019	119.00
86909	PROGRAM PARTICIPANT	7/26/2019	120.00
86910	PROGRAM PARTICIPANT	7/26/2019	120.00
86911	PROGRAM PARTICIPANT	7/26/2019	95.00
86912	PROGRAM PARTICIPANT	7/26/2019	55.00
86913	PROGRAM PARTICIPANT	7/26/2019	55.00
86914	UNITED STATES TREASURY	7/29/2019	45.99

TOTAL CHECKS: \$ 827,102.02

**Washington County CDA
Checks Voided and Electronic Payments
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VOIDED Check Number	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86763	PITNEY BOWES PURCHASE POWER	7/12/2019	1,000.00
86764	C. MOGREN INC	7/15/2019	43,291.50
86849	PROGRAM PARTICIPANT	7/19/2019	291.44

<u>Type</u>	<u>Vendor</u>	<u>Electronic Payment Date</u>	<u>ACH Amount</u>
ACH	Dougherty Mortgage	7/1/2019	\$78,096.20
ACH	First State Bank Wyoming	7/1/2019	12,552.29
ACH	Automatic Data Processing	7/2/2019	208.33
ACH	Automatic Data Processing	7/3/2019	11,137.15
ACH	Automatic Data Processing	7/3/2019	46,509.76
ACH	Automatic Data Processing	7/9/2019	5.47
ACH	Automatic Data Processing	7/10/2019	2,079.22
ACH	Great-West Trust (Empower)	7/11/2019	6,104.65
ACH	Great-West Trust (Empower)	7/11/2019	9,258.26
ACH	Optum Bank	7/11/2019	17,043.45
ACH	State of Minnesota	7/11/2019	830.00
ACH	Cash Management Services	7/15/2019	503.12
ACH	Optum Bank	7/16/2019	30.00
ACH	Automatic Data Processing	7/16/2019	295.00
ACH	Automatic Data Processing	7/18/2019	11,139.19
ACH	Automatic Data Processing	7/18/2019	46,475.41
ACH	Optum Bank	7/19/2019	643.45
ACH	State of Minnesota	7/19/2019	830.00
ACH	Great-West Trust (Empower)	7/22/2019	6,104.65
ACH	Great-West Trust (Empower)	7/22/2019	9,263.90
ACH	Automatic Data Processing	7/23/2019	105.27
ACH	Wire transfer to US Bank Trust-2012B	7/24/2019	20,320.00
ACH	Automatic Data Processing	7/30/2019	208.33

TOTAL ELECTRONIC PAYMENTS: \$ 279,743.10

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61019	BUTCHKO, MICHAEL	7/1/2019	\$ 978.00
61020	COTTAGES PHASE III	7/1/2019	313.00
61021	GENEVA VILLAGE LTD. PARTNERS	7/1/2019	1,026.00
61022	GENTRY PLACE APARTMENTS	7/1/2019	2,818.00
61023	EAST GROVE ESTATES	7/1/2019	1,442.00
61024	MINNEHAHA MANOR	7/1/2019	1,264.00
61025	RIDGECREST APARTMENTS LLC	7/1/2019	489.00
61026	SCHNEIDER, DAVID	7/1/2019	863.00
61027	ORLEANS HOMES LIMITED PARTNER	7/1/2019	8,626.00
61028	ORLEANS HOMES II	7/1/2019	619.00
61029	PIONEER APARTMENTS	7/1/2019	404.00
61030	JOHN JERGENS ESTATES	7/1/2019	1,006.00
61031	WOODLAND PARK APARTMENTS	7/1/2019	12,648.00
61032	STOBBE, ALVIN	7/1/2019	616.00
61033	COTTAGES OF COTTAGE GROVE	7/1/2019	2,231.00
61034	PATTEN, LINDA	7/1/2019	490.00
61035	BRIAR POND	7/1/2019	17,938.00
61036	BRICK POND APARTMENTS	7/1/2019	378.00
61037	COBBLEHILL APTS.	7/1/2019	2,450.00
61038	SHIH, AMY	7/1/2019	1,045.00
61039	(HA OF COOK COUNTY	7/1/2019	848.97
61040	RSRC Ashwood LLC	7/1/2019	6,376.00
61041	BRIARCLIFF MANOR	7/1/2019	1,786.00
61042	EASTWOOD INVESTMENTS LLC	7/1/2019	1,182.00
61043	BARBARA GAUGHAN FAMILY LTD PAR	7/1/2019	1,278.00
61044	GENEVA VILLAGE L.P.	7/1/2019	1,346.00
61045	MULLER MANOR	7/1/2019	390.00
61046	ECHO RIDGE APARTMENTS - PHM	7/1/2019	538.00
61047	WOODLAND TOWNHOMES	7/1/2019	12,262.00
61048	COREY, SHELDON	7/1/2019	293.00
61049	PHM/WOODBURY INC.	7/1/2019	1,918.00
61050	LAKESIDE TOWNHOMES	7/1/2019	17,206.00
61051	LONG LAKE VILLAS	7/1/2019	2,162.00
61052	CASSELLS, CRANSTON	7/1/2019	1,133.00
61053	LARKIN, STACY	7/1/2019	573.00
61054	NORTH SHORE ASSOCIATES LLC	7/1/2019	649.00
61055	MC CUNE,SHELLY	7/1/2019	347.00
61056	VIGG CO. LLC	7/1/2019	623.00
61057	CURVE CREST VILLAS	7/1/2019	3,714.00
61058	PONDVIEW TOWNHOMES	7/1/2019	15,189.00
61059	NOVAK, GREG	7/1/2019	590.00
61060	LONG, THOMAS	7/1/2019	763.00
61061	BENASSI, CAROL	7/1/2019	616.00
61062	DESHLER, DAVID	7/1/2019	677.00
61063	LUU, RENEE	7/1/2019	601.00
61064	WEBER, MARTY	7/1/2019	837.00
61065	LO, TANG-YUNG	7/1/2019	596.00
61066	FAROOQ, REHAN	7/1/2019	1,220.00
61067	FOREST RIDGE TOWNHOMES	7/1/2019	5,216.00
61068	LEE, BLONG	7/1/2019	680.00
61069	SIENNA RIDGE TOWNHOMES	7/1/2019	6,605.00
61070	COTTAGES OF ASPEN LP	7/1/2019	1,629.00
61071	COTTAGES OF STILLWATER	7/1/2019	718.00
61072	JD PONDVIEW LLC	7/1/2019	8,190.00

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61073	BLEW HOLDINGS, LLC	7/1/2019	1,055.00
61074	MARK VIEROW	7/1/2019	1,350.00
61075	RED OAK PRESERVE FAMILY LP	7/1/2019	6,547.00
61076	PETERSON, TONIA C.	7/1/2019	497.00
61077	OSBORN, ROBERT	7/1/2019	902.00
61078	OAKDALE-GRANADA LAKES LTD. PAR	7/1/2019	11,449.00
61079	ABDULMIJID, FAISAL	7/1/2019	134.00
61080	GOLDEN STONE LLC	7/1/2019	547.00
61081	SETAC PROPERTIES	7/1/2019	554.00
61082	JACOBSEN, ELENA	7/1/2019	272.00
61083	EAST GATE APARTMENTS LP	7/1/2019	194.00
61084	VILLAGE APARTMENTS	7/1/2019	2,690.00
61085	CYPRESS SR. LIVING	7/1/2019	4,892.00
61086	NEW CHALLENGES, INC	7/1/2019	1,454.00
61087	SIVERSON, NEIL	7/1/2019	0.00
61088	ZHANG, HAIYAN	7/1/2019	683.00
61089	XU, XUEMEI	7/1/2019	1,059.00
61090	TOY, DAVID LLC	7/1/2019	2,083.00
61091	Century Oaks, LLC	7/1/2019	25,103.00
61092	COMMON BOND CITY WALK LIMITED	7/1/2019	2,335.00
61093	RSRC ASHWOOD LLC	7/1/2019	1,357.00
61094	TSEGAI, DANIEL	7/1/2019	1,460.00
61095	FRANK, ANTHONY	7/1/2019	264.00
61096	GRIFFIN COURT C LLC	7/1/2019	788.00
61097	NUR, MOHAMED	7/1/2019	1,165.00
61098	ST CROIX VILLAGE LLC	7/1/2019	5,315.00
61099	THE GROVES APARTMENTS LLC	7/1/2019	3,589.00
61100	Jodi Baggenstoss	7/1/2019	1,341.00
61101	INVITATION HOMES	7/1/2019	2,292.00
61102	PETERSEN, ALLAN	7/1/2019	282.00
61103	BOYUM C/O APPLGATE PROP MGMT.	7/1/2019	584.00
61104	FOREST OAK APTS	7/1/2019	1,476.00
61105	SEVEN PINES INVESTMENTS II	7/1/2019	887.00
61106	BIRCHWOOD TOWNHOMES	7/1/2019	1,674.00
61107	LILY LAKE TERRACE APTS	7/1/2019	905.00
61108	URBANSKI RENTALS	7/1/2019	828.00
61109	FOREST OAK APTS II LTP PAR	7/1/2019	1,096.00
61110	STILLWATER GREELEY	7/1/2019	760.00
61111	EVERSON, RANDY	7/1/2019	1,197.00
61112	PICCADILLY SQUARE OF MAHTOMEDI	7/1/2019	2,677.00
61113	TEASDALE PINES TLC LLC	7/1/2019	708.00
61114	ATIA MBAH	7/1/2019	670.00
61115	Sumner, Jacqueline	7/1/2019	1,072.00
61116	CARSON, STEVEN	7/1/2019	471.00
61117	OAKDALE TERRACE LLC	7/1/2019	6,168.00
61118	COURTLY COMMERCIALS LLC	7/1/2019	3,493.00
61119	FANG, QING	7/1/2019	0.00
61120	TRAILSIDE SENIOR LIVING	7/1/2019	659.00
61121	IH3 Property MN L.P.	7/1/2019	2,249.00
61122	FLEMING, DEBRA	7/1/2019	123.00
61123	RED ROCK SQUARE	7/1/2019	2,871.00
61124	BEUKE, JAMESON	7/1/2019	573.00
61125	DONG, XIAOMING	7/1/2019	1,188.00
61126	CLEVELAND, NANCY	7/1/2019	919.00

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61127	SINGHAL, NISHANT	7/1/2019	1,438.00
61128	GREEN TWIG LLP	7/1/2019	596.00
61129	THE LEGENDS OF CG/DOMINIUM	7/1/2019	1,189.00
61130	BUTT, MANAN	7/1/2019	691.00
61131	WOODBURY UNITED METHODIST	7/1/2019	1,707.00
61132	KATHY MADORE	7/1/2019	916.00
61133	MURR, VICKY	7/1/2019	1,382.00
61134	COMMUNITY ACTION PARTNERSHIP	7/1/2019	1,126.00
61135	GIRARD MANAGEMENT, INC.	7/1/2019	506.00
61136	BRANJORD PROPERTIES, LLC	7/1/2019	215.00
61137	FRESNO MANAGEMENT SERVICE LLC	7/1/2019	1,008.00
61138	SCHUETTE DONALD	7/1/2019	924.00
61139	MORA HRA	7/1/2019	867.97
61140	PEDERSEN, DOUG	7/1/2019	1,600.00
61141	VOLOVIK, ANNA	7/1/2019	1,786.00
61142	HALL, MATT & KRISTIN	7/1/2019	1,247.00
61143	THE LEGENDS OF WOODBURY	7/1/2019	1,726.00
61144	HEGNA, ROBERT	7/1/2019	683.00
61145	LOCKNER, TINA	7/1/2019	691.00
61146	CTW GROUP INC	7/1/2019	1,178.00
61147	B & E REAL ESTATE, LLC	7/1/2019	232.00
61148	NEWPORT X, LLC	7/1/2019	2,466.00
61149	RED OAK PRESERVE FAMILY LP	7/19/2019	744.00
61150	NEW CHALLENGES, INC	7/19/2019	416.00
61151	THE GROVES APARTMENTS LLC	7/19/2019	919.00
61152	WOOL, JOHN	7/19/2019	811.00
61153	LAKESIDE PROPERTY STILLWATER, LLC	7/19/2019	0.00
61154	BAKEWELL, MARY	7/19/2019	756.00
61155	SOUTHERN NEVADA REGIONAL	7/19/2019	1,714.97
61156	TESSA P. MONSEN	7/25/2019	995.00

TOTAL SECTION 8 CHECKS: \$ 301,827.91

VOIDED

61087	Siverson, Neil	7/1/2019	801.00
61119	Fang, Qing	7/1/2019	1,229.00
61153	LAKESIDE PROPERTY STILLWATER, LLC	7/19/2019	995.00

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,408,673.03

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-1

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 7/29/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT
DEVELOPMENT AGREEMENT FOR THE ACCESSIBLE
SPACE INCOPORATED CAPITAL IMPROVEMENTS
PROJECT

BACKGROUND/JUSTIFICATION

The Agency and Washington County approved Accessible Space Incorporated to receive Community Development Block Grant (CDBG) funding for capital improvements to the Hillcrest Development. The Hillcrest Development is housing and services for persons with disabilities, as well as seniors and veterans. Accessible Space will use CDBG funds to rehabilitate the aging accessible and affordable apartment community by adding a new roof, new windows and a new parking lot. The project was awarded 2019 CDBG funds in the amount of \$98,500.

The Agency requires that Accessible Space Incorporated execute a CDBG Development Agreement. The agreement contains standard CDBG language.

Staff respectively requests approval of the resolution authorizing the Executive Director to execute the CDBG Development Agreement.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Washington County Resolution No. 2015-063 Approving Washington County's 2015-2019 Consolidated Plan
Washington County CDA Resolution No. 19-16 Endorsing the Washington County 2019 Annual Action Plan and
Authorizing submission to the Washington County Board of Commissioners.

Washington County Resolution No. 2019-044 Approving Washington County's 2019 Annual Action Plan

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 8/14/19

ATTACHMENT LIST:

Attachment A – CDBG Project Summary

FINANCIAL IMPLICATIONS: \$ 98,500

BUDGETED: YES NO

FUNDING: 2019 Program Year CDBG

COMMENTS

CDBG PROJECT SUMMARY

Development:	Accessible Space Incorporated Hillcrest Capital Improvements		
Location:	Stillwater, MN		
Development Description			
<p>Accessible Space is housing and services for housing and services for persons with disabilities, as well as seniors and veterans. The Hillcrest Apartments Capital Improvements Project proposes to rehabilitate the accessible and affordable apartment community by replacing the roof, windows, and parking lot.</p>			
Strategic Priorities Summary			
<p>Rental Rehabilitation is a high priority in the 2015-2019 Consolidated Plan. Accessible Space serves clients at or below 80% area median income (AMI). The units at Hillcrest currently house: 15 units at 0-30% AMI, 6 units at 31%-50% AMI, and 1 unit at 51%-80% AMI.</p>			
Beneficiaries Summary			
Low Moderate Income Benefit	22 units		
Leveraging			
CDBG	\$98,500		
City	\$24,000		
Total Development Costs	\$122,500		
		CDBG funding approved	\$ 98,500

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-27

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AUTHORIZING EXECUTION OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT DEVELOPMENT AGREEMENT
FOR THE ACCESSIBLE SPACE INCORPORATED CAPITAL
IMPROVEMENTS PROJECT

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-27

RESOLUTION AUTHORIZING EXECUTION OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT
DEVELOPMENT AGREEMENT FOR THE ACCESSIBLE
SPACE INCOPORATED CAPITAL IMPROVEMENTS
PROJECT

WHEREAS, Washington County is an entitlement jurisdiction for the Community Development Block Grant (the "CDBG"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County (the "Grantee") to administer and manage the CDBG program; and

WHEREAS, the Grantee awarded the Accessible Space Incorporated Capital Improvement Project (the "Project") CDBG funds in the total amount of ninety-eight thousand five hundred dollars and 00/100 (\$98,500.00) from Program Year 2019 to help fund the Project; and

WHEREAS, staff have completed all due diligence to ensure the Project and uses of funds are eligible; and

WHEREAS, a Development Agreement has been drafted to contain all requirements that the Grantee must follow to complete the Project and remain compliant with CDBG funding; and

WHEREAS, staff prepared the CDBG Development Agreement to be signed and are prepared to administer funds to the project subject to receiving funding from U. S. Treasury.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Executive Director is hereby authorized to execute the Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the CDBG program are completed.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other

documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the Agreement as contemplated above.

3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 20th day of August 2019.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-2

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 7/20/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING EXECUTION OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT
DEVELOPMENT AGREEMENT FOR THE LANDFALL
SITE IMPROVEMENTS PROJECT

BACKGROUND/JUSTIFICATION

The Agency and Washington County approved the City of Landfall to receive Community Development Block Grant (CDBG) funding for site improvements. The site improvements include replacement of 56 outdated electric pedestals with new, code compliant electric pedestals and replacement of three retaining walls. The project was awarded 2019 CDBG funds in the amount of \$117,500.

The Agency requires that the City of Landfall execute a CDBG Development Agreement. The agreement contains standard CDBG language.

Staff respectively requests approval of the resolution authorizing the Executive Director to execute the CDBG Development Agreement.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Washington County Resolution No. 2015-063 Approving Washington County's 2015-2019 Consolidated Plan
Washington County CDA Resolution No. 19-16 Endorsing the Washington County 2019 Annual Action Plan and Authorizing submission to the Washington County Board of Commissioners.
Washington County Resolution No. 2019-044. Approving Washington County's 2019 Annual Action Plan

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 8/14/19

ATTACHMENT LIST:

Attachment A – CDBG Project Summary

FINANCIAL IMPLICATIONS: \$ 117,500

BUDGETED: YES NO

FUNDING: 2019 Program Year CDBG

COMMENTS

CDBG PROJECT SUMMARY

Development:	City of Landfall Site Improvements		
Location:	Landfall, MN		
Development Description			
<p>The City of Landfall is responsible for Landfall Terrace 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. The pedestals do not meet current code and are a potential risk to residents. Unlike the new pedestals, older pedestals are not wired directly to the homes, making it possible 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. Three of the walls need to be replaced before they become a hazard to residents.</p>			
Strategic Priorities Summary			
<p>Site Improvements is a high priority in the 2015-2019 Consolidated Plan. The City of Landfall meets the definition of a low-moderate income benefit area, in which a majority of residents are under 80% area median income.</p>			
Beneficiaries Summary			
Low Moderate Income Benefit	756 residents		
Leveraging			
CDBG	\$117,500		
City	\$117,500		
Total Development Costs	\$235,000		
		CDBG funding approved	\$ 117,500

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-28

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AUTHORIZING EXECUTION OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT DEVELOPMENT AGREEMENT
FOR THE LANDFALL SITE IMPROVEMENTS PROJECT

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-28

RESOLUTION AUTHORIZING EXECUTION OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT
DEVELOPMENT AGREEMENT FOR THE LANDFALL SITE
IMPROVEMENTS PROJECT

WHEREAS, Washington County is an entitlement jurisdiction for the Community Development Block Grant (the "CDBG"); and

WHEREAS, Washington County Community Development Agency (the "Agency") has entered into a Subrecipient Agreement with Washington County (the "Grantee") to administer and manage the CDBG program; and

WHEREAS, the Grantee awarded the City of Landfall Site Improvement Project (the "Project") CDBG funds in the total amount of one hundred seventeen thousand five hundred dollars and 00/100 (\$117,500.00) from Program Year 2019 to help fund the Project; and

WHEREAS, staff have completed all due diligence to ensure the Project and uses of funds are eligible; and

WHEREAS, a Development Agreement has been drafted to contain all requirements that the Grantee must follow to complete the Project and remain compliant with CDBG funding; and

WHEREAS, staff prepared the CDBG Development Agreement to be signed and are prepared to administer funds to the project subject to receiving funding from U. S. Treasury.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Executive Director is hereby authorized to execute the Agreement as presented, subject to (i) such changes to the Agreement that the Executive Director deems reasonable and necessary; (ii) the Agreement with the Agency being executed by both parties; and (iii) the Executive Director verifying that all requirements for the CDBG program are completed.
2. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Agency any other documents and instruments in such form and on such terms and conditions

as she deems necessary or appropriate in connection with the Agreement as contemplated above.

3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purposes of the foregoing Resolutions.

Adopted this 20th day of August 2019.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-3

Administration
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 8/2/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING THE DEPUTY EXECUTIVE DIRECTOR AND DEPARTMENT DIRECTORS TO EXECUTE CERTAIN DOCUMENTS ON BEHALF OF THE AGENCY

BACKGROUND/JUSTIFICATION

To ensure the timely and ongoing operations of the CDA, the bylaws authorize the Board Chair and Executive Director execute documents and agreements. Further, the Board authorized the Executive Director to delegate her/his authority to executive Board-approved contracts and routine administrative documents in certain circumstances to the Deputy Executive Director. The Washington County CDA has grown over the years both in size and complexity which puts pressure on the existing processes. The levels of expertise, responsibility, and authority of staff leadership positions has also increased. It is recommended that further delegation of these duties be allowed. Staff has worked with its legal counsel to determine the appropriate level of delegation of these authorities. The following authorities are being added:

Department Directors may execute and deliver contracts and other written agreements if:

- The Board has approved the budget including the expenditures for the projects or services covered by the contract or agreement; and
- The value of services, if any, to be provided or received under the contract or agreement does not exceed \$175,000. This dollar limit shall not apply to grant agreements, funding renewal applications, or agreements related to the continuance of Board-approved programming; and
- There is no legal or policy requirement mandating specific approval of the contract or agreement by the Board of Commissioners; and
- The execution of contract or agreement is consistent with the Agency's Conflict of Interest policy and internal controls.

Staff respectfully recommends approval of the resolution clarifying and authorizing certain signatory authority to leadership level staff.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Resolution No. 03-34 Authorizing Deputy Executive Director to Execute Certain Documents on Behalf of the Executive Director

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 8/14/19

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ NA

BUDGETED: YES NO

FUNDING: _____

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-29

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AUTHORIZING THE DEPUTY EXECUTIVE
DIRECTOR AND DEPARTMENT DIRECTORS TO EXECUTE
CERTAIN DOCUMENTS ON BEHALF OF THE AGENCY

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-29

RESOLUTION AUTHORIZING THE DEPUTY EXECUTIVE
DIRECTOR AND DEPARTMENT DIRECTORS TO EXECUTE
CERTAIN DOCUMENTS ON BEHALF OF THE AGENCY

WHEREAS, the Washington County Community Development Agency (the "Agency") is authorized by Minnesota Statutes Section 469.011, subd. 2 to adopt bylaws and other rules for the conduct of its affairs that it deems appropriate; and

WHEREAS, the Amended and Restated Bylaws of the Agency authorize the Executive Director or the Chairperson or as may be authorized by resolution of the Board to sign all contracts, notes, and other written agreements or instruments for the Agency; and

WHEREAS, the duties of the Deputy Executive Director of the Agency include, but are not limited to, acting as the Executive Director in his/her absence, and it is prudent and necessary from time to time to permit the Deputy Executive Director to sign contracts, notes, and other written agreements or instruments for the Agency in the absence of the Executive Director; and

WHEREAS, the duties of the Deputy Executive Director, the Finance Director, the Economic Development Director, and the Housing Assistance and Administrative Services Director (the "Department Directors") include, but are not limited to, managing operations of their respective departments; and

WHEREAS, it is necessary during the ordinary course of managing Agency department operations to permit the Department Directors to sign contracts and other written agreements on behalf of the department to implement projects and budgets that have already been approved by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Executive Director, when absent from the office, may delegate his/her authority to execute contracts, notes, and other written agreements or instruments on behalf of the Agency to the Deputy Executive Director.
2. That the Department Directors are hereby authorized, empowered, and directed to execute and deliver contracts and other written agreements in the name of and on behalf of the Agency subject to the following conditions:

- a. The Board has approved the budget including the expenditures for the projects or services covered by the contract or agreement; and
- b. The value of services, if any, to be provided or received under the contract or agreement does not exceed \$175,000. This dollar limit shall not apply to grant agreements, funding renewal applications, or agreements related to the continuance of Board-approved programming; and
- c. There is no legal or policy requirement mandating specific approval of the contract or agreement by the Board of Commissioners; and
- d. The signature authority must be exercised in a manner consistent with the Agency's Conflict of Interest policy and internal controls.

Adopted this 20th day of August 2019.

Chair

ATTEST:

Secretary

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-30

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AMENDING AND RESTATING THE BYLAWS OF
THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT
AGENCY

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-30

RESOLUTION AMENDING AND RESTATING THE BYLAWS
OF THE WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY

WHEREAS, the Washington County Community Development Agency has organizational bylaws (the "Bylaws") which regulate the operations of the public body; and

WHEREAS, the Agency has an interest in delegating specific authorities to certain director staff; and

WHEREAS, the Bylaws have been amended to include these changes to the operations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the Amended and Restated Bylaws, as amended, in Exhibit A are hereby approved.

Adopted this 20th day of August 2019.

Chair

ATTEST:

Secretary

**AMENDED AND RESTATED BYLAWS
of
THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY**

ARTICLE I
The Agency

Section 1.1. Name of the Agency. The name of the agency shall be the Washington County Community Development Agency (hereafter, the "Agency"), and its governing body shall be called the Board of Commissioners (hereafter, the "Board").

Section 1.2. Office. The principal office of the Agency shall be at 7645 Currell Boulevard, Woodbury, Minnesota.

Section 1.3. Seal. The Agency shall have an official seal which shall be in the form of a circle and bear the name of the Agency and the year of its organization.

ARTICLE II
Organization

Section 2.1. Officers. The officers of the Agency shall consist of a Chairperson, a Vice Chairperson and a Secretary. The Chairperson, Vice Chairperson and Secretary shall be members of the Board, and no Commissioners shall serve as Chairperson and Vice Chairperson for the same term.

Section 2.2. Chairperson. The Chairperson shall preside at all meetings of the Board.

Section 2.3. Vice Chairperson. The Vice Chairperson shall preside at any meeting of the Board in the absence of the Chairperson and may exercise all powers and perform all responsibilities of the Chairperson if the Chairperson cannot exercise or perform the same due to absence or other inability.

Section 2.4. Chairperson Pro Tem. In the event of the absence or inability of the Chairperson and the Vice Chairperson at any meeting, the Board may appoint any remaining Commissioner as Chairperson Pro Tem to preside at such meeting.

Section 2.5. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Agency. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time assign.

Section 2.6. Executive Director. The Executive Director shall be appointed by and serve at the pleasure and direction of the Board. The Executive Director shall be the chief appointed executive officer of the Agency, shall be responsible for the administration of the Agency staff, shall carry out the policies established by the Board and shall have such authority as the Board may from time to time grant. In the event of the absence of the Executive Director, the Deputy Executive Director may exercise all powers and perform all responsibilities of the Executive Director.

The Executive Director shall be responsible for the care and custody of all funds of the Agency and shall deposit the same in the name of the Agency in such bank or account for the Agency showing receipts and expenditures and shall render to the Board of Commissioners, at each regular meeting thereof, an account of the transactions and also the financial condition of the Agency.

Section 2.7. Election. The Chairperson, Vice Chairperson, Secretary shall be elected annually by the Board at its annual meeting and shall serve for one year or until a successor is elected and qualified.

Section 2.8. Vacancies. In the event of a vacancy in any of the offices described in this Article II, the Board shall elect a successor at the next regular meeting and such successor shall serve the remainder of the unexpired term.

ARTICLE III Board Procedures

Section 3.1. Annual Meeting. The annual meeting of the Board shall be held at 3:00 p.m. on the third Tuesday in January at the offices of the Agency. In the event that such date falls on a legal holiday, the annual meeting shall be held on the next business day. The business of the annual meeting shall include swearing in new Commissioners, if any, election of officers and such other matters as the Board shall determine.

Section 3.2. Regular Meetings. The regular meetings of the Board shall be held on the third Tuesday of each month at 3:00 p.m. at the offices of the Agency. A schedule of such regular meetings shall be kept on file at the principal office of the Agency and notice of any change in time or place of a regular meeting shall be given as if said meeting constitutes a special meeting.

Section 3.3. Special Meetings. Special meetings of the Board may be called by (a) the Chairperson, (b) the Vice Chairperson in the event of the Chairperson's absence or inability, or (c) any two Commissioners. Not less than three days prior to such special meeting, notice of its date, time, place and purpose shall be posted in a public place at the principal office of the Agency, published in the official newspaper of the Agency and mailed or delivered to each of the Commissioners.

Section 3.4. Emergency Meetings. Emergency meetings of the Board may be called by (a) the Chairperson, (b) the Vice Chairperson in the event of the absence or inability of the Chairperson, or (c) any two Commissioners. Good faith efforts shall be made to notify, by telephone or other means, each Commissioner and any media organization having previously filed a written request of notice of such meeting with the Agency of the time, place and purpose of such emergency meeting. For purposes of this section, an "emergency" is any circumstance that, in the judgment of the Commissioner of Commissioners calling the meeting, requires immediate consideration by the Board.

Section 3.5. Recessed or Continued Meetings. If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during a duly called previous meeting and recorded in the minutes of such previous meeting, no further published or posted notice is necessary.

Section 3.6. Quorum. Four Commissioners shall constitute a quorum of the Board. In the absence of a quorum, no official action may be taken on behalf of, or in the name of, the Agency; provided, however, that fewer than a quorum may continue or adjourn a duly called meeting until a quorum is obtained.

Section 3.7. Agenda Materials. In any meeting of the Board which is open to the public at least one copy of printed materials relating to the agenda items of the meeting which are made available to the Commissioners shall be available in the meeting room for inspection by the public.

Section 3.8. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present. Resolutions may but need not be read aloud prior to a vote taken thereon and may but need not be signed after passage.

Section 3.9. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order, except as modified or altered by these By-Laws or any other policy enactment by the Board of Commissioners.

ARTICLE IV Financial Matters

Section 4.1. Fiscal Year. The fiscal year of the Agency shall be the calendar year.

Section 4.2. Checks. An Agency check shall be signed by the Executive Director or the Chairperson. In the absence of the Chairperson and the Vice Chairperson, any Commissioners may act on the Chairperson's behalf. The check must state the name of the payee and the purpose for which it is issued.

Section 4.3. Financial Statements. The Board shall receive and examine financial statements together with the Treasurer's reports which shall disclose all receipts and disbursements, their nature, money on hand and the purpose to which it was applied, the Agency's credits and assets and its outstanding liabilities. If the Board finds the financial statements and reports to be correct, it shall approve them by resolution.

Section 4.4. Budgets. The Agency shall annually prepare a budget which shall include a written estimate of the amount of money needed by the Agency from the County in order for the Agency to conduct business during the upcoming fiscal year and shall submit the same to the County Board as a part of the County's budget process.

ARTICLE V Miscellaneous

Section 5.1. Services. The Board may contract for the services of consultants, agents, accountants, attorneys and others as needed to perform its duties and to exercise its powers.

Section 5.2. Execution of Contracts. All contracts, notes, and other written agreements or instruments to which the Agency is a party or signatory or by which the Agency may be bound shall be executed by the Chairperson or the Executive Director, or as may be authorized by the Board by Resolution 19-28, as may be revised or amended from time to time.

Section 5.3. Amendments. These Amended and Restated Bylaws may be amended by the Board by majority vote of all of the Commissioners, provided that any such proposed amendment shall first have been delivered to each Commissioner at least five days prior to the meeting at which such amendment is considered.

Section 5.4. Official Newspaper. The official newspaper of the Agency for purposes of notices and other legal publications shall be the Stillwater Gazette.

Section 5.5 Expenses; Compensation. Minnesota Statute Section 469.011 subd. 4. permits each commissioner to receive compensation for attending each regular and special meeting of the Agency, as well as receiving compensation for necessary expenses, including traveling expenses, incurred during the performance of duties for the Agency. Each commissioner may be paid up to \$55 for attending each regular and special meeting of the Agency. For the purposes of calculating mileage reimbursement for attendance at regular and special meetings of the Board, each commissioner is responsible to advise the Agency's Finance Director if reimbursement should be based on a one way trip to the meeting or a two way trip.

Approved, Board of Commissioners, August 20, 2019

PRESENTATION ITEM

P-1 Home Equity Conversion Mortgage Counseling Program
Dana Slimmer, Homeownership Specialist

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Dana Slimmer, Homeownership Specialist

Date: August 9, 2019

RE: Reverse Mortgage/Home Equity Conversion Mortgage Program

In April of this year, the Washington County CDA began offering counseling services to senior homeowners interested in Home Equity Conversion Mortgages (HECM), commonly referred to as reverse mortgages. At the August meeting, staff will provide an overview of this new program and program to date.

Reverse Mortgage Counseling is required by the U.S. Department of Housing and Urban Development (HUD) for seniors who are considering applying for a reverse mortgage on their home. It is considered a consumer protection program to educate seniors. Counseling must be done by a HUD-certified HECM counselor, who works for a HUD-certified housing counseling agency. A certificate is issued and registered with HUD when counseling is successfully completed. A lender cannot start to process a mortgage without this certificate.

PUBLIC HEARING

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-5

Housing Assistance
ORIGINATING DEPARTMENT/SERVICE

Ann Hoechst/August 20, 2019
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

Resolution Amending Chapters 4 and 19 of the Housing Choice Voucher Administrative Plan.

BACKGROUND/JUSTIFICATION

A public hearing is required prior to adoption of the revised Washington County Community Development Agency's (CDA) Housing Choice Voucher (HCV) Administrative Plan. HUD has made changes in the Shelter Plus Care permanent supportive housing program regarding determination of grant amounts and a directive serve to serve the most difficult client first. In an effort to maintain housing stability for these previously homeless families, staff has made changes in the Housing Choice Voucher Administrative plan that would allow families from any of the CDA's housing programs to have a preference to the waiting list and to be added to the waiting list at the time the deficit occurs.

Notice of the Public Hearing was published on July 5, 2019 and placed on the CDA's website. Copies of the revisions in the HCV Administrative Plan were made available to the Resident Advisory Board and to the Resident Councils and for the general public at the CDA's office. Attachment A lists the comments that were received. Attachment B contains the revisions made to the HCV Administrative Plan.

Staff recommends the Board approve a motion to open the public hearing, receive comments, approve a motion to close the public hearing and adopt the resolution as presented.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Resident Councils & Resident Advisory Board meetings.

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 4/17/2018

ATTACHMENT LIST:

Attachment A: Comments

FINANCIAL IMPLICATIONS: \$ None

BUDGETED: YES NO

FUNDING: N/A

COMMENTS:

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-31

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION AMENDING CHAPTERS 4 AND 19 OF THE
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

COMMUNITY DEVELOPMENT AGENCY
IN AND FOR THE COUNTY OF WASHINGTON
STATE OF MINNESOTA

RESOLUTION NO. 19-31

RESOLUTION AUTHORIZING THE AMENDMENT OF CHAPTERS
4 AND 19 OF THE HOUSING CHOICE VOUCHER
ADMINISTRATIVE PLAN.

WHEREAS, the Board of Commissioners (the "Board") of the Washington County Community Development Agency (the "Agency"); and

WHEREAS, the United States Department of Housing and Urban Development ("HUD") provides funds for the Housing Choice Voucher Program; and

WHEREAS, the Agency administers the Housing Choice Voucher Program; and

WHEREAS, the adoption of the Housing Choice Voucher Administrative Plan (the "Admin Plan") is recommended by HUD for the Housing Choice Voucher Program: and

WHEREAS, such policies are necessary and essential for the proper administration of the Housing Choice Voucher Program; and

WHEREAS, it is required by HUD to amend the Admin Plan from time to time to revise and to add administrative policies as appropriate.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY:

1. That the proposed revisions of the Housing Choice Voucher Administrative Plan for the Housing Choice Voucher program be adopted, as on file at the Agency, dated August 20, 2019; and
2. That the Executive Director shall review the Plan with the Board on an annual basis; and
3. That the Executive Director is hereby authorized to update the Plan as needed for routine changes and non-policy matters to be in compliance with HUD regulations.

Adopted this 20th day of August 2019.

Chair

ATTEST:

Secretary

Comments and Responses

Resident Advisory Board met to review changes in Administrative Plan on July 9, 2019 and July 16, 2019.

Attendance: Steve Ryan, Chair of PH/HCV Resident Council, Diane P. Chair of Whispering Pines Resident Council, Ann Lindquist, Housing Coordinator CDA representative (CDA representative met individually with chairs).

Admin Plan

Chapter 4: **Adding local preferences for insufficient funding, involuntary displacements, and referrals to VASH and FUP**

Discussion: Reviewed policy

Comment:

- This policy provides a safety net for people and protects the most vulnerable in the program. It provides a win-win for people; more opportunity.
- Only seems fair.
- This policy needs to be included in the Admin Plan.

Response: No response needed

Chapter 19: **Termination of Assistance and Tenancy**

Discussion: Explained addition to plan is related to Chapter 4 addition of preference.

Comment: Policies needs to be included in plan, seems fair.

Response: no response needed

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

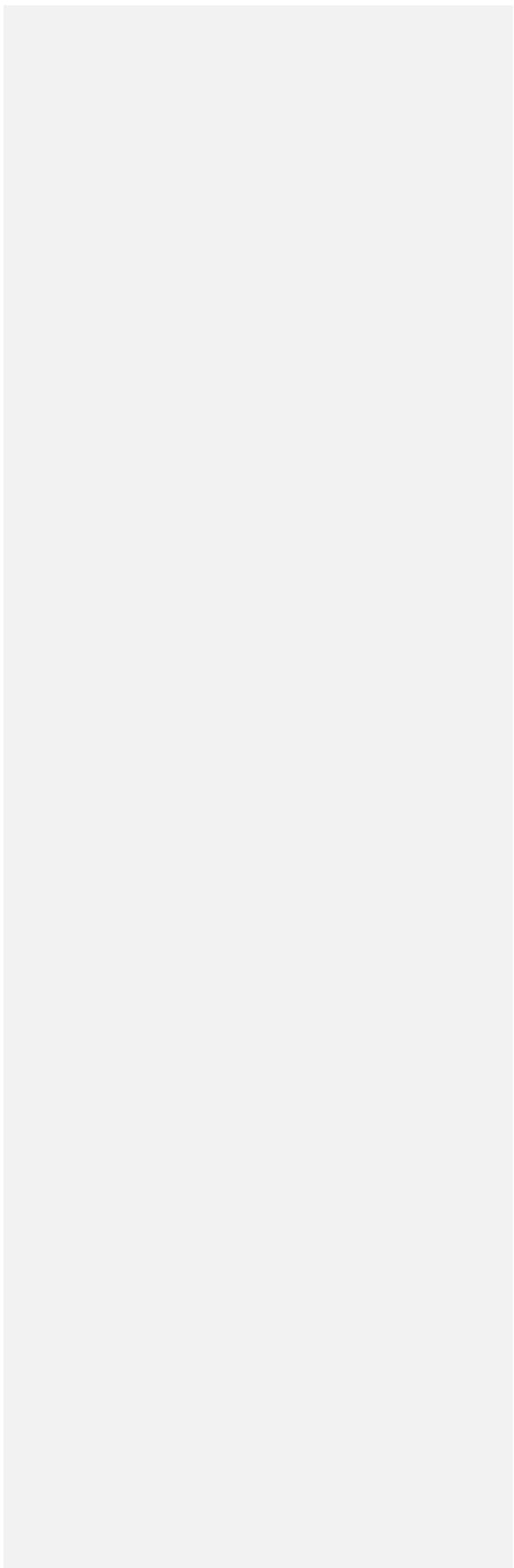
HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.



PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list. Initial applications will not require an interview before placement on the waiting list.

When the waiting list has been opened for applications depending upon the process to be used to collect applications:

- 1) For a paper application process:
 - A) Families may obtain application forms from the PHA's office during normal business hours.
 - B) Families may also request – by telephone or by mail – that an application be mailed to them via first class mail.
 - C) Completed applications must be returned to the PHA by mail by fax, or submitted in person during normal business hours.
- 2) For an internet application process:

A) The PHA may also take applications through an internet-only application process. Applications taken through an internet-only application do not require the tenant to complete a hard copy.

The PHA will notify the public in advertising of the opening of the waiting list the process that will be used to collect application. Specific instructions will be included.

The PHA may limit the number of applications to be placed on the waiting list through a lottery system. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required. Duplicate applications, including applications from a segment of an applicant household, will not be accepted.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

PHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of making the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

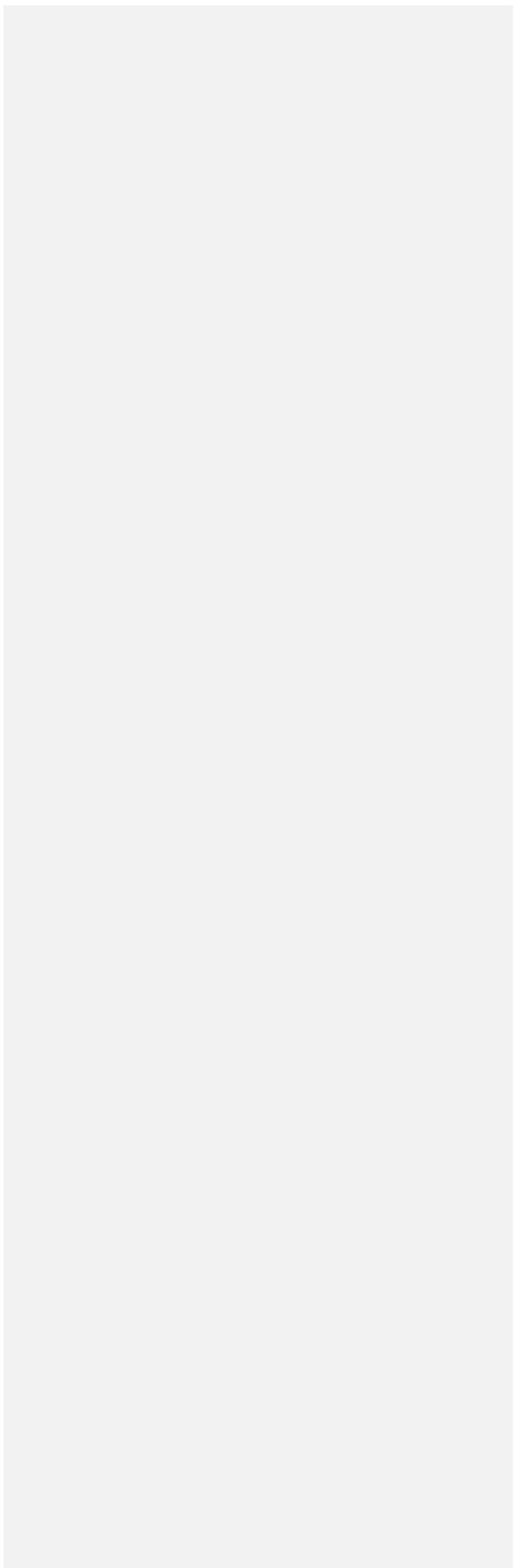
Eligible for Placement on the Waiting List

PHA Policy

The PHA will send written notification of the preliminary eligibility determination within 10 business days of making the determination.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the excel program randomization determination.



PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

PHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

PHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

St. Paul Publications, Housing Link, Lavender, Oakdale/Lake Elmo Review, Forest Lake Times, Stillwater Gazette, South Washington County Bulletin, Asian Press, MN Spokesman Recorder, Women's Press, County Messenger, The Citizen, Access Press and St. Paul Publishing and Insight News.

A public release will be sent to other area PHAs and Washington County Community Services, Area Food Shelves, Washington County Housing Collaborative.

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing. If the waiting list is being maintained on-line, the family will have a code to access its record and make changes on-line.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

PHA Policy

If the waiting list is being maintained as a paper copy in the PHA's office then the waiting list will be updated every other year to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. The PHA allows a grace period of 180 days beginning 15 days after the date of the update letter. If an applicant responds within this grace period they will be re-instated to their previously held position on the waiting list.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control.

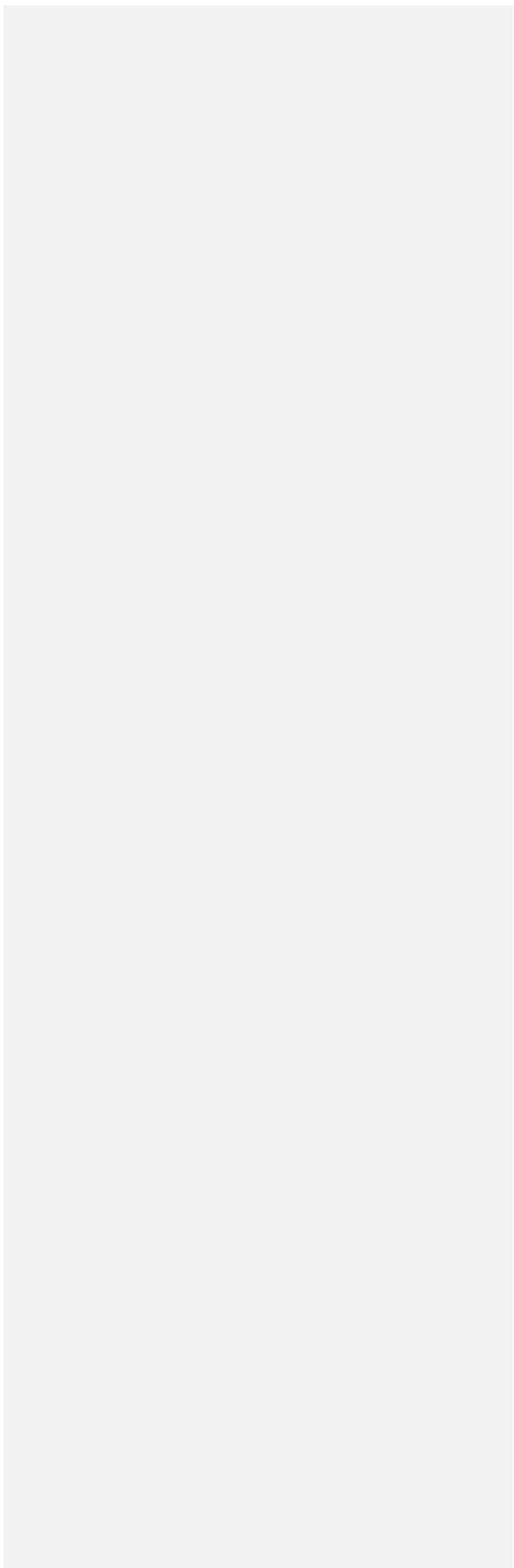
If the waiting list is being maintained as a internet based file, the family will have an access code to its application and will be able to update the file as necessary.

Removal from the Waiting List

PHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].



PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA administers FUP and VASH vouchers. Please see Chapter 19..

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Insufficient funding (3 points):

The CDA will offer a preference to any family terminated or at imminent risk of termination due to insufficiency funding:

CDA administered Housing Choice Voucher/VASH/FUP

CDA administered Bridges/Bridges II/Bridges Regional Treatment Center

CDA administered Continuum of Care/Shelter Plus Care

~~The PHA will first assist families that have been terminated from the HCV program due to insufficient funding.~~

Involuntary displacement (2 points):

The CDA will offer a preference to any family residing in Washington County that has been involuntarily displaced due to:

- Fire, flood, tornado
- A natural disaster or otherwise formally recognized pursuant to Federal disaster relief laws.
- Federal, state, local government action related to code enforcement, public improvement or redevelopment.

The waiting list remains open for these applicants. A lottery will be used to position these individuals on the waiting list.

Referrals for VASH or FUP (10)

- When a voucher for VASH or FUP is available the CDA will accept referrals for VASH from the Veterans Administration Housing unit or for FUP from the Washington County Child Protection unit.

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Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA’s fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the calendar year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

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Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected based upon their placement by the computer program random sorting determination. New applicants will be placed on the list in the order dictated by the computer program random sorting determination applicants who were previously on the list. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

For Special funding programs such as VASH and FUP, please refer to chapter 19.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family[24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 10 business days. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

CHAPTER 19

TARGETED RENTAL ASSISTANCE

INTRODUCTION

The CDA administers a number of rental assistance programs which are targeted to specific populations. The federally-funded programs of Family Unification Program and Veteran Affairs Supportive Housing are covered in this section. For these targeted programs, all other policies described in this Administrative Plan are applicable, except as described in this Chapter.

This chapter consists of the following six parts.

- Part I: Family Unification Program
- Part II: Veterans Affairs Supportive Housing
- Part III: Family Self Sufficiency/Earning Power
- Part IV: Continuum of Care/Shelter Plus Care
- Part V: Bridges I and Bridges II

PART I: FAMILY UNIFICATION PROGRAM

19-I.A. OVERVIEW

The Washington County CDA administers Housing Choice Vouchers (HCV) through the Family Unification Program (FUP) of the U.S. Department of Housing and Urban Development (HUD). The Washington County FUP is a collaborative effort between the Washington County CDA and Washington County Community Services Division. The goals of the FUP in Washington County are:

- To ensure that rental assistance help clients who are involved with the child welfare system to find affordable and decent housing in a safe and supportive environment.
- To ensure that children who remain with, or are reunited with, their families are safe and secure and not subject to neglect as a result of homelessness or inadequate housing.
- To ensure that youth 18 through 24 years of age who left foster care at age 16 or older have affordable and adequate housing.

All applicants for the FUP must be referred by Washington County Community Services, meet the eligibility criteria at the time of referral, selection and voucher issuance.

The policies in this Administrative Plan are applicable to the FUP vouchers except as noted in this Addendum. The policies set forth in this section of the Administrative Plan will ensure the rapid utilization of FUP vouchers.

19-I.B. ELIGIBILITY

Washington County Community Services will determine a family's eligibility for FUP. The CDA will determine a family's eligibility for the HCV program. A FUP eligible family is one that:

- Is eligible for the HCV program; and
- The lack of adequate housing is a primary factor in the imminent placement of a family's child in out-of-home care, or in the delay of reuniting a child who is in out-of-home care with the family; or in cases where the family's child is currently placed in out-of-home care, the child will be returned within 60 days; or
- A youth who is between the ages of 18 and 24 years of age and who left the foster care system at the age of 16 or later and who does not have adequate housing.

For the purposes of the FUP program, Lack of Adequate Housing is defined as meeting one or more of the following:

- A family is living in substandard or dilapidated housing;
- A family is homeless;
- A family is displaced by domestic violence;
- A family is living in an overcrowded unit; or
- A family is living in housing not accessible to its disabled child or children due to the nature of the disability.

Substandard Housing is defined as a housing unit which meets one or more of the following:

- Is dilapidated: the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety or well-being of a family or the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair, or from serious damage to the structure.
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have a usable shower or bathtub inside the unit for the exclusive use of the family;
- Does not have electricity or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Does not, but should, have a kitchen; or
- Has been declared unfit for habitation by an agency or unit of government.

Homeless Family is defined as a family that lacks a fixed, regular, and adequate night-time residence or has a primary night-time residence that is:

- A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including congregate shelters and transitional housing);
- An institution that provides a temporary residence for persons intended to be institutionalized; or
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Involuntarily Displaced Due to Domestic Violence is defined as a person or family who has vacated a housing unit because of domestic violence or lives in a housing unit with a person who engages in domestic violence. “Domestic violence” means actual or threatened physical violence directed against one or more members of the family by a spouse or other member of the household. For an applicant to qualify under this category, the actual or threatened violence must have occurred recently, or be of a continuing nature, and the applicant must certify that the person who engaged in such violence will not reside with the applicant family.

Living in an Overcrowded Unit is defined as a family who:

- Is separated from its child or children and the parent(s) are living in an otherwise standard housing unit, but after the family is reunited, the unit would exceed the CDA’s Occupancy Standards; or
- Is living with its child or children in a unit that is overcrowded for the entire family in accordance with the CDA’s Occupancy Standards; and this overcrowded condition may result in the imminent placement of its child or children in out-of-home care.

Support Services

The Washington County Community Services Division will provide case management services to FUP participants for a period of not less than 12 months for families and not less than 36 months for youth. FUP participants shall participate in the development and implementation of the service plan but failure to participate will not jeopardize the rental subsidy.

FUP participants may be offered the opportunity to participate in the CDA’s Family Self-Sufficiency (FSS) so as to expand their access to services in their communities.

19-I.C. OUTREACH AND REFERRALS

Washington County Community Services will refer applicants to the CDA. Washington County Community Services will ensure that the applicants being referred are FUP-eligible and then forward the Referral Form/Certification of Eligibility form to the CDA.

If a HCV applicant appears to be FUP-eligible, the CDA will refer the applicant to Washington County Community Services. Washington County Community Services staff will make the referral if they are able to confirm FUP-eligibility.

19-I.D. APPLICATIONS, WAITING LIST AND TENANT SELECTIONS

Waiting List

Upon referral from Washington County Community Services, the CDA will add FUP-eligible families and youth to the waiting list. Washington County Community Services will only make eligible referrals when the CDA has notified Community Services that there is an eligible voucher available.

All FUP vouchers will be issued to other FUP-eligible applicants upon turnover.

Tenant Selections

FUP applicants will be selected in order by date of referral. When a FUP voucher is available, the first eligible applicant will be issued a voucher. The CDA and Washington County Community Services will work closely regarding the placement and selection of all applicants.

If the applicant is FUP-eligible, a detailed HCV application must be completed. The application will be submitted by Washington County Community Services to the CDA with the Referral Form/Certification of Eligibility. The CDA will perform a standard eligibility check including, but not limited to, income verification, household composition, eligible immigration status and criminal background screening. The CDA recognizes that FUP eligible families and youth may have illegal drug or criminal activity in their backgrounds; as long as FUP eligible families or youth are able to demonstrate that they are in recovery and are in compliance with any court orders they will be admitted to the FUP program. Verification of any other preference/eligibility will be required in accordance with Chapter 3 of this Plan.

19-I.E. BRIEFINGS AND VOUCHER ISSUANCE

When verification of eligibility is complete the CDA will issue a FUP voucher and conduct an applicant briefing that will cover topics such as apartment search and leasing process, negotiating a lease, apartment maintenance, housekeeping, budgeting, housing discrimination, housing quality standards, program requirements and tenants' rights and responsibilities. Washington County Community Services Division staff is encouraged to attend all HCV-related functions with their clients and help them locate suitable and safe housing. The CDA will remain in close contact with the Washington County Community Services Division regarding the status of each FUP applicant throughout this process.

19-I.F. TERMINATION OF ASSISTANCE AND TENANCY

By law, a FUP voucher issued under this program may only be used to provide housing assistance for youth for a maximum of 36 months. The CDA requires families to enter into 12-month leases. If a youth exercises portability, the initial PHA will be responsible for terminating assistance at the end of 36 months.

FUP regulations state that if a family, that leases a unit under FUP, loses parental rights or the children are removed from the unit again, that family maintains the FUP voucher.

19-I.G. PROGRAM INTEGRITY

The CDA is responsible for defending its eligibility and participation decisions pertaining to the family's FUP voucher rental assistance. Informal review procedures for applicants are set forth in Section 16.2 of this Plan. Informal hearing procedures for participants are set forth in Chapter 16 Section 3 of this Plan.

The Washington County Community Services Division is responsible for defending its FUP eligibility determination and a similar informal review procedure will be utilized.

19-I.H. AFFIRMATIVELY FURTHERING FAIR HOUSING

In addition to maintaining compliance with the fair housing requirements of 24 CFR Section 903.7(o), the Washington County CDA will take reasonable steps to affirmatively further fair housing in regards to any vouchers that may be awarded under the Family Unification Program (FUP). If funding is awarded to the CDA under the Family Unification Program, the CDA will take the following steps:

1. The CDA will work with Washington County Community Services to identify and certify eligibility for all FUP eligible families and youth that may be on the CDA's waiting list and ensure that the family or youth maintain their original position on the waiting list after certification.
2. The CDA will appropriately place all FUP eligible family and youth referred by Washington County Community Services on the Housing Choice Voucher Program waiting list in order of first come, first served.
3. The CDA will inform applicants on how to file a fair housing complaint including the provision of the toll free number for Housing Discrimination Hotline: 1-800-669-9777.

PART II: VETERANS AFFAIRS SUPPORTIVE HOUSING

19-II.A. OVERVIEW

The Washington County CDA administers Housing Choice Vouchers (HCV) through the Veteran's Affairs Supportive Housing (VASH) program. These vouchers have been made available from the U.S. Department of Housing and Urban Development (HUD) in collaboration with Veterans' Administration. The Washington County VASH is a collaborative effort between the Washington County CDA and Minneapolis Veterans' Affairs Community Resource and Referral Center (CRRC). The goals of VASH in Washington County are:

- To ensure that rental assistance be available to homeless veterans who are working with Case managers from the Veterans Hospital located in Minneapolis.

All applicants for VASH must be referred by Minneapolis Veteran's Affairs Office and meet the eligibility criteria at the time of referral, selection and voucher issuance.

The policies in this Administrative Plan are applicable to the VASH vouchers except as noted in this Addendum. The policies set forth in this section of the Administrative Plan will ensure the rapid utilization of VASH vouchers.

19-II.B. ELIGIBILITY

The Minneapolis Veterans Affairs Community Resource and Referral Center (CRRC) will determine the veteran's eligibility for VASH. The CDA will determine a family's eligibility for the rental assistance program. A VASH eligible family is one that:

- Is eligible for the HCV program; and
- lacks of adequate housing; and
- is disabled.

For the purposes of the VASH program, Lack of Adequate Housing is defined as meeting one or more of the following:

- A family is living in substandard or dilapidated housing;
- A family is homeless;
- A family is displaced by domestic violence;
- A family is living in an overcrowded unit; or
- A family is living in housing not accessible to its disabled child or children due to the nature of the disability.

Substandard Housing is defined as a housing unit which meets one or more of the following:

- Is dilapidated: the unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety or well-being of a family or the unit has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair, or from serious damage to the structure.
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet inside the unit for the exclusive use of the family;
- Does not have a usable shower or bathtub inside the unit for the exclusive use of the family;
- Does not have electricity or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Does not, but should, have a kitchen; or
- Has been declared unfit for habitation by an agency or unit of government.

Homeless Family is defined as a family that lacks a fixed, regular, and adequate night-time residence or has a primary night-time residence that is:

- A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including congregate shelters and transitional housing);
- An institution that provides a temporary residence for persons intended to be institutionalized; or

- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Involuntarily Displaced Due to Domestic Violence is defined as a person or family who has vacated a housing unit because of domestic violence or lives in a housing unit with a person who engages in domestic violence. “Domestic violence” means actual or threatened physical violence directed against one or more members of the family by a spouse or other member of the household. For an applicant to qualify under this category, the actual or threatened violence must have occurred recently, or be of a continuing nature, and the applicant must certify that the person who engaged in such violence will not reside with the applicant family.

Living in an Overcrowded Unit is defined as a family who:

- Is separated from its child or children and the parent(s) are living in an otherwise standard housing unit, but after the family is reunited, the unit would exceed the CDA’s Occupancy Standards; or
- Is living with its child or children in a unit that is overcrowded for the entire family in accordance with the CDA’s Occupancy Standards; and this overcrowded condition may result in the imminent placement of its child or children in out-of-home care.

Support Services

The CRRC provides case management services to VASH participants. VASH participants must remain in good standing with their case managers. Failure to participate in the case management plan may result in termination of the rental assistance.

19-II.C. OUTREACH AND REFERRALS

The VA CRRC will refer applicants to the CDA. THE VA CRRC will ensure that the applicants being referred are VASH-eligible and then forward the Referral Form/Certification of Eligibility forms to the CDA.

19-II.D. APPLICATIONS, WAITING LIST AND TENANT SELECTIONS

Waiting List

Upon referral from VA CRRC, the CDA will add VASH-eligible households to the waiting list. THE VA CRRC will only make eligible referrals when the CDA has notified the VA CRRC that there is an eligible voucher available.

All VASH vouchers will be issued to other VASH-eligible applicants upon turnover.

Tenant Selections

VASH applicants will be selected in order by date of referral. When a VASH voucher is available, the first eligible application will be issued a voucher. The CDA and VA CRRC will work closely regarding the placement and selection of all applicants.

If the applicant is VASH-eligible, a detailed HCV application must be completed. The CDA will perform a standard eligibility check including, but not limited to, income verification, household composition, eligible immigration status and criminal background screening. The CDA recognizes that VASH eligible households may have illegal drug or criminal activity in their backgrounds; as long as VASH eligible households are able to demonstrate that they are in recovery and are in compliance with any court orders they will be admitted to the VASH

program. Verification of any other preference/eligibility will be required in accordance with Chapter 3 of this Plan.

19-II.E. BRIEFINGS AND VOUCHER ISSUANCE

When verification of eligibility is complete the CDA will issue a VASH voucher and conduct an applicant briefing that will cover topics such as apartment search and leasing process, negotiating a lease, apartment maintenance, housekeeping, budgeting, housing discrimination, housing quality standards, program requirements and tenants' rights and responsibilities. The VA CRRC staff is encouraged to attend all HCV-related functions with their clients and help them locate suitable and safe housing. The CDA will remain in close contact with the VA CRRC regarding the status of each FUP applicant throughout this process.

19-II.F. TERMINATION OF ASSISTANCE AND TENANCY

The CDA requires families to enter into 12-month leases. VASH families are allowed to port immediately. After the initial 12 month lease a household may move with a 60 day notice to the CDA. If the VASH household violates any of the other requirements under other sections of this plan, their assistance may be terminated. If the VASH household does not cooperate with their CRRC case manager, their assistance may be terminated.

19-II.G. PROGRAM INTEGRITY

The CDA is responsible for defending its eligibility and participation decisions pertaining to the family's VASH voucher rental assistance. Informal review procedures for applicants are set forth in Section 16.2 of this Plan. Informal hearing procedures for participants are set forth in Chapter 16 Section 3 of this Plan.

The VA CRRC is responsible for defending its VASH eligibility determination and a similar informal review procedure will be utilized.

19-II.H. AFFIRMATIVELY FURTHERING FAIR HOUSING

In addition to maintaining compliance with the fair housing requirements of 24 CFR Section 903.7(o), the Washington County CDA will take reasonable steps to affirmatively further fair housing in regards to any vouchers that may be awarded under the VASH program. If funding is awarded to the CDA under the VASH Program, the CDA will take the following steps:

4. The CDA will work with VA CRRC to identify and certify eligibility for all VASH eligible households that may be on the CDA's waiting list and ensure that the VASH applicants maintain their original position on the waiting list after certification.
5. The CDA will appropriately place all VASH Households referred by VA CRRC on the Housing Choice Voucher Program waiting list in order of first come, first served.
6. The CDA will inform applicants on how to file a fair housing complaint including the provision of the toll free number for Housing Discrimination Hotline: 1-800-669-9777.

PART III: FAMILY SELF-SUFFICIENCY PROGRAM/EARNING POWER

19-III.A. OVERVIEW

The Family Self-Sufficiency Program (FSS) was established by the CDA to promote economic self-sufficiency among participating families. At the Washington County CDA the program has been renamed Earning Power. This program is aimed at coordinating and providing private and public sector support services necessary to enable families to achieve self-sufficiency goals. The CDA offers this program to participants of the Housing Choice Voucher Program and the Family Unification Program as an opportunity to build an escrow savings account which may be used by the family for a variety of things including down payment for a home, reliable transportation, repayment of student loans, etc.

The CDA administers the Family Self Sufficiency (FSS) program in accordance with 24 CFR 984.101 through 984.401.

PART IV: CONTINUUM OF CARE PROGRAM/SHELTER PLUS CARE

19-IV.A. OVERVIEW

The Suburban Metro Area Continuum of Care (SMAC), through federal grant monies, supplies funding for the Shelter Plus Care program. The Shelter Plus Care program provides permanent housing and supportive services to homeless households with disabilities. The CDA administers this program in the form of sponsor based rental assistance. Canvas Health and St. Andrew's Community Services Center provide the necessary supportive services. Activities funded through the Shelter Plus Care grant include rent subsidies and reimbursement of some administrative expenses while the supportive services are funded by Canvas Health through a separate grant from the Continuum of Care. The CDA assists 22 households at minimum through this grant. An additional 4 households have been established with the funds from program savings as participants are paying a portion of their rent. The CDA administers the Shelter Plus Care program in accordance with 24 CFR 582 and 24 CFR 578.

The policies outlined in this Plan will be used when not addressed in the CoC/ HUD Community Planning and Development (CPD) regulations.

19-IV.B. ELIGIBILITY

The Shelter Plus Care program is designed to assist a targeted population: persons who are homeless with disabilities, including serious mental illness, and/or have chronic problems with alcohol, drugs, or both. Canvas Health owns or master leases the units to be used for housing. Prescribed services through that are available for Shelter Plus Care participants include: Assistance in obtaining appropriate health care, mental health treatment, alcohol and other substance abuse services, child care services, case management services, counseling, supervision, education, job training and other services essential for achieving and maintaining independent living.

It is expected that a number of clients referred to the CoC program may have a criminal history of drug related and/or violent behavior; therefore, the CDA has adopted a Housing First approach for administration of this program. A criminal background check will not be performed for adult members, 18 years of age and older.

19-IV.C. OUTREACH AND REFERRALS

The CDA operates the Shelter Plus Care program throughout Washington County, Minnesota.

The Shelter Plus Care program was designed to assist a targeted population and is authorized by Title IV; Subtitle F of the Steward B. McKinney Homeless Assistance Act (the McKinney Act) [42 U.S.C. 1403-11407b). Rental assistance is linked to supportive services for homeless persons with disabilities. Canvas Health notifies the Coordinated Entry program when there is an opening in one of the units. Through a VI-SPDAT assessment performed by either Washington County Community Services or St. Andrew's, a determination of the most vulnerable participant who matches the described program targeting is notified of the opening.

19-IV.D. APPLICATIONS, WAITING LIST AND TENANT SELECTION

Coordinated Entry maintains the list of the applicants qualifying for services. When Canvas Health has an opening in the unit Coordinated Entry is notified. Wait list preferences described

in this Plan are not applicable to the Shelter Plus Care program.**19-IV.E. INCOME AND SUBSIDY DETERMINATIONS**

Income will be determined and verified in accordance with Chapters 6 and 7 of this Plan.

Under the Shelter Plus Care program, the Family Share will never exceed the TTP as calculated in Section III of Chapter 6. The family share will be 30% of the family's adjusted monthly income or 10% of the family's gross monthly income.

19-IV.F. HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

All assisted units must meet HQS at the initial lease term and annually thereafter. Inspections will be made in accordance with Chapter 8. All units assisted under the Shelter Plus Care program must be determined reasonable, in accordance with Chapter 8. The inspections and rent reasonableness determinations will be the responsibility of the CDA. The CDA may not perform inspections on units that are owned by the CDA.

19-IV.G. MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

Households in the units that are Master Leased are allowed to move to new units if the unit fails to pass HQS and the landlord refuses to repair the unit, or the landlord chooses to withdraw from the program. The new unit must be Master Leased by Canvas Health. Tenants who are housed in units owned by Canvas Health are not allowed to move their assistance to another unit. Shelter Plus Care is not portable due to the need for the supportive services.

19-IV.H. SPECIAL HOUSING TYPES

Homeownership is not an option under the Shelter Plus Care program.

19-IV.I. PROGRAM ADMINISTRATION

An informal review for applicants does not apply to the Shelter Plus Care program, as they do not enter the program from the CDA's waiting list. Shelter Plus Care participants are taken from the Coordinated Entry list. If the tenant is accepted into the Canvas Health unit, they are then referred to the CDA to receive rental assistance. After receiving rental assistance, the Shelter Plus Care participant has the right to an informal hearing as set forth in Chapter 16, Section III of this Plan.

An Annual Progress Report is submitted to HUD at the end of each operating year of the grant. The Shelter Plus Care performance is not reported through SEMAP.

19-IV.J. TERMINATION OF ASSISTANCE AND TENANCY

MUTUAL RESCISSION:

If the participant and the Sponsor agree to a mutual rescission of the lease, a letter from the Sponsor will be sent to the participant. The letter will state that by signing the mutual rescission the participant is waiving their right to an informal hearing. The letter will also contain the agreed upon move out date. The letter also notifies the participant of their right to an informal hearing if the participant does not agree to the mutual rescission.

NOTICE TO VACATE:

If the Sponsor determines that the participant has violated program obligations or conditions of occupancy, the Sponsor must send a letter to the participant stating the reasons for the notice to vacate. The notice to vacate must also notify the participant of the right to an informal hearing. If the participant signs the notice to vacate, the participant is agreeing to vacate and waiving their right to an informal hearing. The letter will also contain the vacate by date. The letter must notify the participant of their right to an informal hearing if they wish to contest a vacate notice or termination.

TERMINATION OF ASSISTANCE/INFORMAL HEARING/UNLAWFUL DETAINER:

A participant may be terminated from the program for violations of the program or conditions of occupancy.

If the participant refuses the mutual rescission and the Sponsor maintains that the participant must vacate, then the participant may request in writing an informal hearing. The Sponsor must notify the participant of their right to an informal hearing to contest a termination, mutual rescission or a notice to vacate. The Sponsor must notify the CDA that the participant is exercising their right to an informal hearing. The CDA will carry out the informal hearing as described in the HCV Administrative Plan. The Sponsor will be present at the informal hearing and provide material evidence as to violations of the program or conditions of occupancy. If the informal hearing officer upholds the participant's termination from the program, the participant will be required to vacate. If the participant refuses to vacate, the Sponsor will file an unlawful detainer to re-gain possession of the unit.

LOSS OF PROGRAM FUNDING:

If the Shelter Plus Care rental assistance grant amount is reduced to a point that the number of units under Master Lease cannot be maintained, then this policy will be used to reduce the number of units. Units will be reduced in the order that they were placed under Master Lease. The most recent units would be terminated first. Affected families would be given a 60 day notice and may choose to maintain their housing by continuing the lease but with full responsibility for the entire rent. If the number of units must be reduced after all master leases have been terminated, then the Sponsor- owned unit with the most recent lease will be the first unit to be terminated until the budget is balanced.

19-IV.K CURRENT POLICIES FOR CONTINUUM OF CARE/SHELTER PLUS CARE

Shelter Plus Care Administrative Plan

The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 consolidates three separate homeless assistance programs into a single grant program. The HEARTH act also codifies in law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing coordination in responding to their needs.

The Washington County Community Development Agency (CDA) has received grant funding for the Rental Assistance program (Shelter Plus Care program) from HUD through the local Continuum of Care (CoC). The CDA's Shelter Plus Care Rental Assistance program is a homeless assistance program that provides rental assistance to families that are homeless under

the federal definition and have chronic substance abuse problems or serious mental health issues. Canvas Health and other local service providers provide care and support to eligible families and individuals, while the CDA provides rental assistance to stabilize eligible families in the community.

The Washington County CDA's Shelter Plus Care Rental Assistance program is a sponsor based rental assistance program. Canvas Health acts as the Sponsor and holds a master lease to the units and, in turn, leases the units to eligible program participants. Canvas Health holds a master lease to or has ownership in 25 units.

INTAKE/ELIGIBILITY:

The Sponsor agrees that all contract units will be rented only to eligible households under the rules and regulations of the HEARTH act. The Sponsor will utilize Housing First principals in filling vacancies and will notify Coordinated Entry of any openings. All referrals will come through Coordinated Entry. The individual or family must qualify as homeless under paragraph (1)(i) or (ii) of the homeless definition in the continuum of care interim regulations, SHP 24 CFR 582, or Shelter Plus Care regulations 24 CFR 583. The Sponsor is responsible for determining eligibility for participation in accordance with HEARTH act rules and regulations. All eligible households will contain one or more homeless individuals with at least one of the following disabilities: Chronic substance abuse or serious mental illness.

The sponsor must obtain written verification of each household's status of homelessness:

- 1) Written third party verification is the first and preferred method. This would include statements on letterhead from shelters, street outreach workers or other credible sources (police, school officials, social workers) verifying the circumstances of a household's homelessness based on the writer's observation; or documentation on the CoC's coordinated assessment; HMIS data print out; or, discharge documents from an institution that includes exit and entrance dates.
- 2) The second preferred method of documentation of homelessness is the Sponsors intake workers' observations and conclusions.
- 3) The final method (and Least Desirable) is a self-certification of homelessness. The household would need to supply a detailed account of their homeless situation.

Participant Eligibility Documentation MUST also cite evidence that the household lacks the resources to obtain housing. This can be done by an assessment of an applicant household's financial resources or a written certification from the participant household that they lack financial and housing resources compared to housing costs in the community.

The Sponsor will provide copies of verification of homelessness, verification of disability and evidence of lack of financial resources to the CDA. Verification of homelessness must contain a description of the homelessness, i.e. person was sleeping in their car; person was sleeping outside, etc. The verification of homelessness must be on letterhead from the verifying agency. Beyond the necessary releases and documentation, the CDA will supply at the intake interview copies of the Shelter Plus Care Family Obligations, Grounds for Denial or Termination of Assistance, and the Termination Process.

Signature of the lease will be considered as the date of enrollment in the Shelter Plus Care program.

DISABILITY:

Persons with disabilities are defined as:

- A) A household composed of one or more persons at least one of whom is an adult with disability
- B) A person shall be considered to have a disability if such a person has a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such nature that such ability could be improved by more suitable housing conditions.
- C) (1) A severe, chronic disability of an individual that—
 - (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - (ii) Is manifested before the individual attains age 22;
 - (iii) Is likely to continue indefinitely;
 - (iv) Results in substantial functional limitations in three or more of the following areas of major life activity:
 - (A) Self-care;
 - (B) Receptive and expressive language;
 - (C) Learning;
 - (D) Mobility;
 - (E) Self-direction;
 - (F) Capacity for independent living;
 - (G) Economic self-sufficiency; and
 - (v) Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(1)(i) through (v) of the definition of "developmental disability" in this section if the individual, without services and supports, has a high probability of meeting those criteria later in life.

A participant may have a single diagnosed disability due to mental illness, developmental disability, chemical addiction, physical disability, or HIV/AIDS provided the individual meets the conditions described above.

Evidence of Disability include:

- (1) Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is expected to be long continuing or of indefinite duration and substantially impedes the individual's ability to live independently; The assessment should include a statement of the participant's needs.
- (2) Written verification from the Social Security Administration;

- (3) The receipt of a disability check (e.g., Social Security Disability Insurance check or Veteran Disability Compensation);
- (4) Intake staff-recorded observation of disability that, no later than 45 days from the application for assistance, is confirmed and accompanied by evidence in paragraph (a)(4)(i)(B)(1), (2), (3), or (5) of this section; Canvas Health intake workers can make an initial observation as a determination that the participant is disabled.
- (5) Other documentation approved by HUD.

Sponsor will provide documentation of disabilities.

RECORD RETENTION:

Grant Applications, Grant Award Letters, Annual Performance Report (APR) must be kept for at least five years after the end of the grant term.

Records regarding participants' eligibility and the grantee's conclusions regarding the participants' eligibility must be kept for five years after the end of the grant term. Determinations of the participants' disability must be kept for five years after the end of the grant term.

LEASE:

The lease is between the participant and Canvas Health. Canvas Health holds either a master lease on the unit between the owner and Canvas Health and subleases the unit to the participant OR has ownership interest in the unit. The initial term of the lease between participant and Canvas Health is for at least one year and is renewable for a minimum term of one month. The lease can be terminated for cause. A copy of the lease must be submitted to the Washington County CDA. Signature and date of the lease will be considered the enrollment date into the Shelter Plus Care program.

The rent must be certified as reasonable in accordance with practices in the Housing Choice Voucher Administrative Plan. The rent for the unit cannot be more than unassisted units.

HOUSING QUALITY STANDARDS INSPECTIONS:

All units must be inspected initially and annually thereafter.

If the grant recipient is the owner of the housing unit, then a different entity must conduct the HQS inspection. Inspections on all units will occur on an annual basis. The CDA will follow the policies regarding inspections in the Housing Choice Voucher Administrative plan.

RENT PORTION:

The participant's rent portion must be equal to the highest of:

- 1) 30% of monthly adjusted income, rounded to the nearest dollar as instructed by HUD.
- 2) 10% of the monthly gross income, rounded to the nearest dollar as instructed by HUD.
- 3) Portion of welfare assistance, if any, that is designated to for the payment of rent.

Rent portion is calculated initially and annually in accordance with the Housing Choice Voucher (HCV) Administrative Plan. Verification of income will be done according to the HCV Administrative Plan except that third party verification will be the preferred method since EIV is not available for this program. Rent Calculations are rounded to the nearest dollar.

Decreases in income will result in a decrease in rent portion as described in the HCV Administrative Plan.

Increases in income will be calculated in accordance with the HCV Administrative Plan. Verification of Income will be done according to the HCV Administrative Plan with third party verification being the preferred method of verification.

UTILITY RE-IMBURSEMENT:

When the calculation of rent portion results in the participant receiving a utility re-imbusement, the CDA will send the utility re-imbusement directly to the utility company. For further policies on utility re-imbusement please see the HCV administrative plan.

EDUCATION:

All families who are receiving rental assistance under Shelter Plus Care will be informed of the McKinney Vento Act to ensure that their children are able to maintain enrollment in school. Supportive services staff from Canvas Health and St. Andrew's Resource Center will advocate for the family with their school district when necessary to ensure that transportation is arranged. If attendance becomes an issue for the children, supportive services staff will be involved to help problem solve around any barriers that are contributing to absences. Supportive services staff will include education related goals for all family members when completing Housing Goal Plans in order to ensure that all family members are connected to relevant educational resources in the community. Homeless families with children ages 3-5 will be encouraged to apply for the Head Start Program and will be provided with referrals to agencies that offer Head Start, such as the CAP agency. Families will be assisted with the application process as needed.

FRAUD:

Instances of fraud as described in the HCV administrative plan will result in termination of assistance and program participation. (e.g. unreported household members, unreported income)

SECURITY DEPOSIT:

The CDA may pay security deposits for participants totaling up to 1 month's rent. Security deposits must mirror unassisted tenants unless needed because of poor rental history. When the tenant vacates a unit and the security deposit remains, or any portion thereof, the security deposit will be refunded to the tenant if the CDA provided it initially.

PROPERTY DAMAGE CLAIM:

Property damage claims for repair of unit after the participant has vacated the unit can be made to the owner. Claims may be paid for one month's rent in excess of the security deposit. The Sponsor will need to provide proof of damages and receipts. A letter delineating the cost of repair and the disposition of the security deposit and proof of expenses will be necessary before re-imbusement for items beyond normal wear and tear will be made. Items may be pro-rated due to length of service.

VACANCY PAYMENT:

If the unit remains un-rented after the participant vacates, the CDA may pay up to one month's rent for Vacancy Loss. The Sponsor will need to make written request for payment.

INSTITUTIONAL STAY/TREATMENT:

Rent on a unit can continue to be paid if the participant has been institutionalized for up to 90 days. Medical verification will be sought that states that the participant is likely to return within 90 days to the unit.

MUTUAL RESCISSION:

If the participant and the Sponsor agree to a mutual rescission of the lease, a letter from the Sponsor will be sent to the participant. The letter will state that by signing the mutual rescission the participant is waiving their right to an informal hearing. The letter will also contain the agreed upon move out date. The letter also notifies the participant of their right to an informal hearing if the participant does not agree to the mutual rescission.

NOTICE TO VACATE:

If the Sponsor determines that the participant has violated program obligations or conditions of occupancy, the Sponsor must send a letter to the participant stating the reasons for the notice to vacate. The notice to vacate must also notify the participant of the right to an informal hearing. If the participant signs the notice to vacate, the participant is agreeing to vacate and waiving their right to an informal hearing. The letter will also contain the vacate by date. The letter must notify the participant of their right to an informal hearing if they wish to contest a vacate notice or termination.

TERMINATION OF ASSISTANCE/INFORMAL HEARING/UNLAWFUL DETAINER:

A participant may be terminated from the program for violations of the program or conditions of occupancy.

If the participant refuses the mutual rescission and the Sponsor maintains that the participant must vacate, then the participant may request in writing an informal hearing. The Sponsor must notify the participant of their right to an informal hearing to contest a termination, mutual rescission or a notice to vacate. The Sponsor must notify the CDA that the participant is exercising their right to an informal hearing. The CDA will carry out the informal hearing as described in the HCV Administrative Plan. The Sponsor will be present at the informal hearing and provide material evidence as to violations of the program or conditions of occupancy. If the informal hearing officer upholds the participant's termination from the program, the participant will be required to vacate. If the participant refuses to vacate, the Sponsor will file an unlawful detainer to re-gain possession of the unit.

LOSS OF PROGRAM FUNDING:

If the Shelter Plus Care rental assistance grant amount is reduced to a point that the number of units under Master Lease cannot be maintained, then this policy will be used to reduce the

number of units. Units will be reduced in the order that they were placed under Master Lease. The most recent units would be terminated first. Affected families would be given a 60 day notice and may choose to maintain their housing by continuing the lease but with full responsibility for the entire rent. If the number of units must be reduced after all master leases have been terminated, then the Sponsor- owned unit with the most recent lease will be the first unit to be terminated until the budget is balanced.

CONFIDENTIALITY:

All Participant Files will be held as confidential information. Releases will allow Canvas Health and the Washington County CDA to share information. The Washington County CDA keeps all participant files in locked drawers with access limited to workers involved in the program. The Washington County CDA follows the same procedures as outlined for the HCV program.

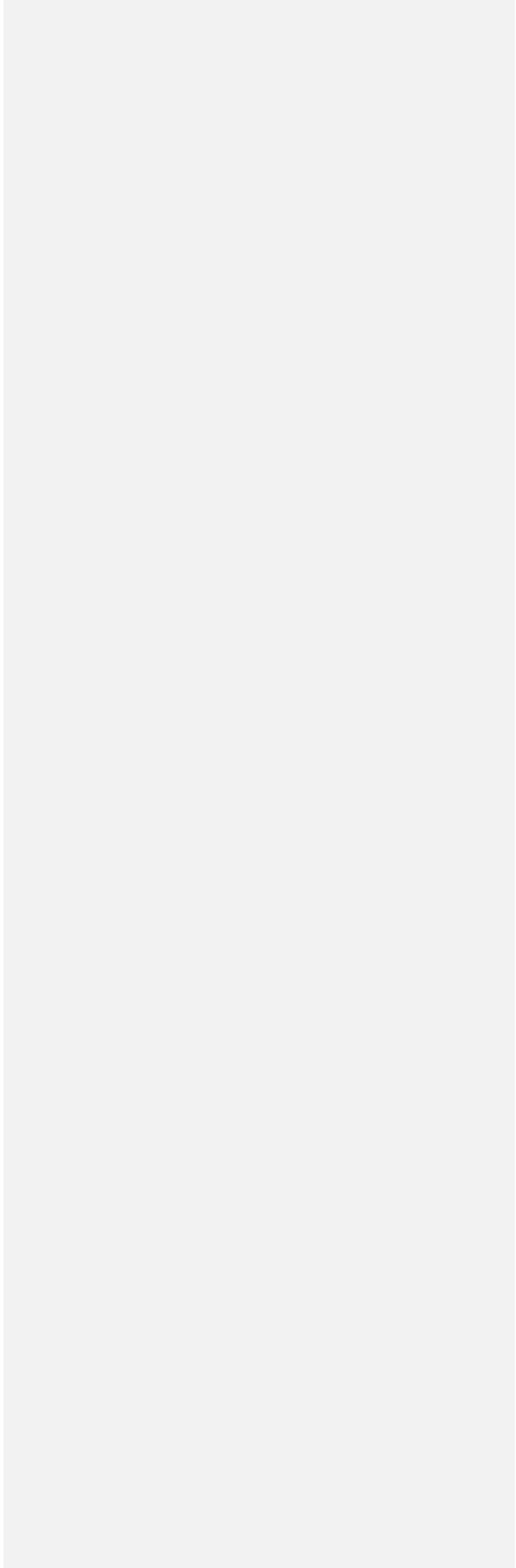
FAIR HOUSING:

The Washington County CDA and Canvas Health will comply with all civil rights laws including, but not limited to, The Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and title II of the Americans with Disabilities Act.

OTHER:

For other relevant policies please see the HCV Administrative Plan

I



PART V: BRIDGES I AND BRIDGES II

19-V.A. OVERVIEW

Bridges I and Bridges II serve persons with serious mental illness. The CDA administers the housing subsidy portion of this program. Bridges I is funded by the Minnesota Housing Finance Agency and Bridges II is funded by Washington County Adult Mental Health funds. The Washington County Adult Mental Health Department coordinates the support services for the clients. Participants contribute at minimum 30 percent of their income and at maximum 40 percent of their income toward rent depending upon the Payment Standard. Unlike HCV tenants, Bridges participants cannot exceed 40% of their monthly income for their rent portion. If the rent increases to the point where the tenant would be required to pay more than 40% of their income to the rent then the tenant would be required to move. These programs provide a temporary subsidy that “bridges” the gap between homelessness, treatment centers, institutional facilities and permanent affordable housing. The Minnesota Housing Agency’s Bridges Rental Assistance Program Guide are the policies that govern both program.

The CDA will apply the policies in Plan when not addressed in the Bridges Rental Assistance Program Guide or in areas the guide references the use of the administrators’ Housing Choice Voucher policies. Specifically, the CDA will follow this Plan’s policies for HQS inspections, payment standards, informal hearings, verifications, subsidy standards, and rent reasonableness. Shared units are not allowed under the CDA’s HCV program and therefore are not allowed in the Bridges program.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

PHA Policy

If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of making the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

PHA Policy

The PHA will send written notification of the preliminary eligibility determination within 10 business days of making the determination.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the excel program randomization determination.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

PHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

PHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

St. Paul Publications, Housing Link, Lavender, Oakdale/Lake Elmo Review, Forest Lake Times, Stillwater Gazette, South Washington County Bulletin, Asian Press, MN Spokesman Recorder, Women's Press, County Messenger, The Citizen, Access Press and St. Paul Publishing and Insight News.

A public release will be sent to other area PHAs and Washington County Community Services, Area Food Shelves, Washington County Housing Collaborative.

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing. If the waiting list is being maintained on-line, the family will have a code to access its record and make changes on-line.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

PHA Policy

If the waiting list is being maintained as a paper copy in the PHA's office then the waiting list will be updated every other year to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. The PHA allows a grace period of 180 days beginning 15 days after the date of the update letter. If an applicant responds within this grace period they will be re-instated to their previously held position on the waiting list.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control.

If the waiting list is being maintained as a internet based file, the family will have an access code to its application and will be able to update the file as necessary.

Removal from the Waiting List

PHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

PHA Policy

The PHA administers FUP and VASH vouchers. Please see Chapter 19..

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

Insufficient funding (3 points):

The CDA will offer a preference to any family terminated or at imminent risk of termination due to insufficiency funding:

CDA administered Housing Choice Voucher/VASH/FUP

CDA administered Bridges/Bridges II/Bridges Regional Treatment Center

CDA administered Continuum of Care/Shelter Plus Care

~~The PHA will first assist families that have been terminated from the HCV program due to insufficient funding.~~

Involuntary displacement (2 points):

The CDA will offer a preference to any family residing in Washington County that has been involuntarily displaced due to:

- Fire, flood, tornado
- A natural disaster or otherwise formally recognized pursuant to Federal disaster relief laws.
- Federal, state, local government action related to code enforcement, public improvement or redevelopment.

The waiting list remains open for these applicants. A lottery will be used to position these individuals on the waiting list.

Referrals for VASH or FUP (10)

- When a voucher for VASH or FUP is available the CDA will accept referrals for VASH from the Veterans Administration Housing unit or for FUP from the Washington County Child Protection unit.

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Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA’s fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the calendar year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

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Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

Families will be selected from the waiting list based on the selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected based upon their placement by the computer program random sorting determination. New applicants will be placed on the list in the order dictated by the computer program random sorting determination applicants who were previously on the list. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

For Special funding programs such as VASH and FUP, please refer to chapter 19.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family[24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 10 business days. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

NEW BUSINESS

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-6

Administration
ORIGINATING DEPARTMENT/SERVICE

Barbara Dacy 08/12/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION ADOPTING A PROPOSED 2019
SPECIAL BENEFIT TAX LEVY COLLECTIBLE IN 2020

BACKGROUND/JUSTIFICATION

The CDA is considered a "special taxing district" by law, and the County must certify special levies on a preliminary basis in September; County Board consideration is scheduled for September 10.

Attachment A provides the breakdown on the use of the levy. The amount of the proposed CDA levy request totals \$5,419,977, which is \$185,751 more than the 2019 Levy request. The additional levy will be used to pay for agreed upon salary and wage increases in the CDA compensation plan, adding one entry level position in the Community Development Department, and minor increases in administrative costs including but not limited to insurance and utility costs.

Staff attended the County Board Workshop on August 13, 2019 regarding the value that the CDA provides in partnership with cities and townships in the county and the strategic program areas for 2020. Staff advised the County Board that the CDA will take action at the August 20, 2019 meeting.

Since the June CDA Board meeting, Washington County has estimated the potential rate and tax impact of the levy increase as follows:

	Actual 2019	Estimated 2020	Change	% Change
Levy	\$5,234,226	\$5,419,977	\$185,751	3.6%
Tax Rate	1.423%	1.353%	0.07	-4.9%
Median Value	\$278,000	\$295,200	\$17,200	6.2%
CDA Tax	\$37.82	\$38.49	\$0.67	1.8%

Staff recommends that the Board adopt the attached resolution.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

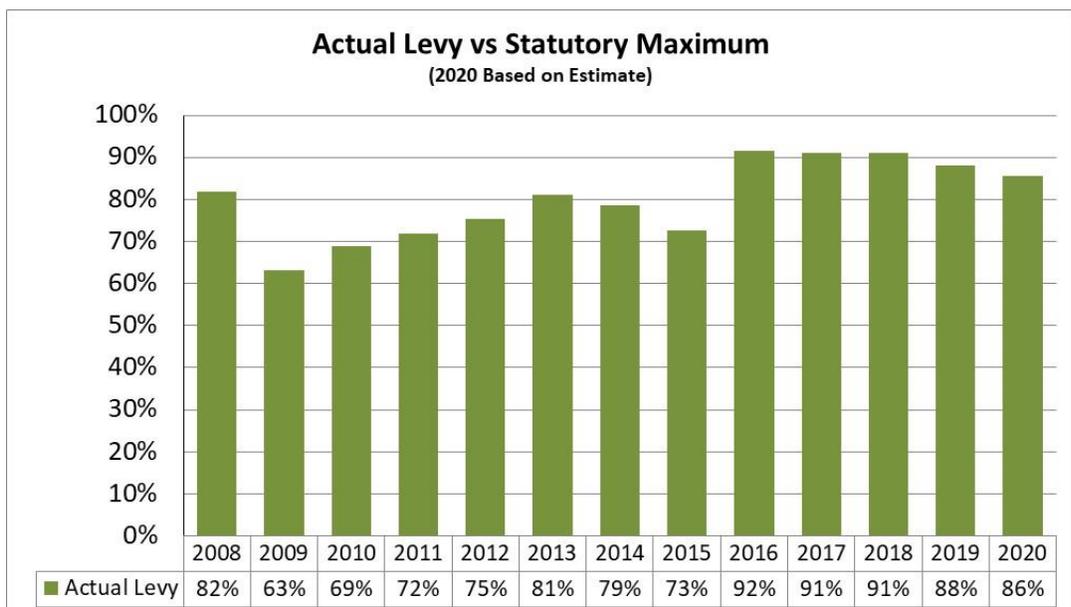
The CDA Board reviewed the budget assumptions on May 21; the CDA Finance Committee reviewed the 2019 Draft Budget and Levy request on June 18; and the CDA Board reviewed a summary of the 2019 Draft Budget and Levy request on July 16.

EXECUTIVE DIRECTOR/DATE: <u>Barbara Dacy</u> <u>8/16/19</u>	ATTACHMENT LIST: Attachment A – Proposed Levy 2020	FINANCIAL IMPLICATIONS: \$ <u>185,751</u> BUDGETED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO FUNDING: <u>Tax Levy</u>
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COMMENTS

Washington County CDA 2020 Levy

	2020	2019
Strategic Initiatives		
Economic Development	\$ 274,762	\$ 274,762
Open to Business	150,000	150,000
Predevelopment Finance Fund	150,000	150,000
	574,762	574,762
Building our Future		
Red Oak Preserve - Debt service	111,784	174,000
Housing counseling and homeownership programs	104,800	81,500
Services and technical expertise provided to communities	464,635	375,186
GROW Program	500,000	500,000
	1,181,219	1,130,686
Serving our Seniors		
Senior Housing	250,000	250,000
Housing Choices		
Services and expertise provided to voucher programs	126,900	76,741
Total Strategic Initiatives	\$ 2,132,881	\$ 2,032,189
Core Services		
Senior and Workforce Housing		
Debt Service Coverage and Operational Support	1,523,046	1,521,100
Capital Improvement Program	1,397,000	1,397,000
	2,920,046	2,918,100
CDA General Fund		
Project support provided within the Agency	216,450	133,337
General - Debt Service	150,600	150,600
	367,050	283,937
Total Core Services	\$ 3,287,096	\$ 3,202,037
Total Agency Levy	\$ 5,419,977	\$ 5,234,226
Increase over prior year:	\$ 185,751	3.55%



**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-32

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION ADOPTING A PROPOSED 2019 SPECIAL BENEFIT
TAX LEVY COLLECTIBLE IN 2020

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-32

RESOLUTION ADOPTING A PROPOSED 2019 SPECIAL
BENEFIT TAX LEVY COLLECTIBLE IN 2020

WHEREAS, the Washington County Community Development Agency (the "Agency") is authorized by Minnesota Statutes Section 469.033, Subd. 6, to adopt a levy on all taxable property within its area of operation (the "Special Benefit Levy"), which is the County of Washington, Minnesota (the "County"); and

WHEREAS, Laws of Minnesota 2016, Chapter 92, Sections 2, 3 and 4 (hereinafter collectively, the "2016 Special Act") amended Laws 1974, Chapter 475, relating to the Agency; and

WHEREAS, according to Section 4 of the 2016 Special Act, the Agency with the approval of the Washington County Board of Commissioners, may increase its levy of the special tax described in Minnesota Statutes, section 469.033, subdivision 6, to any higher limit authorized under Minnesota Statutes, section 469.107; and

WHEREAS, the Agency is and will be authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Sections 469.001 to 469.047 and 469.090 to 469.1081; and

WHEREAS, the Agency hereby finds that it is necessary and in the best interests of the County and the Agency to adopt the Special Benefit Levy to provide funds necessary to accomplish the goals of the Agency.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Washington County Community Development Agency as follows:

1. That the Board of Commissioners does hereby certify to the Washington County Auditor-Treasurer the following proposed tax levies for payable 2020: \$5,419,977.
2. The Executive Director of the Agency is hereby instructed to transmit a certified copy of this Resolution to the County Board of Commissioners of the County for the consent of the County to the Special Benefit Levy;

3. After the County Board of Commissioners of the County has consented by resolution to the Special Benefit Levy, the Executive Director of the Agency is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of the County.

Adopted: August 20, 2019

Chair/Vice Chair

Attest:

Secretary

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-7

Finance
ORIGINATING DEPARTMENT/SERVICE

Aaron Christianson 8/12/19
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION APPROVING THE 2020 RENT
INCREASE

BACKGROUND/JUSTIFICATION

The proposed 2020 budget includes a rent increase of 2% for all properties, except for Briar Pond and Woodland Park, which are at 3%. The rent increase also excludes the project-based Section 8 property and the public housing properties. See Attachment A.

The increase will provide additional rent of \$210,000 for 2020. The funds will be used to offset increases in property operation expenses and fund current and future capital improvements. The rate increase is in line with the Agency's financial management plan. In addition, after implementation of the increase, Agency rents are, in most cases, between 30%-50% of Area Median Income (AMI) as published by the U.S. Department of Housing and Urban Development for 2019 and in all cases less than 60% AMI, see Attachment B.

The 2020 rent increase is being approved in August in order to give property management time to provide the required 60-day notice to those residents with leases renewing in January 2020.

Approval of the attached resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

The 2020 rent increase was discussed with the Finance Committee on June 18, 2019 and the full Board at the regularly scheduled May and July meetings.

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 8/12/19

ATTACHMENT LIST:

Attachment A – 2020 Rent Increase by Property
Attachment B – 2020 Rents by Unit

FINANCIAL IMPLICATIONS: \$ NA

BUDGETED: YES NO

FUNDING: _____

COMMENTS

Vacancy Rate and Rent Increase 2020

	Vacancy Rate	Rent Increase
Senior Housing		
Ann Bodlovick	3%	2.0%
Cobble Hill	3%	2.0%
John Jergens Estates	3%	2.0%
Muller Manor	3%	2.0%
Oakhill Cottages	3%	2.0%
Pioneer Elderly	3%	2.0%
Raymie Johnson Estates	3%	N/A
Trailside	3%	2.0%
Family Housing		
Brick Pond	5%	2.0%
Briar Pond	5%	3.0%
Park Place I	5%	2.0%
Park Place II	5%	2.0%
Woodland Park	5%	3.0%
Tax Credit Projects		
Groves Apartments	5%	2.0%
Piccadilly Square of Mahtomedi	5%	2.0%
Average	4%	2.1%

**"Market" Rental Rates for WCCDA Properties
2020 Marketing Rents**

	Units	Effic	1 BR-A	2 BR-A	2 BR-TH	3 BR-TH	Garages
Ann Bodlovick	50	n/a	\$740-\$778	\$890-\$899	n/a	n/a	\$35
Briar Pond	196	n/a	\$919	\$1,030-\$1,123	\$1,154	\$1,318	included
Brick Pond	40	\$637	\$760	\$880	n/a	n/a	\$25
Cobble Hill	45	n/a	\$790	\$911	n/a	n/a	\$35
Groves	68	n/a	n/a	n/a	n/a	\$922-\$937	included
John Jergens	30	n/a	\$741	\$856	n/a	n/a	\$35
Muller Manor	28	n/a	\$671	\$721	n/a	n/a	\$35
Oakhill Cottages	40	n/a	\$689	\$788	n/a	n/a	\$35
Park Place	42	n/a	\$660	\$728	n/a	n/a	n/a
Piccadilly Square	79	n/a	\$798-\$875	\$1,017-\$1,192	n/a	n/a	included
Pioneer	18	n/a	\$663	\$683	n/a	n/a	n/a
Raymie Johnson	120	n/a	\$779	\$891	\$761	\$805	\$35
Trailside	70	n/a	\$440,\$740,\$824	\$567,\$938,\$1,025	n/a	n/a	n/a
Woodland Park	180	n/a	\$853	\$992	\$1,035	\$1,256	included
HUD FMR 2019		\$763	\$915	\$1,151		\$1,636	
30% AMI Met Council 2018		\$495	\$531	\$636		\$735	
50% AMI Met Council 2018		\$826	\$885	\$1,061		\$1,226	
60% AMI Met Council 2018		\$991	\$1,062	\$1,273		\$1,471	
80% AMI Met Council 2018		\$1,321	\$1,416	\$1,697		\$1,961	

2020 dollar per unit type increase amounts

	Units	Effic	1 BR-A	2 BR-A	2 BR-TH	3 BR-TH	Garages
Ann Bodlovick	50	n/a	\$14-\$14	\$17-\$18	n/a	n/a	n/a
Briar Pond	196	n/a	\$27	\$30-\$33	\$34	\$38	n/a
Brick Pond	40	\$12	\$15	\$17	n/a	n/a	n/a
Cobble Hill	45	n/a	\$15	\$18	n/a	n/a	n/a
Groves	68	n/a	n/a	n/a	n/a	\$18-\$18	n/a
John Jergens	30	n/a	\$15	\$17	n/a	n/a	n/a
Muller Manor	28	n/a	\$13	\$14	n/a	n/a	n/a
Oakhill Cottages	40	n/a	\$13	\$15	n/a	n/a	n/a
Park Place	42	n/a	\$13	\$14	n/a	n/a	n/a
Piccadilly Square	79	n/a	\$16-\$17	\$20-\$23	n/a	n/a	n/a
Pioneer	18	n/a	\$13	\$13	n/a	n/a	n/a
Raymie Johnson	120	n/a	HUD	HUD	HUD	HUD	n/a
Trailside	70	n/a	\$9,\$14,\$16	\$11,\$18,\$20	n/a	n/a	n/a
Woodland Park	180	n/a	\$25	\$29	\$30	\$37	n/a

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-33

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION ADPOTING RENT INCREASES FOR 2020

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-33

RESOLUTION APPROVING THE 2020 RENT INCREASE

WHEREAS, the Washington County Community Development Agency (the "Agency") is authorized by Minnesota Statutes, Section 469 to carry out a variety of programs; and

WHEREAS, the Agency discussed the rent increase with the Finance Committee on June 18, 2019 and the full Board at its regularly scheduled May 21, 2019 and July 16, 2019 meetings; and

WHEREAS, the increase is necessary in order to pay for increased operating costs and current and future capital needs; and

WHEREAS, approving the increase in August allows time for property management to properly give notice to those residents with January renewals.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That, on January 1, 2020, the asking rents for Agency properties Ann Bodlovick, Brick Pond, Cobble Hill, John Jergens Estates, Muller Manor, Oakhill Cottages, Park Place I, Park Place II, Piccadilly Square of Mahtomedi LLC, Pioneer, The Groves Apartments LLC, and TrailSide Senior Living shall increase 2.0%.
2. That, on January 1, 2020, Briar Pond and Woodland Park shall increase 3.0%.
3. The increases do not apply those properties receiving federal project-based rental assistance.

Adopted this 20th day of August 2019.

Chair

Attest:

Secretary

**WASHINGTON COUNTY COMMUNITY
DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

August 20, 2019
BOARD MEETING DATE

AGENDA ITEM A-8

Administration
ORIGINATING DEPARTMENT/SERVICE

Barbara Dacy / August 13, 2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION UPDATING AND AMENDING POLICIES RELATED TO EMPLOYMENT, AND TO SERVICE ON THE WASHINGTON COUNTY CDA BOARD OF COMMISSIONERS

BACKGROUND/JUSTIFICATION

The CDA currently has a number of policies and documents that govern behavior and conduct for CDA employees and members of the Board of Commissioners. These policies exist in a number of formats, which are not necessarily consistent in style or in tone by virtue of being written over a number of decades.

The CDA's shift to ADP Resource for payroll and human resources services has also made available a number of services that were not available when the CDA used the more limited suite of services provided by ADP's Workforce Now package. One of these resources is a handbook builder service, in which ADP can provide automated updates regarding changes to state and/or federal law that would necessitate changes to the CDA's employment-related policies. Use of this service comes at no additional cost to the CDA but requires the CDA to use ADP's Handbook Builder platform.

In the interest of simplifying these processes internally, and in providing documents to employees in a manner that best allows them to understand and access the documents, a decision was made to rebuild the Personnel Policies and Procedures Manual in ADP's Handbook Builder platform. As part of this process, a review was done to determine how employment policies should be structured and whether any language in these policies needed to be added, updated, or deleted. A summary of those changes is included in Attachment A.

If passed, the documents included in Exhibits A – G of the Resolution will supersede previous documents governing the covered subjects effective September 1, 2019. Language in these documents has been reviewed by ADP's HR and Benefits staff (Employee Handbook, minus section on Family and Medical Leave Act (FMLA)) and Madden, Galanter, Hansen LLP (FMLA section of Employee Handbook, plus all other exhibits). Approval of the resolution is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

Reviewed by Personnel Committee at November 20, 2018 meeting

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 8/14/19

ATTACHMENT LIST:

Attachment A – Summary of Policy Revisions

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: YES NO

FUNDING: _____

COMMENTS

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

DATE August 20, 2019 RESOLUTION NO. 19-34

MOTION BY COMMISSIONER _____ SECOND BY COMMISSIONER _____
=====

RESOLUTION UPDATEING AND AMEDING POLICIES RELATED
TO EMPLOYMENT, AND TO SERVICE ON THE WASHINGTON
COUNTY DCA BOARD OF COMMISSIONERS

YES

NO

BELISLE _____

BELISLE _____

GREEN _____

GREEN _____

ZELLER _____

ZELLER _____

DINGLE _____

DINGLE _____

WIDEN _____

WIDEN _____

RYAN _____

RYAN _____

MIRON/KARWOSKI _____

MIRON/KARWOSKI _____

=====

STATE OF MINNESOTA)
 SS
COUNTY OF WASHINGTON)

I, Barbara Dacy, duly appointed, qualified and acting Executive Director of the Washington County Community Development Agency of Washington County, Minnesota do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Washington County Community Development Agency Board of Commissioners, at its session held on the 20th day of August, 2019, now on file in my office and have found the same to be true and correct thereof. Witness my hand and official seal this 20th day of August, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION 19-34

RESOLUTION UPDATING AND AMENDING POLICIES
RELATED TO EMPLOYMENT, AND TO SERVICE ON THE
WASHINGTON COUNTY CDA BOARD OF
COMMISSIONERS

WHEREAS, the Washington County Community Development Agency (the "Agency") seeks to ensure that policies related to employment remain relevant and updated; and

WHEREAS, the Agency seeks to make those policies transparent and easy to understand for those who are governed by those policies, including in some instances the Board of Commissioners; and

WHEREAS, the Agency seeks to leverage all existing resources to simplify the process of keeping policies aligned with changes to state and federal law;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY, AS FOLLOWS:

1. That the policies attached in Exhibits A-G shall be adopted, effective September 1, 2019.
2. That the policies attached in Exhibits A-G shall, on that date, supersede any existing policies or documents that address the same topics, including the Personnel Policies and Procedures Manual.
3. That the Executive Director is hereby authorized, empowered, and directed to do all other acts and things as she deems necessary or desirable in her discretion to effectuate the purpose of this Resolution.

Adopted this 20th day of August, 2019.

Chair

ATTEST:

Secretary

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Ryan Gruber, Human Resources and Communications Coordinator

Date: August 13, 2019

RE: Summary of Changes in Resolution 19-33

The following is a summary of changes and edits made to the employment-related policies that are Exhibits A – G of Resolution 19-33.

Employee Handbook – Exhibit A

The Employee Handbook, both as a reference document for all employees and a tool governing employment for non-represented employees, replaces the Personnel Policies and Procedures Manual.

The motivation for overhauling this document was multi-faceted.

- Moving to a document supported by ADP and built using ADP's Handbook Builder software ensures that the Agency can be notified in a timely fashion when changes to state or federal law occur that would require document language to be updated. As a small agency, the CDA simply lacks the manpower and resources to devote to this task. ADP's service is included as part of an array of payroll and HR resources already paid for as part of our existing service agreement. It is technology we can leverage to improve efficiency and reduce liability at no cost to the CDA.
- The existing document blends policy and procedure language in a way that makes it difficult to implement procedural change. Policy changes are typically brought to the Board for approval. Procedural changes are not.
- Some of the language included in the current Personnel Policy exists verbatim (or nearly verbatim) in other reference documents approved by the Board. Examples include the language regarding the Performance Evaluation Program in Article VI and the Compensation Program in Article VII. These two sections, for example, comprise nine pages of the existing Personnel Policy, but can also be replaced by merely directing employees to the actual performance evaluation and compensation plans that the Board has approved.

Much of the language in the document that appears as “new” merely spells out state or federal requirements that the CDA already complies with, but did not previously inform employees of in an affirmative manner. For example, the list of pregnancy-related accommodations in Section 1-3, the right to review personnel records in Section 2-3, and the Safe Harbor Policy for Exempt Employees in Section 2-7.

However, some changes are more substantive and those changes are outlined below:

Family and Medical Leave Act

The federal government provides four mechanisms by which an employer can determine if an employee has remaining FMLA leave available. When an employer fails to specify which method it intends to use, the employer must always default to the method that is most favorable to the employee. More often than not, that method is based on a calendar year, because it allows for employees to piggyback 12 weeks of leave taken in October-December with an additional 12 weeks of leave taken in January-March.

The Employee Handbook clarifies that the agency is electing to use a method known as 12-month lookback. In this method, an employee is eligible for additional FMLA leave if the amount of FMLA leave used in the preceding 52 weeks does not exceed 12 weeks.

This change requires employee notification and a 60-day transition period as mandated by the U.S. Department of Labor, during which leave must be administered under the old method.

Performance Review and Compensation Program

At present, both full and part-time employees are entitled to compensation adjustment as part of a review process that coincides with the employee’s anniversary date. As presently worded, the employee is entitled to this adjustment if performance standards are met – regardless of the number of hours actually worked between reviews.

The new language clarifies that part-time employees are required to complete 2,080 hours in paid status before becoming eligible for their first adjustment, or any future adjustment. Existing language in the Labor Agreement will supersede this for represented employees. The above approach mirrors that of Washington County and many other local government jurisdictions. We believe that is fairer and more equitable to all employees and changing the language here provides a platform for us to pursue the change in future labor negotiations.

Retirement Plan

Going forward, all CDA employees will participate in both the 401(a) and 457(b) deferred compensation plans. Presently, part-time employees become eligible after 1,000 hours of service. Until that point in time, those employees participate in Social Security. But what we have discovered in the last three years is that, as the CDA has actually made use of part-time positions, changing this status is complex and often

leads to confusion within our payroll system and with our benefits vendors. It's also problematic for us in terms of administration and confusing to employees.

Complaint Policy – Exhibit B

The Complaint Policy replaces the Grievance Procedure in Article XV of the Personnel Policy. (Note: this is not to be confused with the grievance procedure that resides within the Labor Agreement that allows represented employees to contest matters of employment governed by that agreement.)

Upon review of and discussion with legal counsel, this policy has been streamlined to remove lengthy and costly external review processes. The existing policy requires an independent hearing officer to be engaged if the complaining employee reports directly to the Executive Director; a process that can prolong resolution by months and cost the agency tens of thousands of dollars.

The new process directs these complaints to the Chair of the Board of Commissioners, with the complaint to be heard by the full Board.

Our intent in updating the policy is to allow all complaints to be heard fully, completely, and fairly, but in a way that protects the agency, and taxpayers, from needless financial liability.

Conflict of Interest Policy – Exhibit C

This language replaces Appendix B in the existing Personnel Policy. It was determined that it would be prudent for this policy to live in a stand-alone document as it also applies to members of the Board, and board members are not agency employees.

The policy was lightly edited and reformatted for clarity and consistency with other revised policies. It also provides guidance as to appropriate agency action in the event an employee's conflict of interest cannot be resolved through reassignment of work or decision-making authority. The existing policy assumes that all conflicts of interest can be successfully resolved, and is silent as to the agency's position if a conflict cannot be resolved.

Flexible Work Arrangement Policy – Exhibit D

This policy is intended to replace the telework language in Article IV of the current Personnel Policy and the Alternative Work Schedule language in the New Employee Packet. It, like the language it replaces, is intended to govern non-traditional work arrangements (e.g. irregular work weeks, remote work arrangements, compressed schedules) that are intended to last for a period of time that exceeds two months. (Supervisors can continue to approve more informal, ad hoc/temporary arrangements as is necessary to meet agency needs and accommodate temporary needs of employees.) Given the rapid technological changes we have seen in the workplace over the last fifteen years, the existing telework policy is cumbersome and its language no longer fits the realities of the modern workplace. It was written well before advancements in mobile and wireless technology. It references alternative work sites like "a home office, a telework center, or an assigned office in a remote location," and is written with the

assumption that remote work will, almost by necessity, be conducted solely from a fixed location where the CDA will be required to outfit a home office.

The replacement policy was primarily edited for language and clarity. Any arrangement made under the new policy could have been made under the previous policy. The new language requires union approval for any arrangement made with a represented employee, similar to the telework policy.

Travel and Expense Reimbursement Policy – Exhibit E

This policy replaces Article XII of the existing Personnel Policy. The policy was lightly edited and reformatted for clarity and consistency with other revised policies.

Additional clarification is provided regarding when and how much the agency will reimburse for meals. The previous policy provides no guidance on maximum amounts, but merely requires that the employee submit itemized receipts. The new policy establishes that the CDA will not reimburse for meals within 35 miles of the CDA office, and that maximum reimbursable amounts for breakfast, lunch, and dinner are the rates established by the U.S. General Services Administration.

The policy also establishes that employees shall be paid the GSA rate for incidental expenses for every day that involves travel beyond 35 miles of the CDA office, and that receipts are not required for such expenses. Examples of incidental expenses include cash tips to baggage handlers or taxi drivers, dry cleaning, and use of a personal phone for incidental business use. The present rate for incidental expenses is \$5 a day.

Mobile Phone Policy – Exhibit F

The mobile phone policy is new, and provides clearer guidance to employees and supervisors as to when issuance of a CDA-owned mobile phone may be appropriate, and the process by which an employee can request a phone. It also makes clear that phones are issued solely because they further a legitimate business need of the agency, and that phone issuance is not a term or condition of employment.

Physical Activity and Wellness Policy – Exhibit G

This policy replaces Article XIX of the existing Personnel Policy. The policy was lightly edited and reformatted for clarity and consistency with other revised policies. Based on upcoming work of the agency's Health and Wellness Committee, a more substantial revision may come before the board within the next six months.

Washington County CDA

Employee Handbook



08/13/2019

HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with the Washington County CDA. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Directors and the Human Resources and Communications Coordinator also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The Washington County CDA adheres to the policy of employment at will, which permits the Agency or the employee to end the employment relationship at any time, for any reason, with or without cause or notice, subject to any restrictions herein or, for represented employees, in the collective bargaining agreement.

No Agency representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Agency documents. These Agency documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Agency guidelines. The Agency may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Executive Director.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks and policies.

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Section 1 - Governing Principles of Employment

1-1. Introduction

For employees who are commencing employment with the Washington County CDA ("Washington County CDA" or "the Agency"), on behalf of the Washington County CDA, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at the Washington County CDA. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Barbara Dacy, Executive Director

1-2. Equal Employment Opportunity

The Washington County CDA is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, familial status, veteran status, sexual orientation, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Agency will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If an employee needs assistance to perform his or her job duties because of a physical or mental condition, the employee should inform Human Resources and Communications Coordinator.

The Agency will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Agency's operations. If an employee wishes to request such an accommodation, the employee should speak to Human Resources and Communications Coordinator.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be a violation of this policy, please contact your second level supervisor.

Note: If your supervisor or next level director is the person toward whom the complaint is directed you should contact any higher level manager in your reporting chain. The Agency will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.

If you feel you have been subjected to any such retaliation, report it in the same manner you would

report a perceived violation of this policy. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge.

1-3. Pregnancy Accommodations

Under Minnesota law, the Washington County CDA will endeavor to provide employees a reasonable accommodation for health conditions related to pregnancy or childbirth, unless doing so would impose an undue hardship on the business operation of the Agency.

The employee and the Agency will engage in an interactive process to determine what accommodations may be needed.

The pregnant employee will not be required to obtain the advice of a licensed health care provider or certified doula, nor will the Agency claim an undue hardship for the following accommodations:

- more frequent restroom breaks;
- more frequent food and water breaks;
- seating; and
- limits on lifting over 20 pounds.

The Agency may request medical certification from the employee's licensed health care provider or certified doula for other reasonable accommodations, including temporary transfer to a less strenuous or hazardous position.

The Agency is not required to create a new or additional position to accommodate the employee, nor is the Agency required to discharge any employee, transfer any other employee with greater seniority or promote any employee.

The Agency will not retaliate against the employee for requesting or obtaining a pregnancy accommodation under the law. Furthermore, the Agency will not require the employee to take a leave or accept an accommodation.

Any employee who has questions about this policy or who needs to request a reasonable accommodation should contact Human Resources and Communications Coordinator.

1-4. Non-Harassment

It is the Washington County CDA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Executive Director. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five

(5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Human Resources and Communications Coordinator. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level director in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Agency will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Sexual Harassment

It is the Washington County CDA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Agency. It is to ensure that at the Agency all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Executive Director. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Human Resources and Communications Coordinator. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level director in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Agency will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-6. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Agency property, and to ensure efficient operations, the Agency has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Agency.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Agency premises, while on Agency business (whether or not on Agency premises) or while representing the Agency, is strictly prohibited. Employees and other individuals who work for the Agency also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Agency maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Agency employee, including themselves.

Employees must notify the Agency within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the Agency will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Agency.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the Agency, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Agency's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the Agency has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a

list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the Agency's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

1-7. Workplace Violence

The Washington County CDA is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Agency and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Agency policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Agency employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Agency premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Agency determines, after an appropriate good faith investigation, that someone has violated this policy, the Agency will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the

steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

1-8. Political Activity of Employees

Employees must govern their political activities in accordance with local, state, and federal laws. Generally, employees are free to engage in whatever political activity they wish outside of their hours at work. While at work, employees may not, for example, solicit or receive political contributions or engage in any activity directed at the success or failure of a political party, candidate for partisan political office, or partisan political group.

If an employee is interested in running for public office, the employee should speak to the Executive Director to make that intent known. The Agency reserves the right to terminate employment if it is determined that the duties of the elective office being held would conflict with the proper discharge of Agency responsibilities.

Additional information about these laws can be obtained upon request from the Human Resources and Communications Coordinator.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work more than 14 hours per week, but fewer than 40 hours per week, who were not hired on a short-term basis. With the exception of pro-rated PTO and holiday pay, part-time employees are not eligible for benefits unless expressly approved by the Executive Director or required by law.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Agency benefits, but are eligible to receive statutory benefits. Interns, who work for a defined period of time to complete an accredited education assignment, are not short-term employees.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

Exempt employees should review the Safe Harbor Policy for Exempt Employees, found later in this handbook, for additional information on what exempt status means for the terms of their employment.

2-2. Your Employment Records

Employee records are maintained in a location designated by the Executive Director. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Employees are obligated to keep their personnel file up to date by informing Human Resources and Communications Coordinator of any changes regarding emergency contacts, home address, and telephone number. Employees also should inform Human Resources and Communications Coordinator of any specialized training or skills they acquire. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-3. Right to Review Personnel Records

Under Minnesota law, active employees have the right to review their personnel record once every six (6) months. Employees who leave the Washington County CDA may review their personnel record once every year as long as the Agency maintains the personnel record.

To review their personnel record, employees must make a good faith request in writing to the Human Resources & Communications Coordinator. Employees may also request a copy of the record at the time they review it. The copy will be made available to the employee at no cost.

The Agency will provide employees an opportunity to review their personnel record within seven (7) working days of the written request or within 14 working days of the written request if the personnel record is physically located outside of Minnesota.

What is contained in the personnel record is carefully defined under Minnesota law. The law does not require employee access to information that is not contained in the personnel record.

If employees dispute information contained in their personnel record, they may request that it be removed from the record. However, if the Agency does not agree the information should be removed, the employee may submit a written response to the denial (not to exceed five (5) pages).

No action can be taken against employees who appropriately ask to review their personnel records.

If employees are improperly denied their rights as provided by this law, the law provides certain remedies.

This notice only describes some of the employee's rights under the law. For more information, the Minnesota statutes detailing employee rights can be found at Minnesota Statutes. § 181.960 through Minnesota Statutes §181.965. These laws can be found on the internet at <https://www.revisor.mn.gov/pubs/> or in public libraries throughout the state.

2-4. Working Hours and Schedule

The Washington County CDA normally is open for business from 8:00 am to 4:30 pm, Monday through Friday. The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law and, for represented employees, in accordance with the Labor Agreement.

2-5. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes consistent with state and federal law and in a manner prescribed by the Agency.

Non-exempt employees may not start work until their scheduled starting time, unless a flexible work schedule has been approved by their supervisor.

The employee attests to the accuracy of all time recorded when that time is submitted for payroll purposes. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-6. Overtime

Like most agencies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage/rate for all time worked in excess of forty (40) hours each week, unless otherwise required by law. For non-exempt employees, compensatory time may be substituted at the discretion of the supervisor and in instances where permitted by the collective bargaining agreement.

Employees may work overtime only with a supervisor's prior authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Saturday and ends 168 hours later at 12 a.m. on the following Saturday.

2-7. Safe Harbor Policy for Exempt Employees

It is the Washington County CDA's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the Washington County CDA. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;

- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Agency has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Finance Director or any other supervisor in the Washington County CDA with whom the employee feels comfortable.

2-8. Your Paycheck

The employee will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the Agency is required to make deductions for federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Finance Director immediately so the Agency can resolve the matter quickly and amicably.

Employees will be paid by direct deposit unless the employee submits a written request to the Finance Director. Physical checks will be given only to the employee, unless he or she requests that they be mailed, or authorize in writing another person to accept the check.

2-9. Wage Disclosure Protections

Under Minnesota law, an employer may not:

1. require nondisclosure by employees of their wages as a condition of employment;
2. require employees to sign a waiver or other document which purports to deny them the right to

- disclose their wages; or
3. take any adverse employment action against employees for disclosing their own wages or discussing another employee's wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to:

1. create an obligation on the Washington County CDA or on employees to disclose wages;
2. permit employees, without the written consent of the Agency, to disclose proprietary information, trade secret information or information that is otherwise subject to legal privilege or protected by law; or
3. diminish any existing rights under the National Labor Relations Act.

An employer may not retaliate against the employee for asserting rights or remedies set forth in this policy.

Employees may bring a civil action against the Agency for a violation of this policy. If a court finds that the Agency has violated this policy, the court may order reinstatement, back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of the employee who was the subject of the violation.

2-10. Performance Review and Compensation Program

The Washington County CDA conducts formal reviews on an annual basis for the purpose of compensation adjustment. Additional details are located in the Performance Evaluation and Compensation Policy.

For full-time employees, the anniversary date, for purposes of seniority, will be the anniversary of their first day of employment in their current job classification.

For part-time employees, the anniversary date shall be the date at which the employee has completed 2,080 hours in paid status. Subsequent anniversary dates shall be the date at which the employee has completed 2,080 hours from the previous anniversary date.

Additionally, the Agency encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-11. Job Postings

The Washington County CDA is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. To be eligible to apply for an open position within the Agency, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of "meets standards" or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Must provide the employee's supervisor with notice prior to applying for the position

If the employee is interested in a promotion or transfer opportunity, an application must be completed in order to be considered for the position. The Agency reserves the right to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources and Communications Coordinator.

2-12. Probationary Status

A six-month probationary period is required of all new full-time and part-time employees. Employees may be dismissed without cause during their probationary period, and such dismissal is not subject to the grievance procedures outlined in this handbook or in other Agency policies.

After six months of employment, an employee's performance will be reviewed and the supervisor shall make one of the following determinations:

1. That the employee's performance meets standards and permanent status is granted;
2. That further evaluation is necessary before making a determination, in which case the probationary period may be extended by not more than 90 days; or
3. That the employee's performance is insufficient and employment will be terminated.

If the employee is an Agency employee who has been transferred or promoted into a new position, and the employee is found unsuitable for the work of the new position, he/she may be reinstated to the position and rate of pay previously held, or into some other position in the class from which he/she was promoted or transferred.

2-13. Changes in Employment Status

Promotion

A promotion shall include a definite change in duties and an increase in responsibility and will result in an increase in compensation by moving to a higher salary class. It shall not be made for the purpose of merely effecting a change in title or compensation.

If the employee has already completed a probationary period in another position, paid time off shall continue to accrue and may be used during the probationary period in the new position.

All promotions shall be subject to a probationary period of six months. If the employee who has been promoted is found unsuitable for the work of the position to which promoted, the employee may be reinstated to the position and rate of pay previously held or to some other position in the class from which the employee was promoted.

An employee's anniversary date will reset as the result of a promotion to the date the new position commenced.

Reclassification

Reclassification occurs when an individual's existing position is moved to a different salary class,

based on significant changes in the type, difficulty, or responsibility of the work, or as the result of a salary or compensation study. Reclassification will be handled in accordance with the Procedure for Organization and Position Classifications.

Transfers

When transfers of personnel are necessitated by organizational changes, every effort shall be made to avoid reduction in compensation to the affected employees. Employees shall be transferred within the organization as far as practicable to vacant positions where their highest skills may be utilized.

In effecting transfers within the organization, due consideration shall be given to the preferences of the employees involved. However, any decision made regarding a transfer rests solely with the Agency.

Demotion

A demotion shall include a definite change in duties and a decrease in responsibility and will result in a decrease in compensation by moving to a lower salary class with pay no higher than the highest step of the lower position. An employee may be subject to demotion:

- If the employee has been found unsuitable for their present position but may be expected to give satisfactory service in a lesser position; or
- If the employee's position has been abolished or reclassified to a lower class and the employee cannot be transferred to a position of equal pay for which they are qualified; or
- If the employee applies for and is hired into a lower position.

Elimination of Positions

Positions may be eliminated whenever the Agency's Board of Commissioners deems it necessary or in the best interest of the Agency, based on factors including availability of work or changes in financial resources or organizational structure.

In such an instance, the Agency will attempt to move the affected employee into a comparable position for which the employee is qualified, should such a position exist. If there is no such position available, then the employee will be placed on an eligibility list for any class of position for which the person is qualified and the person shall be re-employed in preference to any eligible person not an employee of the Agency should a vacancy occur.

Termination

Full-time employees who have successfully completed the probationary period may not be dismissed except for cause or as a result of position elimination. Probationary employees may be terminated for any reason.

Employees who have successfully completed their probationary period in a position will be given written notice of the reasons for possible dismissal and will be given the opportunity to discuss the reasons with the Executive Director prior to any final decision. Whenever practical, employees will be notified in writing of their unsatisfactory service, either by performance appraisal or otherwise.

Employees, upon dismissal, shall be given either two weeks notice of their dismissal, or two weeks pay in lieu of notice.

Section 3 - Benefits

3-1. Benefits Overview/Disclaimer

In addition to good working conditions and competitive pay, it is the Washington County CDA's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the Washington County CDA provides employees and their families. Of course, the information presented here is intended to serve only as a guideline.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources and Communications Coordinator. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the Washington County CDA (including those responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Agency intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Human Resources and Communications Coordinator.

3-2. Paid Holidays

Full-time, Part-time employees will be paid for the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day Memorial
Day Independence Day

Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Holiday Pay

When holidays fall or are celebrated on a regular work day, full-time employees will receive one (1) day's pay at their regular straight-time rate. Part-time employees will receive pay, pro-rated based on their usual work schedule, at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive holiday pay and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will receive holiday pay and no PTO shall be charged against the employee for that day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will receive holiday pay and no PTO shall be charged against the employee for that day.

To receive holiday pay, an employee must be in paid status on the workday before and the workday after the holiday.

Eligibility

To be eligible for holiday pay, employees must have been in paid status at least 728 hours in the preceding 52 weeks, or in a position that averages at least 14 hours per week.

Holidays on Weekends

When a holiday falls on Saturday, the preceding Friday shall be a holiday.

When a holiday falls on Sunday, the following Monday shall be a holiday.

When Christmas Eve falls on Sunday, the following Tuesday (December 26) shall be a holiday.

3-3. Paid Time Off

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Full-time employees accrue paid time off as follows:

1st - 3rd years of employment: 160 hours

4th - 7th years of employment: 180 hours

8th - 11th years of employment: 200 hours

12th - 15th years of employment: 240 hours

16th year of employment and beyond: 280 hours

Other Accrual

The Executive Director will have the authority to negotiate additional PTO accrual at the time of hire based on a candidate's relevant work experience, if that work experience exceeds the minimum qualifications for the position.

PTO may also be earned through meeting requirements set forth in the Physical Activity and Wellness Policy.

Part-time employees, as defined under "Employee Classifications," accrue PTO on a pro-rated basis based on the number of hours ordinarily worked in a pay period.

Any employee not in paid status for at least 50 percent of their normal work schedule in a given pay period will not accrue PTO during that pay period.

The maximum amount of PTO that may be carried over from one calendar year to the next is 400 hours. Any hours beyond 400 hours not used will be forfeited by the employee.

Types of PTO

Planned PTO is time off that is requested and approved in advance.

Unplanned PTO is time off that is reported by the employee on the date of the absence, typically the result of illness or emergency. The CDA reserves the right to require documentation in support of the request when the employee returns to work. Unplanned PTO requests for reasons other than illness or emergency may be denied.

Use of PTO

PTO may be used in increments no smaller than 15 minutes.

At no time may an employee use PTO in advance of earning it.

Paid holidays that occur during a period of PTO are counted as holidays, not PTO.

Failure to receive advance approval of planned PTO or excessive use of unplanned PTO may subject the employee to disciplinary action.

No more than 40 hours of PTO may be used by a probationary employee during their probationary period.

PTO balance at time of termination

An employee who ends employment with the CDA in good standing will receive payment of unused accrued PTO at 100% of the employee's final rate of pay. A maximum of 300 hours of PTO will be paid out.

No PTO payout will occur for employees that do not end employment in good standing, or for probationary employees whose probationary period is not completed successfully.

PTO donation

An employee may donate up to 12 hours of PTO each year to another employee who has exhausted their PTO balance due to a prolonged illness or the prolonged illness of a family member. Upon request, the employer shall provide a donation form to be completed by both the donating and receiving employee.

3-4. Lactation Breaks

The Washington County CDA will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid.

To provide privacy, the Agency will make reasonable efforts to provide employees with the use of a room or location in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion by coworkers and the public and that includes access to an electrical outlet. This location may be the employee's private office, if applicable. The Agency may not be able to provide additional break time if doing so would seriously disrupt the Agency's operations, subject to applicable law. Employees should consult Human Resources and Communications Coordinator if they have questions regarding this policy.

Employees should advise management if they need break time for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Employees should consult the Human Resources and Communications Coordinator if they have questions regarding this policy.

3-5. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Agency procedures may affect the ability of the employee to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-6. Jury Duty and Court Leave

Employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the Agency in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their

regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the Agency will be able to determine the amount of compensation due for the period involved.

Court Leave

Court leave is leave provided to employees when they are required to testify in court for Agency-related business or when served, other than being litigant in the case, with subpoena to appear before court. Employees will be paid their regular wage to testify in court for Agency-related business or when served, other than being litigant in the case, with subpoena to appear before court. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with Agency employment, minus mileage reimbursement, must be turned over to the city. Time spent on court leave as described in this policy will not be counted as time worked in computing overtime.

Employees excused or released from court during their regular working hours while on court leave will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving a subpoena to appear for court.

3-7. Victim or Witness Leave

Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony will be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) will also be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Time off may be paid if it meets the requirements of Section 3-6 Court Leave.

Employees must give 48 hours' advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Agency.

Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the Agency, to the extent the employee is entitled to such leave.

3-8. Bereavement Leave

If a death occurs in the immediate family of a full-time or part-time employee, the employee will be allowed paid time off of up to three (3) days to assist in attending to obligations and commitments.

For the purposes of this policy, immediate family includes an employee's spouse, or an employee's or spouse's mother, father, daughter, son, sister, brother, grandmother, grandfather, aunt, uncle, niece, or nephew.

The maximum amount of leave with pay for bereavement leave shall be three (3) consecutive days. If an employee takes time off to attend the funeral of any person other than an immediate family member, such time off shall be considered a leave of absence without pay unless the employee elects to take PTO. Employees must inform their supervisors prior to commencing bereavement leave. In administering this policy, the Agency may require verification of death.

3-9. Voting Leave

Employees who are eligible to vote may take time off work to vote. If an employee takes time off during their regularly scheduled shift, such time will be paid.

Employees taking time off during the work day should notify their supervisor at least two days prior to the voting day of the need to take time off, and the approximate times they will be absent. Your supervisor may coordinate your absence with other employees in order to avoid disruption to the Agency.

3-10. Insurance Programs

Full-time employees may participate in the Agency's insurance programs. Under these plans, eligible employees will receive health insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information.

Additional information can be found in the Summary of Benefits. Please speak to the Human Resources and Communications Coordinator if you have any further questions.

3-11. Employee Assistance Program

The Agency recognizes that a wide range of problems - such as marital or family distress, alcoholism, and drug abuse - not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. An Employee Assistance Program (EAP) is available to all employees through ADP that provides voluntary, private,

confidential, and professional counseling outside the workplace for any type of personal problem. The EAP provides consultation services for referrals to local community treatment sources. All employees are eligible to use this program and are encouraged to do so. Employee visits to the EAP are held in confidence to the maximum possible extent.

Participation in the EAP does not excuse employees from otherwise complying with Agency policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our employee assistance program prevent the Agency from taking disciplinary action against any employee for performance problems that occur before, during, or after the employee seeks assistance through the program.

ADP EAP: (855) 268-1006

3-12. Retirement Plan

Eligible employees are able to participate in the Agency's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

The employee will receive a summary plan description (SPD) which explains the plan in greater detail. Please refer to the SPD for detailed plan information, or to the Summary of Benefits for a general overview. Please speak to Human Resources and Communications Coordinator if there are any further questions.

3-13. Physical Activity and Wellness

The Agency recognizes that it is in its own interest to promote and encourage healthy lifestyles and physical well-being among its employees. Those goals provide returns to the Agency in the form of increased productivity, fewer health-related absences, and reduced insurance costs. It also enhances employee morale and contributes to the social, mental, and community well-being of employees.

Please refer to the Physical Activity and Wellness Policy for additional information on resources available to Agency employees.

3-14. Tuition Reimbursement

The Agency seeks to encourage its employees to pursue education that is relevant to their professional development and the work of the agency. To that end, the Agency provides a tuition reimbursement program to employees, up to \$1,000 annually (with an additional \$100 for books or other class materials), subject to the following conditions.

- An employee desiring to take advantage of this training program must have the course work approved for reimbursement, prior to enrollment, by the Executive Director.
- Coursework must have a direct relationship to the employee's work.
- The course must be successfully completed with a grade of C or better, or in the event letter

grades are not provided, other evidence of successful completion.

- Approval for tuition reimbursement is contingent upon factors including the past work record of the employee, his/her performance ratings, length of service, the relevancy of the course work to the employee's position, the status of the educational institution and the availability of funds.
- Requests may be denied if it is believed that time required to attend classes or study will have a negative affect on performance.
- Requests for advance payment for tuition can be made to the Executive Director in cases of financial hardship. The Executive Director, upon review of the request, may grant approval of any advance payments.
- If the employee leaves CDA employment within one year of course completion, the employee may be required to refund the amount reimbursed by the Agency. This decision will be at the discretion of the Executive Director.

Section 4 - Leaves of Absence

4-1. Personal Leave

If employees are ineligible for any other Agency leave of absence, the Washington County CDA, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to their supervisor or the Executive Director at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the unique facts and circumstances of each case.

So that the Agency can best meet the needs of its clients and partners, indefinite leaves of absence will not be granted. A personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted.

PTO will not accrue during personal leave. Agency paid benefits will cease at the beginning of personal leave if the leave exceeds five consecutive working days, with the exception of health and dental insurance, which will be paid through the end of the month in which the personal leave commences.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave. Benefits will be restored on the date the employee returns to work. At the inception of the personal leave, accrued benefits (e.g. seniority) shall remain on record, but shall cease accruing during the duration of the personal leave. Accrued benefits shall resume accruing upon the return of the employee from personal leave.

Failure to advise management of availability to return to work, or failure to return to work beyond the time approved by the Agency will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Agency-provided Short-Term Disability or Long-Term Disability Leave of Absence.

4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law

(including travel). They should give management as much advance notice of their need for military leave as possible so that the Washington County CDA can maintain proper coverage while employees are away.

4-3. Family Military Leave

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancée or fiancé of a member of the United States armed forces who has been ordered into active service in support of a war or other national emergency ("mobilized service member") is eligible for an unpaid leave of absence of up to one (1) day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. Employees are asked to give the Washington County CDA as much notice of their intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for an unpaid leave of absence for up to 10 days. The employee must give the Agency as much notice of intent to take this leave as is practicable. Any accrued paid time off which is used during this period will run concurrently with leave under this policy and will not extend the length of leave.

4-4. Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Minnesota Pregnancy & Parental Leave Act ("MPPLA"). This policy provides employees with information concerning FMLA and/or MPPLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA and/or MPPLA leave, they should contact Human Resources and Communications Coordinator.

I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," an employee must: 1) have been employed by the Agency for at least 12 months (which need not be consecutive); 2) have been employed by the Agency for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees.

MPPLA is available to "MPPLA eligible employees." To be an "MPPLA eligible employee," an employee must: 1) have been employed by the Agency for at least 12 months preceding the request for leave; 2) have worked at least half the full-time equivalent position for his/her job during the 12-month period immediately preceding the request for leave; and 3) have worked for an employer that has 21 or more employees at any single location.

II. Entitlements

The FMLA and MPPLA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA and MPPLA Leave Entitlement:

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. The MPPLA provides eligible employees up to 12 workweeks of unpaid leave for: (i) the birth or placement for adoption of a child; or (ii), if a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

MPPLA leave for the birth or adoption of a child may begin not more than 12 months after the birth or adoption, except that where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 months after the child leaves the hospital. It is the Agency's policy to provide the greater leave benefit provided under the FMLA or MPPLA and to run leave concurrently under the FMLA and MPPLA whenever possible. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption (or foster care - FMLA only);
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition** (FMLA only);
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, childbirth, or related health condition) that makes the employee unable to perform one or more of the essential functions of the employee's job (FMLA only except MPPLA, if a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions) and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country (FMLA only).

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only).

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the

spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules.

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member, or the serious injury or illness of a covered servicemember. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis.

D. No Work While on Leave.

The taking of another job while on FMLA/MPPLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits.

During FMLA/MPPLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work. However, if leave is solely pursuant to MPPLA, the employee may be required to pay the full health insurance premium during leave.

F. Restoration of Employment and Benefits.

At the end of FMLA/MPPLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Agency substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Agency will notify employees if they qualify as "key employees," if it intends to deny reinstatement and of their rights in such instances. Use of FMLA/MPPLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/MPPLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave.

Employees requesting FMLA leave are entitled to receive written notice from the Agency telling them

whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Agency's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Agency may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Agency's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Agency and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA/MPPLA Leave Obligations.

A. Provide Notice of the Need for Leave.

Employees who wish to take FMLA/MPPLA leave must timely notify the Agency of their need for FMLA/MPPLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice.

To trigger FMLA leave protections, employees must inform Human Resources & Communications Coordinator of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Agency to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Agency's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Agency has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Agency notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to

satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Employees must provide at least two weeks' advance notice of the need to take MPPLA leave. Employees who fail to give at least two weeks' notice without a reasonable excuse for the delay, or otherwise fail to satisfy MPPLA notice obligations, may have MPPLA leave delayed or denied, to the extent permitted by applicable law.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules.

When planning medical treatment, employees must consult with the Agency and make a reasonable effort to schedule treatment so as not to unduly disrupt the Agency's operations, subject to the approval of an employee's health care provider. Employees must consult with the Agency prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Agency and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Agency may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Agency may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Agency of the reasons why such leave is medically necessary. In such instances, the Agency and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Agency's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave).

Depending on the nature of the FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Agency with timely, complete and sufficient medical certifications. Whenever the Agency requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Agency's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Agency will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Agency will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Agency (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Agency with authorization

allowing it to clarify or authenticate certifications with health care providers, the Agency may deny FMLA leave if certifications are unclear.

Whenever the Agency deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Agency has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Agency's expense. If the opinions of the initial and second health care providers differ, the Agency may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Agency and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Agency may require employees to provide recertification of medical conditions giving rise to the need for leave. The Agency will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Agency medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Agency may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave.

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Agency may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Agency may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Agency

may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA and MPPLA Leave.

Employees must use any accrued paid time while taking unpaid FMLA and/or MPPLA leave.

The substitution of paid time for unpaid FMLA and/or MPPLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA/MPPLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Upon written request, the Agency will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums.

During FMLA/MPPLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. However, if leave is solely pursuant to MPPLA, the employee may be required to pay the full health insurance premium during leave. Unless the Agency notifies employees of other arrangements, whenever employees are receiving pay from the Agency during FMLA/MPPLA leave, the Agency will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA/MPPLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Company upon leave.

The Agency's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Agency will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Agency for the cost of the premiums the Agency paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The Agency may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Agency. (This fact-specific determination will be made by the Agency on a case-by-case basis.) The Agency will notify employees if they qualify as a "highly compensated", if the Agency intends to deny reinstatement, and of the employee's rights in such instances.

IV. Coordination of FMLA/MPPLA Leave with Other Leave Policies.

The FMLA and MPPLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or

medical leave rights. However, whenever permissible by law, FMLA leave will run concurrently with MPPLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/MPPLA leave is either not available or exhausted, please consult the Agency's other leave policies in this handbook or contact Human Resources and Communications Coordinator.

V. Questions and/or Complaints about FMLA/MPPLA Leave.

If employees have questions regarding this FMLA/MPPLA policy, they should contact Human Resources and Communications Coordinator. The Agency is committed to complying with the FMLA/MPPLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/MPPLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources and Communications Coordinator immediately. The Agency will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the U.S. Department of Labor or may bring private lawsuits alleging FMLA violations.

4-5. School Conference and Activities Leave

The Agency will provide employees with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to the employee's child (including conferences related to a pre-kindergarten program or child care services), provided the conferences or school-related activities cannot be scheduled during nonwork hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Agency's operations. Leave under this policy is unpaid. However, an employee may substitute accrued paid time off for leave under this policy.

4-6. Bone Marrow Donation Leave

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Agency. Reasonable notice of leave must be provided.

4-7. Organ Donation Leave

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purposes of donating an organ or partial organ to another person. Verification of donation and the length of leave needed may be required by the Agency. Reasonable notice of leave must be provided.

4-8. Domestic Abuse or Harassment Leave

Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order of protection and/or other relief from a court related to domestic abuse or harassment.

An employee who is absent from the workplace shall give 48 hours' advance notice to the Agency except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential.

4-9. Child Care Leave

A child care leave of up to six (6) months may be granted by the Agency subject to the provisions of this section. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the employee, including adoptions, for an extended period of time.

An employee making application for child care leave shall inform the Executive Director in writing of intention to take the leave at least three (3) months before commencement of the intended leave. At the time the employee applies for the leave, he/she shall indicate the beginning and ending dates of the leave. A pregnant employee will also provide a statement from her physician indicating the expected date of delivery at the time of the leave application.

In making a determination concerning the commencement and duration of a child care leave, the Agency shall not in any event be requested to:

1. Grant any leave more than six (6) months in duration.
2. Permit the employee to return to his/her employment prior to the date designated in the request for child care leave.

Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the Agency and the employee mutually agree to an extension of the leave.

Leave under this section shall be without pay or agency-funded benefits.

4-10. Religious Leave

An employee who observes a religious holiday on work days which do not fall on an Agency-designated holiday shall be entitled to such days off from his/her employment for such observance with the approval of the supervisor. Such days shall be taken off without pay except where the employee has accumulated PTO, compensatory time, or when the employee arranges to work an equivalent number of days at some other time during the fiscal year to compensate for the days lost.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

The Washington County CDA endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action. Discipline may consist of an oral reprimand, a written reprimand, suspension, demotion or involuntary termination, depending on the severity of the situation and any past history of disciplinary action. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Agency property or a co-worker's property
3. Disclosure of confidential information.
4. Completing another employee's time records.
5. Violation of safety rules and policies.
6. Violation of the Drug and Alcohol-Free Workplace Policy.
7. Fighting, threatening or disrupting the work of others or other violations of the Workplace Violence Policy.
8. Failure to follow lawful instructions of a supervisor.
9. Failure to perform assigned job duties.
10. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
11. Gambling on Agency property.
12. Willful or careless destruction or damage to Agency assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during working time.
15. Violation of the Solicitation and Distribution Policy.
16. Violation of Agency Harassment or Equal Employment Opportunity Policies.
17. Violation of the Communication and Computer Systems Policy.
18. Unsatisfactory job performance.
19. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. The Washington County CDA reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Agency will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Washington County CDA will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

No employee who has successfully completed their probationary period shall be dismissed from

employment without just cause. Written notice of the dismissal shall be given to said employee by the Executive Director setting forth the reason for the dismissal. All documentation pertaining to disciplinary action and dismissal proceedings shall be entered in the employee's personnel file.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at the Washington County CDA. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify their supervisor as soon as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Agency.

Inclement Weather

The Executive Director may cancel work for part or all of a workday in cases of inclement weather. In the event this occurs, employees will receive notification from a supervisor or the Executive Director. If inclement weather occurs which causes a delay in getting to work, such tardiness shall be excused.

5-3. Use of Communications and Computer Systems

The Washington County CDA's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Agency policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Washington County CDA systems.

Please refer to the Information Technology Policy and/or the Mobile Phone Policy for further guidance and information.

5-4. Inspections

The Washington County CDA reserves the right to require employees while on Agency property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Agency or client property, and work areas. This includes lockers,

vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Agency or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-5. Smoking

Smoking, including the use of e-cigarettes, is prohibited on Agency premises.

5-6. Personal Business and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls and other personal business be kept to a minimum, and except for emergencies, only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are discouraged from having personal guests visit at work. Any guests must be accompanied in secure areas at all times.

5-7. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing his/her work tasks for Washington County CDA. Solicitation of any kind by non-employees on Agency premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Agency is prohibited at all times. Distribution of literature by non-employees on Agency premises is prohibited at all times.

5-8. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board, which is located in the break room in the basement. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at the Washington County CDA. To avoid confusion, employees should not remove any material from the bulletin board without speaking to the Human Resources and Communications Coordinator.

5-9. Confidential Company Information

During the course of work, an employee may become aware of confidential and/or private information about the Washington County CDA's business, including but not limited to information regarding Agency finances and clients. It is extremely important that all such information remain confidential. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Agency may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-10. Conflict of Interest and Business Ethics

It is the Washington County CDA's policy that all employees avoid any conflict between their personal interests and those of the Agency. The Agency maintains a separate Conflict of Interest policy that applies to employees and commissioners alike. You are responsible for reviewing and familiarizing yourself with the contents of this policy.

5-11. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Agency's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Agency is not responsible for any damage to an employee's personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-12. Health and Safety

The health and safety of employees and others on Agency property are of critical concern to the Washington County CDA. The Agency intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to a supervisor immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Agency's premises, or in a product, facility, piece of equipment, process or business practice for which the Agency is responsible should be brought to the attention of a supervisor immediately.

Periodically, the Agency may issue rules and guidelines governing workplace safety and health. The Agency may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-13. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the Washington County CDA may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Agency. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Agency generally will attempt to identify other available positions, but if no alternate position is available, the Agency retains the right to decide which employee will remain with the Agency.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-14. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position.

Business casual is the standard dress around the Agency office. As with many things, your best bet is to simply look around the office, observe how your colleagues and supervisors are dressing, and try to dress comparably. If you're going to be attending meetings outside the office, please dress more on the professional side those days. As a general rule, it's always better to be a little overdressed than a little underdressed.

Fridays are more casual. These are the days for your favorite casual shoes or more casual shirts or pants. Again, if you have meetings outside the office, please dress appropriately for your audience. Loungewear, as a rule, is too casual. While we appreciate the comfort of jogging attire, sweatpants, and t-shirts, please leave those at home.

If there's a need to address your attire, your supervisor will do it discreetly and professionally. Our goal is to ensure that both you, and the Agency, are represented well. We would expect that you abide by your supervisor's direction. Disregard of a supervisor's direction, even over dress code, is insubordination and is subject to discipline.

5-15. Operation of Vehicles

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on Agency property or in the course of Agency business. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Portable Communication Device Use While Driving

Employees who drive on Agency business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-16. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business, including air travel, lodging, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Further details can be found in the Expense Reimbursement Procedure.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-17. References

The Washington County CDA will respond to reference requests by providing general information concerning the employee such as date of hire, date of discharge, and positions held. If you would like a supervisor or colleague to provide additional information about your performance, please make that request of them in writing or by email so that it can be documented.

5-18. If You Must Leave Us

Should an employee decide to leave the Agency, we ask that he or she provide their supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All Agency property including, but not limited to, keys, security cards or fobs, electronic devices, etc., must be returned at separation. To the extent permitted by law, employees will be required to repay the Agency (through payroll deduction, if lawful) for any lost or damaged Agency property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

Any remaining PTO balance will be paid out to the employee upon completion of employment in accordance with the guidelines in the Paid Time Off section.

Upon the death of an employee, pay will be made available upon demand by the decedent's surviving spouse, dependents, or personal representatives, in the form of a check made payable to the decedent for the purpose of depositing it with the decedent's estate. Pay shall include accumulated PTO and all wages earned, but not received by the deceased employee, at the deceased employee's current rate of pay.

The absence of an employee from duty for a period of three successive working days, or more, without proper leave or without notice to their supervisor stating the reason for such absence and his/her intention to return, may be considered, in effect, a resignation.

Failure of an employee to return to his/her position on date of expiration of suspension or leave of absence will be considered, in effect, a resignation.

5-19. Exit Interviews

Employees who resign may be requested to participate in an exit interview. The Executive Director will reach out to you to find a time for this interview. Your assistance and candor are appreciated.

5-20. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about the Washington County CDA. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, the Washington County CDA, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to their supervisor if they have any questions about the Agency or its personnel policies and practices.

5-21. Workplace Grievances

The Washington County CDA has established a process for employees who have an employment-related complaint or feel that their equal employment rights have been violated. Please review the Grievance Procedure for further details on how to initiate that process.

General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with the Washington County CDA. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Agency's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

I have received and read a copy of the Washington County CDA's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Agency at any time.

I further understand that my employment is terminable, either by myself or the Agency, regardless of the length of my employment or the granting of benefits of any kind, in accordance with the terms outlined in this handbook, and for represented employees, the Labor Agreement.

I understand that no representative of the Washington County CDA other than Executive Director may alter this status and any such modification must be signed and in writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Agency's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment should be given to the Human Resources and Communications Coordinator. It will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is the Washington County CDA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Agency. It is to ensure that at the Agency all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment and there is a wide range of behavior that may violate this policy even if such behavior does not violate the law, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Executive Director. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Human Resources and Communications Coordinator. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level director in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Agency will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand the Washington County CDA's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt should be given to the Human Resources and Communications Coordinator. It will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is the Washington County CDA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to Executive Director. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Human Resources and Communications Coordinator. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level director in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Agency will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy.

If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand the Washington County CDA's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this receipt should be given to the Human Resources and Communications Coordinator. It will be filed in your personnel file.

Complaint Policy

Scope

All non-union CDA employees (full-time and part-time) may make use of the complaint procedure in the event of a dispute between the employee and the CDA relative to the application, meaning, or interpretation of the Employee Handbook or related policies. Union employees may make use of the procedure only for those disputes that would not be governed by the Labor Agreement. Disputes or disagreements as to interpretation or application of specific terms and conditions of the Labor Agreement should be addressed through the grievance process outlined therein.

Step One

The aggrieved employee must present a written complaint on the Employee Complaint form to their supervisor within thirty (30) calendar days of the occurrence of the act, event, or omission constituting the alleged complaint. If the employee fails to comply with this section, they shall waive their rights to file a complaint under this procedure. Upon receipt of said complaint, the supervisor shall respond in writing within ten (10) working days. If the matter is not resolved, the employee may proceed to Step Two.

Step Two

If the complaint is not resolved at Step One, the employee may appeal the complaint to Step Two by making a request, in writing, to meet with the Executive Director. If no written request for a Step Two appeal is received by the Executive Director within five (5) working days following the supervisor's written response at Step 1, the employee waives the right to further pursue the complaint.

If the employee filing the complaint reports directly to the Executive Director, then the Step Two complaint shall be filed with the Board Chair, and the CDA Board shall hear the complaint.

Any decision rendered under Step Two shall be final for all complaints brought under this policy.

Waiver

If a complaint is not presented by the employee within the time limits set forth above, it will be considered waived. If a complaint is not appealed to the next step within the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the CDA's last answer. If the CDA does not answer a complaint or an appeal within the specified time limits, the employee may elect to treat the complaint as denied at that step and immediately appeal the complaint to the next step. The time limit in each step may be extended by mutual agreement of the CDA and the employee without prejudice to either party.

Conflict of Interest Policy

Scope

All CDA employees (full-time and part-time, union and non-union) and commissioners are bound by this policy. For purposes of this policy, “individual” refers to both employees and commissioners.

Rationale

Individuals are expected to carry out their respective duties to further the goals of the CDA. Conflicts of interest, whether actual or perceived, do not serve the public trust and are detrimental to the proper functioning of the CDA.

How Conflicts of Interest are Defined

A conflict of interest occurs when an individual has a personal interest, whether direct or indirect, financial or non-financial, in any act or decision of the CDA, except as may be specifically allowed by law. The phrase “personal interest,” for purposes of this policy, also includes the personal interest, direct or indirect, financial or non-financial, of an individual’s spouse, child, parent, or sibling.

Further, a potential conflict of interest exists if:

- an individual knows or has reason to know that the individual, or an organization with which the individual is involved, is or is likely to become a participant in a project or development which will be affected by an action taken or decision made by the individual on behalf of the CDA; or
- an individual or an individual’s spouse, child, parent, or sibling accepts a position of any type, paid or unpaid, with any vendor, contractor, supplier, or other party doing business with the CDA.

Disclosure Process

All conflicts of interest or potential conflicts of interest must be disclosed in writing. The disclosure must describe the matter that may require an action or decision and the nature of the conflict. Employees must submit this statement to the Executive Director. The Executive Director and CDA commissioners must submit this statement directly to the Board of Commissioners.

Statements must be submitted no later than one week after the individual becomes aware of the conflict of interest.

Review Process

The Board of Commissioners shall review all disclosures and determine whether a conflict of interest is present. The Board of Commissioners shall make its determination promptly and communicate its determination to the individual. In the case of an employee other than the Executive Director, such communication shall be made through the Executive Director.

If the Board determines that an employee has a conflict of interest, the employee's supervisor shall immediately assign any work related to the matter to another employee for whom there is no conflict of interest. If such work cannot reasonably be reassigned, the employee may be asked to sever the relationship that is the source of the conflict. If the employee refuses this request or is otherwise unable to accommodate it, the CDA reserves the right to remedy the conflict in any matter the CDA believes is necessary, which may include terminating the employment of the individual.

If the Board determines that a commissioner has a conflict of interest, that commissioner shall not:

- attempt to influence any individual in any matter related to the action or decision in question;
- take part in the action or decision; or
- be counted toward a quorum during the portion of any meeting in which the action or decision is to be considered.

Conflicts of Interest After CDA Service

For one year after terminating a position as employee or commissioner, an individual may not appear personally before any court or governmental agency (on behalf of anyone other than the CDA) in connection with any matter in which the CDA is substantially interested, with respect to which the individual took any action or made any decision within a year prior to the termination of that position.

Every current and prospective vendor, contractor, supplier or any other party doing, or seeking to do, business with the CDA shall be required to disclose whether any former CDA

commissioner or employee is or will become an owner, shareholder, partner, director, officer or employee within one year following termination of the individual's position with the CDA. The CDA Board of Commissioners shall be responsible for determining whether any conflict of interest exists.

Questions about Notification or Interpretation

The provisions of this policy are to be broadly construed in support not only of the literal terms of the policy but also the spirit and purpose in which it is adopted. If an individual has questions about the applicability of this policy or the law with respect to any specific situation, the individual should provide the Board with a written explanation of the facts giving rise to the question, and the Board, at its next regular meeting, shall make a determination as to the applicability of the policy to the situation in question.

Flexible Work Arrangement Policy

Scope

All CDA employees (union or non-union, full-time or part-time) may be considered for a flexible work arrangement.

Rationale

The CDA's goal is to maintain or improve employee productivity while giving employees scheduling options that can enhance their overall well-being and improve job satisfaction.

A flexible work arrangement is a business and workplace strategy, not an employee benefit or employee right, and approval or denial is at the sole discretion of the CDA.

Types of Flexible Work Options

Flextime: An arrangement in which an employee's total number of hours worked over the course of a workweek (non-exempt employees) or a two-week pay period (exempt employees) does not change, but there is flexibility in an employee's scheduled starting and ending times.

Flextime options can include:

- Fixed starting/ending times that change periodically;
- Starting/ending times that vary by day; and
- Variations in the length of days worked (e.g. a six-hour day followed by a ten-hour day)

Remote work arrangement: A regular, routine arrangement that allows the employee to perform a portion of their job outside of the CDA office. This type of arrangement specifies the number of hours to be worked outside of the office and the specific days on which the work will occur. Employees must be self-disciplined, self-motivated, and comfortable working away from the office and without direct oversight. Positions suited for remote work arrangements are those that can be performed successfully with minimal supervision and limited face-to-face contact.

Travel and Expense Reimbursement Policy

Scope

The expense reimbursement policy applies to all CDA employees, both full-time and part-time.

Rationale

The CDA recognizes that it is not always practical to fund employee expenses in advance, because in some instances those expenses cannot be fully determined, or because expenses incidental to employment have been incurred. This procedure provides a basis for allowing employees to seek reimbursement for those costs after they have been incurred.

Travel Approval

Travel requests for conferences and other work-related events must be made in advance, through your supervisor. Travel greater than 150 miles in one direction must also be approved by the Executive Director. In reviewing requests for travel, supervisors will consider the following:

- Does the cost of the program fit within existing budget appropriations?
- Will the opportunity provide knowledge and/or contacts that will be beneficial to the employee's professional development and contribute to the improved operation and function of the Agency?

Travel Expenses

When travel requests are approved, employees should make arrangements to pay for associated expenses in advance by using a CDA credit card, or by requesting that the conference, hotel, etc. bill the CDA directly for incurred costs. Reimbursement for expenses should be a last resort for funding professional activity, not a first resort.

Air travel should be by coach class unless space is not available, or an alternative has been approved in advance by your supervisor. Other travel expenses (e.g. parking, taxi/Uber/Lyft, car rental, public transit) will be reimbursed on an actual expense basis. Use of a rental car must be approved in advance by a supervisor unless extenuating circumstances require it. When possible, please obtain or save your receipts.

If a spouse/family member/partner joins you on a business trip, any additional expense attributable to that individual(s) is not reimbursable. The reimbursed cost is always what it would cost you to attend alone.

If you a non-exempt employee traveling for work, please speak to your supervisor and/or the Human Resources and Communications Coordinator about how time spent traveling or working outside your normal working hours should be counted for the purpose of recording your time on your timesheet.

Personal Vehicle Mileage Reimbursement

Expenses for operating a private automobile for official CDA business will be paid for at the current IRS reimbursement rate. Mileage shall be paid based on the most reasonably direct route. Mileage should be calculated in compliance with IRS guidelines. For example:

- Your ordinary commuting mileage should be subtracted in the event that you leave from home or return directly home without stopping at the CDA office. For example, if you leave from home in the morning and attend an out-of-office meeting and then subsequently report to the office, the length of your regular commute should be subtracted from that amount.

Lodging, Meals, and Incidentals

If employees are required to travel outside of the metro area in performance of their duties or to attend a conference, the employee must receive advance approval for lodging expenses.

Costs for breakfast, lunch, and dinner shall be reimbursed in amounts not to exceed those published by the U.S. General Services Administration (GSA). Receipts are required for all meals. In the event meals are included in any registration or tuition fee, charges for those meals shall not be allowed except in extenuating circumstance – for example, if dietary restrictions preclude the employee from eating the provided meal. Reimbursement for meals shall not be provided for events that occur within 35 miles of the CDA office.

Costs for breakfast will be paid if the employee leaves home before 6 a.m., or was required to be away from home for business purposes the previous night. Staying at a lodging facility that provides a light breakfast will not disqualify an employee from being paid for breakfast if the employee chooses to eat elsewhere.

Costs for dinner will be paid if the employee arrives home after 7 p.m., or will be away from home that night for business purposes.

For travel beyond 35 miles of the CDA office, employees shall be paid for incidental expenses at the GSA rate for each day they are away on business, including travel days. No documentation is required for incidental expenses, nor will incidental expenses be reimbursed beyond the GSA rate. Incidental expenses include, but are not limited to, business use of a personal phone, cash tips to baggage handlers or taxi drivers, etc.

In no case will the CDA reimburse employees for the purchase of alcoholic beverages.

Submitting Your Claim

Claims are submitted on electronic forms distributed by the Finance Department and are processed monthly. For a copy of the form, please speak to a member of the Finance Department. Forms are updated annually in January to allow for changes to the mileage rate. Please make sure you are using a current form.

Process for Requesting a Flexible Work Arrangement

1. An employee must complete a flexible work arrangement request form and submit the form to their supervisor. In order to ensure a smooth transition and continuity of operations, an employee's initial request for a remote work arrangement may not exceed more than 20% of their workweek.
2. The supervisor will arrange a time with the employee to discuss the flexible work arrangement request.
3. Both the supervisor and the employee should use the meeting as an opportunity to ask clarifying questions and ensure that both the supervisor and the employee have the same mutual understanding about how the arrangement may work.
4. The request should be modified as necessary based on the discussion.
5. The supervisor makes a determination as to whether the request is approved.
6. If approved, the request will be submitted to the Executive Director for final approval. The determination of the Executive Director is final. For remote work arrangements involving employees governed by the Labor Agreement, the request will be sent to the union's business representative for review and approval.
7. The request will be submitted to the Human Resources and Communications Coordinator to be filed with other employment-related documents.

Guidance for All Flexible Work Arrangements

1. A flexible work arrangement is intended to formalize an arrangement that is expected to last longer than two months. This policy does not apply to employees who work remotely on an occasional or short-term basis, or on an ad hoc basis because of extenuating circumstances.
2. Flexible work arrangements must comply with state and federal employment laws that apply to all CDA employees. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) which regulates payment of overtime for exempt and non-exempt employees, and which, for non-exempt employees, governs matters such as required breaks.
3. Flexible work arrangements must comply with all applicable CDA rules and regulations as well as any applicable departmental rules, policies and procedures.
4. The job duties, responsibilities and obligations of the position are not affected by a flexible work arrangement.

5. All employees with a flexible work arrangement must comply with overtime procedures as outlined in the Employee Handbook (non-union employees) or Labor Agreement (union employees).
6. Those with flexible work arrangements will be held to the same performance standards as they would if they did not have a flexible work arrangement.
7. Department heads are responsible for determining the job-related criteria that will be used to evaluate and approve employee requests for flexible work arrangements. Not all positions may be appropriate for flexible work arrangements. Seniority is not a basis for selecting employees for a flexible work arrangement.
8. Supervisors may need to temporarily adjust work schedules to meet the operational needs of the division. Employees must be able to report to work accordingly with little or no notice.
9. If an employee needs to temporarily deviate from their flexible work arrangement, the employee should seek and receive prior approval from their supervisor. Any changes to work hours should be reviewed and approved by the supervisor in advance, just as they would be absent a flexible work arrangement.
10. If a holiday falls on a day when an employee is generally scheduled to work more than eight hours, the employee may either make those additional hours up elsewhere in the week (non-exempt employees) or pay period (exempt employees) or use PTO to supplement the rest of the scheduled workday.
11. Flexible work arrangements are not guaranteed or permanent. If the needs of the employer or the employee change, either party can request adjustments. The CDA may always cancel the arrangement by providing notice one week in advance.

Remote Work Arrangement – IT Equipment and Work Supplies

1. Supervisors are responsible for determining the type of equipment and supplies needed to support a remote worker. The CDA will neither provide nor pay for remote connectivity, whether in whole or in part.
2. The CDA assumes responsibility for the maintenance and repair of all CDA-owned equipment, except in cases where damage occurs through an employee's gross negligence.
3. Departments may authorize remote workers to use personal equipment if the employee requests to do so. When such authorization is given, the department, at its discretion, may elect to provide maintenance and repair for employee-owned equipment, hardware and software.

4. Equipment, hardware and software furnished by the CDA remains the property of the CDA and is subject to the same business use restrictions as if the equipment were located in the main business office. CDA-owned software should not be installed on employee hardware unless authorized by the CDA. Employee-owned software should not be installed on CDA-owned equipment.
5. All CDA-owned hardware, software, supplies, documents and other information or property remains the property of the CDA no matter where it is located, and shall be returned prior to termination of employment or at the request of the CDA.
6. Remote workers will be responsible for promptly notifying their manager of an equipment malfunction, failure, theft or damage of CDA-owned equipment. If the equipment malfunction prevents the remote worker from performing assigned tasks, they must notify their supervisor immediately. They may be assigned to perform different tasks or to return to the CDA office depending on their particular circumstance.
7. CDA-provided equipment, software, data, and supplies and other equipment are solely for the purposes of conducting CDA business.
8. Office supplies needed for remote work will be obtained from the CDA office or through the normal supply procurement process. Reimbursement for supplies purchased outside of this process will not normally be allowed unless there has been prior agreement between the employee and their supervisor regarding the necessity for purchase outside the CDA process.

Remote Work Arrangement – Data Privacy/Information Security

1. Provisions of the Minnesota Government Data Practices Act and program data privacy policies must be followed when performing work away from the CDA office.
2. Physical files and/or documents with private data (e.g. client files) may not leave the CDA office.
3. Remote workers must provide security for the data and information that is used outside the CDA office.
4. Access to shared drives may only be done on CDA-owned hardware via a Virtual Private Network (VPN) connection.
5. Data created and maintained on a remote worker's personal device, if generated for the purpose of conducting CDA business, is subject to the CDA's record management and data privacy rules and regulations. This means that proper retention and disposal procedures as well as data privacy protections are required. Such data remains the property of the CDA.

Remote Work Arrangement – Communication and Travel

1. Remote workers are responsible for having a designated work area that allows them to report to the office with one hour's notice or within the employee's normal commute, in the event an employee's commute is longer than one hour.
2. Travel to and from the main business office for purposes of meetings or other work requirements shall not be considered compensable hours and mileage will not be reimbursed.
3. A remote worker who is scheduled to work at home on a day that is declared to be a weather emergency is expected to work at home as scheduled.
4. Remote workers are expected to develop an effective communication strategy with their supervisor and other team members. It is expected that remote workers will be reachable by telephone or electronic communication during agreed-upon work hours and that messages will be returned promptly, just as they would be if the employee were working at the CDA office. Additionally, employees and supervisors should participate in check-in meetings to ensure that the supervisor is fully apprised of the work that employee is performing, and to give the employee appropriate opportunities to seek guidance on their work.
5. Remote workers are expected to attend all assigned office meetings related to the performance of their job, including those scheduled on a day otherwise assigned for remote work. Reasonable attempts will be made to accommodate the remote worker's schedule and to allow them to participate virtually when possible (e.g. by phone or video conferencing).

Remote Work Arrangement – Work Environment, Tax and Insurance Considerations

1. Remote workers are responsible for providing a work area suitable to completing the work assigned. The area should be ergonomically appropriate, safe, free from distraction, and provide sufficient discretion and privacy to carry out necessary tasks. Remote workers are solely responsible for the costs associated with making any designated work space compliant.
2. A remote worker's existing insurance policy may not include coverage for liability arising out of the use of a residence for a business purpose. Remote workers are solely responsible for determining an appropriate level of coverage based on their own circumstances.
3. Federal and State tax implications of remote work and the potential use of a home office are the responsibility of the employee.

4. An employee is covered by all benefits and laws pertinent to the course and scope of employment while working remotely. Any injury that occurs within the course and scope of employment must be immediately reported to the employee's supervisor. If an employee has a designated home work space, that space is considered an extension of the CDA's work space during scheduled remote work hours for purposes of worker's compensation.
5. A remote work arrangement is not a substitute for dependent or child care. Time spent working cannot also be used for the care of dependents.

Mobile Phone Policy

Scope

All Agency employees to whom a mobile phone is issued.

Rationale

The Agency recognizes that, in certain instances, employee productivity and safety can be enhanced by issuing an Agency employee a mobile phone to be used for work purposes, on either a short-term or long-term basis.

The issuance of a mobile phone is a business and workplace strategy, not an employee benefit or employee right.

Criteria

The following criteria will be considered by supervisors in determining whether or not it is appropriate to issue a mobile phone to an employee. This list is intended to be representative and not exhaustive – criteria not listed here may be used as well.

- Does the employee spend a considerable amount of time away from the Agency office attending to work-related responsibilities?
- Is it important that the employee be available immediately if a supervisor, staff member, or client needs to contact them?
- Does the employee routinely engage in work where a mobile phone would considerably improve the employee's safety?
- Is the employee exempt or non-exempt under the Fair Labor Standards Act? If non-exempt, employees must be aware that all use of the phone outside of regular working hours must be kept to an absolute minimum and recorded as time worked, and that the employee must follow all applicable overtime and timekeeping policies and procedures.
- Has the employee generally demonstrated an appropriate level of care with other Agency equipment or property?
- Are there sufficient funds in the department budget to honor the request?

Process

1. An employee who believes the Agency may benefit from the employee having an Agency-issued mobile phone should make the request for a mobile phone to their supervisor.
2. The decision to issue a mobile phone to an employee rests with the Agency alone, based on the criteria above and any other criteria that the Agency deems appropriate.
3. It is recognized that because each employee's work situation is unique, each decision must be appropriate to an individual's particular situation.
4. Employees are not entitled to Agency-issued mobile phones based a particular job title or seniority. The only criteria is the benefit to the employer.
5. If an employee is approved, the employer will obtain a mobile phone for the employee that is suitable for the business needs of the Agency. The Agency alone shall be responsible for decisions regarding hardware and plan and network selection.
6. Any employee approved for an Agency-issued mobile phone will be required to sign an acknowledgment form that they have read and understood both the Mobile Phone Policy and the Information Technology Policy.
7. Decisions regarding mobile phones may not be appealed. The determination of the Agency is final.

Ongoing Review

- The Agency reserves the right to monitor and inspect equipment as needed to ensure that mobile phones are in good working order and being used in accordance with this policy and the Information Technology policy.
- As Agency-issued mobile phones are provided to meet the employer's business needs, any determination regarding the provision of mobile phones can be revisited and/or reversed at any time, for any reason the employer believes is appropriate.
- Using a Agency-issued mobile phone in a manner that violates this or any other work-related policy can be a cause for the employer to initiative progressive discipline of the employee, up to and including termination.

Physical Activity and Wellness Policy

Scope

All CDA employees (full-time and part-time, union and non-union) are covered by this policy.

Rationale

The CDA recognizes that it is in its own interest to promote and encourage healthy lifestyles and physical well-being among its employees. Those goals provide returns to the CDA in the form of increased productivity, fewer health-related absences, and reduced insurance costs. It also enhances employee morale and contributes to the social, mental, and community well-being of employees.

Wellness Committee

A Wellness Committee, comprised of two represented and two non-represented employees, will be formed for the purpose of making decisions regarding matters covered by this policy. The committee may also propose policy changes. Represented and non-represented employees will choose their members in a manner that each group sees fit. Makeup of the committee will be determined by the Executive Director.

Exercise Room

The CDA maintains a small fitness room in the lower level of the building. The room is equipped with a number of small pieces of workout equipment that can be used by employees before or after work, during breaks, or over their lunch period.

All employees wishing to use the exercise room must sign and return a waiver form before the exercise room can be used. Forms can be obtained from the Executive Assistant.

The key for the exercise room is located on the bulletin board in the break room. There is a sign-in sheet next to the key. Please sign in and out each time you use the room. This is important for tracking usage as it pertains to grant and funding opportunities.

Standing and Walking Meetings

When the topic of the meeting lends itself to such an arrangement, standing or walking meetings are encouraged.

Care should be taken that walking meetings are not so large as to make it difficult for individuals to hear or to be heard by others. Please confirm the acceptability of the arrangement with all participants before scheduling a meeting as a walking meeting and reserve a room in the event that it is needed for reasons of inclement weather.

For safety, employees are encouraged to make use of the recreational pedestrian trail adjacent to Valley Creek Drive when it is seasonally appropriate.

Bike to Work

Employees who choose to ride a bicycle to and from work may leave their bicycle in the hallway on the west side of the building until such time as a bike rack is purchased.

Employee Health Assessment

The CDA will pay for an employee health assessment each year, to be conducted by a qualified third-party provider, to help employees understand their health needs and develop a plan for healthier living. Additionally, as an incentive to participate, each employee will be given a \$50 gift card for a local sporting/fitness goods store for completing the initial assessment. The CDA encourages employees to use that gift card to purchase items related to their health and wellness. No employee will be required to participate. To coordinate the assessment, please contact the Human Resources and Communications Coordinator.

Physical Activity is Rewarding (PAIR) Program

Employees will receive one credit per day for engaging in a minimum of 30 minutes of dedicated physical activity.

“Dedicated physical activity” is defined as an activity where movement or exercise is purposefully included and is a focused component of the activity. As an example, a 30-minute walking meeting would qualify, but 30 minutes of incidental movement or activity around the office during the work day would not count. Likewise, physical activity that occurs as an incidental part of housework or yardwork does not count. Questions about what constitutes dedicated physical activity should be directed to the Executive Assistant.

For cardiovascular exercise, activity must occur in increments of at least 10 minutes. For strength-building exercise, no minimum increments exist. For both types of exercise,

increments must be tracked. Credits may be earned at any time during the day, regardless of whether the activity falls during normal working hours.

Employees that earn 12 credits in a calendar month are eligible to receive one (1) additional hour of PTO. Credits are to be tracked on the PAIR Tracking Sheet. PAIR Tracking Sheets must be turned in to the Human Resources and Communications no later than the fifth day following the end of the calendar month. If the employee is absent during the first five days of the calendar month, the form must be submitted the first day the employee returns.

PAIR credits may only be earned while an employee is in paid status.

If, for medical reasons, an employee needs an alternative reasonable standard for the purpose of program participation, the CDA will accept a standard developed by the employee's health care and that is provided to the CDA in writing.

In order to maintain the integrity of the PAIR program, the CDA reserves the right to audit tracking sheets and request employees to provide reasonable documentation of an employee's claimed physical activity. While this list is not exhaustive, reasonable documentation could include the distance biked or walked, the name of a gym that was visited, or the time at which the activity occurred. Spaces are included on the PAIR Tracking Sheet to provide this information.

If an employee is found to be misrepresenting their activity, the employee's participation in the PAIR program may be temporarily or permanently revoked and any PTO earned through the program may be revoked.

DISCUSSION ITEM

- D-1 Proposed CDA Property Naming Policy
Melissa Taphorn, Deputy Executive Director

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director

Date: August 20, 2019

RE: Policy for the Naming of CDA-Owned Facilities and Amenities

Background

The Agency owns in whole or in part 15 apartment buildings with one more under construction. In general, the Agency has named its apartment buildings with locational identifiers. There are four buildings named in honor or in memory of individuals who had a significant impact on affordable housing and their local community. Commissioner Miron suggested the Agency establish a formal policy, particularly if considering naming a building or components (e.g. community rooms and public plazas) after an individual.

Purpose

A formal naming policy will provide a consistent and purposeful nomenclature to the Agency's rental portfolio. The attached draft policy continues a preference for names which include locational characteristics. The inclusion of street, water body, or landmark names in an apartment's name assists residents find and/or know where the apartment is sited. Examples of this are Brick Pond Apartments, located on Brick Pond, and The Glen at Valley Creek, located along Valley Creek Boulevard. The draft policy also prioritizes the use of cultural or historical references. An example of this is Piccadilly Apartments where the former Piccadilly Inn restaurant once stood.

The draft policy also provides certain criteria when the Agency wishes to honor an individual by naming a building or a building component after them. The Agency would only consider naming in honor of a deceased person if they made significant contributions to affordable housing, the CDA, and/or their community.

Further, the draft policy identifies circumstances where the Agency would consider renaming of its buildings. An example of this is when the Agency rebranded Parkside Apartments to The Groves Apartments after significant rehabilitation of the development.

Recommendation

Staff has prepared a draft naming policy for the Board's consideration and discussion. After discussion with the Board, staff will finalize the naming policy for approval at the September Board meeting.

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
DRAFT POLICY FOR THE NAMING OF CDA-OWNED FACILITIES AND AMENITIES

The Washington County Community Development Agency (CDA) in furtherance of its mission, owns and operates affordable housing including apartments, townhomes, and single-family homes. This policy and set of procedures are established to aid staff and the CDA Board of Commissioners when naming a facility or an amenity within a facility. An amenity is defined as an improvement located in or on CDA property such as an interior community room of an apartment building, a plaza, tot lots or playgrounds, and trail sections located along CDA property.

- I. Criteria for Naming CDA-Owned Facilities: CDA facilities, including apartment buildings and amenities, shall generally be named as follows:
 - A. In recognition of the locational, geographical, cultural, historical, or developmental features in which the site is located; or
 - B. In recognition of individuals who have made a significant contribution to the CDA, Washington County, and/or the city in which the site is located. A facility can be so named one year or more after the individual is deceased.

- II. Process for Naming CDA Facilities:
 - A. Naming of CDA facilities shall be determined as early in the capital planning and development process as possible.
 - B. Potential names shall be considered if reflective of at least one of the following criteria, in priority order:
 1. Prominent local reference point or geographic feature
 2. Significant cultural or historical use or event particular to the site
 3. A deceased individual (see section III. C.)
 - C. Consideration shall be given to the naming of facilities and amenities after an individual only if one of the following criteria has been met:
 1. The individual has been deceased for at least 1 year and made significant contributions to the CDA through a long-term, demonstrated commitment to affordable housing providing benefit to the residents and community.

DISCUSSION ITEM

D-2 CDA Property Maintenance
Aaron Christianson, Finance Director

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Aaron Christianson, Finance Director

Date: August 14, 2019

RE: CDA Property Maintenance

Background

Residents of Cobble Hill Apartments have requested that the windows be washed. This issue came up during conversations regarding the remodeling of the Cobble Hill community room. The request was transmitted to CDA staff by County Commissioner Weik.

Staff has contacted other agencies in the metropolitan area, reviewed comments from tenant satisfaction surveys, and discussed this issue with our property management firm.

Purpose

The purpose of this item is to review the outcome of our research and to receive Board feedback about our intended response to this request and to our intended course of action on washing windows in the CDA portfolio.

Current Policy. The CDA has not authorized any comprehensive program for window washing any of its properties in the past. The management company does wash common area windows in each property, except those windows that are larger and are beyond arm’s length. Unit windows are washed at turnover.

Tenant Satisfaction Surveys. Open ended comments were searched for each of the last three surveys in 2014, 2016, and 2018. Negative comments about the cleanliness of windows, both common area windows and unit windows, were submitted in each of the survey years at TrailSide and there was one comment at Muller Manor in 2014.

Other agencies. Other agency responses on window washing is summarized below:

Agency	Policy
Carver County CDA	Senior properties every other year, exterior only, but residents can pay for interior washing.
Dakota County CDA	Residents can arrange to pay for washing on their own.
Scott County CDA	Senior properties every other year. Other properties after large construction projects.
Saint Paul PHA	No exterior washing. Unit windows washed at turnover.

Saint Paul PHA has the largest number of units and many of them are several stories tall (4,273 units) such that it would be very expensive to commission a window washing program. Dakota County CDA has the largest number of total units in the suburban area (2,800 units), followed by Washington County CDA (1,146 units) and Carver and Scott Counties (600 and 650 units).

The CDA owns 500 units of senior housing. A significant majority of the CDA owned multi-story building windows can be washed from the inside, because of the window design, requiring no exterior scaffolding. The rationale for washing senior property windows only is to preserve the safety of the senior and to eliminate the potential of an accident with handling the window, if they were to take the initiative on their own. Also the CDA has received comments through its tenant satisfaction survey from senior properties. The cost per senior unit is estimated at \$25, excluding washing screens, mobilization or other unknown costs.

Property Management. After discussion with the management company, it was determined that each property may need a variety of maintenance needs, according to their type, age and site design. Mandating a rotation of window washing in a budget could displace an important maintenance project that pertains to building safety or exterior ground maintenance, thereby creating an “opportunity cost”.

As a result, it was determined that a priority system be established to guide maintenance personnel to complete any unexpected maintenance issues according to the following priority: 1) unit and building safety; 2) site safety; 3) drainage issues; and 4) landscaping and ground improvements; and 5) other cosmetic improvements, like window washing, as determined by the property management company.

Conclusion.

- Washing common area windows annually, despite their size, keeps the common area in the best condition, appealing to both existing and potential residents.
- It makes sense to wash windows at any property after large construction projects occur.
- It is recommended that washing unit windows be done at senior properties.
- How often unit windows are cleaned at senior properties should be determined after other safety and maintenance needs are evaluated by the management company, and if there are sufficient funds in the budget.

Recommendation

Unless otherwise directed, the property management company will implement the following at CDA owned properties:

1. Common area windows at all properties will be washed annually, as is done now, but those properties that have taller or larger windows in a common area, like TrailSide, will also be cleaned.
2. Unit windows are washed at turns.
3. Window washing will be completed after large rehabilitation projects on any property or after other work that the property manager determines has a negative impact on the appearance of the common area or unit windows.

4. Windows at single family homes or townhome units are the responsibility of the resident or as directed by the townhome association regulations if located in a common interest community.
5. If the maintenance budget for a property is running ahead of the annual budget allocation, the management company may address additional maintenance items according to the priority order below:
 - i. Unit and building safety;
 - ii. Site safety;
 - iii. Drainage issues;
 - iv. Landscaping and ground improvements;
 - v. Washing unit windows (interior and exterior) at senior properties;
 - vi. Other cosmetic improvements as determined by the property management company.
6. If residents at other CDA properties want to have their unit windows washed, the CDA could act as a facilitator and coordinate the charges with the residents.

REPORTS

Community Development Department Report August 20, 2019

Deputy Executive Director

The Legends of Woodbury hosted a grand opening ceremony on July 29th. Dominionium recognized the CDA's contribution to the development financing of this new senior apartment building. Barbara Dacy spoke at the ceremony alongside Governor Tim Walz, State Senator Susan Kent, Woodbury Mayor Anne Burt and Dominionium staff.



Homeownership Division

Homebuyer Counseling and Education

Homeownership Program	Grant Year to date Oct 1 – Jul 31	Grant Year Goal	Progress toward Goal
Homebuyer Education	41	90	46%
Homebuyer Counseling	13	50	26%
Foreclosure Counseling	29	75	39%
Refinance Counseling	6	10	60%
Reverse Mortgage Counseling	33	N/A	N/A

Home Improvement Loan Program

The Home Improvement Loan Program has 12 households on the waitlist. Currently, there are three applications in the underwriting and environmental review process, and three applications in the inspection and bidding process. In addition to this CDBG-funded program, the CDA has one household in the construction process for a Minnesota Housing Rehabilitation Loan, and three applications in the underwriting process. 2019 CDBG funds will be available to the Home Improvement Loan Program beginning in September. Staff expects to have closed a total of 17 loans by August 31st to complete the 2018 program year goal.

Home Improvement Loan	Program Year to date Jul 1 – Jul 31	Program Year Goal through Jun 30	Progress toward Goal
Total funds spent	\$202,369.42	\$354,374	57%
Number of loans closed	13	17	76%

Development Division

CDBG/HOME Administration

The 2019 Annual Action Plan was approved by HUD on July 10, 2019.

Subsurface Sewage Treatment System (SSTS) Financial Assistance Programs

Staff have issued recommendations totaling \$234,300 in loans and \$27,246 in grants to property owners in Afton, Cottage Grove, Forest Lake, Grant, Lake Elmo, Lakeland, May Township, Scandia, and Stillwater Township. The Department of Agriculture authorized additional loan funds of approximately \$78,000 for 2019. Two applications have already been approved to receive a portion of those funds and two more are under review.

The Glen at Valley Creek

Exterior crews are finishing up brick and flashing on the south and west sides of the building. Furring strips are being installed for the Hardie siding that will go on the exterior bays. The concrete pad for the porch is in place and roofers have installed the flat roof on the canopy. Inside, third floor painting is complete while flooring and finish carpentry are 75% done. On second floor, painting and flooring are underway. Drywall and taping are nearly complete on first floor.



North/East Face



South Face – Main Entry



3rd floor hallway



3rd floor unit kitchen and flooring

Low Income Housing Tax Credit Suballocation

The chart below provides the status of recent LIHTC allocations by the CDA.

Development Name (City)	LIHTC Type	LIHTC Units	Development Status
Legends of Cottage Grove	4%	184	8609 Issued/Complete
Legends of Woodbury	4%	216	Leasing
Glen at Valley Creek (Woodbury)	4%	42	Under Construction
Green Twig II (Oak Park Heights)	4%	72	Under Construction
Headwaters Landing (Forest Lake)	9%	45	Under Construction
Rosemary Apartments (Hugo)	9%	45	2020 Application Received
The Hemingway (Cottage Grove)	9%	54	2020 Application Received

2019 Capital Improvements in Process

Property Name (City)	Improvement Project	Status and Tentative Schedule
Brick Pond (Stillwater)	Site drainage	Work 75% complete.
Brick Pond (Stillwater)	Stucco repairs	Stucco repairs complete. Punch list and project close-out remaining.
John Jergens (Forest Lake)	Concrete swale at lower drive	Asphalt repair done. Crack seal scheduled for 8/19.
Muller Manor (Hugo)	Window replacement.	Bids due 8/13.
Oakhill (Scandia)	Well replacement & well house improvement	Well #1 work complete. Work on Well #2 in process.
Oakhill (Scandia)	Drainage Improvements	Work to begin 8/12; complete by the end of August.
Raymie Johnson Estates (Oak Park Heights)	Parking Lot Mill and Overlay	To be complete by 8/31.
The Groves (Cottage Grove)	Planter Repair	Contract awarded. Work will begin Spring of 2020
Whispering Pines (Forest Lake)	Window sash replacement	To be complete by mid-September
Whispering Pines (Forest Lake)	Parking lot expansion study	Engineer identifying expansion options and costs.
Woodland Park (Cottage Grove)	Parking Lot Maintenance	To be complete by 8/31
Woodland Park (Cottage Grove)	Tub valve replacement	Replacements 60% complete.

August 2019 Economic Development Report

Minnesota Technology Corridor Website Launch Event

The Washington County CDA's, Anoka County Economic Partnership and Connexus Energy's collaborative MNTechCorridor.com website is live. A launch event was held on August 1st at Running Aces where a presentation and overview of the Tech Corridor was provided. There were 65 people in attendance at the event.



Marketing - Update

The 3rd Annual East Metro Development Summit was held in Golden Valley on August 14th (please see attached). The event included panels and speakers highlighting recent and new opportunities in Washington County related to industrial development, multi-family residential development. Laura Kalambokidis a professor and the MN State Economist provided an overview of Minnesota's economic outlook. Over 130 people were in attendance.



We continue marketing and advertising in the monthly Minnesota Real Estate Journal.

Community Economic Development Technical Assistance –

I continue working with Washington County Public Works on the Manning Ave and Highway 36 interchange transportation economic development grant application to DEED for \$10 million. I have also been assisting Forest Lake and Scandia EDA's with their economic development plan implementation. We have started a BR&E Program in Scandia. A number of inquiries and land and building listings have been forwarded to city staff all throughout the county.

I have been assisting city staff from Cottage Grove and Woodbury with large development opportunities. More details will be following as they develop.

**Finance Department Report
August 20, 2019**

Financial Analysis – Year-To-Date June 30, 2019 Financials

Total Agency –Total Agency income before depreciation and transfers had a positive variance to budget of \$1,226,325. Revenues and expenses were under budget by \$14,981 and \$1,211,344 respectively.

Agency budget to actual revenues were over budget by \$14,981. This is primarily due to timing differences in the Multi-Family LIHTC fund, the HOME fund and the CDBG fund. These funds combined revenues were under budget by \$355,000. The CDA is only allowed to recognize revenues when they are earned. Program income and grant revenues are earned at the completion of a project. Since projects do not occur evenly over a twelve-month period, unlike a budget which is allocated evenly, timing differences occur. This is offset by interest earnings in excess of the budget of \$205,000. Finally, rental income is over budget by \$165,000. This is expected based on the 99% occupancy rate the CDA currently enjoys.

Total Agency expenses were under budget by \$1,226,325. Expenses under budget relate to various governmental programs being under budget, the largest being payroll, legal, consulting and dues and subscriptions which were under budget by \$384,000, \$46,000, 75,000 and \$170,000 respectively.

In addition, total property expense was under budget by \$431,567. Administrative expense was under budget by \$328,000, maintenance was under budget by \$56,000 and finally utilities were under budget by \$47,000.

2018 GFOA and REAC Submission

The 2018 audited financial statements have been submitted to the GFOA for continued participation in the Certificate of Achievement for Excellence in Financial Reporting Program.

The Audited REAC Financial Submission is due September 30.

Finance Committee – Propose September 17 at 2:00 pm, or October 15 at 2:00 pm, to discuss the 2019 audit and the draft debt management policy.

2020 Budget Schedule

- May 21st – Present key assumptions to the Board.
- June 18th – CDA Finance Committee meeting scheduled to discuss the 2020 budget.
- July 16th – Proposed budget presented to the CDA Board.
- August 13th – Presentation of the levy request to the County Board workshop.
- August 20th – Board approval of the 2019 levy request, paid in 2020.
- September 10th – Preliminary establishment of the levy by the County Board.
- December 3rd – Truth in Taxation hearing.
- December 10th – Final property tax levy approved by the County Board.
- December 17th – Final budget presented and approved by the CDA Board.

Total Agency
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
ASSETS	
CURRENT ASSETS	
CASH	
CASH - LOCKBOX	1,547,621
CASH - OPERATING CHECKING	7,561,635
CASH - OPERATING SAVINGS	41,425
CASH - SECTION 8 CHECKING DISBURSEMENT	170,928
CASH - TEMPORARY INVESTMENTS	1,974,359
SECURITY DEPOSIT CHECKING	163,517
CASH - SWAP ACCOUNT	296,169
TOTAL CASH	11,755,654
ACCOUNTS RECEIVABLE	
ACCOUNTS RECEIVABLE	27,637
ACCOUNTS RECEIVABLE - OTHER	67
ACCOUNTS RECEIVABLE - HUD	636
ACCOUNTS RECEIVABLE - TENANT BASED SUBSIDY	-1,229
ACCOUNTS RECEIVABLE - REPAYMENTS	230
ACCOUNTS RECEIVABLE - SECURITY DEPOSITS	203
ACCOUNTS RECEIVABLE - RESIDENT REIMBURSEMEN	2,399
ALLOWANCE FOR DOUBTFUL ACCOUNTS	-6,917
ACCOUNTS RECEIVABLE - PROPERTY TAX LEVY	5,234,226
ACCOUNTS RECEIVABLE - DELINQUENT PROPERTY T/	43,990
DEVELOPER FEE RECEIVABLE	1,126,287
DEVELOPER FEE INTEREST RECEIVABLE	115,625
CAPITAL LEASE RECEIVABLE	2,970,083
DUE FROM OTHER GOVERNMENTS - FEDERAL	41,607
DUE FROM OTHER GOVERNMENTS - STATE	15,677
DUE FROM OTHER GOVERNMENTS - COUNTY	1,498
TOTAL ACCOUNTS RECEIVABLE	9,572,018
PREPAID EXPENSES	
PREPAID EXPENSES	272,771
TOTAL PREPAID EXPENSES	272,771
TOTAL CURRENT ASSETS	21,600,444
RESTRICTED CASH/ESCROWS	
INSURANCE ESCROW	154,111
REAL ESTATE TAX ESCROW	166,611
REAL ESTATE TAX ESCROW - QECC BONDS	9,565
ESCROW DEPOSIT ACCOUNT	15,906
DEBT SERVICE FUND	1,189,396
DEBT SERVICE FUND - QECC BONDS	0

Total Agency
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
DEBT SERVICE RESERVE FUND	2,647,447
DEBT SERVICE RESERVE FUND - QECB BONDS	12
FUND-OPERATING DEFICIT R	12,455
ISSUER RESERVE FUND	1,213,335
REPAIR FUND	41,168
OPERATING FUND	523,606
RESTORATION FUND	1
OPERATING RESERVE	2,210,155
FEE ESCROW	51,784
REPLACEMENT RESERVE FUND	2,399,933
SURPLUS FUND	249,680
OTHER ESCROW	8,241
TOTAL RESTRICTED CASH/ESCROWS	<u>10,893,408</u>
FIXED ASSETS AND ACCUMULATED DEPRECIATION	
FIXED ASSETS	
LAND	4,559,054
LAND IMPROVEMENTS	2,316,811
BUILDING	68,581,956
APPLIANCES	1,104
OFFICE FURNITURE AND EQUIPMENT	515,702
PROPERTY FOR RESALE	483,233
TOTAL FIXED ASSETS	<u>76,457,860</u>
ACCUMULATED DEPRECIATION	
ACCUM DEPRECIATION - LAND IMPROVEMENTS	-508,552
ACCUM DEPRECIATION - BUILDING AND FIXTURES	-31,033,865
ACCUM DEPRECIATION - FURNITURE AND EQUIPMEN	-518,869
TOTAL ACCUMULATED DEPRECIATION	<u>-32,061,286</u>
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	44,396,574
INVESTMENTS	
OTHER INVESTMENTS	1,857,704
TOTAL INVESTMENTS	<u>1,857,704</u>
NOTES RECEIVABLE	
INSTALLMENT NOTE RECEIVABLE	18,534,448
LOAN RECEIVABLE LHIA ON CDA COMPANY	400,000
NOTE RECEIVABLE	352,709
FORGIVABLE LONG TERM LOAN	1,000,000
DUE FROM OTHER FUND	3,685,827
TOTAL NOTES RECEIVABLE	<u>23,972,984</u>
OTHER ASSETS	
INTEREST RECEIVABLE	24,037

Total Agency
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
TAX INCREMENT FUNDING RECEIVABLE	657,199
CONSTRUCTION IN PROGRESS	649,272
TOTAL OTHER ASSETS	1,330,508
TOTAL ASSETS	104,051,622
LIABILITIES & CAPITAL	
LIABILITIES	
CURRENT LIABILITIES	
ACCOUNTS PAYABLE	
ACCOUNTS PAYABLE	5,822
RETAINAGE PAYABLE	16,455
TOTAL ACCOUNTS PAYABLE	22,276
OTHER CURRENT LIABILITIES	
PREPAID TENANT RENT	4,805
HAP REPAYMENT	90
ERC	-23,223
SECURITY DEPOSIT LIABILITY	382,634
SECURITY DEPOSIT INTEREST LIABILITY	22,615
DUE TO OTHER GOVERNMENTS - COUNTY	424,842
DUE TO OTHER GOVERNMENTS - OTHER	40,000
TENANT BASED SUBSIDY SUSPENSE	-1,182
ESCROW DEPOSITS PAYABLE - FSS	56,709
TOTAL OTHER CURRENT LIABILITIES	907,290
ACCRUED EXPENSES	
ACCRUED PAYROLL EXPENSE	54,319
ACCRUED INTEREST	28,564
ACCRUED INTEREST SENIOR BONDS	527,262
ACCRUED INTEREST SERIES D BONDS	16,933
ACCRUED INTEREST	364,106
TOTAL ACCRUED EXPENSES	991,184
TOTAL CURRENT LIABILITIES	1,920,751
LONG-TERM LIABILITIES	
DEFERRED REVENUE	
UNEARNED REVENUE	7,652,710
TOTAL DEFERRED REVENUE	7,652,710
INTERCOMPANY LIABILITIES	
DUE TO OTHERS	3,685,827
HEALTH CARE PLAN LIABILITY	3,369
TOTAL INTERCOMPANY LIABILITIES	3,689,196
LONG-TERM DEBT	
MORTGAGE PAYABLE	9,654,199

Total Agency
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
NOTE PAYABLE	1,389,793
BONDS PAYABLE	32,705,000
SERIES D BOND PAYABLE	1,395,000
UNAMORTIZED PREMIUM	746,448
DEFERRED REFUNDING COSTS	-567,941
DEFERRED GAIN ON SALE OF PROPERTY	274,614
DEFERRED GAIN ON REFUNDING	97,676
UNAMORTIZED DISCOUNT	-227,157
TOTAL LONG-TERM DEBT	<u>45,467,633</u>
TOTAL LONG-TERM LIABILITIES	<u>56,809,538</u>
TOTAL LIABILITIES	58,730,289
CAPITAL	
RETAINED EARNINGS	<u>45,321,333</u>
TOTAL CAPITAL	<u>45,321,333</u>
TOTAL LIABILITIES & CAPITAL	104,051,622

Total Agency
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019	6/30/2018				
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
RENT INCOME - RESIDENTS	3,903,233	3,859,050	44,183	1	3,790,644	112,589	3
COUNTY ASSISTANCE RENT	286,043	659,550	-373,507	-57	652,462	-366,419	-56
HAP INCOME - SECTION 8	331,014	0	331,014	N/A	0	331,014	N/A
BAD DEBT RENT	-5,682	-18,700	13,018	70	-11,706	6,024	51
BAD DEBT OTHER	-13,327	11,900	-25,227	-212	10,483	-23,810	-227
EMPLOYEE CONCESSIONS	-2,550	-4,300	1,750	41	-4,786	2,236	47
VACANCY	-16,123	-179,750	163,627	91	-30,341	14,218	47
APPLICATION FEES	4,662	4,300	363	8	5,075	-412	-8
ELECTRIC REIMBURSEMENT	6,383	0	6,383	N/A	0	6,383	N/A
HEAT REIMBURSEMENT	28	0	28	N/A	0	28	N/A
CABLE REIMBURSEMENT	9,910	8,600	1,310	15	9,572	338	4
TRASH REIMBURSEMENT	70	0	70	N/A	0	70	N/A
UTILITY REIMBURSEMENT RECOVERY	-5,702	14,400	-20,102	-140	-20,255	14,553	72
GUEST SUITE INCOME	2,150	1,200	950	79	1,250	900	72
LATE FEES	12,106	9,900	2,206	22	9,990	2,116	21
LAUNDRY INCOME	13,693	14,700	-1,007	-7	15,794	-2,100	-13
CLUBHOUSE RENTAL	425	0	425	N/A	0	425	N/A
NSF FEES	525	0	525	N/A	0	525	N/A
CLEANING & DAMAGES INCOME	14,450	0	14,450	N/A	0	14,450	N/A
PARKING / GARAGE INCOME	43,468	43,850	-382	-1	43,430	38	0
EMERGENCY PENDANT REIMBURSEMENT	368	350	18	5	259	108	42
TOTAL OTHER RENTAL INCOME	4,585,144	4,425,050	160,095	4	4,471,870	113,274	3
NET RENTAL INCOME	4,585,144	4,425,050	160,095	4	4,471,870	113,274	3
OTHER INCOME							
INTEREST INCOME	184,011	54,850	129,161	235	148,943	35,067	24
RESTRICTED INTEREST INCOME	106,793	30,400	76,393	251	54,937	51,857	94
INTEREST INCOME - LOANS	83,561	99,145	-15,584	-16	88,486	-4,925	-6
INTEREST INCOME - CAPITAL LEASES	37,624	36,142	1,481	4	44,047	-6,423	-15
OTHER INCOME	13,096	126,450	-113,354	-90	321,461	-308,366	-96
OTHER INCOME - NON OPERATING	56,061	0	56,061	N/A	0	56,061	N/A
INTERGOVERNMENTAL REVENUE	102,652	0	102,652	N/A	0	102,652	N/A
PROPERTY TAX REVENUE	2,616,941	2,617,113	-172	0	2,527,113	89,828	4
TIF REVENUE	76,650	76,650	0	0	69,407	7,243	10
ADMINISTRATION FEE REVENUE	162,001	180,450	-18,449	-10	160,509	1,492	1
PROGRAM INCOME	1,526,052	1,639,400	-113,348	-7	1,691,009	-164,957	-10
GRANT REVENUE - FEDERAL	740,348	788,350	-48,002	-6	718,601	21,747	3
GRANT REVENUE - STATE	158,070	122,250	35,820	29	134,797	23,274	17
GRANT REVENUE - COUNTY	51,440	43,100	8,340	19	38,195	13,245	35
GRANT REVENUE - CFP OPERATING	1,645	0	1,645	N/A	0	1,645	N/A
GRANT REVENUE - CFP CAPITAL	31,430	0	31,430	N/A	0	31,430	N/A
GRANT REVENUE - CDBG	290,618	497,367	-206,749	-42	283,261	7,356	3
CONTRA GRANT REVENUE - CDBG	-44,631	0	-44,631	N/A	0	-44,631	N/A
ISSUER FEE INCOME	14,897	12,850	2,047	16	58,712	-43,815	-75
TRANSFER FROM OTHER FUNDS	0	15,000	-15,000	-100	0	0	N/A
CHARGE FOR SERVICE	300,229	296,800	3,429	1	282,555	17,674	6
HUD PASS THROUGH	-8,785	9,500	-18,285	-192	-7,308	-1,478	-20
TOTAL OTHER INCOME	6,500,703	6,645,816	-145,114	-2	6,614,727	-114,025	-2
TOTAL REVENUE	11,085,847	11,070,866	14,981	0	11,086,598	-750	0
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
PAYROLL - OFFICE	916,642	1,121,283	204,641	18	939,994	23,353	2
PAYROLL TAXES - OFFICE	10,141	11,325	1,184	10	9,320	-821	-9
PAYROLL - CDBG COC PROGRAM	13,575	0	-13,575	N/A	11,025	-2,551	-23
PAYROLL TAXES - CDBG COC PROGRAM	196	0	-196	N/A	160	-36	-23
PAYROLL - CDBG LOAN PROGRAM	5,428	0	-5,428	N/A	5,909	481	8
PAYROLL TAXES CDBG LOAN PROGRAM	78	0	-78	N/A	86	8	9

Total Agency
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019	6/30/2018				
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
PAYROLL - MAINTENANCE	203,867	291,934	88,067	30	233,115	29,248	13
PAYROLL - GROUNDS	53,779	102,471	48,692	48	74,269	20,489	28
PAYROLL - OTHER	1,358	100	-1,258	-1,258	6,939	5,580	80
PAYROLL BENEFITS - OTHER	73,649	68,050	-5,599	-8	59,545	-14,104	-24
INSURANCE BENEFITS	87,387	118,450	31,062	26	98,670	11,282	11
PAYROLL BENEFITS - CDBG COC PROGRAM	1,509	0	-1,509	N/A	992	-517	-52
PAYROLL BENEFITS - CDBG LOAN PROGRAM	597	0	-597	N/A	532	-65	-12
PENSION CONTRIBUTION - EXECUTIVE	2,469	2,100	-369	-18	2,164	-305	-14
PENSION CONTRIBUTION - ADMINISTRATION	7,573	9,100	1,527	17	7,267	-307	-4
PENSION CONTRIBUTION - FINANCE ADMIN	4,429	3,300	-1,129	-34	1,607	-2,821	-176
INSURANCE - ACCT	8,265	6,500	-1,765	-27	3,664	-4,601	-126
INSURANCE - EXECUTIVE	2,412	2,300	-112	-5	3,877	1,465	38
SALARY EXPENSE - ACCOUNTING	44,906	40,750	-4,156	-10	18,170	-26,736	-147
SALARY EXPENSE - EXECUTIVE	22,369	23,000	631	3	24,044	1,675	7
PAYROLL TAXES - PROPERTY ACCOUNTING	934	850	-84	-10	241	-693	-288
PAYROLL TAXES - EXECUTIVE	309	350	41	12	277	-32	-11
WORKERS COMPENSATION INSURANCE	0	2,950	2,950	100	0	0	N/A
BUSINESS OPS - SALARY PAYROLL	69,105	101,000	31,895	32	80,739	11,635	14
BUSINESS OPS - BENEFITS & INSURANCE	8,170	16,500	8,330	50	11,915	3,745	31
BUSINESS OPS - PR TAX	971	1,450	479	33	1,102	130	12
BUSINESS OPS - WORK COMP	0	350	350	100	0	0	N/A
ACTIVE LIFE - SALARY WAGES	55	250	195	78	0	-55	N/A
ACTIVE LIFE - PAYROLL TAXES	0	50	50	100	0	0	N/A
PAYROLL - PROPERTY MANAGEMENT - CDA	298,139	295,300	-2,839	-1	281,779	-16,360	-6
PAYROLL - BOARD OF COMMISSIONERS	0	2,400	2,400	100	2,145	2,145	100
PAYROLL TAX - BOARD OF COMMISSIONERS	0	50	50	100	164	164	100
WORKERS COMP - BOARD OF COMMISSIONERS	0	200	200	100	0	0	N/A
WORKERS COMP - EXEC DIR	0	100	100	100	0	0	N/A
TOTAL PAYROLL	1,838,313	2,222,462	384,149	17	1,879,710	41,397	2
GENERAL & ADMINISTRATIVE							
AUTO LEASE & LICENSE	1,704	0	-1,704	N/A	0	-1,704	N/A
CONSULTING	120,393	187,600	67,207	36	117,739	-2,654	-2
CONSULTING - EXEC	0	3,550	3,550	100	1,409	1,409	100
CONSULTING - FINANCE/IT	2,274	7,000	4,726	68	1,023	-1,251	-122
CONSULTING - IT	19,211	0	-19,211	N/A	0	-19,211	N/A
DUES & SUBSCRIPTIONS - BUSINESS OFFICE	18,345	188,350	170,005	90	89,334	70,988	79
DUES & SUBSCRIPTIONS - EXEC	1,296	2,500	1,204	48	2,086	790	38
DELIVERY EXPENSES	24	500	476	95	89	65	73
POSTAGE & DELIVERY - OPS	5,851	7,800	1,949	25	6,928	1,077	16
OFFICE/EQUIPMENT RENTAL	21,556	9,950	-11,606	-117	8,357	-13,199	-158
ADVERTISING/MARKETING	45,276	49,275	3,999	8	22,519	-22,757	-101
ADVERTISING - BOARD OF COMMISSIONERS	0	300	300	100	221	221	100
ADVERTISING/MARKETING - FIN ADMIN	0	150	150	100	1,145	1,145	100
AUDIT/TAX RETURN PREPARATION FEE	64,600	34,850	-29,750	-85	63,200	-1,400	-2
CREDIT REPORTS / BACKGROUND CHECKS	4,731	6,950	2,219	32	4,580	-152	-3
DATA PROCESSING FEES	6,966	49,300	42,334	86	9,510	2,544	27
DATA PROCESSING FEES - EXEC DIR	0	150	150	100	0	0	N/A
DATA PROCESSING FEES - FIN ADMIN	0	1,500	1,500	100	0	0	N/A
DATA PROCESSING FEES - IT	13,091	0	-13,091	N/A	0	-13,091	N/A
PAYROLL PROCESSING FEES	12,022	12,000	-22	0	12,610	588	5
LEGAL FEES	58,387	104,850	46,462	44	91,073	32,686	36
LICENSE FEES	12,845	7,650	-5,195	-68	11,410	-1,435	-13
LICENSE FEES - GENERAL BUILDING	46	0	-46	N/A	0	-46	N/A
MILEAGE REIMBURSEMENT	3,058	9,700	6,642	68	3,737	679	18
MILEAGE REIMBURSEMENT - ENVIRONMENTAL SERVI	0	100	100	100	100	100	100
ADMINISTRATIVE SERVICES	637	1,400	763	55	1,561	924	59
PROPERTY PROGRAM EXPENSES	12,040	13,950	1,910	14	10,570	-1,470	-14
MISC EXPENSE - BUSINESS OFFICE	1,604	3,300	1,696	51	56,073	54,470	97

Total Agency
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019	6/30/2018				
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
POSTAGE - BUSINESS OFFICE	-733	1,000	1,733	173	247	980	396
TRAVEL - EXEC	2,409	2,500	91	4	2,587	178	7
TRAVEL - FINANCE/IT	29	1,000	971	97	44	15	34
TRAVEL - BOARD OF COMMISSIONERS	1,301	500	-801	-160	582	-719	-123
TRAVEL - CDA CAR	1,047	0	-1,047	N/A	0	-1,047	N/A
TRAVEL	8,263	8,300	37	0	5,854	-2,408	-41
TRAVEL - BUSINESS OFFICE	95	1,250	1,155	92	191	96	50
TRAVEL - ACTIVE LIFE	79	50	-29	-59	219	140	64
EDUCATION AND TRAINING	9,295	23,300	14,005	60	15,256	5,961	39
TRAINING/ED - BUSINESS OFFICE	948	3,500	2,552	73	1,143	195	17
TRAINING/ED - ACTIVE LIFE	318	300	-18	-6	448	130	29
BANK FEES	28,003	33,500	5,497	16	39,569	11,566	29
TRAINING/ED - EXEC	480	1,300	820	63	3,121	2,641	85
TRAINING/ED - FINANCE/IT	1,098	4,850	3,752	77	245	-853	-348
BANK FEES - FINANCIAL ADMIN	237	0	-237	N/A	0	-237	N/A
TRAINING/ED - BOARD OF COMMISSIONERS	2,680	250	-2,430	-972	314	-2,366	-755
PROFESSIONAL FEES	5,908	12,800	6,892	54	28,672	22,764	79
PROFESSIONAL SERVICES - ENVIRONMENTAL SERVIC	412	3,250	2,838	87	1,376	964	70
OFFICE CONTRACTS	308	850	542	64	0	-308	N/A
MAINTENANCE SUPPLIES	15	0	-15	N/A	0	-15	N/A
OFFICE SUPPLIES AND EQUIPMENT	6,067	14,506	8,439	58	10,878	4,811	44
OFFICE SUPPLIES - EXEC	0	100	100	100	331	331	100
OFFICE SUPPLIES - FINANCE/IT	85	550	465	85	504	419	83
OFFICE SUPPLIES - BOARD OF COMMISSIONERS	34	100	66	66	57	23	40
TELEPHONE - OFFICE USE	35,188	44,500	9,312	21	36,642	1,454	4
TELEPHONE - EXEC DIR	330	500	170	34	271	-59	-22
TELEPHONE - FINANCIAL ADMIN	330	350	20	6	271	-59	-22
RESIDENT RETENTION	2,990	8,050	5,060	63	4,180	1,190	28
PROJECT ASSISTANCE	285,105	250,000	-35,105	-14	382,347	97,242	25
CONTRA PROJECT ASSISTANCE	-44,631	0	44,631	N/A	0	44,631	N/A
HOUSING ASSISTANCE PAYMENTS	2,098,116	2,079,500	-18,616	-1	2,120,346	22,230	1
MONTHLY CLEANING	15,160	26,700	11,540	43	23,322	8,162	35
REPAIRS & MAINTENANCE	31,207	71,250	40,043	56	42,184	10,977	26
REPAIRS & MAINTENANCE - GENERAL BUILDING	860	3,250	2,390	74	0	-860	N/A
FISCAL AGENCY ADMINISTRATION	2,652	0	-2,652	N/A	0	-2,652	N/A
UNIFORMS - BUSINESS OFFICE	5,302	4,150	-1,152	-28	4,591	-711	-15
TOTAL G & A EXPENSE	2,926,943	3,304,680	377,737	11	3,241,066	314,123	10
MANAGEMENT FEE							
MANAGEMENT FEE	234,924	245,511	10,587	4	237,791	2,867	1
TOTAL MANAGEMENT FEE	234,924	245,511	10,587	4	237,791	2,867	1
TOTAL ADMINISTRATIVE EXPENSES	5,000,181	5,772,653	772,473	13	5,358,567	358,386	7
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
SERVICE CONTRACT/REPAIRS - APPLIANCE	837	2,550	1,713	67	948	111	12
SERVICE CONTRACT/REPAIRS - CONTRACT MAINTEN	0	1,800	1,800	100	532	532	100
SERVICE CONTRACT/REPAIRS - ELECTRICAL	29,323	31,000	1,677	5	23,162	-6,160	-27
SERVICE CONTRACT/REPAIRS - FLOORS	51,202	73,400	22,198	30	33,535	-17,666	-53
SERVICE CONTRACT/REPAIRS - GENERAL BUILDING	3,384	1,000	-2,384	-238	0	-3,384	N/A
SERVICE CONTRACT/REPAIRS - HVAC	19,432	32,300	12,868	40	28,003	8,572	31
SERVICE CONTRACT/REPAIRS - JANITORIAL	2,235	6,400	4,165	65	0	-2,235	N/A
SERVICE CONTRACT/REPAIRS - PLUMBING	33,874	30,750	-3,124	-10	30,921	-2,953	-10
SERVICE CONTRACT/REPAIRS - MISCELLANEOUS	116	0	-116	N/A	0	-116	N/A
SUPPLIES - APPLIANCE	26,337	51,900	25,563	49	27,456	1,118	4
SUPPLIES - ELECTRICAL	13,139	15,700	2,561	16	10,472	-2,667	-25
SUPPLIES - FLOORS	4,155	0	-4,155	N/A	0	-4,155	N/A
SUPPLIES - GENERAL BUILDING	3,739	150	-3,589	-2,392	5	-3,733	-71,798
SUPPLIES - HVAC	16,185	25,350	9,165	36	13,620	-2,565	-19
SUPPLIES - JANITORIAL	6,462	8,950	2,488	28	5,673	-790	-14

Total Agency
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019		6/30/2019		6/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
SUPPLIES - PLUMBING	29,712	25,750	-3,962	-15	26,264	-3,448	-13
EQUIPMENT RENTAL - BUSINESS OFFICE	602	13,700	13,098	96	13,037	12,435	95
SUPPLIES - MISCELLANEOUS	12,811	16,800	3,989	24	9,327	-3,484	-37
REPAIRS - BUSINESS OFFICE	276	1,400	1,124	80	154	-122	-80
TOTAL REPAIRS & MAINTENANCE EXPENSES	253,820	338,900	85,080	25	223,110	-30,710	-14
CONTRACT SERVICE							
EXTERMINATION	9,417	10,150	733	7	7,073	-2,344	-33
SERVICE CONTRACT/REPAIRS - ELEVATORS	20,429	21,650	1,221	6	17,208	-3,221	-19
SERVICE CONTRACT - GROUNDS	47,638	83,500	35,862	43	29,037	-18,601	-64
SERVICE CONTRACT - SNOW	91,258	48,000	-43,258	-90	85,458	-5,799	-7
SUPPLIES - GROUNDS	2,836	50	-2,786	-5,574	0	-2,836	N/A
TOTAL CONTRACT SERVICE	171,578	163,350	-8,228	-5	138,777	-32,801	-24
TURNOVER EXPENSE							
SERVICE CONTRACT - PAINTING	30,146	33,950	3,804	11	17,030	-13,116	-77
SERVICE CONTRACT - CARPET SHAMPOO	90	0	-90	N/A	0	-90	N/A
SUPPLIES - PAINTING	10,531	12,300	1,769	14	7,007	-3,524	-50
TOTAL TURNOVER EXPENSE	40,767	46,250	5,483	12	24,037	-16,730	-70
TOTAL MAINTENANCE EXPENSES	466,165	548,500	82,335	15	385,924	-80,241	-21
UTILITIES							
ELECTRICITY	76,958	112,400	35,442	32	100,371	23,413	23
HEAT / GAS	99,290	107,050	7,760	7	112,178	12,889	11
WATER AND SEWER	107,302	128,500	21,199	16	95,850	-11,451	-12
TRASH REMOVAL	75,207	68,250	-6,957	-10	63,150	-12,058	-19
TRASH REMOVAL - ADMIN SERVICES	104	250	146	58	125	21	17
CABLE TV	11,531	11,350	-181	-2	11,366	-165	-1
TENANT UTILITY ALLOWANCE	11,826	0	-11,826	N/A	0	-11,826	N/A
TOTAL UTILITIES	382,218	427,800	45,582	11	383,040	822	0
TOTAL OPERATING EXPENSES	5,848,563	6,748,953	900,390	13	6,127,531	278,968	5
NET OPERATING INCOME BEFORE TAXES & INSURANCE	5,237,284	4,321,913	915,371	21	4,959,067	278,218	6
NON-OPERATING EXPENSES							
PROPERTY AND LIABILITY INSURANCE	197,278	201,650	4,372	2	192,635	-4,643	-2
REAL ESTATE TAXES	216,324	213,000	-3,324	-2	216,360	35	0
ASSOCIATION ASSESSMENT	41,114	61,650	20,536	33	58,920	17,806	30
TOTAL NON-OPERATING EXPENSES	454,717	476,300	21,583	5	467,915	13,198	3
TOTAL NON-OPERATING EXPENSES	454,717	476,300	21,583	5	467,915	13,198	3
NET INCOME BEFORE FINANCING EXPENSE	4,782,568	3,845,613	936,955	24	4,491,152	291,416	6
FINANCING EXPENSE							
SEC DEP INTEREST	1,682	0	-1,682	N/A	0	-1,682	N/A
MORTGAGE INTEREST	240,096	199,546	-40,550	-20	205,772	-34,324	-17
DEBT SERVICE - PRINCIPAL	125,193	219,980	94,787	43	162,142	36,949	23
INTEREST - SENIOR BONDS	611,892	720,652	108,759	15	646,478	34,586	5
INTEREST - SERIES A BONDS	20,553	21,020	467	2	21,720	1,167	5
GAIN ON INVESTMENT	-19,821	0	19,821	N/A	9,305	29,125	313
FINANCING FEE	0	700	700	100	0	0	N/A
MONITORING FEE	0	1,500	1,500	100	0	0	N/A
FSS ESCROW PAYMENT	4,821	1,500	-3,321	-221	1,191	-3,630	-305
BOND PREMIUM	-30,888	-22,297	8,591	39	-30,992	-104	0
BOND DISCOUNT	9,614	9,888	275	3	9,888	274	3
GAIN/LOSS ON SALE	-28,403	28,610	57,012	199	-27,511	891	3
CAPITAL OUTLAY	0	0	0	N/A	23	23	100
CAPITAL OUTLAY - GEN BUILDING	0	17,000	17,000	100	0	0	N/A
DEFERRED REFUNDING	41,572	52,584	11,012	21	52,582	11,010	21
DEFERRED GAIN ON REFUNDING	-58,590	-58,590	0	0	-58,590	0	0
TRANSFER TO OTHER FUNDS	0	15,000	15,000	100	0	0	N/A
TOTAL FINANCING EXPENSE	917,722	1,207,093	289,371	24	992,008	74,285	7
NET INCOME/(LOSS)	3,864,845	2,638,520	1,226,326	46	3,499,144	365,701	10
DEPRECIATION EXPENSE							
DEPRECIATION	29,027	24,621	-4,406	-18	27,044	-1,983	-7

Total Agency
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019		6/30/2018				
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
DEPRECIATION - BUILDING	896,518	888,028	-8,490	-1	872,656	-23,861	-3
DEPRECIATION - FURNITURE AND EQUIPMENT	3,800	316	-3,484	-1,101	8,861	5,060	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-929,345	-912,965	-16,380	-2	-908,560	-20,784	-2
NET INCOME	2,935,500	1,725,554	1,209,946	70	2,590,584	344,917	13

General Fund
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
ASSETS	
CURRENT ASSETS	
CASH	
CASH - OPERATING CHECKING	3,741,579
CASH - TEMPORARY INVESTMENTS	3,878
TOTAL CASH	3,745,457
ACCOUNTS RECEIVABLE	
ACCOUNTS RECEIVABLE - PROPERTY TAX LEVY	1,722,881
ACCOUNTS RECEIVABLE - DELINQUENT PROPERTY TAX	43,990
TOTAL ACCOUNTS RECEIVABLE	1,766,871
PREPAID EXPENSES	
PREPAID EXPENSES	23,856
TOTAL PREPAID EXPENSES	23,856
TOTAL CURRENT ASSETS	5,536,184
RESTRICTED CASH/ESCROWS	
ESCROW DEPOSIT ACCOUNT	622
OPERATING RESERVE	1,372,990
TOTAL RESTRICTED CASH/ESCROWS	1,373,612
NOTES RECEIVABLE	
INSTALLMENT NOTE RECEIVABLE	2,000,000
TOTAL NOTES RECEIVABLE	2,000,000
TOTAL ASSETS	8,909,796
LIABILITIES & CAPITAL	
LIABILITIES	
CURRENT LIABILITIES	
ACCRUED EXPENSES	
ACCRUED PAYROLL EXPENSE	12,455
TOTAL ACCRUED EXPENSES	12,455
TOTAL CURRENT LIABILITIES	12,455
LONG-TERM LIABILITIES	
DEFERRED REVENUE	
UNEARNED REVENUE	905,430
TOTAL DEFERRED REVENUE	905,430
INTERCOMPANY LIABILITIES	
HEALTH CARE PLAN LIABILITY	3,369
TOTAL INTERCOMPANY LIABILITIES	3,369
TOTAL LONG-TERM LIABILITIES	908,799
TOTAL LIABILITIES	921,254
CAPITAL	
RETAINED EARNINGS	7,988,541

General Fund
Balance Sheet
June 30, 2019

	2019
	YTD Actual
TOTAL CAPITAL	7,988,541
TOTAL LIABILITIES & CAPITAL	8,909,796

General Fund
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019			6/30/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER INCOME							
INTEREST INCOME	64,725	11,000	53,725	488	43,986	20,739	47
OTHER INCOME	146	0	146	N/A	486	-340	-70
OTHER INCOME - NON OPERATING	487	0	487	N/A	0	487	N/A
PROPERTY TAX REVENUE	861,441	861,441	0	0	839,437	22,003	3
TRANSFER FROM OTHER FUNDS	0	0	0	N/A	0	0	N/A
CHARGE FOR SERVICE	2,090	0	2,090	N/A	0	2,090	N/A
TOTAL OTHER INCOME	928,888	872,440	56,447	6	883,909	44,978	5
TOTAL REVENUE	928,888	872,440	56,447	6	883,909	44,978	5
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
PENSION CONTRIBUTION - EXECUTIVE	2,469	2,100	-369	-18	2,164	-305	-14
PENSION CONTRIBUTION - ADMINISTRATION	7,573	9,100	1,527	17	7,267	-307	-4
PENSION CONTRIBUTION - FINANCE ADMIN	4,429	3,300	-1,129	-34	1,607	-2,821	-176
INSURANCE - ACCT	8,265	6,500	-1,765	-27	3,664	-4,601	-126
INSURANCE - EXECUTIVE	2,412	2,300	-112	-5	3,877	1,465	38
SALARY EXPENSE - ACCOUNTING	44,906	40,750	-4,156	-10	18,170	-26,736	-147
SALARY EXPENSE - EXECUTIVE	22,369	23,000	631	3	24,044	1,675	7
PAYROLL TAXES - PROPERTY ACCOUNTING	934	850	-84	-10	241	-693	-288
PAYROLL TAXES - EXECUTIVE	309	350	41	12	277	-32	-11
WORKERS COMPENSATION INSURANCE	0	150	150	100	0	0	N/A
BUSINESS OPS - SALARY PAYROLL	69,105	101,000	31,895	32	80,739	11,635	14
BUSINESS OPS - BENEFITS & INSURANCE	8,170	16,500	8,330	50	11,915	3,745	31
BUSINESS OPS - PR TAX	971	1,450	479	33	1,102	130	12
BUSINESS OPS - WORK COMP	0	350	350	100	0	0	N/A
ACTIVE LIFE - SALARY WAGES	55	250	195	78	0	-55	N/A
ACTIVE LIFE - PAYROLL TAXES	0	50	50	100	0	0	N/A
PAYROLL - BOARD OF COMMISSIONERS	0	2,400	2,400	100	2,145	2,145	100
PAYROLL TAX - BOARD OF COMMISSIONERS	0	50	50	100	164	164	100
WORKERS COMP - BOARD OF COMMISSIONERS	0	200	200	100	0	0	N/A
WORKERS COMP - EXEC DIR	0	100	100	100	0	0	N/A
TOTAL PAYROLL	171,967	210,750	38,783	18	157,376	-14,591	-9
GENERAL & ADMINISTRATIVE							
AUTO LEASE & LICENSE	1,704	0	-1,704	N/A	0	-1,704	N/A
CONSULTING	35,624	50,000	14,376	29	20,732	-14,892	-72
CONSULTING - EXEC	0	3,550	3,550	100	1,409	1,409	100
CONSULTING - FINANCE/IT	2,274	7,000	4,726	68	1,023	-1,251	-122
CONSULTING - IT	19,211	0	-19,211	N/A	0	-19,211	N/A
DUES & SUBSCRIPTIONS - BUSINESS OFFICE	4,203	3,250	-953	-29	2,781	-1,422	-51
DUES & SUBSCRIPTIONS - EXEC	1,296	2,500	1,204	48	2,086	790	38
DELIVERY EXPENSES	0	100	100	100	0	0	N/A
OFFICE/EQUIPMENT RENTAL	11,739	0	-11,739	N/A	0	-11,739	N/A
ADVERTISING/MARKETING	1,005	2,500	1,495	60	0	-1,005	N/A
ADVERTISING - BOARD OF COMMISSIONERS	0	300	300	100	221	221	100
ADVERTISING/MARKETING - FIN ADMIN	0	150	150	100	1,145	1,145	100
AUDIT/TAX RETURN PREPARATION FEE	51,900	26,000	-25,900	-100	44,500	-7,400	-17
CREDIT REPORTS / BACKGROUND CHECKS	29	0	-29	N/A	0	-29	N/A
DATA PROCESSING FEES	6,948	45,000	38,052	85	7,463	515	7
DATA PROCESSING FEES - EXEC DIR	0	150	150	100	0	0	N/A
DATA PROCESSING FEES - FIN ADMIN	0	1,500	1,500	100	0	0	N/A
DATA PROCESSING FEES - IT	13,091	0	-13,091	N/A	0	-13,091	N/A
PAYROLL PROCESSING FEES	12,022	12,000	-22	0	12,610	588	5
LEGAL FEES	7,518	30,000	22,482	75	22,488	14,969	67
LICENSE FEES	0	0	0	N/A	200	200	100
MILEAGE REIMBURSEMENT	104	0	-104	N/A	0	-104	N/A
MILEAGE REIMBURSEMENT - ENVIRONMENTAL SERVI	0	100	100	100	100	100	100
POSTAGE - BUSINESS OFFICE	-733	1,000	1,733	173	247	980	396

General Fund
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019			6/30/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TRAVEL - EXEC	2,409	2,500	91	4	2,587	178	7
TRAVEL - FINANCE/IT	29	1,000	971	97	44	15	34
TRAVEL - BOARD OF COMMISSIONERS	1,301	500	-801	-160	582	-719	-123
TRAVEL - CDA CAR	1,047	0	-1,047	N/A	0	-1,047	N/A
TRAVEL	592	0	-592	N/A	0	-592	N/A
TRAVEL - BUSINESS OFFICE	95	1,250	1,155	92	191	96	50
TRAVEL - ACTIVE LIFE	79	50	-29	-59	219	140	64
EDUCATION AND TRAINING	1,357	0	-1,357	N/A	0	-1,357	N/A
TRAINING/ED - BUSINESS OFFICE	948	3,500	2,552	73	1,143	195	17
TRAINING/ED - ACTIVE LIFE	318	300	-18	-6	448	130	29
BANK FEES	2,719	2,750	31	1	2,814	95	3
TRAINING/ED - EXEC	480	1,300	820	63	3,121	2,641	85
TRAINING/ED - FINANCE/IT	1,098	4,850	3,752	77	245	-853	-348
BANK FEES - FINANCIAL ADMIN	237	0	-237	N/A	0	-237	N/A
TRAINING/ED - BOARD OF COMMISSIONERS	2,680	250	-2,430	-972	314	-2,366	-755
PROFESSIONAL FEES	1,320	5,500	4,180	76	1,265	-55	-4
PROFESSIONAL SERVICES - ENVIRONMENTAL SERVIC	0	2,200	2,200	100	0	0	N/A
OFFICE SUPPLIES AND EQUIPMENT	2,789	6,950	4,161	60	6,410	3,621	56
OFFICE SUPPLIES - EXEC	0	100	100	100	331	331	100
OFFICE SUPPLIES - FINANCE/IT	85	550	465	85	504	419	83
OFFICE SUPPLIES - BOARD OF COMMISSIONERS	34	100	66	66	57	23	40
TELEPHONE - OFFICE USE	5,391	5,750	359	6	5,466	75	1
TELEPHONE - EXEC DIR	330	500	170	34	271	-59	-22
TELEPHONE - FINANCIAL ADMIN	330	350	20	6	271	-59	-22
MONTHLY CLEANING	8,060	7,900	-160	-2	10,076	2,016	20
REPAIRS & MAINTENANCE	346	0	-346	N/A	0	-346	N/A
REPAIRS & MAINTENANCE - GENERAL BUILDING	860	3,250	2,390	74	0	-860	N/A
TOTAL G & A EXPENSE	202,869	236,500	33,631	14	153,364	-49,505	-32
TOTAL ADMINISTRATIVE EXPENSES	374,836	447,250	72,414	16	310,740	-64,096	-21
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
SERVICE CONTRACT/REPAIRS - CONTRACT MAINTEN	0	1,800	1,800	100	532	532	100
SERVICE CONTRACT/REPAIRS - ELECTRICAL	4,032	2,700	-1,332	-49	1,515	-2,517	-166
SERVICE CONTRACT/REPAIRS - GENERAL BUILDING	0	1,000	1,000	100	0	0	N/A
SERVICE CONTRACT/REPAIRS - HVAC	0	3,450	3,450	100	388	388	100
SERVICE CONTRACT/REPAIRS - PLUMBING	1,008	1,050	42	4	0	-1,008	N/A
SUPPLIES - ELECTRICAL	15	650	635	98	35	20	57
SUPPLIES - GENERAL BUILDING	12	150	138	92	5	-7	-135
SUPPLIES - HVAC	0	100	100	100	297	297	100
SUPPLIES - JANITORIAL	464	750	286	38	0	-464	N/A
SUPPLIES - PLUMBING	243	300	57	19	198	-45	-23
EQUIPMENT RENTAL - BUSINESS OFFICE	602	13,700	13,098	96	13,037	12,435	95
SUPPLIES - MISCELLANEOUS	92	600	508	85	52	-40	-77
REPAIRS - BUSINESS OFFICE	276	1,400	1,124	80	154	-122	-80
TOTAL REPAIRS & MAINTENANCE EXPENSES	6,744	27,650	20,906	76	16,214	9,470	58
CONTRACT SERVICE							
EXTERMINATION	210	400	190	48	175	-35	-20
SERVICE CONTRACT/REPAIRS - ELEVATORS	940	2,500	1,560	62	1,207	267	22
SERVICE CONTRACT - GROUNDS	1,200	3,550	2,350	66	480	-720	-150
SERVICE CONTRACT - SNOW	1,800	1,350	-450	-33	2,064	264	13
SUPPLIES - GROUNDS	0	50	50	100	0	0	N/A
TOTAL CONTRACT SERVICE	4,150	7,850	3,700	47	3,926	-225	-6
TURNOVER EXPENSE							
SERVICE CONTRACT - PAINTING	0	1,500	1,500	100	0	0	N/A
SUPPLIES - PAINTING	0	50	50	100	0	0	N/A
TOTAL TURNOVER EXPENSE	0	1,550	1,550	100	0	0	N/A
TOTAL MAINTENANCE EXPENSES	10,894	37,050	26,156	71	20,139	9,245	46
UTILITIES							

General Fund
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019			6/30/2019		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
ELECTRICITY	4,274	6,200	1,926	31	5,078	804	16
HEAT / GAS	1,267	2,000	733	37	1,102	-165	-15
WATER AND SEWER	537	1,450	913	63	319	-218	-68
TRASH REMOVAL	525	1,000	475	47	475	-50	-10
TRASH REMOVAL - ADMIN SERVICES	104	250	146	58	125	21	17
TOTAL UTILITIES	6,707	10,900	4,193	38	7,099	391	6
TOTAL OPERATING EXPENSES	392,438	495,200	102,763	21	337,978	-54,459	-16
NET OPERATING INCOME BEFORE TAXES & INSURANCE	536,450	377,240	159,210	42	545,931	-9,481	-2
NON-OPERATING EXPENSES							
PROPERTY AND LIABILITY INSURANCE	3,806	3,450	-356	-10	3,479	-327	-9
TOTAL NON-OPERATING EXPENSES	3,806	3,450	-356	-10	3,479	-327	-9
TOTAL NON-OPERATING EXPENSES	3,806	3,450	-356	-10	3,479	-327	-9
NET INCOME BEFORE FINANCING EXPENSE	532,644	373,790	158,854	42	542,452	-9,808	-2
FINANCING EXPENSE							
MORTGAGE INTEREST	15,594	15,187	-407	-3	17,346	1,752	10
DEBT SERVICE - PRINCIPAL	59,719	60,127	408	1	57,968	-1,752	-3
GAIN ON INVESTMENT	-6,018	0	6,018	N/A	3,235	9,253	286
FINANCING FEE	0	650	650	100	0	0	N/A
CAPITAL OUTLAY	0	0	0	N/A	23	23	100
CAPITAL OUTLAY - GEN BUILDING	0	17,000	17,000	100	0	0	N/A
TRANSFER TO OTHER FUNDS	0	0	0	N/A	0	0	N/A
TOTAL FINANCING EXPENSE	69,295	92,964	23,669	25	78,572	9,276	12
NET INCOME/(LOSS)	463,349	280,826	182,522	65	463,881	-532	0
NET INCOME	463,349	280,826	182,522	65	463,881	-532	0

Total Properties
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
ASSETS	
CURRENT ASSETS	
CASH	
CASH - LOCKBOX	1,547,621
CASH - OPERATING CHECKING	807,168
CASH - OPERATING SAVINGS	41,425
CASH - TEMPORARY INVESTMENTS	1,970,482
SECURITY DEPOSIT CHECKING	163,517
CASH - SWAP ACCOUNT	296,169
TOTAL CASH	4,826,382
ACCOUNTS RECEIVABLE	
ACCOUNTS RECEIVABLE	27,637
ACCOUNTS RECEIVABLE - OTHER	67
ACCOUNTS RECEIVABLE - HUD	636
ACCOUNTS RECEIVABLE - TENANT BASED SUBSIDY	-1,229
ACCOUNTS RECEIVABLE - REPAYMENTS	230
ACCOUNTS RECEIVABLE - SECURITY DEPOSITS	203
ACCOUNTS RECEIVABLE - RESIDENT REIMBURSEMEN	2,399
ALLOWANCE FOR DOUBTFUL ACCOUNTS	-6,917
ACCOUNTS RECEIVABLE - PROPERTY TAX LEVY	1,521,100
DEVELOPER FEE RECEIVABLE	1,126,287
DEVELOPER FEE INTEREST RECEIVABLE	115,625
CAPITAL LEASE RECEIVABLE	2,970,083
DUE FROM OTHER GOVERNMENTS - FEDERAL	19,734
TOTAL ACCOUNTS RECEIVABLE	5,775,855
PREPAID EXPENSES	
PREPAID EXPENSES	243,325
TOTAL PREPAID EXPENSES	243,325
TOTAL CURRENT ASSETS	10,845,561
RESTRICTED CASH/ESCROWS	
INSURANCE ESCROW	154,111
REAL ESTATE TAX ESCROW	166,611
REAL ESTATE TAX ESCROW - QECC BONDS	9,565
DEBT SERVICE FUND	1,189,396
DEBT SERVICE FUND - QECC BONDS	0
DEBT SERVICE RESERVE FUND	2,647,447
DEBT SERVICE RESERVE FUND - QECC BONDS	12
FUND-OPERATING DEFICIT R	12,455
ISSUER RESERVE FUND	1,213,335
REPAIR FUND	41,168

Total Properties
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
OPERATING FUND	523,606
RESTORATION FUND	1
OPERATING RESERVE	837,164
FEE ESCROW	51,784
REPLACEMENT RESERVE FUND	182,080
SURPLUS FUND	249,680
OTHER ESCROW	8,241
TOTAL RESTRICTED CASH/ESCROWS	7,286,659
FIXED ASSETS AND ACCUMULATED DEPRECIATION	
FIXED ASSETS	
LAND	4,559,054
LAND IMPROVEMENTS	2,316,811
BUILDING	68,581,956
APPLIANCES	1,104
OFFICE FURNITURE AND EQUIPMENT	515,702
TOTAL FIXED ASSETS	75,974,627
ACCUMULATED DEPRECIATION	
ACCUM DEPRECIATION - LAND IMPROVEMENTS	-508,552
ACCUM DEPRECIATION - BUILDING AND FIXTURES	-31,033,865
ACCUM DEPRECIATION - FURNITURE AND EQUIPMEN	-518,869
TOTAL ACCUMULATED DEPRECIATION	-32,061,286
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	43,913,341
INVESTMENTS	
OTHER INVESTMENTS	1,857,704
TOTAL INVESTMENTS	1,857,704
NOTES RECEIVABLE	
INSTALLMENT NOTE RECEIVABLE	8,666,007
LOAN RECEIVABLE LHIA ON CDA COMPANY	400,000
FORGIVABLE LONG TERM LOAN	1,000,000
TOTAL NOTES RECEIVABLE	10,066,007
OTHER ASSETS	
INTEREST RECEIVABLE	24,037
CONSTRUCTION IN PROGRESS	649,272
TOTAL OTHER ASSETS	673,309
TOTAL ASSETS	74,642,581
LIABILITIES & CAPITAL	
LIABILITIES	
CURRENT LIABILITIES	
ACCOUNTS PAYABLE	
ACCOUNTS PAYABLE	2,474

Total Properties
Balance Sheet
 June 30, 2019

	2019
	YTD Actual
RETAINAGE PAYABLE	16,455
TOTAL ACCOUNTS PAYABLE	18,929
OTHER CURRENT LIABILITIES	
PREPAID TENANT RENT	4,805
HAP REPAYMENT	90
ERC	-23,223
SECURITY DEPOSIT LIABILITY	382,634
SECURITY DEPOSIT INTEREST LIABILITY	22,615
DUE TO OTHER GOVERNMENTS - COUNTY	424,842
TENANT BASED SUBSIDY SUSPENSE	-1,182
ESCROW DEPOSITS PAYABLE - FSS	41,425
TOTAL OTHER CURRENT LIABILITIES	852,006
ACCRUED EXPENSES	
ACCRUED INTEREST	28,564
ACCRUED INTEREST SENIOR BONDS	527,262
ACCRUED INTEREST SERIES D BONDS	16,933
TOTAL ACCRUED EXPENSES	572,759
TOTAL CURRENT LIABILITIES	1,443,694
LONG-TERM LIABILITIES	
DEFERRED REVENUE	
UNEARNED REVENUE	765,140
TOTAL DEFERRED REVENUE	765,140
INTERCOMPANY LIABILITIES	
DUE TO OTHERS	500,000
TOTAL INTERCOMPANY LIABILITIES	500,000
LONG-TERM DEBT	
MORTGAGE PAYABLE	9,654,199
NOTE PAYABLE	1,389,793
BONDS PAYABLE	32,705,000
SERIES D BOND PAYABLE	1,395,000
UNAMORTIZED PREMIUM	746,448
DEFERRED REFUNDING COSTS	-567,941
DEFERRED GAIN ON SALE OF PROPERTY	274,614
DEFERRED GAIN ON REFUNDING	97,676
UNAMORTIZED DISCOUNT	-227,157
TOTAL LONG-TERM DEBT	45,467,633
TOTAL LONG-TERM LIABILITIES	46,732,772
TOTAL LIABILITIES	48,176,466
CAPITAL	
RETAINED EARNINGS	26,466,114

Total Properties
Balance Sheet
June 30, 2019

	2019
	YTD Actual
TOTAL CAPITAL	26,466,114
TOTAL LIABILITIES & CAPITAL	74,642,581

Total Properties
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019			6/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
RENT INCOME - RESIDENTS	3,903,233	3,859,050	44,183	1	3,790,644	112,589	3
COUNTY ASSISTANCE RENT	286,043	659,550	-373,507	-57	652,462	-366,419	-56
HAP INCOME - SECTION 8	331,014	0	331,014	N/A	0	331,014	N/A
BAD DEBT RENT	-5,682	-18,700	13,018	70	-11,706	6,024	51
BAD DEBT OTHER	-13,327	11,900	-25,227	-212	10,483	-23,810	-227
EMPLOYEE CONCESSIONS	-2,550	-4,300	1,750	41	-4,786	2,236	47
VACANCY	-16,123	-179,750	163,627	91	-30,341	14,218	47
APPLICATION FEES	3,275	3,800	-525	-14	3,075	200	7
ELECTRIC REIMBURSEMENT	6,383	0	6,383	N/A	0	6,383	N/A
HEAT REIMBURSEMENT	28	0	28	N/A	0	28	N/A
CABLE REIMBURSEMENT	9,910	8,600	1,310	15	9,572	338	4
TRASH REIMBURSEMENT	70	0	70	N/A	0	70	N/A
UTILITY REIMBURSEMENT RECOVERY	-5,702	9,050	-14,752	-163	-10,357	4,655	45
GUEST SUITE INCOME	2,150	1,200	950	79	1,250	900	72
LATE FEES	12,106	9,900	2,206	22	9,990	2,116	21
LAUNDRY INCOME	13,693	14,700	-1,007	-7	15,794	-2,100	-13
CLUBHOUSE RENTAL	425	0	425	N/A	0	425	N/A
NSF FEES	525	0	525	N/A	0	525	N/A
CLEANING & DAMAGES INCOME	14,450	0	14,450	N/A	0	14,450	N/A
PARKING / GARAGE INCOME	43,468	43,850	-382	-1	43,430	38	0
EMERGENCY PENDANT REIMBURSEMENT	368	350	18	5	259	108	42
TOTAL OTHER RENTAL INCOME	4,583,757	4,419,200	164,557	4	4,479,768	103,989	2
NET RENTAL INCOME	4,583,757	4,419,200	164,557	4	4,479,768	103,989	2
OTHER INCOME							
INTEREST INCOME	53,117	20,650	32,467	157	55,176	-2,059	-4
RESTRICTED INTEREST INCOME	106,793	30,400	76,393	251	54,937	51,857	94
INTEREST INCOME - LOANS	70,726	73,012	-2,287	-3	75,654	-4,928	-7
INTEREST INCOME - CAPITAL LEASES	37,624	36,142	1,481	4	44,047	-6,423	-15
OTHER INCOME	12,136	126,450	-114,314	-90	253,384	-241,249	-95
OTHER INCOME - NON OPERATING	49,319	0	49,319	N/A	0	49,319	N/A
INTERGOVERNMENTAL REVENUE	102,652	0	102,652	N/A	0	102,652	N/A
PROPERTY TAX REVENUE	760,378	760,550	-172	0	663,903	96,475	15
GRANT REVENUE - FEDERAL	92,494	80,000	12,495	16	75,235	17,260	23
GRANT REVENUE - CFP OPERATING	1,645	0	1,645	N/A	0	1,645	N/A
GRANT REVENUE - CFP CAPITAL	31,430	0	31,430	N/A	0	31,430	N/A
GRANT REVENUE - CDBG	44,631	121,576	-76,946	-63	0	44,631	N/A
TRANSFER FROM OTHER FUNDS	0	0	0	N/A	0	0	N/A
HUD PASS THROUGH	-8,785	9,500	-18,285	-192	-7,308	-1,478	-20
TOTAL OTHER INCOME	1,354,160	1,258,281	95,879	8	1,215,027	139,133	11
TOTAL REVENUE	5,937,917	5,677,481	260,436	5	5,694,795	243,122	4
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
PAYROLL - OFFICE	237,754	323,083	85,329	26	284,775	47,021	17
PAYROLL - MAINTENANCE	203,867	291,934	88,067	30	233,115	29,248	13
PAYROLL - GROUNDS	53,779	102,471	48,692	48	74,269	20,489	28
PAYROLL - PROPERTY MANAGEMENT - CDA	298,139	295,300	-2,839	-1	281,779	-16,360	-6
TOTAL PAYROLL	793,539	1,012,788	219,249	22	873,937	80,398	9
GENERAL & ADMINISTRATIVE							
CONSULTING	9,937	9,400	-537	-6	9,547	-389	-4
DUES & SUBSCRIPTIONS - BUSINESS OFFICE	650	100	-550	-550	0	-650	N/A
POSTAGE & DELIVERY - OPS	1,241	2,250	1,009	45	1,261	19	2
OFFICE/EQUIPMENT RENTAL	9,817	9,950	133	1	8,357	-1,460	-17
ADVERTISING/MARKETING	13,908	19,650	5,742	29	12,977	-932	-7
AUDIT/TAX RETURN PREPARATION FEE	12,700	8,350	-4,350	-52	16,700	4,000	24
CREDIT REPORTS / BACKGROUND CHECKS	3,960	5,550	1,590	29	3,334	-626	-19
DATA PROCESSING FEES	0	550	550	100	1,447	1,447	100

Total Properties
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019	6/30/2019			6/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
LEGAL FEES	13,608	26,350	12,742	48	7,217	-6,391	-89
LICENSE FEES	12,845	7,650	-5,195	-68	11,210	-1,635	-15
MILEAGE REIMBURSEMENT	2,663	9,700	7,037	73	3,737	1,073	29
PROPERTY PROGRAM EXPENSES	12,040	13,950	1,910	14	10,570	-1,470	-14
MISC EXPENSE - BUSINESS OFFICE	124	2,100	1,976	94	1,119	996	89
TRAVEL	1,864	750	-1,114	-149	766	-1,098	-143
EDUCATION AND TRAINING	2,315	3,800	1,485	39	3,370	1,055	31
BANK FEES	25,285	30,550	5,266	17	36,755	11,471	31
PROFESSIONAL FEES	222	2,000	1,778	89	218	-4	-2
PROFESSIONAL SERVICES - ENVIRONMENTAL SERVIC	412	1,050	638	61	1,314	901	69
OFFICE CONTRACTS	308	800	492	62	0	-308	N/A
MAINTENANCE SUPPLIES	15	0	-15	N/A	0	-15	N/A
OFFICE SUPPLIES AND EQUIPMENT	2,629	5,450	2,821	52	2,990	362	12
TELEPHONE - OFFICE USE	26,471	34,950	8,479	24	28,435	1,964	7
RESIDENT RETENTION	2,990	8,050	5,060	63	4,180	1,190	28
MONTHLY CLEANING	7,100	18,800	11,700	62	13,246	6,146	46
REPAIRS & MAINTENANCE	30,161	70,950	40,788	57	42,184	12,023	29
UNIFORMS - BUSINESS OFFICE	5,302	4,150	-1,152	-28	4,591	-711	-15
TOTAL G & A EXPENSE	198,567	296,849	98,283	33	225,525	26,958	12
MANAGEMENT FEE							
MANAGEMENT FEE	234,924	245,511	10,587	4	237,791	2,867	1
TOTAL MANAGEMENT FEE	234,924	245,511	10,587	4	237,791	2,867	1
TOTAL ADMINISTRATIVE EXPENSES	1,227,030	1,555,148	328,118	21	1,337,253	110,223	8
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
SERVICE CONTRACT/REPAIRS - APPLIANCE	837	2,550	1,713	67	948	111	12
SERVICE CONTRACT/REPAIRS - ELECTRICAL	25,291	28,300	3,010	11	21,647	-3,643	-17
SERVICE CONTRACT/REPAIRS - FLOORS	51,202	73,400	22,198	30	33,535	-17,666	-53
SERVICE CONTRACT/REPAIRS - GENERAL BUILDING	3,384	0	-3,384	N/A	0	-3,384	N/A
SERVICE CONTRACT/REPAIRS - HVAC	19,432	28,850	9,418	33	27,615	8,184	30
SERVICE CONTRACT/REPAIRS - JANITORIAL	2,235	6,400	4,165	65	0	-2,235	N/A
SERVICE CONTRACT/REPAIRS - PLUMBING	32,866	29,700	-3,166	-11	30,921	-1,946	-6
SERVICE CONTRACT/REPAIRS - MISCELLANEOUS	116	0	-116	N/A	0	-116	N/A
SUPPLIES - APPLIANCE	26,337	51,900	25,563	49	27,456	1,118	4
SUPPLIES - ELECTRICAL	13,124	15,050	1,926	13	10,437	-2,687	-26
SUPPLIES - FLOORS	4,155	0	-4,155	N/A	0	-4,155	N/A
SUPPLIES - GENERAL BUILDING	3,726	0	-3,726	N/A	0	-3,726	N/A
SUPPLIES - HVAC	16,185	25,250	9,065	36	13,323	-2,861	-21
SUPPLIES - JANITORIAL	5,998	8,200	2,202	27	5,673	-325	-6
SUPPLIES - PLUMBING	29,469	25,450	-4,020	-16	26,067	-3,403	-13
SUPPLIES - MISCELLANEOUS	12,719	16,200	3,481	21	9,211	-3,507	-38
TOTAL REPAIRS & MAINTENANCE EXPENSES	247,076	311,250	64,174	21	206,833	-40,243	-19
CONTRACT SERVICE							
EXTERMINATION	9,207	9,750	543	6	6,898	-2,309	-33
SERVICE CONTRACT/REPAIRS - ELEVATORS	19,489	19,150	-339	-2	16,002	-3,488	-22
SERVICE CONTRACT - GROUNDS	45,446	78,950	33,504	42	27,457	-17,989	-66
SERVICE CONTRACT - SNOW	89,458	46,650	-42,808	-92	83,395	-6,062	-7
SUPPLIES - GROUNDS	2,836	0	-2,836	N/A	0	-2,836	N/A
TOTAL CONTRACT SERVICE	166,435	154,500	-11,935	-8	133,751	-32,684	-24
TURNOVER EXPENSE							
SERVICE CONTRACT - PAINTING	30,146	32,450	2,304	7	17,030	-13,116	-77
SERVICE CONTRACT - CARPET SHAMPOO	90	0	-90	N/A	0	-90	N/A
SUPPLIES - PAINTING	10,531	12,250	1,719	14	7,007	-3,524	-50
TOTAL TURNOVER EXPENSE	40,767	44,700	3,933	9	24,037	-16,730	-70
TOTAL MAINTENANCE EXPENSES	454,278	510,450	56,172	11	364,621	-89,657	-25
UTILITIES							
ELECTRICITY	72,684	106,150	33,466	32	95,234	22,549	24
HEAT / GAS	98,023	105,050	7,027	7	111,077	13,054	12

Total Properties
Income Statement
For the Six Months Ending June 30, 2019

	6/30/2019				6/30/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
WATER AND SEWER	106,764	127,050	20,286	16	95,532	-11,233	-12
TRASH REMOVAL	74,682	67,250	-7,432	-11	62,674	-12,008	-19
CABLE TV	11,531	11,350	-181	-2	11,366	-165	-1
TENANT UTILITY ALLOWANCE	5,888	0	-5,888	N/A	0	-5,888	N/A
TOTAL UTILITIES	369,573	416,850	47,277	11	375,882	6,310	2
TOTAL OPERATING EXPENSES	2,050,880	2,482,447	431,567	17	2,077,757	26,877	1
NET OPERATING INCOME BEFORE TAXES & INSURANCE	3,887,036	3,195,033	692,003	22	3,617,038	269,998	7
NON-OPERATING EXPENSES							
PROPERTY AND LIABILITY INSURANCE	191,884	196,350	4,466	2	187,288	-4,596	-2
REAL ESTATE TAXES	215,964	210,800	-5,164	-2	214,605	-1,360	-1
ASSOCIATION ASSESSMENT	41,114	61,650	20,536	33	58,920	17,806	30
TOTAL NON-OPERATING EXPENSES	448,962	468,800	19,838	4	460,813	11,850	3
TOTAL NON-OPERATING EXPENSES	448,962	468,800	19,838	4	460,813	11,850	3
NET INCOME BEFORE FINANCING EXPENSE	3,438,074	2,726,233	711,841	26	3,156,226	281,848	9
FINANCING EXPENSE							
SEC DEP INTEREST	1,682	0	-1,682	N/A	0	-1,682	N/A
MORTGAGE INTEREST	172,122	171,526	-596	0	175,593	3,471	2
INTEREST - SENIOR BONDS	611,892	720,652	108,759	15	646,478	34,586	5
INTEREST - SERIES A BONDS	20,553	21,020	467	2	21,720	1,167	5
GAIN ON INVESTMENT	-119	0	119	N/A	-188	-69	-37
BOND PREMIUM	-30,888	-22,297	8,591	39	-30,992	-104	0
BOND DISCOUNT	9,614	9,888	275	3	9,888	274	3
GAIN/LOSS ON SALE	-28,403	28,610	57,012	199	-27,511	891	3
DEFERRED REFUNDING	41,572	52,584	11,012	21	52,582	11,010	21
DEFERRED GAIN ON REFUNDING	-58,590	-58,590	0	0	-58,590	0	0
TRANSFER TO OTHER FUNDS	0	0	0	N/A	0	0	N/A
TOTAL FINANCING EXPENSE	739,436	923,393	183,957	20	788,980	49,544	6
NET INCOME/(LOSS)	2,698,638	1,802,840	895,798	50	2,367,246	331,392	14
DEPRECIATION EXPENSE							
DEPRECIATION	29,027	24,621	-4,406	-18	27,044	-1,983	-7
DEPRECIATION - BUILDING	896,518	888,028	-8,490	-1	872,656	-23,861	-3
DEPRECIATION - FURNITURE AND EQUIPMENT	3,800	316	-3,484	-1,101	8,861	5,060	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-929,345	-912,965	-16,380	-2	-908,560	-20,784	-2
NET INCOME	1,769,293	889,875	879,419	99	1,458,685	310,608	21

**Finance Report
August 20, 2019**

The financial results for June 30, 2019 are as follows:

Total Agency Year-To-Date

	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>Variance</u>
Revenues	\$11,086,598	\$11,085,847	\$11,070,866	\$14,981
Expenses	7,587,454	7,221,002	8,432,346	(1,211,344)
Income (Loss)	<u>\$3,499,144</u>	<u>\$3,864,845</u>	<u>\$2,638,520</u>	<u>\$1,226,325</u>

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>Variance</u>
Operating Revenues	\$5,694,795	\$5,937,917	\$5,677,481	\$260,436
Operating Expenses	2,077,757	2,050,880	2,482,447	(431,567)
Operating Income (Loss)	<u>\$3,617,038</u>	<u>\$3,887,037</u>	<u>\$3,195,034</u>	<u>\$692,003</u>

Individual Properties Operating Income (Loss) Year-To-Date

	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2019 Budget</u>	<u>Variance</u>
Family Properties				
Brick Pond	\$124,029	\$114,807	\$92,721	\$22,086
Woodland Park	745,105	853,230	756,979	96,251
Briar Pond	689,584	742,489	603,741	138,748
Park Place I	112,887	112,881	65,006	47,875
Park Place II	7,227	12,625	6,357	6,268
Scattered Site	101,869	229,471	115,950	113,521
Whispering Pines	22,108	46,424	11,838	34,586
Transitional Housing	6,272	9,777	6,952	2,825
Senior Properties				
Trailside	583,261	292,368	245,160	47,208
Oakhill Cottages	129,235	131,691	114,912	16,779
Muller Manor	82,313	92,102	70,363	21,739
Ann Bodlovick	131,297	151,170	111,978	39,192
John Jergens	81,411	86,138	77,172	8,966
Pioneer	22,179	212,697	199,656	13,041
Cobble Hill	149,662	143,679	125,163	18,516
Raymie Johnson	389,500	361,057	337,776	23,281
Joint Ventures				
WCD - Series 2013	18,266	18,091	17,859	232
Landfall - Series 2010C	29,194	34,016	23,233	10,783
Groves Managing Member	19,553	16,071	18,250	(2,179)
Piccadilly - Lender	124,586	125,320	96,468	28,852
The Glen - Owner	47,500	97,667	97,500	167
The Glen - Lender	0	3,266	0	3,266
Operting Income (Loss)	<u>\$3,617,038</u>	<u>\$3,887,037</u>	<u>\$3,195,034</u>	<u>\$692,003</u>

Vacancy Rates - 2016-2019

	# of Units	2016 Annual	2017 Annual	2018 Annual	2019 Annual	2019 Annual
Family Properties						
Brick Pond	40	0.6%	1.3%	0.0%	1.4%	5%
Woodland Park	180	1.2%	1.1%	0.7%	0.2%	5%
Briar Pond	196	0.3%	0.9%	0.6%	0.1%	5%
Park Place I	36	0.2%	1.2%	0.9%	0.4%	5%
Park Place II	6	4.2%	1.4%	1.4%	0.0%	5%
Scattered Site	56	1.5%	0.4%	0.9%	1.0%	5%
Whispering Pines	40	1.7%	0.4%	0.0%	0.0%	3%
Senior Properties						
Oakhill Cottages	40	0.0%	0.0%	0.2%	0.0%	3%
Muller Manor	28	0.0%	0.0%	0.0%	0.0%	3%
Ann Bodlovick	50	0.0%	0.0%	0.2%	0.3%	3%
John Jergens	30	0.0%	0.0%	0.3%	0.5%	3%
Pioneer	18	0.0%	2.8%	1.4%	0.0%	3%
Cobble Hill	45	0.2%	0.0%	0.0%	1.6%	3%
Raymie Johnson	120	1.2%	0.5%	1.3%	2.1%	3%
Trailside	70	0.1%	0.0%	0.2%	0.8%	3%
Seniors	401	0.4%	0.3%	0.5%	0.9%	3%
Overall	955	0.7%	0.6%	0.6%	0.6%	5%
Joint Ventures						
Piccadilly Square	79	59.1%	11.4%	0.6%	0.4%	5%
The Groves	67	1.1%	0.7%	0.1%	0.2%	5%

Waiting and Interest Lists for Washington County CDA Properties and Joint Ventures

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	20
John Jergens	116
Muller Manor	103
Oakhill Cottages	112
Pioneer	31
Cobble Hill	41

Interest Lists - Multi-Family	
Property	# on List
Park Place I	10
Park Place II	0
Briar Pond	96
Brick Pond	226
Woodland Park	42
Piccadilly Square - JV	227
The Groves - JV	20

Waiting Lists	
Property	# on List
Raymie Johnson	48
Scattered Site	382
Whispering Pines	352
TrailSide	351

Interested Party Lists:

The properties maintain an Interested Party List for those prospects interested in renting from one of our communities. Lists are maintained for each individual property and for each size of unit that property provides. An Interested Party List differs from a waiting list, as a waiting list requires that we contact prospects in the order they were placed on the list, whereas an Interested Party List allows us to contact all person interested simultaneously. When we receive notice for a unit, we refer to the Interested Party List and make every effort to contact all persons interested in that type of unit at the same time, by phone and by mail. The first person to respond and place a deposit on the available unit will have that unit reserved for them. We make three attempts to contact someone on the Interested Party List. If they do not respond after three attempts have been made, we remove their name. They can be placed back on the list if they contact us again and request it.

*Continued on next page

Waiting List - Project Based Section 8 (Raymie Johnson):

Names are added to the Project Based Section 8 waiting list for Raymie Johnson based on the date and time the prospective resident applies. The waiting list is monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As units become available, those residents on the list are contacted, in the order they were placed on the list. Only one resident is contacted at a time and only one application can be processed at a time. Considering that the length of time to process an application is between 30-45 days, there are times where a unit is vacant for a period of time during this process. The timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give to their current housing provider. There are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

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Waiting List - Public Housing Scattered Site

Names for this program are required to be drawn both from the WCCDA and MPHA waiting lists, according to the Hollman Consent Decree. The request for the number of names will be equal between the two lists. Applicants from both lists will have 14 days to respond. Responses from the MPHA list will take priority over the WCCDA list. If there are no responses from the MPHA list, staff will move forward with processing applications for the responses from the WCCDA list. WCCDA will continue with this process until the unit is filled. This list is also monitored by HUD and the property is required to follow the HUD regulations for rules on the waiting list. As with the Project Based Section 8 waiting list, the time to process an application is around 30-45 days and a unit may remain vacant for a period of time due to that timeline. Additionally, the timeline for filling a vacant unit is also subject to the amount of vacate notice the new resident will need to give their current housing provider. Similar to the Project Based Section 8 waiting list, there are instances in which a manager will process and approve an application for a person on the waiting list, but the applicant backs out of accepting the unit. In that case, the manager will go back to the waiting list and start the full process again.

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Property Summary - June 2019

CDA Owned Properties	Location	# of Units	# of Vacant Units	July	Projected Occupancy		Month End Delinquency
					August	September	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	100.00%	\$876
Briar Pond	Oakdale	196	1	99.49%	100.00%	100.00%	\$1,907
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$0
Cobble Hill	Woodbury	45	1	97.78%	100.00%	100.00%	\$5
Poth	Oakdale	3	0	100.00%	100.00%	100.00%	\$0
John Jergens	Forest Lake	30	0	100.00%	100.00%	100.00%	\$0
Scattered Site	Scattered	56	0	100.00%	100.00%	100.00%	\$11,887
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$0
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	95.00%	\$0
Park Place I	St.Paul Park	36	0	100.00%	100.00%	100.00%	\$1,075
Park Place II	St.Paul Park	6	0	100.00%	100.00%	100.00%	\$0
Pioneer	St.Paul Park	18	0	100.00%	100.00%	100.00%	\$2,159
Raymie Johnson	Stillwater	120	4	96.67%	96.50%	96.50%	\$955
TrailSide	Forest Lake	70	1	98.57%	100.00%	100.00%	\$0
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$74
Woodland Park	Cottage Grove	180	0	100.00%	100.00%	99.50%	\$4,816
TOTALS:		958	7	99.27%	99.78%	99.44%	\$23,754
Joint Ventures	Location	# of Units	# of Vacant Units	July	Projected Occupancy		Month End Delinquency
					August	September	
Piccadilly Square	Mahtomedi	79	1	98.73%	100.00%	100.00%	\$0
The Groves	Cottage Grove	67	1	98.51%	100.00%	100.00%	\$3,029

Building Type for Washington County CDA and Joint Ventures

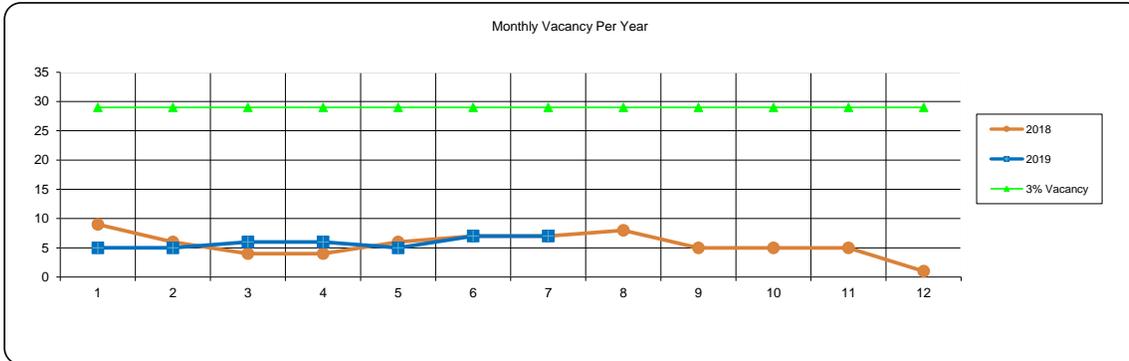
	Development	Type	Number of Units	Number of Units by Building				City	Income Restrictions**				
				Apt	TH	SF	EF		< 110% AMI	< 80% AMI	< 60% AMI	< 50% AMI	< 30% AMI
CDA	Oakhill Cottages	Senior	40		40			Scandia		40			
	Muller Manor	Senior	28	28				Hugo		28			
	Woodland Park	Family	180	116	64			Cottage Grove		180			
	Briar Pond	Family	196	164	32			Oakdale		196			
	Brick Pond	Family	40	30			10	Stillwater		40			
	Park Place	Family	42	42				St. Paul Park		42			
	Ann Bodolvick	Senior	50	50				Stillwater		50			
	John Jergens	Senior	30		30			Forest Lake		30			
	Pioneer Apartments	Senior	18	18				St. Paul Park		18			
	TrailSide	Senior	70	70				Forest Lake			14	42	14
	Cobble Hill	Senior	45	45				Woodbury		45			
	Transitional Housing	Family	3			3		Oakdale					3
	Raymie Johnson Sr	Sen/Dis	96	96				Oak Park Hts		96			
	Raymie Johnson TH	Family	24		24			Oak Park Hts		24			
	Whispering Pines	Sen/Dis	40					Forest Lake		20			20
Scattered Site	Family	56		56			Varies		34			22	
Joint Ventures	Piccadilly Square	62+ Senior	79	79				Mahtomedi			63	16	
	The Groves	Family	67	67				Cottage Grove				67	

***Scattered Site Units: Numbers do not reflect actual incomes of households but only the maximum number of units permitted under income category. HUD requires that at least 40% of the units have incomes at or below 30% AMI. A majority of tenants have incomes at 30% AMI or lower.**

****Income Restrictions: Numbers do not reflect actual incomes of households but only the maximum number of units permitted under the tax exempt bond requirements regulated by the IRS. Actual incomes average lower than the maximum income limits permitted by the IRS.**

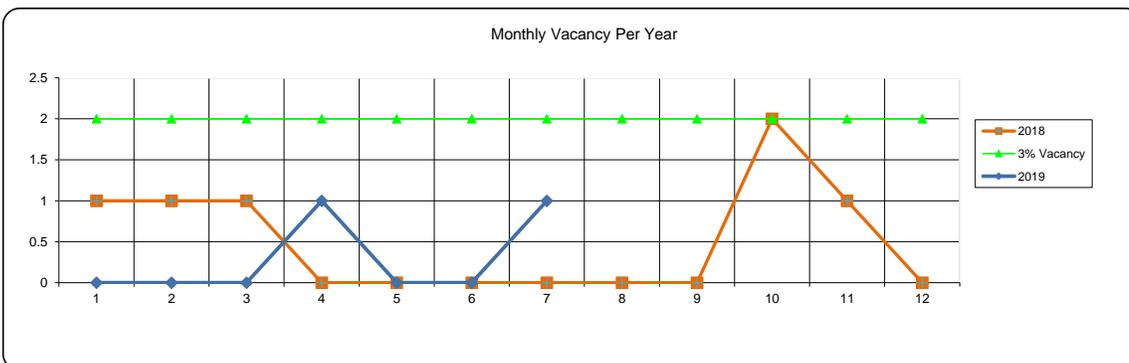
Washington County CDA Current Annual Vacancy as of July 2019

	January	February	March	April	May	June	July	August	September	October	November	December
2018	9	6	4	4	6	7	7	8	5	5	5	1
2019	5	5	6	6	5	7	7	29	29	29	29	29
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



Joint Venture - Piccadilly Square Current Annual Vacancy as of July 2019

	January	February	March	April	May	June	July	August	September	October	November	December
2018	1	1	1	0	0	0	0	0	0	2	1	0
2019	0	0	0	1	0	0	1	2	2	2	2	2
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of July 2019

	January	February	March	April	May	June	July	August	September	October	November	December
2018	0	0	0	0	0	0	0	0	0	1	0	0
2019	0	0	0	0	0	0	1	2	2	2	2	2
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



HOUSING ASSISTANCE PROGRAMS - July 2019

1. Housing Choice Voucher Program

Currently administering: 446 voucher participants
Portability into the County: 6 families ported in

2. Family Self Sufficiency/Earning Power

23 people are enrolled in Family Self Sufficiency. We are currently marketing to all participants.

3. Bridges

Bridges I is an MHFA funded program for households with at least one adult member who has a serious and persistent mental illness. There are preferences for those individuals who are homeless. Currently there are 32 households leased on this program. 4 households are looking for new units.

Bridges II is funded by Washington County. It operates exactly like Bridges I and currently has 12 participants.

Bridges Regional Treatment Center is an MHFA funded program specifically for persons ready to exit the Anoka Regional Treatment Center who are homeless. Currently 1 person has leased up.

4. Shelter Plus Care/ Continuum of Care/Homeless Update

Currently there are 26 households. The budget for Shelter Plus Care allows for enough money to provide landlords with security deposits, vacancy loss payments, damage claims and rent payments. This is 4 households more than the CDA is required to fund under the program. This is done with program savings that occur as the tenants begin work or acquire a stable form of income.

HOMELESS UPDATE:

Applications for the CoC were turned in on August 14, 2019.

5. Inspections

39 inspections were completed.

6. PIC Count

Public and Indian Housing Information Center (PIC) is a tracking system that updates HUD on the monthly activities of the housing programs. It is used specifically for Section 8/Housing Choice Voucher and for the Public Housing programs. After every tenant recertification, the Housing Authority is required to upload related data files to HUD. This allows HUD to determine that housing activities are happening on a timely basis and allows HUD to extrapolate the costs of the housing programs. At this time, HUD requires a minimum 95% reporting rate. This reporting rate and the accuracy of the report will become more and more important as HUD shifts away from the Housing Authority reporting in the Voucher

Management System (VMS) and begins to rely on the PIC system to determine the budget authority of the Housing Authority. This shift in data sources is estimated to happen in 2017.

When this change happens, it will be very important to have at minimum a 98% reporting rate. At the Washington County CDA, administrative staff upload the data files to PIC and monitor PIC to assure that all HCV tenant files have been accepted and are properly attributed to the CDA. Shelter staff upload the Public Housing files. HUD provides the reporting rate monthly. It is possible to report more than 100% because of port-ins and new issues for that month.

Housing Choice Voucher Reporting Rate: 100%
 Public Housing Reporting Rate: 100%

7. Program Statistics

Unit Months Leased (UML) refers to the number of CDA owned vouchers under lease each month. In the HCV program there are 90, the VASH program has a potential for 10 and the Family Unification Program (FUP) has a potential for 15. The CDA must use 98% of the available annual UMLs or 98% of its annual budget authority (HAP) in order to be a high performer. VASH usage does not count in this equation since it depends on referrals and HUD is evaluating FUP for the same reason.

Program Stats for July

Program	Number of Units under lease (UML)	Issued/Not leased	UML YTD	98% of UML YTD	Total UML YTD
HCV—total 90	89	1	623	617	720
VASH—total 10	3	No referrals from VA-requested more	26	69	70
FUP—Total 15	6	3—requested more referrals from Washington County Child Protection	10	74	75

Program	Housing Assistance Paid	98% of monthly HAP budget	Monthly Hap sent by HUD
HCV-Total 90	\$57,104	\$58,491	\$59,685
VASH—total 10	Included in HCV HAP	Included in HCV ACC	Included in HCV ACC
FUP—total 15	\$2,406	\$9,475	\$9,668

**NUMBER OF FAMILIES RECEIVING RENTAL ASSISTANCE
BY PROGRAM AND LOCALITY
April 2019**

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	VASH	FUP	TOTAL
Afton	1						1
Bayport	1		2				3
Cottage Grove	46	3	2				51
Forest Lake	26	7	5			2	38
Hugo	4	1					5
Lake Elmo			1				1
Lakeland							0
Landfall							0
Mahtomedi	24	1					25
Marine on St. Croix							0
Newport	18		4		1	1	22
Oakdale	159	5	11	1	1		176
Oak Park Heights	2	1	1				4
Scandia							0
St. Croix Beach	1						1
St. Mary's Point	1		1				2
St. Paul Park	9						9
Stillwater	47	7	14		1	1	68
Willernie							0
Woodbury	103	1	3			2	107
Other	2						2
TOTAL	444	26	44	1	3	6	515

Memo To: CDA Board of Commissioners
From: Barbara Dacy, Executive Director
Date: August 14, 2019
RE: Executive Director Report

Administrative Items

- As part of our effort to monitor the progress of the economic development programs, I sent out our second annual survey this week to members of the economic development workgroup. Last year we worked with the State's Management and Analysis Division on the survey tool, and we presented the results in July 2018. I will present this year's results at the September meeting. You may recall that we also surveyed the participants in the Open to Business program last year, and we intend to do that again this fall. In fact, Open to Business liked the survey tool so much, they engaged the state to complete surveys in other service areas.
- Mr. James Dumer may appear at the Open Forum regarding concerns about Landfall administrative and financial issues. I met with Mr. Dumer on August 7 and will be following up on research into his concerns within the next 30 days.
- We are working with County Health Department staff to disseminate their health assessment survey to property residents and to program participants who come to the CDA office. This is a "checkup" (pun intended) on health issues of community members. We have also provided comments on the indicators and benchmarks for housing and its impact on health issues as part of the county's Community Health Assessment process. Outcomes of this survey will inform future policies and programs.

Human Resources and Communications Coordinator

- We are pleased to introduce Lori Creamer as our new Administrative Specialist. She will be responsible for assisting the CDA Commissioners with their Board packets, email and l pads, as well as completing minutes and other duties to maintain the official proceedings of the Board. Lori will also assist Chris Eng, Economic Development Director on a variety of administrative tasks. As you may recall, Anne Cohoon is the Administrative Assistant and she will tend to the front desk to handle day to day business and work with Lori on various projects. Join us in welcoming them to the team!